

IS.16.26 Pre-Enrolment Information Sheet – International Students

Advanced Diploma of Hospitality Management Course Code: SIT60316 and CRICOS Code: 091110G

What is Advanced Diploma of Hospitality Management and what type of employment opportunities will be available to me when I have attained this qualification:

- This qualification reflects the role of individuals operating at a senior level who use substantial industry knowledge and wide-ranging, specialised managerial skills. They operate independently, take responsibility for others and make a range of strategic business decisions.
- This qualification provides a pathway to work in any sector of the hospitality industry as a senior manager in large organisation or small business owner or manager.
- Possible job title: Head Chef

How is this course structured?

Full time: 92 weeks face to face delivery and assessment, timetabled for 24 hours per week over 3 days per week, on campus. For further information, refer to comments on back of this information sheet.

Campus:

- Level M, G & 10, 51 Queen Street, Melbourne 3000

What are the course entry requirements?

SIT (V1.2) Training Package entry requirements for this qualification:

- Direct entry is allowed for all SIT Hospitality qualifications.
- However it is strongly recommended that individuals undertake lower level qualifications, or gain industry experience prior to entering SIT60316 Advanced Diploma of Hospitality Management. However this is not mandatory.

AVETA Entry Requirements for International Students:

International students must be 18 years of age or over at the time of enrolment in this qualification and obtained or completed one of the following:

- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>); (Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-how-long-are-my-results-and-certificate-valid-for->); **or**
- Have completed a Certificate IV, Diploma or Advanced Diploma Level Training Package course in Australia; **or**,
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC) As the Certificate III in EAL qualifications (EAL Framework) are equivalent to (IELTS) - Minimum Band score 5.5, on achievement of this qualification level, students will have meet their English Language requirements for entry into this qualification; **or**
- Have completed the ELICOS Course: General English – Intermediate Level

Note – If an overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AVETA's English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enrol.

AVETA will determine any prior learning (RPL) of each student with regard to their existing skills, knowledge and experience that that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AVETA will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015). If RPL credit is granted, this may result in a shorter course duration for this qualification. In addition, AVETA before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AVETA will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).

Application Procedure

Apply directly to AVETA or through AVETA approved educational agents.

Assessment Methods:

- Projects, Reports, Case studies, Direct Observations, Portfolio of work, , Written Assessments; and where required students will be assessed in a fully operational commercial kitchen

Pathways from the qualification

After achieving SIT60316 Advanced Diploma of Hospitality, individuals could progress to higher education qualifications in Hospitality.

AVETA's Scope of Registration

AVETA offers Qualifications in Business and Management, specifically:

- Certificate IV in Business
- Diploma of Business
- Advanced Diploma of Business
- Certificate IV in Leadership and Management
- Diploma of Leadership and Management
- Advanced Diploma of Leadership and Management

Safety & Security after 6pm and Weekends

If you are timetabled to attend classes after 6pm and/or weekends, it is in your own interest to travel to and from your transport in groups (please do not isolate yourself when travelling to and from AVETA's premises)

Student Support Services

AVETA offers a range of Student Support Services upon request that cater to the needs of all students, including language literacy and numeracy support, career counselling, resume writing and IT support.

Deferment, Suspension and Cancellation

Please refer to AVETA's Deferment, Suspension and Cancellation Policy for further information; available online or at our Queen St Campus.

Refunds and Fees Protection

Please refer to AVETA's Refund Policy and Procedure as well as the Student Fees Protection Policy for further information; available online, in your Student Handbooks or at our Queen St Campus.

Study Areas

Administration; Client and Customer Service; Communication and Teamwork; Finance; First Aid; Governance and Legal Compliance; Human Resource Management; Inventory; Kitchen Operations & Food Safety; Management and Leadership; Marketing and Public Relations; Patisserie; Workplace Effectiveness & Health and Safety; and Working in Industry

Prerequisite Unit:

* SITXFSA001 – Use hygienic practices for food safety is a pre-requisite unit which the student must be deemed competent before they can commence any Commercial Cookery Units of Competency.

WHERE CAN I GET FURTHER INFORMATION?

