



## SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

*This qualification provides a pathway to work in any sector of the hospitality industry as a senior manager in large organization or small business owner or manager.*

### Study Location

Academies Australasia Polytechnic  
Level 7, 628 Bourke St,  
Melbourne, VIC 3000, Australia

### Course Name

Advanced Diploma of Hospitality  
(Management Stream)

**Course TGA Code** SIT60316

**Course CRICOS Code** 091099G

### Delivery Period (Including Holidays)

Total: 2 Terms (6 months)

### Provider CRICOS Number

02439G

### Contact Hours (per week)

**International Students:**  
Minimum 20 hours/week

### Domestic Students:

Blended learning available

### Study Requirements:

**28 Total units including**  
16 core units & 17 electives

### 2017 Tuition Fee (AUD)

**International Students:**  
AUD \$4,000

**Material Fee:** AUD\$100

**Swipe Card (Refundable):** AUD\$100

### 2017 Intake Dates:

9 Jan, 10 Apr, 3 July, 25 Sept

### 2017 Mid-Term Intake Dates:

20 Feb, 15 May, 7 Aug, 30 Oct

### Course Outline

This qualification reflects the role of individuals operating at a senior level who use substantial industry knowledge and wide-ranging, specialized managerial skills. They operate with significant autonomy and are responsible for making strategic business management decisions.

### Course Requirements

This 2 - term course is suitable for students who have completed the SIT50416 Diploma in Hospitality Management prior to entering SIT60316 Advanced Diploma of Hospitality Management. For other students, the course duration would be 8 terms or 24 months, which includes the Diploma of Hospitality Management.

Code	Core Units
BSBMGT617	Develop and implement a business plan
SITXMPR007	Develop and implement marketing strategies
SITXCCS008	Develop and Manage quality customer service
SITXMGT002	Establish and conduct business relationships
SITXWHS004	Establish and maintain a work health and safety system
SITXHRM003	Lead and manage people
BSBDIV501	Manage diversity in the workplace
BSBFIM601	Manage finances
SITXFIM003	Manage finances within a budget
BSBMGT515	Manage operational plan
SITXFIM005	Manage physical assets
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXFIM004	Prepare and monitor budgets
SITXHRM004	Recruit, select and induct staff
SITXGLC001	Research and comply with regulatory requirements
Code	Elective Units
SITXINV004	Control Stock
BSBITU302	Create Electronic presentations
BSBITU306	Design and Produce Business Documents
SITXFSA004	Develop and implement a food safety program
BSBMGT616	Develop and Implement strategic plans
SITXCSS008	Develop and manage quality customer service practices
BSBITU402	Develop and use complex spreadsheets
BSBSUS501	Develop workplace policy and procedures for Sustainability
SITXCCS007	Enhance Customer Service Experiences
BSBINN601	Lead and manage organisational change
BSBCMM401	Make a presentation
BSBHRM604	Manage Employee Relations
BSBRISK501	Manage Risk
SITXHRM006	Monitor staff performance
SITXFSA002	Participate in Safe Food handling Practices
SITXHRM004	Recruit, select and induct staff
SITXFSA001	Use hygienic practices for food safety
SITHIND004	Work effectively in hospitality service * +

NOTE: Fees and units may subject to change

## Recognition of Prior Learning

You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. Please refer to further details on [www.aapoly.edu.au](http://www.aapoly.edu.au)

## Student Support

AAPoly provides access to a range of information in regard to living in Australia, including indicative costs of living and accommodation options. Please refer to [www.aapoly.edu.au](http://www.aapoly.edu.au). Our counsellor is here to help with any special needs of students.

## Learning Facilities & Resources

AAPoly has a range of facilities and resources for students including computer labs, study space, meeting rooms, access to the City libraries as well as AAPoly library on Level 7 at the Bourke Street campus.

## Further Information

The commencement of any program is always subject to funding and class sizes. While the information provided in this publication is correct at the time of going to press, AAPoly reserves the right to alter any course, procedure or fee. Students are advised to check for any amendments prior to enrolment.

## Course Enquiries

AAPoly  
Level 7, 628 Bourke St,  
Melbourne VIC 3000, Australia  
Phone: +613 8610 4100  
Fax: +613 8610 4199  
Email: [enquiries@aapoly.edu.au](mailto:enquiries@aapoly.edu.au)

## Fees and Charges

All course fees are highlighted in the AAPoly marketing material. These course fees are current at the time of printing but subject to change without notice.

Once enrolled the course fees will remain the same for the normal duration of that course. Please ensure you check the course fees and other relevant charges at the time of enrolment.

Please visit [www.aapoly.edu.au](http://www.aapoly.edu.au) for more information.



## AAPoly Education Pathway



## University Pathways



IN ASSOCIATION WITH



## Assessment Methods

AAPoly recognizes the diverse learning needs of students and has thus incorporated a range of teaching and delivery methods in the course offered. They include observations, discussions, written assignments, tests, examinations, and/or practical application/work related projects, classroom instruction, group and individual work, field trips, teamwork activities and role plays. Assessments will be consistent with these training delivery methods.

## Entry Requirements:

**For International Students**, the following are mandatory requirements:

- Be at least 18 years of age
- English level at IELTS 5.5 or above (with no bands lower than 5.0) or PTE Academic Score of 42 or higher (with no section lower than 36).
- Have successfully completed Australian Year 12 or equivalent.

**For Domestic Students**, direct applications are accepted.

- Have successfully completed Australian Year 12 or equivalent.
- Students without formal qualifications may submit a resume detailing working experience, supported by references from employers.

## Nationally Accredited Qualification in Australia



A FEDERATION UNIVERSITY PARTNER PROVIDER INSTITUTION

AAPoly – A FedUni Partner Provider Institution in Melbourne  
FedUni CRICOS Provider Number 00103D