



NOVUS COLLEGE

SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE GUIDE

2024

COURSE AT A GLANCE

SIT50422-Diploma Of Hospitality Management

CRICOS Course Code: 111399D

Mode of delivery: Blended (Face-to-Face + Distance learning)

Location: Sydney | Gosford (Campus)

Duration: 78 Weeks



This qualification reflects the role of chefs and cooks who have a supervisory or team-leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops, or to run a small business in these sectors.

WHO SHOULD APPLY FOR THIS COURSE?

This course is targeted at international students who are:

- Seeking to pursue a career in roles as chefs and cooks.
- Seeking a supervisory or team-leading role in the kitchen.
- Seeking a pathway to higher-level qualifications.

Completing this course may provide you with employment or learning opportunities. Potential employment options are in the kitchen sector. Further education pathways may include the **SIT60322- Advanced Diploma of Hospitality Management**.

WHAT CAN I EXPECT (SUBJECTS)

The following units are included in this course, and all are required for the award of the qualification. If you successfully complete some but not all units, you will be awarded with a Statement of Attainment.

Core

BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
SITXCCS007	Enhance customer service experiences

SITXCCS008	Develop and manage quality customer service practices
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people
SITXMG001	Monitor work operations
SITXMG002	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices

Elective

SITHKOP004	Develop menus for special dietary requirements
SITHCCC020	Work effectively as a cook
SITHCCC013	Prepare seafood dishes*
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC007	Produce cakes, pastries and breads*
SITHCCC012	Prepare poultry dishes
SITHCCC005	Prepare dishes using basic methods of cookery
SITXWHS004	Establish and maintain a work health and safety system
SITHCCC001	Use food preparation equipment
SITXCCS006	Provide service to customers
SITXHRM001	Coach others in job skills
SITHIND001	Use hygienic practices for hospitality service
SITXINV001	Receive and store stock
SITXHRM006	Monitor staff performance

*Please be advised that our elective course offerings are periodically updated to align with industry trends, student feedback, and regulatory requirements, ensuring our curriculum remains current and relevant.

TRAINING AND ASSESSMENT INFORMATION

This course is delivered through a combination of face-to-face classroom sessions and distance-learning. The timetable for the course will be provided in your Offer Letter and Student Agreement. The qualification spans 78 weeks, broken down into the following components:

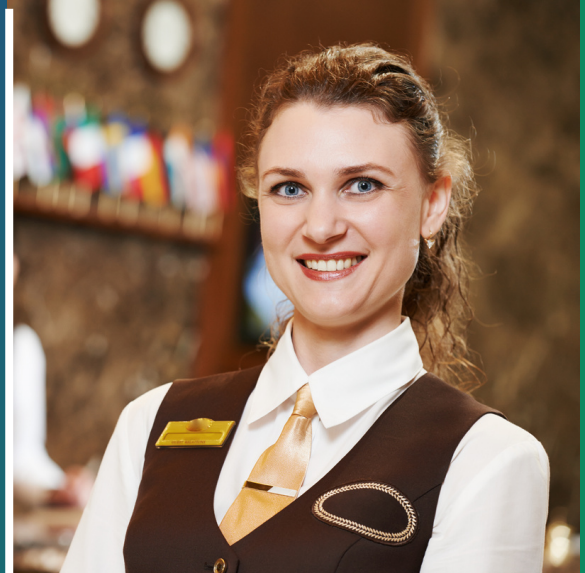
Six (6) terms, each lasting 10 weeks (totaling 60 weeks)

Holiday breaks / catch up classes totaling 18 weeks (as specified in the timetable)

Students are expected to attend 14 hours of classroom training per week and dedicate 6 hours per week to distance learning. Additionally, homework is anticipated to take approximately 2 hours a week.

Class sessions comprise a blend of theoretical and practical activities, emphasising the application of knowledge in real-life workplace scenarios. Apart from classroom learning and structured self-study, completion of assessments is a requirement for this course. Assessment methods may include:

- Presentations and demonstrations
- Individual tasks
- Case studies
- Research projects
- Role plays
- Practical demonstrations
- Group work



At the commencement of each unit, your trainer and assessor will provide an overview of the assessment tasks to be completed. Modern classrooms with Wi-Fi access will be utilized for your classes, and designated areas for relaxation and additional study are available. Each unit in the course is accompanied by a relevant Student Guide.

COURSE PROGRESS AND ATTENDANCE

Maintaining satisfactory progress and attendance in the course is crucial to fulfill visa requirements. Please carefully review the details in the International Student Handbook for comprehensive information. Additional guidance on course progress and attendance expectations will be provided during your orientation.

RESOURCE REQUIREMENTS

The resource requirements for the course include:

- A laptop with Office 365 or a similar program for use during classes.
- Minimum specifications for a PC or MacOS, including RAM, hard disk space, monitor resolution, and internet connectivity.
- Access to Wi-Fi and modern classrooms.
- Student Guides relevant to each unit in the course.
- These resources are necessary to support the learning environment and ensure students can engage effectively in the coursework.



STUDENT SUPPORT

- **Additional Classes:** Offered based on identified needs.
- **Trainer/Assessor Contact:** Available via email, Zoom, in person, and phone.
- **Assessment Attempts:** Two free assessment attempts are provided.
- **Reasonable Adjustments:** Available in training and assessment.
- **Ongoing Conversations:** Staff maintain regular communication with students to track course progress.
- **Individualised Support:** Tailored assistance for those who may have been away from studying for a while, non-English native speakers, or those requiring extra help with literacy or numeracy.

COURSE CREDIT & RECOGNITION OF PRIOR LEARNING



You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.novus.edu.au

Overseas Students with significant prior work experience or equivalent qualification can apply for course credits during the Enrolment process.

You can provide information regarding course credits by completing our Enrolment Form. Application for course credits will be assessed and your subsequent course duration & fee will be adjusted in the Student offer

ENTRY REQUIREMENTS

Novus Education has the following entry requirements: International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent.
- be approved in the pre-enrolment evaluation to assess the suitability of the course for the student, and to understand student needs

International students must:

- Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Successful completion of an English Placement Test

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.*

HOW CAN I APPLY

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- Academic Certificates.
- Proof of English language proficiency as specified in the entry requirements.

HOW MUCH DOES IT COST

To receive a breakdown of your tuition costs, please reach out to us at admin@novus.edu.au. Detailed payment plans and payment arrangements will be provided in the Offer Letter and Student Agreement. You must pay all of your course fee on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take Overseas Health Insurance Cover before joining Novus College. Novus College provides details of OSHC providers. You can approach any of these providers to find out costs and organise your cover. Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at: <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>



WHERE TO FROM HERE?

After completing the enrolment form and submitting all required supporting documents, if your application is successful, you'll receive an Offer Letter and Student Agreement. Review these documents thoroughly to ensure you're comfortable with the terms and conditions. Once you're satisfied, sign the documents and send them back.ation and guidelines.

Upon receiving these signed documents, the institution will issue you a Confirmation of Enrolment (CoE) letter along with an invoice for the initial payment. The commencement of the course will include orientation and induction sessions, providing information about campus facilities, living in Australia, accessing support services, and meeting course progress requirements.

Make sure to read the course outline along with Novus College's International Student Handbook, available online at www.novus.edu.au, for comprehensive information and guidelines.

my.novus.edu.au/enrol

CONTACT US

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Online enquiry: www.novus.edu.au



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