

# Course Brochure – SIT50422 Diploma of Hospitality Management

This brochure provides all the information you need to know about enrolling in the SIT50422 Diploma of Hospitality Management.

Course details	
Provider Name	Australian College of Technical Studies (ACTS)
RTO Code	46254
CRICOS Code	04273J
CRICOS Course Code	116612H
Location of course	Suite 4 Level 3 41-45 Rickard Rd Bankstown NSW 2200  Various workplaces for work placement
Delivery mode	This program is delivered in the classroom and through structured self-study. Practical face to face training is provided in a commercial kitchen. A work placement is also required.
Duration	104 weeks (80 weeks of study period and 24 weeks holiday)  <i>See details regarding duration under course credit if you have already completed SIT30821 and SIT40521 with us.</i>
Study load	20 hours a week in the classroom and 4 hours of structured self-study.  Completion of 64 service periods (4 hours per service period = 256 hours)



## 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 acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

The latest release of the qualification and packaging rules can be found at the following link: <https://training.gov.au/Training/Details/SIT50422>

## Target Audience

The SIT50422 Diploma of Hospitality Management course is specifically designed to cater to the needs of aspiring professionals seeking a rewarding career in the hospitality industry. The target audience for this comprehensive program includes:

- 1. Individuals with a passion for hospitality:** If you have a genuine interest in the hospitality sector and aspire to work in this dynamic and customer-oriented industry, this diploma equips you with the necessary knowledge and skills to excel.
- 2. Entry-level hospitality employees:** For those currently working in entry-level positions within the hospitality domain, this course offers an opportunity to elevate your career prospects and take on more significant responsibilities in management roles.
- 3. Aspiring hospitality managers:** If you aim to progress into management positions within the hospitality industry, this diploma provides the essential competencies and insights to pave the way for your career advancement.
- 4. Industry professionals seeking upskilling:** Experienced hospitality professionals looking to enhance their expertise and stay abreast of industry trends and best practices can benefit from this diploma to elevate their leadership and management acumen.
- 5. Career changers:** If you are considering a career change and wish to transition into the vibrant world of hospitality management, this diploma course offers a solid foundation to make a successful switch.

## Benefits:

By enrolling in the SIT50422 Diploma of Hospitality Management, you can enjoy various benefits, including:

- **Enhanced leadership skills:** The course equips you with leadership and management competencies essential for effectively leading teams, managing operations, and driving success in the hospitality industry.
- **Expanded career opportunities:** Successful completion of this diploma opens up a diverse range of career opportunities in hospitality management, such as banquet or function manager, bar manager, cafe manager, and chef de cuisine.
- **Practical knowledge and industry insights:** You will gain practical, real-world knowledge and insights from experienced industry professionals, allowing you to apply your learning directly to the workplace.
- **Pathway to further education:** This diploma serves as a solid foundation for those aspiring to pursue higher-level qualifications, such as the Advanced Diploma of Hospitality Management, unlocking even greater career prospects.

- **Networking opportunities:** Throughout the course, you will have the chance to connect and collaborate with like-minded individuals and industry professionals, expanding your professional network within the hospitality sector.

## Unit of Competencies

This course comprises the following units, and successful completion of all units is necessary to attain the qualification. Students who complete only certain units will receive a Statement of Attainment for the units successfully accomplished.

Unit code	Unit title	Core/elective
SITXCCS015	Enhance customer service experience	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXMGT004	Monitor work operations	Core
SITXMGT005	Establish and conduct business relationships	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXFSA005	Use hygienic practice for food safety	Elective A
SITHCCC043	Work effectively as a cook	Elective B
SITHCCC023	Use food preparation equipment	Elective C
SITHCCC027	Prepare dishes using basic methods of cookery	Elective C
SITHCCC028	Prepare appetisers and salads	Elective C
SITHCCC029	Prepare stocks, sauces and soups	Elective C
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	Elective C

SITHCCC031	prepare vegetarian & vegan dishes	Elective C
SITHCCC035	Prepare poultry dishes*	Elective C
SITHCCC036	Prepare meat dishes	Elective C
SITHCCC037	Prepare seafood dishes	Elective C
SITHCCC040	Prepare and serve cheese	Elective C
SITHCCC041	Produce cakes, pastries and breads	Elective C
SITHCCC044	Prepare specialised food items*	Elective C
SITHKOP012	Develop recipes for special dietary requirements	Elective C
SITHKOP015*	Design and cost menus	Elective C
SITXINV007	Purchase goods	Elective C

## Training and assessment

This course offers a diverse learning experience, combining face-to-face classroom sessions, structured self-study, and workplace-based training. The course is structured into several terms, with varying modes of training and assessment.

