


<b>Qualification/Course</b>	SIT60316 Advanced Diploma of Hospitality Management													
<b>Purpose</b>	<p>This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.</p>													
<b>Course Provider/Delivery site</b>	<p>Australian Academy of Higher Learning Pty Ltd trading as Technical Institute Of Victoria                      RTO: 21994 CRICOS: 02924F                      Campus: Level 1, 252 Lygon Street Carlton, Victoria - 3053  <b>Commercial Kitchen Location-</b> 3 Miller Street , Prahran, VIC 3181                      Unit-1, 578 Plummer street, Port Melbourne Vic 3207                      Ph.: 03 9639 3525                      Email: info@techinstitute.vic.edu.au</p>													
<b>Delivery Mode</b>	<p>Face to Face delivery                      Work based Training</p>													
<b>Course Duration</b>	<p>The duration for this qualification is 104 weeks inclusive of term break/holidays.                      TIV will deliver this qualification by scheduling face to face for 20 hours over 2.5 days per week</p>													
<b>Career Outcomes</b>	<p>This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.                      Possible job titles include:</p> <ul style="list-style-type: none"> <li>• area manager or operations manager</li> <li>• café owner or manager</li> <li>• club secretary or manager</li> <li>• executive chef</li> <li>• executive housekeeper</li> <li>• executive sous chef</li> <li>• food and beverage manager</li> <li>• head chef</li> <li>• motel owner or manager</li> <li>• rooms division manager.</li> </ul>													
<b>Education Pathways</b>	<p>After achieving the SIT60316 Advanced Diploma of Hospitality Management, students may undertake a range of higher education qualifications.</p>													
<b>Units of Competency</b>	<p>33 units must be completed:                      16 core units                      17 elective units                      Consistent with the qualification packaging rules, TIV will deliver the units listed below for this qualification.</p> <table border="1" data-bbox="443 1736 1417 1971"> <thead> <tr> <th>Unit Code</th> <th>Unit of Competency</th> <th>Core/ Elective</th> </tr> </thead> <tbody> <tr> <td>SITXFSA001</td> <td>Use hygienic practices for food safety</td> <td>Elective</td> </tr> <tr> <td>SITXFSA002</td> <td>Participate in safe food handling practices</td> <td>Elective</td> </tr> <tr> <td>SITHCCC001</td> <td>Use food preparation equipment*</td> <td>Elective</td> </tr> </tbody> </table>		Unit Code	Unit of Competency	Core/ Elective	SITXFSA001	Use hygienic practices for food safety	Elective	SITXFSA002	Participate in safe food handling practices	Elective	SITHCCC001	Use food preparation equipment*	Elective
Unit Code	Unit of Competency	Core/ Elective												
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SITXFSA002	Participate in safe food handling practices	Elective												
SITHCCC001	Use food preparation equipment*	Elective												

	SITHCCC005	Prepare dishes using basic methods of cookery *	Elective
	SITHCCC006	Prepare appetisers and salads*	Elective
	SITHCCC007	Prepare stocks, sauces and soups*	Elective
	SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes*	Elective
	SITHCCC012	Prepare poultry dishes*	Elective
	SITHCCC013	Prepare seafood dishes*	Elective
	SITHCCC014	Prepare meat dishes*	Elective
	SITHCCC019	Produce cakes, pastries and breads*	Elective
	SITHPAT006	Produce desserts*	Elective
	SITHKOP004	Develop menus for special dietary requirements	Elective
	SITXCOM005	Manage conflict	Elective
	SITXHRM002	Roster staff	Elective
	SITHCCC020	Work effectively as a cook*	Elective
	SITXINV001	Receive and store stock	Elective
	BSBDIV501	Manage diversity in the workplace	Core
	BSBMGT517	Manage operational plan	Core
	SITXMGT001	Monitor work operations	Core
	SITXFIN003	Manage finances within a budget	Core
	SITXCCS008	Develop and manage quality customer service practices	Core
	SITXFIN004	Prepare and monitor budgets	Core
	SITXHRM003	Lead and manage people	Core
	SITXGLC001	Research and comply with regulatory requirements	Core
	SITXMGT002	Establish and conduct business relationships	Core
	SITXWHS004	Establish and maintain a work health and safety system	Core
	SITXHRM004	Recruit, select and induct staff	Core
	SITXHRM006	Monitor staff performance	Core
	BSBFIM601	Manage finances	Core
	BSBMGT617	Develop and implement a business plan	Core
	SITXFIN005	Manage physical assets	Core
	SITXMPR007	Develop and implement marketing strategies	Core

