



NOVUS COLLEGE

# SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE GUIDE

2024

## COURSE AT A GLANCE

SIT60322-Advanced Diploma  
Of Hospitality Management

**CRICOS Course Code:** 111400E

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

**Location:** Sydney | Gosford (Campus)

**Duration:** 104 weeks



This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialized managerial skills and substantial knowledge of the industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

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

## 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

BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
SITXCCS016	Develop and manage quality customer service practices

SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXFIN011	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXHRM012	Monitor staff performance
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system

## Elective

SITXFSA005	Use hygienic practices for food safety
SITHCCC043*	Work effectively as a cook
SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXFSA006	Participate in safe food handling practices
SITXFSA008*	Develop and implement a food safety program
SITXINV006*	Receive, store and maintain stock

\*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

## **Delivery Method:**

Blended (Face-to-Face + Distance learning)

## **Course Duration:**

The qualification spans over 78 weeks.

## **Course Structure:**

Consists of six terms, each 10 weeks long, with 18 weeks allocated for holiday breaks / catch up classes.

## **Weekly Commitment:**

Students are expected to attend 14 hours of classroom training per week and complete 6 hours of distance learning. Additionally, an average of 2 hours of homework per week is anticipated.

## **Assessment Approach:**

Varied assessment methods including presentations, individual tasks, case studies, research, role plays, practical demonstrations, and group work.

## **Assessment Guidelines:**

At the beginning of each unit, the trainer outlines the assessment tasks that students must complete.

## **Learning Environment:**

The classes occur in modern classrooms with Wi-Fi access, facilitating both relaxation and additional study. This setup aims to provide a comprehensive understanding of the automotive field through a mix of theoretical learning, practical activities, and real-life workplace simulations.



## **Work Placement:**



## 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](http://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](mailto: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](http://www.novus.edu.au), for comprehensive information and guidelines.



my.novus.edu.au/enrol

CONTACT US

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