During the initial four terms, students will primarily participate in classroom-based and structured self-study training and assessment, except for the unit SITXFSA005 Use hygienic practices for food safety, which will be taught in the first term and will be covered in both classroom and training kitchen settings. This particular unit serves as a prerequisite for many of the subsequent units in the course.

From term 5 onwards, training and assessment will extend to include practical sessions in the commercial kitchen. In the fifth term, students will undertake the unit SITHCCC027 Prepare dishes using basic methods of cookery, which is a prerequisite for most of the other units. Following this, approximately 50% of the contact hours will be spent engaging in face-to-face training within a commercial kitchen environment.

In Term 8, students will complete the unit SITXMGT004 Monitor work operations, which necessitates the completion of 5 service periods. This unit will be conducted in the commercial kitchen to enable students to effectively supervise food production processes through simulations, as demonstrating this skill in a work placement context may be challenging.

Similarly, the special function for the unit SITHCCC043 Work effectively as a cook will also be completed in the commercial kitchen, as it might not be encountered during work placements.

In addition, students will fulfill their seven service periods for the unit SITXCCS016 Develop and manage quality customer service practices in the training kitchen or simulated business environment.

To meet all service period requirements, students will complete the final 72 hours of their work placement during weeks 101 – 104. Each service period will consist of 4 hours.

Assessment in this course could involve various formats, including:

- Written questions
- Practical demonstration
- Projects
- Presentations
- Reports
- Role plays or observations.
- Portfolios or journals
- Logs tracking workplace hours

At the outset of each unit, your trainer and assessor will detail the assessment tasks to be completed.

Classroom sessions take place in contemporary classrooms and the training kitchen, with Wi-Fi access available. There are designated areas for relaxation and further study.

For every unit of the course, a relevant Student Guide will be provided. Additionally, textbooks are readily available on-site for your use and can be borrowed as needed.

### **Facilities and Resources:**

Your classes will be conducted in modern, well-equipped classrooms and state of art Commercial Training Kitchen that offer Wi-Fi connectivity. Additionally, designated areas are available for relaxation and for conducting additional study, providing you with a comfortable and conducive learning environment.

To support your studies, you will receive a Student Guide tailored to each unit within your course. At campus, you will also have access to textbooks that can be utilized and borrowed as needed.

These provisions ensure that you have access to comprehensive learning materials and resources to enhance your educational experience throughout the course.

### **Course progress and attendance**

Meeting visa requirements is crucial and emphasizes the significance of maintaining satisfactory course progress and attendance in your courses. To obtain detailed information regarding this matter, we strongly urge you to carefully read through the International Student Handbook. Additional guidance on course progress and attendance expectations will be provided during your orientation. It is essential to note that the orientation will be conducted at our Bankstown campus. In case you require any student support services, they will also be available at our Bankstown campus. We kindly request you to thoroughly review the contents of the International Student Handbook for comprehensive information.

### **Student support**

We provide a range of support and welfare services to ensure your success and well-being. These services include:

- Personalized one-to-one support from our dedicated trainer/assessor.
- Assistance with any personal issues you may be facing.
- Access to supplementary learning resources to enhance your understanding.

- Reasonable adjustments made in assessments to accommodate individual needs.
- Engaging social events to foster a supportive community.
- Information about external sources of support that you can utilize.

We understand that you may have unique circumstances, such as a long break from studying, English as a second language, or a need for additional assistance with literacy or numeracy. During the application and enrolment process, we will identify any specific support requirements you may have. Based on those needs, we may develop a personalized Student Support Plan to ensure you receive the necessary assistance throughout your studies.

## Resource requirements

Please ensure that you bring your personal laptop equipped with Office 365 or a comparable program to all of your classes. It is important to note that the expenses associated with acquiring and maintaining this technology are not covered by your course fees. To assist you in making an informed decision, we have provided the specifications for laptops and their associated costs below:

### Laptop and Software Requirement

For your studies, a basic laptop with the following specifications is recommended:

- Operating System: Windows 10 or macOS (latest version)
- Processor: Intel Core i3 or AMD equivalent
- RAM: 8GB or higher
- Storage: 256GB SSD or higher
- Display: 13-inch or larger with a minimum resolution of 1366 x 768
- Wireless Connectivity: Wi-Fi 5 (802.11ac) or Wi-Fi 6 (802.11ax) compatible
- Battery Life: At least 6 hours of usage
- Ports: USB ports (preferably USB 3.0), HDMI, and headphone jack
- Software: Microsoft Office or equivalent productivity suite

Please note that these are basic requirements, and depending on your specific course or program, there may be additional recommendations or specific software requirements.

