



NSW Vocational  
Education & Training  
Accreditation Board

# Hospitality Training

## SIT50307 Diploma of Hospitality Management



NATIONALLY RECOGNISED  
TRAINING

### Course Description

This course is designed to provide participants with the skills, knowledge and attitudes to meet the demands of the culinary industry. Additionally, this course provides you with the management skills required to successfully run a hospitality operation or business unit.

The course provides students with 'hands-on' training in hospitality management. It focuses on training students for supervisory and management level positions in hotels and restaurants.

Students in this course develop a broad awareness and understanding of the hospitality industry, with a particular emphasis on skills required by managers and supervisors

### Locations

Main Campus 14-18 Douglas Road QUAKERS HILL NSW 2763

### Classes Scheduled

Monday to Saturday, maximum of 5 days/week

The Academy's teaching hours are from 7.00 am and 11.00 pm.

### Target Group

This course is aimed at individuals who wish to become chefs and also be able to manage a restaurant. Therefore, it is appropriate for students who may wish to start their own restaurants on manage the food and beverage division of a hotel.

**Entry Requirement:** Students must have good health, achieve English proficiency of 5.5 as minimum in IELTS or recognized equivalent, and meet the necessary academic and financial entry criteria for the courses.

The minimum requirements to enroll in AAMS are High School Certificate or their equivalents with a minimum of overall Pass marks in both Years 11 and 12. **Students must be 18 years of age or older at the time of their initial application.** Australian Academy of Management and Science will not enroll students under the age of 18 years.

## Qualification

On successful completion of the course students are eligible to receive SIT50307- Diploma of Hospitality and a Statement of Results.

## Accreditation

AAMS is a registered training organisation by the NSW Vocational Education and Training Accreditation Board (VETAB) with the RTO code 91354 and CRICOS Provider code 02882M to deliver the SIT50307- Diploma of Hospitality. This qualification is recognised under Australian Qualification Framework (AQF).

## Course Duration and Enrolment

The course averages over 1847 hours of face-to-face contact. Total duration of this course is 104 weeks including holidays spanning over eight terms. Students can enrol into the course at the starting of each terms. International students are required to undertake full time course work with 20 hours /week of class room attendance. This is a requirement of the student visa.

The first year (40 weeks) focuses on building basic cooking skills as well as operational health, hygiene and safety skills. At the end of this semester students will have achieved a Food Handlers Certificate, introduces the students to the kitchen environment and covers marketing and kitchen management, consolidates the student's kitchen experience in restaurant, enabling them to become a valuable part of a kitchen team.

The second year introduces front of house skills and focuses on management subjects.

A Certificate III in Hospitality (Commercial Cookery) is nested within the Diploma.

## Career Pathway

You will be trained to be a chef and may work as a chef in a small business or as a sous chef in larger kitchens including hotels, restaurants, cafes, clubs, event caterers, airlines, hospitals, executive boardrooms. You are also trained in front of house operations and food and beverage service as well as hospitality management.

Australian chefs are highly sought after in the world market as their attitude, training and knowledge of a wide range of cooking techniques is recognised internationally.

Some chefs travel to Europe to experience cooking in countries that are passionate about food - such as France and Italy. Others prefer to work on the local scene.

You may prefer to manage a restaurant or food and beverage operation.

## Vocational Outcome

Graduates of the SIT50307- Diploma of Hospitality may gain employment as qualified Chefs/Cooks in a variety of establishments. These may include:

- Hotels/Motels
- Hospitals/Nursing Homes
- Restaurants/Bistros
- Shipping Lines
- Boarding Schools
- Resorts
- Reception centres
- Catering Companies.

## Teaching Methods/ Resources

- Practical training in real commercial kitchens
- Highly qualified trainers with extensive industry experience
- Class rooms are fitted with modern audio/visual facilities
- Modern computer facilities with internet access

## Assessment Methods

Assessment is based on competency, that is the ability to perform specific skills and is done through a combination of observation, discussion, written assignments, tests, examinations, and/or practical application and work related projects.