	<p>*Prerequisite is SITXFSA001 Use hygienic practices for food safety</p> <p>The elective units have been selected through consultation with the industry experts to ensure learners get a thorough understanding of the practices used in the industry.</p>																						
<p><b>Pre-requisites</b></p>	<p>Prerequisite is SITXFSA001 Use hygienic practices for food safety for the following units</p> <table border="0"> <tr> <td>SITHCCC001</td> <td>Use food preparation equipment*</td> </tr> <tr> <td>SITHCCC005</td> <td>Prepare dishes using basic methods of cookery *</td> </tr> <tr> <td>SITHCCC006</td> <td>Prepare appetisers and salads*</td> </tr> <tr> <td>SITHCCC007</td> <td>Prepare stocks, sauces and soups*</td> </tr> <tr> <td>SITHCCC008</td> <td>Prepare vegetable, fruit, egg and farinaceous dishes*</td> </tr> <tr> <td>SITHCCC012</td> <td>Prepare poultry dishes*</td> </tr> <tr> <td>SITHCCC013</td> <td>Prepare seafood dishes*</td> </tr> <tr> <td>SITHCCC014</td> <td>Prepare meat dishes*</td> </tr> <tr> <td>SITHCCC019</td> <td>Produce cakes, pastries and breads*</td> </tr> <tr> <td>SITHPAT006</td> <td>Produce desserts*</td> </tr> <tr> <td>SITHCCC020</td> <td>Work effectively as a cook*</td> </tr> </table>	SITHCCC001	Use food preparation equipment*	SITHCCC005	Prepare dishes using basic methods of cookery *	SITHCCC006	Prepare appetisers and salads*	SITHCCC007	Prepare stocks, sauces and soups*	SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes*	SITHCCC012	Prepare poultry dishes*	SITHCCC013	Prepare seafood dishes*	SITHCCC014	Prepare meat dishes*	SITHCCC019	Produce cakes, pastries and breads*	SITHPAT006	Produce desserts*	SITHCCC020	Work effectively as a cook*
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<p><b>Entry Requirements</b></p>	<p>International Students entering this course at TIV must meet the following entry requirements:</p> <p><b>Age Requirement</b></p> <p>All international students must be at least 18 years old at the time of course application.</p> <p><b>English Language Requirement</b></p> <p>International students must have obtained or completed one of the following:          Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks  <a href="https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language">ELICOS:https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language</a> .          Note - IELTS - results are valid for two years only: reference: <a href="https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for-">https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for-</a>; or          Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC).          Have completed the ELICOS Course: General English – Intermediate Level Academic Requirement; or,          Have completed a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV level or higher that was conducted in Australia and in English, while the applicant was holding a student visa</p> <p><b>Academic Requirement</b></p> <p>All international students must have completed Satisfactory completion of Senior secondary school certificate (Year 12 or its equivalent) overseas qualification.</p>																						

