

SIT60307 Advanced Diploma of Hospitality (Hotel Management Pathway)

Holistic Unit Assessment

Service periods required for holistic unit requirements involve 36 service periods. This occurs in conjunction with other studies and is undertaken during the first year of the course. It is monitored through workplace visits, log books and payslips but can also be voluntary. There is no evaluation report with the holistic hours. The following holistic units of competency will be observed and sign off by the workplace supervisor.

- SITHIND003A Provide and co-ordinate hospitality service

Industry Placement

As a mandatory part of this course, participants are required to undertake an industry placement. Students are required to provide a signed timesheet, weekly industry placement activity log and a supervisor evaluation report to verify that they have successfully achieved the industry placement hours required. A qualified workplace supervisor and work placement assessor from William Blue College of Hospitality and Tourism must sign off the forms.

Students are also required to produce a written report on the Industry Placement:

- SITXMPR005A Develop and manage marketing strategies (IP Report)
- SITXFIN008A Manage financial operations (IP Report)
- SITXHRM002A Recruit, select and induct staff (IP Report)

Student responsibilities during Industry Placement

William Blue College of Hospitality and Tourism has a responsibility to protect members of the public (and the students themselves) from being harmed by students taking part in workplace or simulated workplace learning. If there is evidence that your skills or behaviour could present a risk to yourself or other people in the workplace, you may not be allowed to participate in an industry placement experience, at least for a period of time.

To help you understand your responsibilities in the workplace, you will be given a code of practice which indicates expected standards of behaviour. Your trainer will explain to you and your workplace supervisor the range of duties for which you have the skills and knowledge. You must not carry out duties other than those indicated by your trainer or workplace supervisor.



This course consists of the following units of competency.

Subject	Unit(s) of competency
Introduction to Hospitality Studies	SITHIND001A Develop and update hospitality industry knowledge
	SITXCOM001A Work with colleagues and customers ©
	SITXCOM002A Work in a socially diverse environment ©
OH&S and Hygiene for Hospitality Operations	SITXOHS001A Follow health, safety and security procedures ©
	SITXOHS002A Follow workplace hygiene procedures ©
Kitchen Operations 1	SITHCCC001A Organise and prepare food
	SITHCCC002A Present food
	SITXINV001A Receive and store stock ©
	SITHCCC004A Clean and maintain kitchen premises
	SITHCCC005A Use basic methods of cookery
Kitchen Studies 1	SITHCCC001A Organise and prepare food
	SITHCCC002A Present food
	SITXINV001A Receive and store stock ©
	SITHCCC004A Clean and maintain kitchen premises
	SITHCCC005A Use basic methods of cookery
Food and Beverage Operations 1	SITHFAB004A Provide food and beverage service
	SITXCCS002A Provide quality customer service ©
	SITHFAB012A Prepare and serve espresso coffee
	SITHFAB010A Prepare and serve non alcoholic beverages
	SITXFIN001A Process financial transactions
	SITHFAB002A Operate a bar
	SITHFAB015A Prepare and serve cocktails
	SITHFAB003A Serve food and beverage to customers
Food and Beverage Studies 1	SITHIND003A Provide and co-ordinate hospitality service ©
	SITHFAB004A Provide food and beverage service
	SITHFAB003A Serve food and beverage to customers
	SITXCCS002A Provide quality customer service ©
Introduction to Business Communication and Management	SITXHRM001A Coach others in job skills ©
	SITXCOM003A Deal with conflict situations ©
	SITXCOM004A Communicate on the telephone
Food and Beverage Operations 2	SITHFAB004A Provide food and beverage service
	SITXCCS002A Provide quality customer service ©



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	SITHFAB012A Prepare and serve espresso coffee
	SITHFAB010A Prepare and serve non alcoholic beverages
	SITXFIN001A Process financial transactions
	SITHFAB002A Operate a bar
	SITHFAB015A Prepare and serve cocktails
	SITHFAB005A Provide table service of alcoholic beverages
	SITHFAB003A Serve food and beverage to customers
Holistic Service Period	SITHIND003A Provide and co-ordinate hospitality service ©
	SITHFAB012A Prepare and serve espresso coffee
	SITHFAB010A Prepare and serve non alcoholic beverages
	SITXFIN001A Process financial transactions
Food and Beverage Studies 2	SITHFAB002A Operate a bar
	SITHFAB015A Prepare and serve cocktails
	SITHFAB005A Provide table service of alcoholic beverages
	SITHFAB011A Develop and update food and beverage knowledge
	SITXHRM007A Manage workplace diversity ©
Introduction to Human Resource Management	SITXMGT001A Monitor work operations ©
	SITXHRM003A Roster staff ©
	SITXMGT006A Establish and conduct business relationships ©
Introduction to Sales and Marketing	SITXMPR003A Plan and implement sales activities
	SITXMPR004A Coordinate marketing activities
	SITHACS004A Provide housekeeping services to guests
Room Division Operations	SITXCCS003A Manage quality customer service ©
	SITTTSL010A Control reservations or operations using a computerised system
Hospitality Information Technology	SITHACS001A Provide accommodation reception services
	SITHFAB014A Provide specialist advice on wine
Advanced Wine Studies	FDXCDSEWA Evaluate wines
	SITXMGT002A Develop and implement operational plans ©
	SITXOHS004A Implement and monitor workplace health, safety and security practices ©
Hospitality Operations and Risk Management	SITXOHS005A Establish and maintain an OHS system ©
	SITXFSA001A Implement food safety procedures
	SITHCCC016A Develop cost-effective menus
Food and Beverage Management	SITXINV002A Control and order stock ©
	SITXGLC001A Develop and update legal knowledge required for business compliance ©
Hospitality Law	
Leadership	SITXHRM005A Lead and manage people ©



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Introduction to Hospitality Accounting	SITXFIN003A Interpret financial information ©
	SITXFIN004A Manage finances within a budget ©
	SITXFIN005A Prepare and monitor budgets©
Hospitality Environmental Sustainability	SITXENV001A Participate in environmentally sustainable work practices
Advanced Human Resource Management	SITXHRM002A Recruit, select and induct staff ©
	SITXHRM006A Monitor staff performance ©
Accommodation Management	SITXFIN007A Manage physical assets ©
Hospitality Accounting 2	SITXFIN008A Manage financial operations ©
	SITXMGT004A Develop and implement a business plan ©
Strategic Marketing Management	SITXMPR005A Develop and manage marketing strategies ©
Event Management	SITXEVT008A Plan and develop event proposals and bids
Business Statistics	BSBMKG507A Interpret market trends and developments