When conducting a competency based assessment, the assessor will work with you to collect evidence of your work performance using the competency standards as benchmarks. Competency based assessment is generally activity based and practical. However, competence also means that you must display an understanding of the knowledge that underpins the performance of the task.

## Disciplinary Procedures

All AAMS students are subject to Australian civil and criminal laws and to the AAMS Disciplinary Policy and Procedure.

International students that do not adhere to student visa conditions and 80% minimum attendance and with unsatisfactory academic progress will be subject to the academy's warning and reporting procedures. Furthermore, serious breach of the academy's policies and procedures such as non-payment of tuition fees sexual harassments carrying and usage of drugs discrimination against any race, gender, culture or religion will be subject to possible expulsion and reported to DIAC.

## Access and Equity

All staff members of the Academy are required to practice the Academy's Access and Equity policies and procedure which demand all staff to provide the same level of services to all prospective and enrolled students at all times.

## Mutual Recognition

AAMS is committed to its obligation under AQTF of mutual recognition.

Mutual recognition is the process that recognises qualifications and Statements of Attainment issued under the Australian Qualification Framework (AQF) by other Registered Training Organisations (RTO) enabling individuals to receive national recognition of their achievements. Mutual recognition can be either a direct recognition of a course completed at another RTO or a combination of mutual recognition and credit transfer.

Contact AAMS for further information.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process that recognises student's current skills and experience regardless of where and when the learning occurred. Applications for RPL are based on whole competencies.

Students can base their application on any combination of formal or informal training and education, work experience or general life experience.

Students will need to contact the academy for information on the RPL process and apply at the time of their initial application to the Academy. To apply for RPL students will need to complete the RPL form and provide supporting evidence. Evidence may include:

- Interview/professional conversation
- Observation and questioning including workplace visits
- Portfolio of work, which may include completed assessment items from previous study
- Supplementary assessment tasks or challenge test - oral, written or practical
- Assessment where no training is involved
- Trade test
- Authentication of evidence by supervisor or employer

Unsuccessful applicants have a right to formally appeal the RPL assessment, through the Academy's appeals and complaints process.

## Welfare and Guidance

The Academy is committed to accommodate special circumstances (such as disability) of individual students.

The Academy provides student induction every term. For students who apply offshore, the Academy offers various other support services such as

- Airport pick-up \*
- Accommodation \*

\* These services are provided on actual cost recovery basis.

Students may make an appointment at any time to see Mr Shekher Kishore for free advice relating to study on issues such as:

- managing your time
- setting and achieving your goals
- motivation
- ways of learning
- coping with assessments
- looking after yourself

Our staff will assist you in how to seek help with local welfare and guidance services as required. However, students with welfare and guidance needs beyond the expertise of AAMS staff will be referred to external specialist agencies.

## **Fees**

The course fee is AUD\$24,900

### **Additional Mandatory Fees**

Enrolment fee: \$150.00

Cookery Uniform, Tool kit & Course Notes: \$700 (approximately). See below for the details:

### **Commercial Cookery Uniforms, Tools Kit and Course Notes**

Uniform, Chef Jacket, Chef Check Trousers, Chef Fabric Hat, Neckerchief, Chef Waist Apron, Kitchen Boots.

### **Kitchen Equipments**

French Cooks Knife 25cm "VICTORINOX", Boning Knife 12cm " ", Filleting Knife 20cm. Turning Knife, Paring Knife, Sharpening Steel 30cm, Palette Knife 20cm, Vegetable Peeler P/handle, Sauce Whisk, Wooden Spoon, Forcing Bag 40cm, (Pack of 10 Disposable) Plain Piping Tubes 3, 5 & 10mm, Star Piping Tubes 5 & 10mm, 2 X Tea Towels, Oven Cloth, Stainless Steel Tongs, Plastic Tool Box & Lock.

