



**Australian Government**

# **SIT60316 Advanced Diploma of Hospitality Management**

**Release 2**

# SIT60316 Advanced Diploma of Hospitality Management

## Modification History

Release 2	Release 2 Supersedes and is equivalent to SIT60316 Advanced Diploma of Hospitality Management release 1. Minor change to update First Aid units of competency.
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## 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
- 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**

HLTAID011	Provide first aid
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**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
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**

BSBR501	Manage risk
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### **Marketing and Public Relations**

BSBMKG401	Profile the market
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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

### **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 guides are found in VETNet -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>