

## **SIT60307 Advanced Diploma of Hospitality (Hotel Management Pathway)**

### **Delivery methods**

This program is delivered at the William Blue College of Hospitality Management North Sydney Campus. This program is delivered over 72 weeks and comprises 1038 hours training over this period PLUS a compulsory 800 hours Industry Placement in a commercial hospitality environment. On average a student will be given 12 hours a week face to face and facilitated on-line theory and 8 hours of practical sessions in a food and beverage or hotel environment. The practical sessions will consist of food and beverage operations, restaurant management & food and beverage management. Students will also be participating in housekeeping and front office practical sessions

Students will undertake some of the subjects online through the William Blue learning portal. The content and underpinning knowledge assessment will be facilitated by William Blue teaching staff. The practical component of the subject will be observed by assessors on campus. Total online teaching hours will not exceed 25% of the total course delivery.

In addition to this, students will be required to complete 800 hours of work, at a trade level in a commercial hospitality environment undertaking a broad range of tasks. Students will be required to maintain a log of workplace practice and Work Placement Coordinator will visit their workplace to provide supervision on a monthly basis. The following units of competency will be undertaken in conjunction with on campus training and observed by the workplace supervisor as well as forming part of a research and presentation report. This report enable the students to practice and reflect on senior hospitality management practices (refer to Industry Placement Handbook) :

- SITXFIN008A Manage financial operations
- SITXHRM002A Recruit, select and induct staff
- SITXMPR005A Develop and manage marketing strategies
- SITXHRM005A Lead and manage people

Underpinning knowledge of some subjects for reasons of economy of scale is delivered in a theoretical context to support practical application. This is why the units appear twice in separate subjects where students must be deemed Competent in both of the corresponding subjects to meet the requirements of the units. The subjects this occurs in are:

- Kitchen Studies 1
- Food and Beverage Studies 1
- Food and Beverage studies 2

For students to meet the requirements of the holistic unit SITHIND003A Provide and co-ordinate hospitality service they will complete 24 service periods within the



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William Blue Dining Room training restaurant. The remaining 12 service periods will be completed within a hospitality enterprise and documented through the use of log books and assessor observation.

The work placement component of this course is vital: industry consultation determined that students needed a balance of both classroom learning and workplace learning. The program described in this Training and Assessment Strategy has been designed to meet industry need and Training Package requirements.

Students will be given training manuals and have content available through the online William Blue Learning portal for each subject that includes all materials the students required to be used in the classroom and practical training. The subject material includes study guides, reference texts, all materials used in the training session and suggested evidence required to demonstrate competence, assessment materials (other than tests), and reference material, including AV material where appropriate.

In order to facilitate the teaching and assessment of this qualification William Blue has clustered the units of competency as follows:

Subject Name	Unit Code	Unit Name
Introduction to Hospitality Studies	SITHIND001A	Develop and update hospitality industry knowledge
	SITXCOM001A	Work with colleagues and customers ©
	SITXCOM002A	Work in a socially diverse environment ©
Food Safety Supervisor	SITXOHS001B	Follow health, safety and security procedures ©
	SITXOHS002A	Follow workplace hygiene procedures ©
	SITXFSA001A	Implement food safety 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
Responsible Service of Alcohol	SITHFAB009A	Provide responsible service of alcohol
Food and Beverage Operations 1	SITHFAB004A	Provide food and beverage service



Subject Name	Unit Code	Unit Name
	SITXCCS002A	Provide quality customer service ©
	SITHFAB012A	Prepare and serve espresso coffee
	SITHFAB010B	Prepare and serve non alcoholic beverages
	SITXFIN001A	Process financial transactions
	SITHFAB002B	Operate a bar
	SITHFAB015A	Prepare and serve cocktails
	SITHFAB003A	Serve food and beverage to customers
	SITHFAB005A	Provide table service of alcoholic beverages
Food and Beverage Studies 1	SITHFAB004A	Provide food and beverage service
	SITXCCS002A	Provide quality customer service ©
	SITHFAB003A	Serve food and beverage to customers
	SITHIND003A	Provide and co-ordinate hospitality service ©
Introduction to Business Communication and Management	SITXHRM001A	Coach others in job skills ©
	SITXCOM003A	Deal with conflict situations ©
Food and Beverage Operations 2	SITHFAB004A	Provide food and beverage service
	SITXCCS002A	Provide quality customer service ©
	SITHFAB012A	Prepare and serve espresso coffee
	SITHFAB010B	Prepare and serve non alcoholic beverages
	SITXFIN001A	Process financial transactions
	SITHFAB002B	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 ©
Food and Beverage Studies 2	SITHFAB012A	Prepare and serve espresso coffee
	SITHFAB010B	Prepare and serve non alcoholic beverages
	SITXFIN001A	Process financial transactions
	SITHFAB002B	Operate a bar
	SITHFAB015A	Prepare and serve cocktails
	SITHFAB005A	Provide table service of alcoholic beverages
	SITHFAB011A	Develop and update food and beverage knowledge
Introduction to Human Resource	SITXHRM007A	Manage workplace diversity ©



Subject Name	Unit Code	Unit Name
Management	SITXMG001A	Monitor work operations ©
	SITXHRM003A	Roster staff ©
Introduction to Sales and Marketing	SITXMG006A	Establish and conduct business relationships ©
	SITXM003A	Plan and implement sales activities
	SITXM004A	Coordinate marketing activities
Hospitality Information Technology	SITTTSL010A	Control reservations or operations using a computerised system
	SITHACS001A	Provide accommodation reception services
	SITXADM001A	Perform office procedures
Advanced Wine Studies	SITHFAB222A	Conduct a product tasting for alcoholic beverages
	SITHFAB325A	Provide specialist advise on Australian wines
	SITHFAB326A	Provide specialist advise on Imported wines
Hospitality Environmental Sustainability	SITXENV001A	Participate in environmentally sustainable work practices
Hospitality Operations and Risk Management	SITXMG002A	Develop and implement operational plans ©
	SITXOHS004B	Implement and monitor workplace health, safety and security practices ©
	SITXOHS005A	Establish and maintain an OHS system ©
Food and Beverage Management	SITHCCC016A	Develop cost-effective menus
	SITXINV002A	Control and order stock ©
Hospitality Law	SITXGLC001A	Develop and update legal knowledge required for business compliance ©
Leadership	SITXHRM005A	Lead and manage people ©
	SITXCCS003A	Manage quality customer service ©
Introduction to Hospitality Accounting	SITXFIN003A	Interpret financial information ©
	SITXFIN004A	Manage finances within a budget ©
	SITXFIN005A	Prepare and monitor budgets ©
Room Division Operations	SITHACS004A	Provide housekeeping services to guests
Advanced Human Resource Management	SITXHRM002A	Recruit, select and induct staff ©
	SITXHRM006A	Monitor staff performance ©
Facilities and Design Management	SITXFIN007A	Manage physical assets ©
Hospitality Accounting 2	SITXFIN008A	Manage financial operations ©
	SITXMG004A	Develop and implement a business plan ©



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<b>Subject Name</b>	<b>Unit Code</b>	<b>Unit Name</b>
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