Mezzanine Floor, 51 Queen Street, Melbourne

Phone: **03 9629 8835**

Or visit AVETA's website at www.aveta.edu.au

UNITS OF COMPETENCY

SIT60316: ADVANCED DIPLOMA IN HOSPITALITY MANAGEMENT			
Unit Codes and Unit Titles			
Core Units		Elective Units	
BSBDIV501	Manage diversity in the workplace	SITXFA001	Use hygienic practices for food safety
BSBFIM601	Manage finances	SITHKOP005	Coordinate cooking operations *
BSBMGT517	Manage operational plan	BSBADM502	Manage meetings
BSBMGT617	Develop and implement a business plan	BSBCMM401	Make a presentation
SITXCCS008	Develop and manage quality customer service practices	SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget	SITXFIN002	Interpret Financial Information
SITXFIN004	Prepare and monitor budgets	SITXFA002	Participate in safe food handling practices
SITXFIN005	Manage physical assets	SITXFA004	Develop and implement a food safety program
SITXGLC001	Research and comply with regulatory requirements	SITXHRM002	Roster staff
SITXHRM003	Lead and manage people	SITXINV004	Control stock
SITXHRM004	Recruit, select and induct staff	SITHKOP004	Develop menus for special dietary requirements
SITXHRM006	Monitor staff performance	SITHKOP007	Design and cost menus
SITXMG001	Monitor work operations	SITXWHS002	Identify hazards assess and control safety risks
SITXMG002	Establish and conduct business relationships	SITHIND002	Source and use information on the hospitality industry
SITXWHS004	Establish and maintain a work health and safety system	SITXWHS003	Implement and monitor work health and safety practices
SITXMPR007	Develop and implement marketing strategies	SITXCCS007	Enhance the customer service experience
		SITXINV003	Purchase goods

The above Units of Competency in this Qualification will be timetabled over 92 weeks. Course duration will be 21 weeks if a student has completed a SIT30816 Certificate III in Commercial Cookery, SIT40516 Certificate IV in Commercial Cookery & SIT50416 Diploma of Hospitality Management at AVETA (and been granted Credit Transfer for the Units of Competency completed in these qualifications). See AVETA's timetable for this qualification for actual delivery; on a group by group basis (including public holidays, re-assessment & catch-up days)

AVETA's Course Progress Monitoring Strategy - Under the ESOS Act, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) – Standard 8 Overseas student visa requirements: AVETA will:

- Clearly outline and inform overseas student before they commence this course, of the requirement to achieve satisfactory course progress; by attending all timetabled classes.
- AVETA will use its Web-site, Education Agents, Brochure and Pre-enrolment Information Sheets (for each course on its scope of registration) to inform prospective students of this requirement
- Ensure that expected duration of study specified in the overseas student's CoE will not exceed the CRICOS registered duration for this course i.e. 92 weeks.
- Monitor overseas students' course progress for this course (in which the overseas student is enrolled) to ensure the overseas student is in a position to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer/Assessor responsible for a group of enrolled overseas students will regularly monitor course progress of their students
- Identify, notify and assist an overseas student at risk of not meeting their course progress requirements, in sufficient time for students to achieve satisfactory course progress, where there is evidence from the overseas student's Assessment Tasks (i.e. not submitting all the evidence for a Unit of Competency by the timetabled end date for a Unit of Competency) that this determines that the overseas student is at risk of not meeting this requirements i.e. the overseas being unlikely to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer/Assessor responsible for a group of enrolled overseas students will initiate AVETA's Intervention strategy for these students to assist them so that they can complete their course within the expected duration specified on the overseas student's CoE. The Trainer/Assessor will initially utilise the re-assessment and catch-up days provided in each timetable for this purpose. The Intervention strategy will be documented, signed and dated and placed on the particular overseas student's file; with a copy provided to the student.
- Continue to assess the overseas student and if they continue to be at risk of not meeting their course progress and attendance requirements, AVETA will give the overseas student a written notice as soon as practicable which:
- Will notify the overseas student that AVETA intends to report the student for unsatisfactory course progress; and will inform the student of the reasons for the intention to report; and will advise the student of their right to access AVETA's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- Only report unsatisfactory course progress or in PRISMS in accordance with section 19(2) of the ESOS Act if:
 - the internal and external complaints processes have been completed and the decision or recommendation supports AVETA, or
 - the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - the student has chosen not to access the external complaints and appeals process, or
 - the overseas student withdraws from the internal or external appeals processes by notifying AVETA in writing.
 - AVETA may decide not to report the overseas student if the student is maintaining satisfactory course progress.
- With regards to the ESOS Regulations 2019 (from 1 October 2019), where a student has breached a condition of their student visa with respect to course attendance or progress requirements; AVETA will give the following information in the Provider Registration and International Student Management System (PRISMS) specifically - the student's contact details, their residential address in Australia and their residential address overseas.
- Not extend the duration of an overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:
 - there are compassionate or compelling circumstances, as assessed by AVETA on the basis of demonstrable evidence, or
 - where AVETA has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
 - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- If AVETA extends the duration of the student's enrolment, AVETA will advise the student to contact Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.