CLARENDON BUSINESS
COLLEGE

THINK OF

TOMORROW

HOSPITALITY MANAGEMENT

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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.

WE MAKE IT
POSSIBLE

COURSE INFORMATION

Our Hospitality Management courses have been developed according to the requirements of the Tourism, Travel and Hospitality Training Package (SIT) 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 (SIT50422)

The program is delivered over 15 hours face to face and 5 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 (SIT60322)

The program is delivered over 15 hours face to face and 5 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, question and answer, essays, work based training portfolio/journal and presentations.

ENTRY REQUIREMENTS

Year 11 or equivalent certificate of senior secondary education.

Recommended English Level: IELTS 6.0 (with no individual band less than 5.0) or equivalent. (If the level of English is insufficient, a suitable course can be organised).

OTHER FEES

Administration Fee (Non-refundable):
› **A$ 300**

Confirmation of Enrolment Fee (Non-refundable):
› **A$ 20** for a course no longer than 12 months
› **A$ 40** for a course longer than 12 months

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 January and ends in 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
2023	16 JAN	20 FEB	10 APR	15 MAY	3 JUL	7 AUG	25 SEP	30 Oct
2024	15 JAN	19 FEB	8 APR	13 MAY	1 JUL	5 AUG	23 SEP	28 Oct
2025	13 JAN	17 FEB	7 APR	12 MAY	30 JUN	4 AUG	22 SEP	27 Oct
2026	12 JAN	16 FEB	7 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
Diploma of Hospitality Management (SIT50422) CRICOS Course Code 112078B	Customer Service	SITXCCS015	Enhance customer service experiences	
		SITXCCS016	Develop and manage quality customer service practices	
	Human Resources Management 2	SITXHRM010	Recruit, select and induct staff	
		SITXHRM012	Monitor staff performance	
	Marketing Strategy	SITXMPR014	Develop and implement marketing strategies	
	WHS and Regulations	SITXGLC002	Identify and manage legal risks and comply with law	
		SITXWHS008	Establish and maintain a work health and safety system	
	Financial Budgets	SITXFIN009	Manage finances within a budget	
		SITXFIN010	Prepare and monitor budgets	
	Tourism Operations	SITTTVL004	Sell tourism products and services	
		SITXCCS019	Prepare quotations	
		SITTTVL001	Access and interpret product information	
		SITXCCS010	Provide visitor information	
	Services and Information	SITXCCS012	Provide lost and found services	**A\$ 2,000 /term**
		SITEEVT020	Source and use information on the events industry	
		SITHIND006	Source and use information on the hospitality industry	**6 Terms**
	Client Relations	SITXWHS007	Implement and monitor work health and safety practices	54 college weeks
		SITXCOM010	Manage conflict	
	Human Resources Management 1	SITXHRM008	Roster staff	
		SITXHRM009	Lead and manage people	
	Work Operations	SITXMGT004	Monitor work operations	
		SITXMGT005	Establish and conduct business relationships	
	Food Hygiene	SITXFSA006	Participate in safe food handling practices	
		SITXFSA005	Use hygienic practices for food safety	
	Food Safety	SITXFSA008*	Develop and implement a food safety program	
	Inventory	SITXINV006*	Receive, store and maintain stock	
		SITXINV008	Control stock	
	Work-Based Training	SITHIND008	Work effectively in hospitality service	

Exit with Diploma	**Vocational/ Employment Outcome**	Banquet or Function Manager, Bar Manager, Cafe Manager, Club Manager, Front Office Manager, Kitchen Manager, Motel Manager, Restaurant Manager, Unit Manager Catering Operations

Qualification	Subject	Competency		Tuition Fee / Duration
Advanced Diploma of Hospitality Management (SIT60322) CRICOS Course Code 112079A	Process Accounts	SITXFIN008	Interpret financial information	**A\$ 2,000 /term**
	Manage Finances	BSBFIN601	Manage organisational finances	
	Physical Asset	SITXFIN011	Manage physical assets	**2 Terms***
	Business Plan	BSBOPS601	Develop and implement a business plans	18 college weeks
		SIRXSTR001	Develop an ecommerce strategy	

Exit with Advanced Diploma	**Vocational/ Employment Outcome**	Area Manager or Operations Manager, Cafe Owner or Manager, Club Secretary or Manager, Food and Beverage Manager, Motel Owner or Manager, Rooms Division Manager

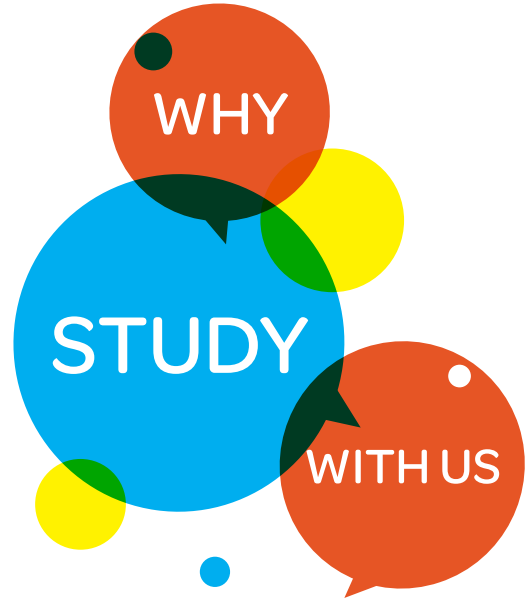| **UNIVERSITY PATHWAYS**	FOR INFORMATION REGARDING UNIVERSITY PATHWAYS VISIT www.academies.edu.au

*Advanced Diploma of Hospitality Management (SIT60322) has a total duration of 8 terms / 72 college weeks.
Students must complete Diploma of Hospitality Management (SIT50422) before progressing to Advanced Diploma of Hospitality Management (SIT60322).

ACADEMIESAUSTRALASIA

THE POSSIBILITIES ARE INFINITE

AUSTRALIA
SINGAPORE

Clarendon Business College is an Academies Australasia college. Academies Australasia Group Limited has been operating for more than 115 years and listed on the Australian Securities Exchange for more than 45 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 and Bachelor Degrees.

WHY STUDY WITH US

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LONG HISTORY
ESTABLISHED MORE THAN 115 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 MORE THAN 135 COUNTRIES HAVE STUDIED WITH US

UNIVERSITY PATHWAYS
ARTICULATIONS WITH SEVERAL UNIVERSITIES CREDITS SAVE TIME AND MONEY

ACADEMIESAUSTRALASIA

LISTED ASX

2008 CENTENARY YEAR