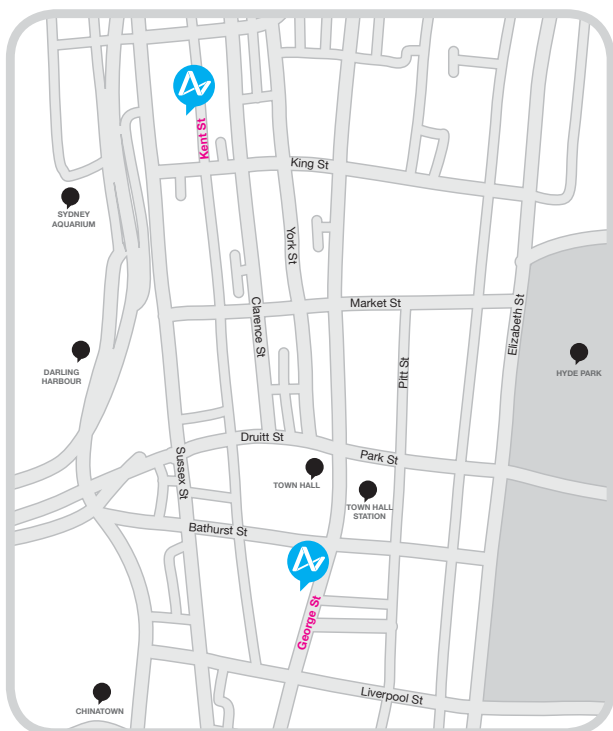


## AUSTRALIA SINGAPORE

Clarendon Business College is an Academies Australasia college. Academies Australasia Group Limited has been operating for more than 110 years and listed on the Australian Securities Exchange for more than 40 years.

Academies Australasia has colleges in Melbourne, Sydney, Brisbane, Perth, Adelaide, Dubbo, Gold Coast and Singapore, and offers a wide range of courses at different levels – Certificate, Diploma, Advanced Diploma, Bachelor and Master Degrees.



### FIND US

#### SYDNEY

Level 6, 505 George Street  
Sydney NSW 2000, Australia

Ground Floor, 333 Kent Street  
Sydney NSW 2000, Australia

WHY  
STUDY  
WITH US

#### LONG HISTORY

ESTABLISHED MORE THAN 100 YEARS AGO

#### ACCREDITED QUALIFICATIONS

NATIONALLY RECOGNISED

#### QUALITY TEACHING

PASSIONATE TEACHERS WHO ARE PROFESSIONALS IN THEIR FIELD

#### EXCELLENT FACILITIES AND STUDENT SUPPORT

GREAT LEARNING ENVIRONMENT

#### STUDENTS FROM AROUND THE WORLD

TENS OF THOUSANDS OF STUDENTS FROM 122 COUNTRIES HAVE STUDIED WITH US

#### UNIVERSITY PATHWAYS

ARTICULATIONS WITH SEVERAL UNIVERSITIES  
CREDITS SAVE TIME AND MONEY

### NEED MORE INFORMATION?

### GET IN TOUCH

#### CALL US ON

**+61 2 9224 5500**

#### OR EMAIL

**info@academies.edu.au**

#### VISIT US ONLINE

**www.academies.edu.au**

# HOSPITALITY MANAGEMENT

THINK OF

TOMORROW





# HOSPITALITY MANAGEMENT

The hospitality industry continues to grow, with opportunities to expand a career in Australia and abroad. It is an exciting and fast-paced industry with a wide range of sectors such as hotels, cruises, airlines, restaurants, bars and clubs.

This course will fast-track your career by preparing you with the strong foundation of skills and practical knowledge needed to lead a service team and the understanding needed to thrive as a manager in a leading hotel, restaurant or other businesses within the hospitality and tourism industries.

On completion, graduates will have the knowledge and experience to work as hotel managers, restaurant managers, general managers of a hospitality business or a senior supervisor in a related area.

## COURSE INFORMATION

Our Hospitality Management courses have been developed according to the requirements of the Tourism, Travel and Hospitality Training Package (SIT16) and have been approved for delivery by the Australian Skills Quality Authority (ASQA). They are nationally recognised qualifications within the Australian Qualifications Framework (AQF).

### STUDY PATH

Training is delivered in stages which correspond to AQF Levels V and VI. The preferred pathway for a qualification is for students to complete the requirements of the previous level qualification before progressing to the next level.

We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

### COURSE DELIVERY & ASSESSMENT METHODS

#### Diploma of Hospitality Management (SIT50416)

The program is delivered over 16 hours face to face and 4 hours of online classes per week over 45 college weeks. In addition, students will also participate in work based training for a total of 180 hours over 9 weeks.

