Australian Government

SIT60316 Advanced Diploma of Hospitality Management

Release 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

SIT60316 Advanced Diploma of Hospitality Management

Modification History

Not applicable.

Qualification Description

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of 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 for specialisation in accommodation services, cookery, food and beverage and gaming.

Possible job titles include:

- area manager or operations manager
- café owner or manager
- club secretary or manager
- executive chef
- executive housekeeper
- executive sous chef
- food and beverage manager
- head chef
- motel owner or manager
- rooms division manager.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

33 units must be completed:

- 16 core units
- 17 elective units, consisting of:
    - 1 unit from Group A
    - 1 unit from Group B
    - 9 units from Group C
    - 6 units from Group C, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Core units

BSBDIV501	Manage diversity in the workplace
BSBFIM601	Manage finances
BSBMGT517	Manage operational plan
BSBMGT617	Develop and implement a business plan
SITXCCS008	Develop and manage quality customer service practices
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXFIN005	Manage physical assets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system

Elective units

Group A

SITHIND001	Use hygienic practices for hospitality service
SITXFSA001	Use hygienic practices for food safety

Group B

SITHCCC020	Work effectively as a cook
SITHIND004	Work effectively in hospitality service
SITHKOP005	Coordinate cooking operations

Group C

Accommodation Services – Front Office, Housekeeping and Porting

CPPCLO2001A	Maintain hard floor surfaces
CPPCLO2004A	Maintain carpeted floors
CPPCLO2009A	Clean glass surfaces
CPPCLO2010A	Clean ceiling surfaces and fittings
CPPCLO2017A	Clean wet areas
CPPCLO2019A	Sort and remove waste and recyclable materials
CPPCLO2035A	Maintain cleaning storage areas
CPPCLO3013A	Clean window coverings
CPPCLO3016A	Wash furniture and fittings
SITHACS001	Clean premises and equipment
SITHACS002	Provide housekeeping services to guests
SITHACS003	Prepare rooms for guests
SITHACS004	Launder linen and guest clothes
SITHACS005	Provide porter services
SITHACS006	Provide valet services
SITHACS007	Conduct night audit

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SITHACS008	Provide accommodation reception services
SITTTSL002	Access and interpret product information
SITTTSL005	Sell tourism products and services
SITTTSL006	Prepare quotations
SITTTSL007	Process reservations
SITTTSL010	Use a computerised reservations or operations system

Administration

| BSBADM502 | Manage meetings |
| BSBRES401 | Analyse and present research information |

Asian Cookery

SITHASC001	Prepare dishes using basic methods of Asian cookery
SITHASC002	Prepare Asian appetisers and snacks
SITHASC003	Prepare Asian stocks and soups
SITHASC004	Prepare Asian sauces, dips and accompaniments
SITHASC005	Prepare Asian salads
SITHASC006	Prepare Asian rice and noodles
SITHASC007	Prepare curry pastes and powders
SITHASC008	Prepare Asian cooked dishes
SITHASC009	Prepare Asian desserts
SITHASC010	Produce Japanese cooked dishes
SITHASC011	Prepare sashimi
SITHASC012	Prepare sushi
SITHASC013	Prepare Japanese desserts
SITHASC014	Prepare dim sum
SITHASC015	Prepare Chinese roast meat and poultry dishes
SITHASC016	Prepare tandoori dishes

SITHASC017   Prepare Indian breads

SITHASC018   Prepare Indian sweetmeats

SITHASC019   Prepare Indian pickles and chutneys

Client and Customer Service

SITXCCS002   Provide visitor information

SITXCCS004   Provide lost and found services

SITXCCS005   Provide club reception services

Commercial Cookery and Catering

SITHCCC001   Use food preparation equipment

SITHCCC003   Prepare and present sandwiches

SITHCCC004   Package prepared foodstuffs

SITHCCC005   Prepare dishes using basic methods of cookery

SITHCCC006   Prepare appetisers and salads

SITHCCC007   Prepare stocks, sauces and soups

SITHCCC008   Prepare vegetable, fruit, egg and farinaceous dishes

SITHCCC009   Produce cook-chill and cook-freeze foods

SITHCCC010   Re-thermalise chilled and frozen foods

SITHCCC012   Prepare poultry dishes

SITHCCC013   Prepare seafood dishes

SITHCCC014   Prepare meat dishes

SITHCCC015   Produce and serve food for buffets

SITHCCC016   Produce pates and terrines

SITHCCC017   Handle and serve cheese

SITHCCC018   Prepare food to meet special dietary requirements

SITHCCC019   Produce cakes, pastries and breads

SITHCCC020   Work effectively as a cook

| SITHCCC021 | Prepare specialised food items |
| SITHCCC022 | Prepare portion-controlled meat cuts and meat products |

Communication and Teamwork

BSBCMM401	Make a presentation
SITXCOM004	Address protocol requirements
SITXCOM005	Manage conflict

Computer Operations and ICT Management

BSBITU301	Create and use databases
BSBITU302	Create electronic presentations
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets

Crisis Management

| SITXCRI002 | Manage a business continuity crisis |

E-Business

| BSBEBU501 | Investigate and design e-business solutions |
| SITXEBS002 | Develop, implement and monitor the use of social media in a business |