Name of software	Associated costs	
Office 365	\$129 annually	<a href="https://products.office.com/en-au/buy/office">https://products.office.com/en-au/buy/office</a>
Laptop details	Associated costs	
Any laptop that meets the specifications above	\$700 (approximate only)	Various

## Course credit

If you have existing qualifications or possess skills, knowledge, and experience that are relevant to your desired course of study, you have the option to apply for recognition of these through credit transfer or recognition of prior learning. Detailed information regarding this process can be found in our International Student Handbook, which is accessible at [actstudies.edu.au](http://actstudies.edu.au).

Please note that if your application for course credit is approved, it will have an impact on both your course fees and the duration of your studies. We will communicate any changes to fees or course duration resulting from the granted credit to you in writing. Additionally, you will receive a new Confirmation of Enrolment reflecting the updated information.

For any inquiries or concerns regarding course credit, please don't hesitate to contact us through email and our landline number.

## What are the entry requirements?

To gain admission to the Australian College of Technical Studies, you are required to meet the following entry requirements:

- 1. Age and Education:**
  - You must be at least 18 years old.
  - Completion of the equivalent of Year 12 education is mandatory.
- 2. Course Entry Interview and LLN Assessment:**
  - Participation in a course entry interview is necessary to assess your suitability for the course and determine your specific student needs.
  - The interview will also include a Language, Literacy, and Numeracy (LLN) assessment.
  - To be eligible for entry, you must achieve an Australian Core Skills Framework (ACSF) level of 4 in reading, writing, numeracy, and oral communication.
- 3. English Language Proficiency:**
  - An International English Language Testing System (IELTS) score of 5.5 or equivalent is required.
  - Test results must be no more than 2 years old.
  - Alternatively, English language competence can be demonstrated through documented evidence of any of the following:
    - Education for a minimum of 5 years in an English-speaking country.
    - Completion of at least 6 months of a Certificate IV level course at an Australian Registered Training Organization (RTO).
    - Successful completion of an English Placement Test.
  - Other English language tests such as PTE and TOEFL may be accepted, provided the results are equivalent to IELTS 5.5. You are required to provide your test results for verification.

Please ensure that you meet these entry requirements before applying to the Australian College of Technical Studies.

## How much does it cost?

- 1. Course Fees:**
  - Tuition fees: AUD \$17,000 (onshore)
  - Tuition fees: AUD \$18,500 (offshore)
- 2. Non-tuition Fees:**
  - Material fee: \$1,000

### 3. Additional Costs (at your own expense):

- Laptop and software, as described earlier.
- Please note that course fees do not cover the cost of laptops or software. Refer to the above information for specific requirements.

### 4. Payment Plan and Arrangements:

- A detailed payment plan and payment arrangements will be provided in the Offer Letter and Student Agreement.
- It is mandatory to pay all course fees in full and on time. Failure to do so may result in the cancellation of your enrolment.

### 5. Overseas Health Insurance Cover (OSHC):

- Before arriving in Australia, it is a requirement to obtain Overseas Health Insurance Cover.
- The Australian College of Technical Studies provides details of OSHC providers in the International Student Handbook. You can contact any of these providers to inquire about costs and arrange your health insurance coverage.

### 6. Living Costs and Additional Expenses:

- The International Student Handbook outlines additional costs associated with living in Australia.
- It is essential to review these costs carefully in relation to your budgeting.

For further information, you can visit <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

## How can I apply?

In order to apply for this course, you must complete an enrolment form and provide all necessary supporting documents. These documents include copies of the following:

- **High School Certificate:** Please submit a copy of your high school certificate or its equivalent.
- **Proof of English Language Proficiency:** As specified in the entry requirements, you need to provide evidence of your English language proficiency. Please include the required documentation to demonstrate your proficiency level.

## Next step

If your application is approved, you will receive an Offer Letter and Student Agreement from us. It is important that you carefully review this document to ensure that you are satisfied with all the terms and conditions. If you agree, simply sign the document and return it to us.

Once we receive the signed Offer Letter and Student Agreement, we will issue you a Confirmation of Enrolment (CoE) letter along with an invoice for the initial payment.

On the first day of the course, you will participate in an orientation and induction program. The orientation will provide essential information about the campus, living in Australia, accessing our support services, and the requirements for successful progression throughout the course, including course progress expectations.

Please note that this course outline should be read alongside the Australian College of Technical Studies International Student Handbook, which can be accessed online at [actstudies.edu.au](http://actstudies.edu.au).

Take the time to carefully follow these steps and familiarize yourself with the provided documents. Should you have any further questions or require assistance, please do not hesitate to reach out to us.