## **First Instalment of Fees Payable**

At the time of admission, the students are required to pay:

Enrolment fee + upfront tuition fee + OSHC premium + any RPL fees

### **Terms and Conditions of Enrolment**

Application/Administration Fees are non refundable. The scheduled application fee as at 01.01.2008 is \$AU150.00. Once enrolment has been confirmed, you will be advised of the Orientation date.



Please note: overseas health cover (OSHC) is compulsory for students on a student visa.

Payment must include the following: (Please note tuition and OSHC fees are subject to change.)

<b>Payment Details</b>	
Enrolment/Administration Fee (Non-refundable)	A\$150.00
Course fee (Total tuition fee)	A\$
Course fee (First Installment)	A\$
OSHC (Single/ Family) (..... Year)	A\$
Airport Greeting	A\$
Accommodation Placement	A\$
Home stay (_____ weeks)	A\$
<b>Other Chargers</b> (please specify)	A\$
<b>TOTAL</b> (All prices are in Australian dollars)	A\$
<b>Payment Required Now</b>	A\$
<b>Balance payment</b> (payable in installments during studies)	A\$

**Fees**

Fees are levied on all courses offered. Please refer to the fee schedule available on our website or through Administration for detailed current course fees.

A non refundable enrolment fee of \$150.00 is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 14 days prior to the commencement of courses.

Remaining course fees can be:

- paid in advance in their entirety; or
- paid using a flexible payment plan available as semi-annual payments, quarterly payments or monthly payment. Payments are paid in advance and are due two weeks prior to the divided payment terms. Please note: the fee payment schedule is determined on a case by case basis.

Students who pay fees for courses will be issued with receipts. The management of the Australian Academy of Management and Science Pty Ltd will be responsible for ensuring that those fees are accounted for within a separate section of the financial control centre and are identified as fees paid in advance.

**Course fees do not include:**

- First Aid Training Fee: &150 approx.
- Trade specific equipment such as (but not limited to) Cookery Uniform, Tool Kit & Course Notes which may cost A\$700 (approximately)
- Text books which may cost A\$200.00 per semester approx;

- Shoes;
- The cost of travel between sites (where applicable)
- RPL fee (if applicable): A\$100 per unit assessed.

**OSHC Medibank Private Premium Price List**

	<b>Single</b>	<b>Family</b>
1 Year	A\$354	A\$708
2 Years	A\$708	A\$1,416

It is an essential requirement of your student visa that you have adequate health cover while you are studying in Australia. You are required by law to pay for Overseas Student Health Cover (OSHC). If you do not have health cover (also called ‘health insurance’) you fail to meet your visa conditions and risk having your visa cancelled. OSHC helps pay for medical and hospital care should you become ill during your stay in Australia. AAMS preferred health care provider for Overseas Student Health Cover (OSHC) is Medibank Private. For information about overseas student health cover prices (premiums) and the services you will receive from Medibank Private OSHC, please refer to the website:

[http://www.medibank.com.au/pdfs/oshc\\_price\\_chart\\_2006.pdf](http://www.medibank.com.au/pdfs/oshc_price_chart_2006.pdf)

**FEES AND REFUND POLICY**

For the purpose of this document, the Organisation shall refer to AAMS. All requests for refunds must be lodged in writing to the Chief Executive Officer; The Organisation respects and protects the rights of its students in accordance with the Privacy Act. Where a refund has been deemed payable the payment will be made within 14 days. Where a student’s Visa has not been granted, a full fee refund less the \$150 administration/application fee will be granted.

**Refunds paid if AAMS defaults when:**

- All fees paid by the student including any administration fees will be refunded within two (2) weeks after the default day
- AAMS, as a member of the ACPET OSTAS, if unable to fulfill its obligations to complete a course, the student will be offered a no cost enrolment (i.e. no administration/enrolment fee) into another ACPET OSTAS member college
- Students will be provided with a statement explains how the refund amount has been worked out

**AAMS defaults when:**

- The course does not start on the agreed starting day, or
- The course ceases to be provided before it is completed.
- The course is not provided in full to the student.

