



**Australian Government**

# **SIT60322 Advanced Diploma of Hospitality Management**

**Release 1**

# SIT60322 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 acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

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:

- 14 core units
- 19 elective units, consisting of:
  - 1 unit from Group A
  - 1 unit from Group B
  - 11 units from Group C
  - 6 units from Group C, Group D, 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.

Note: Units marked with \* have one or more prerequisites. Refer to individual units for details.

### Core units

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 units**

#### **Group A - Hygiene**

SITHIND005	Use hygienic practices for hospitality service
SITXFSA005	Use hygienic practices for food safety

#### **Group B - Operations**

SITHCCC043*	Work effectively as a cook
SITHIND008	Work effectively in hospitality service
SITHKOP013*	Plan cooking operations

#### **Group C - Hospitality**

##### **Accommodation Services – Front Office, Housekeeping and Portering**

CPPCLO3100	Maintain cleaning storage areas
CPPCLO3101	Clean carpeted floors
CPPCLO3102	Clean hard floors

CPPCLO3103	Clean and maintain amenities
CPPCLO3105	Clean glass surfaces
CPPCLO3108	Clean window coverings
CPPCLO3111	Clean rooms, furniture and fittings
CPPCLO3112	Clean walls, ceilings and fittings
SITHACS009	Clean premises and equipment
SITHACS010	Provide housekeeping services to guests
SITHACS011	Prepare rooms for guests
SITHACS012	Launder linen and guest clothes
SITHACS013	Provide porter services
SITHACS014	Provide valet services
SITHACS015	Conduct night audit
SITHACS016	Provide accommodation reception services
SITTTVL001	Access and interpret product information
SITTTVL004	Sell tourism products and services
SITXCCS017	Use a computerised booking system
SITXCCS019	Prepare quotations

### **Asian Cookery**

SITHASC020*	Prepare dishes using basic methods of Asian cookery
SITHASC021*	Prepare Asian appetisers and snacks
SITHASC022*	Prepare Asian stocks and soups
SITHASC023*	Prepare Asian sauces, dips and accompaniments
SITHASC024*	Prepare Asian salads
SITHASC025*	Prepare Asian rice and noodles
SITHASC026*	Prepare curry pastes and powders
SITHASC027*	Prepare Asian cooked dishes

- SITHASC028\* Prepare Asian desserts
- SITHASC029\* Prepare Japanese cooked dishes
- SITHASC030\* Prepare sashimi
- SITHASC031\* Prepare sushi
- SITHASC032\* Produce Japanese desserts
- SITHASC033\* Prepare dim sum
- SITHASC034\* Prepare Chinese roast meat and poultry dishes
- SITHASC035\* Prepare tandoori dishes
- SITHASC036\* Prepare Indian breads
- SITHASC037\* Prepare Indian sweetmeats
- SITHASC038\* Prepare Indian pickles and chutneys

### **Client and Customer Service**

- SITXCCS010 Provide visitor information
- SITXCCS012 Provide lost and found services
- SITXCCS013 Provide club reception services

### **Commercial Cookery and Catering**

- SITHCCC023\* Use food preparation equipment
- SITHCCC025\* Prepare and present sandwiches
- SITHCCC026\* Package prepared foodstuffs
- SITHCCC027\* Prepare dishes using basic methods of cookery
- SITHCCC028\* Prepare appetisers and salads
- SITHCCC029\* Prepare stocks, sauces and soups
- SITHCCC030\* Prepare vegetable, fruit, eggs and farinaceous dishes
- SITHCCC031\* Prepare vegetarian and vegan dishes
- SITHCCC032\* Produce cook-chill and cook-freeze foods
- SITHCCC033\* Re-thermalise chilled and frozen foods

- SITHCCC035\* Prepare poultry dishes
- SITHCCC036\* Prepare meat dishes
- SITHCCC037\* Prepare seafood dishes
- SITHCCC038\* Produce and serve food for buffets
- SITHCCC039\* Produce pates and terrines
- SITHCCC040\* Prepare and serve cheese
- SITHCCC041\* Produce cakes, pastries and breads
- SITHCCC042\* Prepare food to meet special dietary requirements
- SITHCCC043\* Work effectively as a cook
- SITHCCC044\* Prepare specialised food items

### **E-Business**

- SIRXOSM002 Maintain ethical and professional standards when using social media and online platforms
- SIRXOSM004 Analyse performance of social media and online business tools
- SIRXOSM006\* Develop and manage social media and online strategies
- SIRXOSM007 Manage risk to organisational reputation in an online setting
- SIRXSTR001 Develop an ecommerce strategy

### **Events**

- SITEEVT023 Plan in-house events
- SITEEVT026 Manage event production components
- SITEEVT028 Manage on-site event operations
- SITEEVT029 Research event industry trends and practice
- SITEEVT031 Determine event feasibility

### **Food and Beverage**

- SITHFAB021 Provide responsible service of alcohol

SITHFAB023*	Operate a bar
SITHFAB024*	Prepare and serve non-alcoholic beverages
SITHFAB025*	Prepare and serve espresso coffee
SITHFAB026*	Provide room service
SITHFAB027*	Serve food and beverage
SITHFAB028	Operate and monitor cellar systems
SITHFAB029*	Conduct a product tasting for alcoholic beverages
SITHFAB030*	Prepare and serve cocktails
SITHFAB031*	Provide advice on beers, spirits and liqueurs
SITHFAB032*	Provide advice on Australian wines
SITHFAB033*	Provide advice on imported wines
SITHFAB034*	Provide table service of food and beverage
SITHFAB035*	Provide silver service
SITHFAB036	Provide advice on food
SITHFAB037*	Provide advice on food and beverage matching
SITHFAB038	Plan and monitor espresso coffee service
SITHFAB039*	Manage the sale or service of wine

