Australian Federation College

RTO Code: 45616 | CRICOS Provider No.: 03854G

Australian Federation College



SIT60322 Advanced Diploma of Hospitality Management

CRICOS Course Code: 118106K

COURSE BROCHURE

About this Course Brochure

This brochure provides all the information international students need to know about enrolling into the SIT60322 Advanced Diploma of Hospitality Management.

The latest release of the qualification and packaging rules can be found at the following link:

https://training.gov.au/Training/Details/SIT60322

Course Overview

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverageand gaming.

Possible job titles include: Banquet or function manager, Bar manager, Café manager, Chef de cuisine, Chef patisserie, Club manager, Executive housekeeper, Front office manager, Gaming manager, Kitchen manager, Sous chef, Unit manager catering operations.

Course Location and Delivery Mode

This course is delivered via classroom & online based training and assessment at Level 1, 126 Charles Street, Launceston TAS 7250 and Level 5, 250 Collins St, Melbourne, Victoria 3000, Australia.

Practical (where relevant) will be conducted in following commercial/training kitchen setting.

- Training Kitchen Facility, Deloraine, TAS 7304.
- Training Kitchen Facility, Abbotsford, VIC 3067.

Target Group for the Course

Target groups for the SIT60322 Advanced Diploma of Hospitality Management are international students who are:

- Individuals seeking to pursue or further a career in Hospitality Industry.
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications.

Potential Education/Career Outcomes



Job roles and titles vary across different industry sectors. Potential employment options include:

- Area manager or operations manager
- Café owner or manager
- Club secretary or manager
- Executive chef,
- Executive housekeeper,
- Executive sous chef,
- Food and beverage manager,
- Head chef,
- Motel owner or manager,
- Rooms division manager etc.

Entry Requirements



Australian Federation College has the following entry requirements. You must:

- Be at least 18 years of age at the commencement of course;
- Have completed Australian year 12 or equivalent OR successfully completed AQF Cert IV qualification or above.
- Prior commencement, participate in a non-intrusive course entry assessment to determine suitability for the course and student needs. Where support needs are identified, Australian Federation College may implement support strategies, develop a Student Support Plan, provide additional learning support or recommend alternative study pathways where appropriate.
- Meet Australian student visa subclass 500 requirements; and
- Have an IELTS* score of 6.0 (test results must be no more than 2 years old).

English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for at least 5 years in an English-speaking country where the medium of instructions were in English; or

- Completed at least a Certificate IV level course in an Australian RTO within the last 2 years.

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that Australian Federation College can confirm they are equivalent to IELTS 6.0.*

Course Duration and Timetabling

This course is delivered over 104 weeks comprising of 72 academic weeks and 32 weeks of holidays.



Australian Federation College (AFC) delivers 20 hours of scheduled training per week through a combination of face-to-face and online training.

Face-to-face training is conducted at AFC's designated campus premises, while online training is structured, trainer-directed and delivered in accordance with the relevant training and assessment arrangements.

The delivery modes and allocation of scheduled training hours are outlined in the relevant course timetable and training schedule. The confirmed timetable is communicated to students prior to course commencement and may vary depending on student enrolment numbers, trainer availability and operational requirements, subject to applicable regulatory requirements.

Units Included in the Course

SIT60322 Advanced Diploma of Hospitality Management requires the successful completion of Fourteen (14) core units and Nineteen (19) elective units.

Electives for this qualification have been chosen by Australian Federation College to ensure that students achieve a broad range of skills and knowledge in hospitality management.