#### Advanced Diploma of Hospitality Management (SIT60316)

The program is delivered over 16 hours face to face and 4 hours of online classes per week over 63 college weeks. This includes the 45 college weeks from Diploma of Hospitality Management. In addition, students will also participate in work based training for a total of 180 hours over 9 weeks.

Assessment methodology may include but is not limited to: observation, project/report, case study, role play, exercises, activities; and written/oral tasks including multiple choice, questions and answer, essays, work based training portfolio/journal and presentations.

### ACADEMIC YEAR / START DATES

Don't miss out on your intake dates. There are 36 teaching weeks per annum with the year being divided into 4 terms of 9 weeks each. The academic year begins in late January and ends late November. Primary intakes are at the beginning of each term.

YEAR	TERM 1 INTAKES		TERM 2 INTAKES		TERM 3 INTAKES		TERM 4 INTAKES	
	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM
2019	14 JAN	18 FEB	8 APR	13 MAY	1 JUL	5 AUG	23 SEP	28 OCT
2020	13 JAN	17 FEB	6 APR	11 MAY	29 JUN	3 AUG	21 SEP	26 OCT

Choice of subjects may be limited in mid-term intakes



# HOSPITALITY MANAGEMENT



Qualification	Subject	Competency		Tuition Fee / Duration
<b>Diploma of Hospitality Management (SIT50416)</b>  CRICOS Course Code 096375G	ICT Presentations	BSBITU302	Create electronic presentations	<b>A\$ 2,000 per term</b>  <b>6 Terms</b> 18 months / 54 college weeks
		BSBCMM401	Make a presentation	
	ICT Business Documents	BSBITU306	Design and produce business documents	
		BSBITU402	Develop and use complex spreadsheets	
	Tourism Operations	SITTTSL005	Sell tourism products and services	
		SITTTSL006	Prepare quotations	
		SITXCCS002	Provide visitor information	
	Cultural Sensitivity	SITXCOM002	Show social and cultural sensitivity	
	Sustainability	BSBSUS501	Develop workplace policy and procedures for sustainability	
	Work Operations	SITXMG001	Monitor work operations	
		SITXMG002	Establish and conduct business relationships	
	Financial Budgets	SITXFIN003	Manage finances within a budget	
		SITXFIN004	Prepare and monitor budgets	
	Human Resources Management	SITXHRM004	Recruit, select and induct staff	
		SITXHRM002	Roster staff	
		SITXHRM006	Monitor staff performance	
		SITXHRM003	Lead and manage people	
	Workplace Diversity and Customer Service	BSBDIV501	Manage diversity in the workplace	
		SITXCCS008	Develop and manage quality customer service practices	
	WHS and Regulations	SITXGLC001	Research and comply with regulatory requirements	
	SITXWHS004	Establish and maintain a work health and safety system		
Customer Service	SITXCCS007	Enhance the customer service experience		
Marketing Strategy	SITXMPR007	Develop and implement marketing strategies		
Operational Management	BSBMGT517	Manage operational plan		
Food Safety	SITXFSA001	Use hygienic practices for food safety		
Client Relations	SITXWHS003	Implement and monitor work health and safety practices		
	SITXCOM005	Manage conflict		
Work Based Training*	SITHIND004	Work effectively in hospitality service (Work Based Training Unit of Competence)		
<b>Exit with Diploma</b>		<b>Vocational/ Employment Outcome</b>		Banquet or Function Manager, Bar Manager, Cafe Manager, Club Manager, Front Office Manager, Kitchen Manager, Motel Manager, Restaurant Manager, Unit Manager Catering Operations
<b>Advanced Diploma of Hospitality Management (SIT60316)</b>  CRICOS Course Code 096376G	Process Accounts	BSBFIA303	Process accounts payable and receivable	<b>A\$ 2,000 per term</b>  <b>2 Terms**</b> 6 months / 18 college weeks
	Financial Information	SITXFIN002	Interpret financial information	
	Manage Finances	BSBFIM601	Manage finances	
	Physical Asset	SITXFIN005	Manage physical assets	
	Business Plan	BSBMGT617	Develop and implement a business plan	
	<b>Exit with Advanced Diploma</b>		<b>Vocational/ Employment Outcome</b>	
<b>UNIVERSITY PATHWAYS</b>		FOR INFORMATION REGARDING UNIVERSITY PATHWAYS VISIT <a href="http://www.academies.edu.au">www.academies.edu.au</a>		

\*Students will participate in work based training for a total of 180 hours over 9 weeks.

\*\*Advanced Diploma of Hospitality Management (SIT60316) has a total duration of 8 terms / 72 college weeks. Students must complete Diploma of Hospitality Management (SIT50416) before progressing to Advanced Diploma of Hospitality Management (SIT60316).