### **Food Safety**

SITXFSA006	Participate in safe food handling practices
SITXFSA007*	Transport and store food
SITXFSA008*	Develop and implement a food safety program

### **Gaming**

SITHGAM022	Provide responsible gambling services
SITHGAM023*	Attend gaming machines
SITHGAM024*	Operate a TAB outlet
SITHGAM025*	Conduct Keno games

- SITHGAM026\* Analyse and report on gaming machine data
- SITHGAM027\* Deal Baccarat games
- SITHGAM028\* Conduct Big Wheel games
- SITHGAM029\* Deal Blackjack games
- SITHGAM030\* Deal Poker games
- SITHGAM031\* Deal Pontoon games
- SITHGAM032\* Conduct Rapid Roulette games
- SITHGAM033\* Conduct Roulette games
- SITHGAM034\* Attend casino gaming machines
- SITHGAM035\* Deal Caribbean Stud games
- SITHGAM036\* Deal Casino War games
- SITHGAM037\* Deal Mississippi Stud games
- SITHGAM038\* Conduct Rapid Baccarat games
- SITHGAM039\* Conduct Rapid Big Wheel games
- SITHGAM040\* Deal Three Card Poker games

### **Inventory**

- SITXINV006\* Receive, store and maintain stock
- SITXINV007 Purchase goods
- SITXINV008 Control stock
- SITXINV009 Establish stock purchasing and control systems

### **Kitchen Operations**

- SITHKOP011\* Plan and implement service of buffets
- SITHKOP012\* Develop recipes for special dietary requirements
- SITHKOP014 Plan catering for events or functions
- SITHKOP015\* Design and cost menus
- SITHKOP016 Select catering systems



**Patisserie**

- SITHPAT011\* Produce cakes
- SITHPAT012\* Produce specialised cakes
- SITHPAT013\* Produce pastries
- SITHPAT014\* Produce yeast-based bakery products
- SITHPAT015\* Produce petits fours
- SITHPAT016\* Produce desserts
- SITHPAT017\* Prepare and model marzipan
- SITHPAT018\* Produce chocolate confectionery
- SITHPAT019\* Model sugar-based decorations
- SITHPAT020\* Design and produce sweet showpieces

**Working in Industry**

- SITHIND006 Source and use information on the hospitality industry
- SITHIND008 Work effectively in hospitality service

**Group D – General electives****Administration**

- BSBINS401 Analyse and present research information
- BSBTWK503 Manage meetings

**Communication and Teamwork**

- BSBCMM411 Make presentations
- BSBTWK501 Lead diversity and inclusion
- SITXCOM009 Address protocol requirements
- SITXCOM010 Manage conflict

**Computer Operations and ICT Management**

- BSBTEC301 Design and produce business documents
- BSBTEC302 Design and produce spreadsheets

BSBTEC303 Create electronic presentations

BSBTEC402 Design and produce complex spreadsheets

### **Crisis Management**

SITXCRI003 Respond to a customer in crisis

SITXCRI004 Manage a business continuity crisis

### **Environmental Sustainability**

BSBSUS511 Develop workplace policies and procedures for sustainability

MSS405088 Plan, implement and monitor energy management

### **Finance**

BSBFIN401 Report on financial activity

BSBHRM416 Process payroll

BSBHRM526 Manage payroll

SITXFIN008 Interpret financial information

SITXFIN012 Manage revenue

### **First Aid**

HLTAID011 Provide First Aid

### **Franchising**

BSBESB406 Establish operational strategies and procedures for new business ventures

### **Human Resource Management**

BSBHRM612 Contribute to the development of employee and industrial relations strategies

SITXHRM008 Roster staff

SITXHRM011 Manage volunteers

### **Management and Leadership**

BSBOPS502 Manage business operational plans

BSBOPS504 Manage business risk

### **Marketing and Public Relations**

BSBMKG431 Assess marketing opportunities

SITXMPR009 Coordinate production of brochures and marketing materials

SITXMPR010 Create a promotional display or stand

SITXMPR011 Plan and implement sales activities

SITXMPR012 Coordinate marketing activities

SITXMPR013 Participate in cooperative online marketing initiatives

SITXMPR015 Obtain and manage sponsorship

### **Planning and Product Development**

SITTPPD016 Research and analyse tourism data

SITTPPD017 Develop tourism products

SITTPPD018 Develop environmentally sustainable tourism operations

SITTPPD019 Develop culturally appropriate tourism operations

### **Security**

CPPSEC2109 Monitor and control access and exit of persons and vehicles from premises

CPPSEC2110 Monitor and control individual and crowd behaviour to maintain security

CPPSEC3122 Plan provision of close protection services

### **Work Health and Safety**

SITXWHS006 Identify hazards, assess and control safety risks

## **Qualification Mapping Information**

Supersedes and is not equivalent to SIT60316 Advanced Diploma of Hospitality Management.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>