Units included in this qualification are:

Code	Title	Core or Elective
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXFIN009	Manage finances within a budget	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXFIN011	Manage physical assets	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXHRM009	Lead and manage people	Core
SITXHRM010	Recruit, select and induct staff	Core
SITXHRM012	Monitor staff performance	Core
SITXMGT004	Monitor work operations	Core
SITXMGT005	Establish and conduct business relationships	Core
SITXMPR014	Develop and implement marketing strategies	Core
SITXWHS008	Establish and maintain a work health and safety system	Core
SITXHRM008	Roster staff	Elective
SITXFSA005	Use hygienic practices for food safety	Elective

SITXCOM010	Manage conflict	Elective
SITHKOP013*	Plan cooking operations	Elective
SITHCCC023*	Use food preparation equipment	Elective
SITXFSA006	Participate in safe food handling practices	Elective
SITHCCC027*	Prepare dishes using basic methods of cookery	Elective
SITHCCC028*	Prepare appetisers and salads	Elective
SITHCCC029*	Prepare stocks, sauces and soups	Elective
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	Elective
SITHCCC035*	Prepare poultry dishes	Elective
SITHCCC036*	Prepare meat dishes	Elective
SITHCCC037*	Prepare seafood dishes	Elective
SITHCCC041*	Produce cakes, pastries and breads	Elective
SITHPAT016*	Produce desserts	Elective
SITHCCC043*	Work effectively as a cook	Elective
SITHKOP014	Plan catering for events or functions	Elective
SITHKOP010	Plan and cost recipes	Elective
SITHKOP015*	Design and cost menus	Elective

Training and Assessment Information

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:

Written Evidence:

i) Written questionnaire;
ii) Report writing;
iii) Case study/ problem solving;
iv) Research work/ documentation review;
v) Project work;
vi) Portfolio of documents.



Demonstration:

i) Practical demonstration;
ii) Presentation;
iii) Discussion;
iv) Role play;
v) Observation; and/or
vi) Oral questioning

At the beginning of each unit, trainers will outline the assessment tasks that must be completed. Research, assessment preparation, self-study, etc. for each unit takes about 5 hours outside of class hours per week subject to individual capacity.

vii) Third-party report and/or

Course Progress and Attendance monitoring

Note that for international students, satisfactory course progress and class attendance is required in order to meet visa requirements. More information can be found in our International Student Handbook, Course Progress. Monitoring and Attendance Monitoring Policies and Procedures are available on our website at www.afcollege.edu.au.

Students who do not meet course progress and attendance requirements are at risk of having their visas cancelled. Students who are identified as being at risk of not meeting course progress or attendance requirements will be provided with additional support as per our intervention strategy.

Student Support

All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:

- One to one support from trainer/assessor
- Support with personal issues and general counselling sessions
- Access to additional learning resources
- Reasonable adjustment in the assessment
- Social events
- Assisting in improving writing, role play, presentation, referencing, or computer skills
- Buddy program
- Referral to external support services.

Further information about available students support at Australian Federation college can be found in Student Support Policies and Procedures available in our website.



Facilities and Equipment

- Modern campus with all required amenities for students.
- Classrooms equipped with desks, chairs, whiteboard, overhead projector and flip chart.
- Fully fitted computer facilities with access to Internet Learning and assessment materials.
- Students lounge with modern kitchen equipped with all necessary equipment such as microwave, fridge, drinking water facilities and hot water kettle.
- Computers in the student lounge with access to the internet.
- Print and electronic resources library with reference materials for courses and other readingmaterials.

Course Costs

The costs for this course are as follows:

- Total course fees AUD 27,750 include tuition fees plus any additional compulsory costs as follows:
- Enrolment fee: AUD 250 (non-refundable)
- Uniform, Starter Toolkit and Material fee: AUD 1,500
- Tuition Fees: AUD 26,000

Non-tuition fees: May apply and can be found at www.afcollege.edu.au

A detailed payment plan and payment arrangements are provided in the Offer Letter and Written Agreement. Non-payment of course fees may result in the cancellation of enrolment. Course fees do not include laptops, computer software or textbooks, which are to be purchased at the student's own cost and approximate costs for these are listed in resources requirements.

Australian Federation College reserves the right to vary Tuition Fees and/or Material Fees from time to time.

Resource Requirements

Laptops and software may be purchased by students through the suppliers as listed or any other suppliers that offer the resources noting that costs may vary at the time of purchase.

Students should also note minimum specifications for a laptop which students must bring to each class. Specifications are included for both Windows and Mac.

Name of Resources	Approx. price	Publisher/Seller
Name of Software Office 365	$129 annually	https://products.office.com/en-au/buy/office
Laptop Costs Any laptop that meets the specifications below.	$450 (approximate only)	Various

Windows –Laptop Component	Minimum Requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz orfaster processor Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)
Operating system	Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.

Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit color and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0 capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services

Mac –Laptop Component	Minimum Requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16bit color and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Insurance and Living Cost

International students are also required to purchase Overseas Students Health Cover (OSHC) before arriving in Australia. Australian Federation College provides details of OSHC providers in the International Student Handbook.

Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs



Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) asper the information included in our International Student Handbook, which is available at www.afcollege.edu.au

For international students, the granting of course credit may affect course fees as well as the duration of the course.

The result of an application for credit and any changes to fees or course duration will be advised to students in writing.

If course credit is granted following the issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing areduced duration.

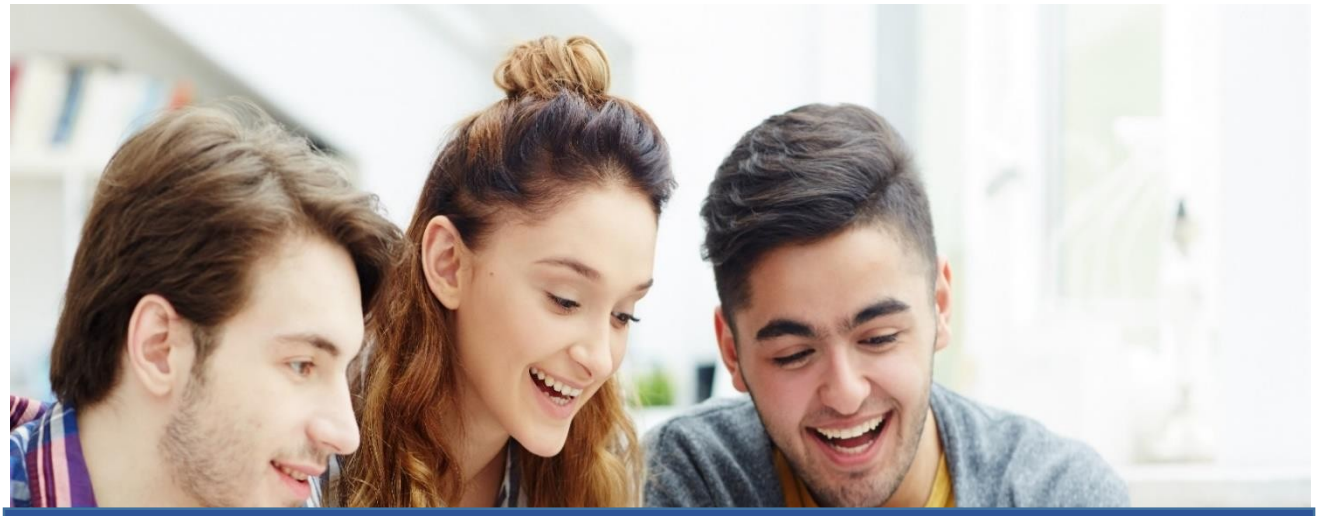
For any questions about course credit, contact us at the details show



How to Apply

To apply for this course, students are required to complete and send us Application for Enrolment Form. This can be provided to students by email or downloaded from our website. Completed Form should be sent to us with all required documents. Students may contact us for help at:

E: admissions@afcollege.edu.au
P: (+61) 03 6393 3225



Acceptance of Application and Orientation

If a student's application is accepted, an Offer Letter and Written Agreement will be sent to the student to sign and return to the College. Once received, a Tax Invoice with the initial payment amount will be sent to the student. Upon receipt of thepayment, an electronic Confirmation of Enrolment (eCoE) will be issued and sent to the student with a set of documents.

The first day of the course will include an orientation session. Students will be provided with information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including courseprogress and attendance requirements as well as an assessment to identify individual support needs.

This course information should be read in conjunction with our International Student Handbook and our policies andprocedures available online at: www.afcollege.edu.au

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Contact Us

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Explore our vibrant campuses in person, reach out via email, give us a call, or connect with us on social media. We're always here and eager to assist you.

SCAN ME

Connect Us

www.afcollege.edu.au