	<p><b>LLN</b></p> <p>TIV will review all enrolment applications to ensure entry requirements are being met prior to acceptance into a course. As part of the enrolment process students are required to complete a Language, Literacy, and Numeracy (LLN) test to ensure that the student has the ability to complete the course. This test will occur prior to course commencement and will be assessed by an authorised TIV qualified Trainer/Assessor</p> <p><b>Language literacy and numeracy support</b></p> <p>Learners will be required to complete a Language, Literacy and Numeracy (LLN) assessment upon enrolment to determine their suitability for this course and to identify if additional support is required. LLN needs of students will be taken into consideration in the delivery and assessment of this qualification. TIV uses the Australian Core Skills Framework to identify and describe an individual’s performance in any of the core skills (learning, reading, writing, oral communication, numeracy (at a point in time), so that training can be targeted to areas of need and an individual’s progress monitored over time.</p> <p><b>A Unique Student Identifier (USI):</b></p> <p>In addition, students, will need to provide RTO with their Unique Student Identifier number. A Unique Student Identifier (USI) is a reference number made up of numbers and letters, unique to each student. This USI allows them to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents them from losing their record. This lets them see all their training results, from all their previous providers. A USI Number will stay with the student for life and must be recorded with any nationally recognised VET course they undertake.</p>
<b>Intakes</b>	Monthly Intakes available
<b>Training Arrangements</b>	<p>Class sessions are planned to ensure that you have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills based assessments in accordance with unit requirements.</p> <p>Unsupervised Studies may include research, readings from related textbooks and continuing to work on assessment tasks.</p> <p>Students are provided with the learner guides to support learning.</p> <p>The Practical Observation tasks will be observed at the commercial kitchen facilities.</p> <p><b>Work Based Training-</b></p> <p>The qualification mandates that each student is required to work in a commercial hospitality operation for a minimum of 48 service periods (192 hours of Work Based Training) for the units SITHCCC020 Work effectively as a cook.</p>
<b>Support Services</b>	<p>Educational and support services are available to meet the needs of the students. Support service is provided to all students who have any needs, questions or difficulties regarding their current training or guidance to their future career development. The services aim to provide students with the support and information they need to help their training and career path. There are procedures of TIV to identify the needs of students throughout the student life cycle at college, from enrolment</p>

	<p>(e.g. acknowledge needs through LLN test and PTR) and training (e.g. special circumstances and intervention strategies) to completing (e.g. financial plans) and guiding for future careers (e.g. career counselling). Student course progress will be carefully monitored and trainers will identify and report to the academic support staff\RTO Manger, if a student is facing challenges in completing projects and assessments, time management, research skills. Trainers will ensure that academic support and counselling (where required) services are provided to these students. Students will encouraged to access additional support where course progress requirements does not meet.</p> <p>RTO Manger and/or student support officer(s) will organise meeting with identified students and discuss an intervention strategy which may involve one or more of the following support services to avail as required but not limited to:</p> <ul style="list-style-type: none"> <li>• Guide the students to enrol in an ELICOS course for additional English language support</li> <li>• One on one (or a small group) support with the specialist trainer</li> <li>• Provision of additional attempts to complete assessments</li> <li>• Extension of enrolment where students require additional time to complete the course (as part of intervention Strategy).</li> </ul> <p>However, the quality of the qualification will not be compromised.</p>
<p><b>Assessment Arrangements</b></p>	<p>Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency/cluster/topic which includes:</p> <ul style="list-style-type: none"> <li>• A full description of all assessment tasks for the unit of competency</li> <li>• Assessment instructions for each unit of competency</li> <li>• Assessment resources for each unit of competency</li> <li>• Details about when assessment will occur</li> <li>• Details about assessment submission</li> </ul> <p>There are a variety of assessment methods used for this qualification including:</p> <ul style="list-style-type: none"> <li>• Written questions</li> <li>• Projects</li> <li>• Case studies</li> <li>• Role Plays</li> <li>• Research Activities</li> <li>• Reports</li> <li>• Practical demonstration</li> </ul> <p>You will be required to complete assessments in class and there may be a need for some work to be done as homework.</p> <p>You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in in person to the trainer/assessor / online via the student portal/via workplace supervisor.</p>
<p><b>Re-assessment</b></p>	<p>All students will be given an opportunity for re-assessment. Each student has three (3) attempts to achieve a competent outcome, including two re-submission attempts. Student will only work on the component(s) of the Task(s) that were marked “Not Satisfactory”. The re-assessment must be completed within the specified time frame provided by the</p>