Environmental Sustainability

| BSBSUS501 | Develop workplace policy and procedures for sustainability |
| MSS405070A | Develop and manage sustainable energy practices |

Events

SITEEVT005	Plan in-house events or functions
SITEEVT008	Manage event staging components
SITEEVT010	Manage on-site event operations
SITEEVT011	Research event trends and practice

SITEEVT013	Determine event feasibility

Finance

BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBFIA304	Maintain a general ledger
BSBFIA401	Prepare financial reports
BSBFIM502	Manage payroll
SITXFIN002	Interpret financial information
SITXFIN006	Manage revenue

First Aid

HLTAID003	Provide first aid

Food and Beverage

SITHFAB002	Provide responsible service of alcohol
SITHFAB003	Operate a bar
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB005	Prepare and serve espresso coffee
SITHFAB006	Provide room service
SITHFAB007	Serve food and beverage
SITHFAB008	Operate and monitor cellar systems
SITHFAB009	Conduct a product tasting for alcoholic beverages
SITHFAB010	Prepare and serve cocktails
SITHFAB011	Provide advice on beers, spirits and liqueurs
SITHFAB012	Provide advice on Australian wines
SITHFAB013	Provide advice on imported wines
SITHFAB014	Provide table service of food and beverage
SITHFAB015	Provide silver service

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SITHFAB016	Provide advice on food
SITHFAB017	Provide advice on food and beverage matching
SITHFAB018	Provide gueridon service
SITHFAB019	Plan and monitor espresso coffee service
SITHFAB020	Manage the sale or service of wine

Food Safety

SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXFSA003	Transport and store food
SITXFSA004	Develop and implement a food safety program

Franchising

| BSBFRA502 | Manage a franchise operation |

Gaming

SITHGAM001	Provide responsible gambling services
SITHGAM002	Attend gaming machines
SITHGAM003	Operate a TAB outlet
SITHGAM004	Conduct Keno game
SITHGAM005	Analyse and report on gaming machine data
SITHGAM006	Deal Baccarat games
SITHGAM007	Conduct Big Wheel games
SITHGAM008	Deal Blackjack games
SITHGAM009	Deal Poker games
SITHGAM010	Deal Pontoon games
SITHGAM011	Conduct Rapid Roulette games
SITHGAM012	Conduct Roulette games
SITHGAM013	Conduct Sic Bo games

SITHGAM014   Manage gaming activities

SITHGAM015   Attend casino gaming machines

SITHGAM016   Deal Caribbean Stud games

SITHGAM017   Deal Casino War games

SITHGAM018   Deal Mississippi Stud games

SITHGAM019   Conduct Rapid Baccarat games

SITHGAM020   Conduct Rapid Big Wheel games

SITHGAM021   Deal Three Card Poker games

Human Resource Management

BSBHRM604   Manage employee relations

SITXHRM002   Roster staff

SITXHRM005   Manage volunteers

Inventory

SITXINV002   Maintain the quality of perishable items

SITXINV004   Control stock

SITXINV005   Establish stock purchasing and control systems

Kitchen Operations

SITHKOP003   Plan and display buffets

SITHKOP004   Develop menus for special dietary requirements

SITHKOP005   Coordinate cooking operations

SITHKOP006   Plan catering for events or functions

SITHKOP007   Design and cost menus

SITHKOP008   Select catering systems

Management and Leadership

BSBRSK501   Manage risk

Marketing and Public Relations

BSBMKG401	Profile the market
SITXMPR001	Coordinate production of brochures and marketing materials
SITXMPR002	Create a promotional display or stand
SITXMPR003	Plan and implement sales activities
SITXMPR004	Coordinate marketing activities
SITXMPR005	Participate in cooperative online marketing initiatives
SITXMPR006	Obtain and manage sponsorship

Patisserie

SITHPAT001	Produce cakes
SITHPAT002	Produce gateaux, torten and cakes
SITHPAT003	Produce pastries
SITHPAT004	Produce yeast-based bakery products
SITHPAT005	Produce petits fours
SITHPAT006	Produce desserts
SITHPAT007	Prepare and model marzipan
SITHPAT008	Produce chocolate confectionery
SITHPAT009	Model sugar-based decorations
SITHPAT010	Design and produce sweet buffet showpieces

Planning and Product Development

SITTPPD005	Develop host community awareness of tourism
SITTPPD007	Research and analyse tourism data
SITTPPD008	Develop tourism products
SITTPPD009	Develop environmentally sustainable tourism operations
SITTPPD010	Develop culturally appropriate tourism operations

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Security

CPPSEC2012A   Monitor and control individual and crowd behaviour

CPPSEC3017A   Plan and conduct evacuation of premises

CPPSEC3018A   Provide for the safety of persons at risk

Work Health and Safety

SITXWHS002   Identify hazards, assess and control safety risks

Working in Industry

SITHIND001   Use hygienic practices for hospitality service

SITHIND002   Source and use information on the hospitality
industry

SITHIND004   Work effectively in hospitality service

Qualification Mapping Information

SIT60313 Advanced Diploma of Hospitality

Links

Companion Volume Implementation Guide: - http://www.serviceskills.com.au/resources