	<p>trainer/assessor after assessment feedback given to the student by trainer/assessor. Please note that TIV will provide two (2) chances for re-assessment at no cost. If student is not able to achieve competency with these opportunities, student is required to repeat the unit at own cost which will also impact on student's extension of study period.</p> <p>In case of practical tasks like role-playing, student has to redo the task by arranging the time and date with trainer/assessor.</p>
<b>TIV's Reasonable Adjustments</b>	<p>In line with Standards for Registered Training Organisations (RTOs) 2015, TIV will follow its Reasonable Adjustments Policy and Procedures for students who require a reasonable adjustment made to their training and assessment tasks for Units of Competency within this qualification to cater for their specific needs. This process will be communicated to all students prior to their enrolment, at orientation, in their Student Handbook and as well as in Assessment tools.</p>
<b>Satisfactory course progress</b>	<p>Student must maintain satisfactory course progress. At a minimum, successfully completing or demonstrating competency in more than 50% of the course requirements in a given study period is considered to be satisfactory course progress. If academic progress falls below 50% for two consecutive terms, TIV will report student to the Department of Home Affairs for not achieving satisfactory course progress. Risk interventions will be implemented on ongoing basis to identify the students at risk and will organise a student support plan</p>
<b>Attendance Requirement</b>	<p>TIV requires that student attend classes for 20 hours per week (for the course duration) as per the student visa conditions, and maintain minimum of 80% attendance while enrolled with TIV. Student will undertake Course-related information sessions, supervised study sessions and assessment sessions and all assessments and attend the orientation and enrolment program at TIV preceding the start date of the Course as outlined in the Letter of Offer.</p> <p>If falls short, TIV will consider it as 'not maintaining course requirement' and report to the DHA for un-satisfactory course progress.</p>
<b>Course Credit</b>	<p>TIV can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for Credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>* Note that where you are granted credit this will reduce your course duration and you will be informed of this in writing.</p>
<b>Recognition of Prior Learning (RPL)</b>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>TIV has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course.</p>

	<p>During the entry process and interview stage TIV will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist you throughout this process.</p> <p>* As an international student you should note that where you are granted RPL this will reduce your course duration and you will be informed of this in writing.</p>
<p><b>Appeals</b></p>	<p>The areas in which a student may appeal a decision made by institute may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• assessment decisions and outcomes,</li> <li>• deferral, suspension or cancellation decisions made in relation to a student’s enrolment, or</li> <li>• any other conclusion/decision that is made after a complaint has been dealt with by institute in the first instance.</li> </ul> <p>For any further information on any Policy and procedure please refer to the website/handbook.</p>
<p><b>Costs</b></p>	<p>Monthly installment plans are available</p> <p>*Please refer to the website/ Student handbook for further information on Fees and Charges.</p>
<p><b>How to apply</b></p>	<p>Complete the International Student Application Form available from the Institute Reception or download from our website.Ensure to complete all sections of the form including the declaration, Lodge your completed Application Form together with all the certified copies of your supporting documents through one of the following:</p> <p>Personally submit or send via post to Level 1, 252 Lygon Street, Carlton, Victoria 3053</p> <p>or</p> <p>Send an email to <a href="mailto:info@techinstitute.vic.edu.au">info@techinstitute.vic.edu.au</a></p> <p>Thereafter, an Authorised Delegate will contact you to inform you on the next process.</p> <p>More details can be found on our website <a href="https://techinstitute.vic.edu.au/">https://techinstitute.vic.edu.au/</a></p>