**Refunds paid if the student defaults:**



- If the student's application for Australian student visa is rejected, any course fees paid (less administration fee) will be refunded, provided that original documentary evidence is supplied within two (2) weeks of visa rejection
- The student is unable to commence or continue to study due to death or serious illness any course fees paid (less administration fee) will be refunded within two (2) weeks of notice
- If the student withdraws from the course and notifies AAMS in writing four (4) weeks or more prior to the course commencement date, any course fees paid (less the non-refundable deposit and administration fee) will be refunded within two (2) weeks of receipt of notice
- If the student withdraws from the course and notifies AAMS in writing less than four (4) but more than one (1) week before prior to the course commencement date, the student will receive a refund of 75% fees paid (less the non-refundable deposit and administration fee) within four (4) weeks
- If the student withdraws from the course and notifies AAMS in writing less than one (1) week before prior to the course commencement date, the student will receive a refund of 50% fees paid (less the non-refundable deposit and administration fee) within four (4) weeks
- If a student withdraws from the course for whatever reason after the second teaching week in the term the student will not be eligible for a refund of any of the course fee.
- This Agreement does not remove the student's right to take further action under Australia's consumer protection laws.
- Students are able to pursue other legal remedies where in disagreement with the Academy's decision regarding their tuition fee refund.



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RTO Code 91354 CRICOS Code 02882M  
**SIT50307 Diploma of Hospitality**



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<b>SIT50307 Diploma of Hospitality Units</b>		
<b>Code</b>	<b>Unit</b>	<b>Hrs</b>
SITHCCC001A	Organise and prepare food	32
SITHCCC002A	Present food	12
SITHCCC003A	Receive & store kitchen supplies	12
SITHCCC005A	Use basic methods of cookery	40
SITHCCC004A	Clean & maintain kitchen premises	12
SITXOHS001A	Follow health, safety and security procedures	20
SITXOHS002A	Follow workplace hygiene procedures	12
SITXCOM003A	Deal with conflict situations	20
SITXCOM001A	Work with colleagues and customers	20
SITXCOM002A	Work in a socially diverse environment	20
<b>HLTFA301B</b>	<b>Apply first aid</b>	<b>0</b>
SITHCCC006A	Prepare appetisers and salads	35
SITHCCC008A	Prepare stocks, sauces & soups	35
SITHCCC007A	Prepare sandwiches	35
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	35
SITHCCC027A	Prepare, cook and serve food for food service	72
SITXHRM001A	Coach others in job skills	20
SITHCCC010A	Select, prepare and cook poultry	35
SITHCCC011A	Select, prepare & cook seafood	35
SITHCCC013A	Prepare hot and cold desserts	30
SITHCCC014A	Prepare pastries, cakes and yeast goods	30
SITHCCC0015A	Plan and prepare food for buffets	30
SITHCCC012A	Select, prepare and cook meat	40
SITHCCC028A	Prepare, cook and serve food for menus (28A)	90
SITXINV002	Control and order stock.	20
SITXINV001A	Receive and store stock	20
SITXCCS002A	Provide quality customer service	40
SITHCCC028A	Prepare, cook and serve food for menus (28A)	210
SITXOHS004A	Implement and monitor workplace health, safety and security practices	35
SITXOHS005A	Establish and maintain and OHS System	60
SITXHRM003A	Roster staff	60
SITXHRM005A	Lead and manage people	50
SITXHRM007A	Manage workplace diversity	80
SITXMGTO01A	Monitor work operations	35



SITXCCS003A	Manage quality customer service	80
SITXGLC001A	Develop and update legal knowledge required for business compliance	100
SITXFIN005A	Prepare and monitor budgets	75
SITXMGTO02A	Develop and implement operational plans	75
SITXMGTO06A	Establish and conduct business relationships	75
SITXFIN003A	Interpret financial information	40
SITXFIN004A	Manage finances within a budget	35
<b>Additional Units from Cert III to give exit point.</b>		
SITHCCC016A	Develop cost-effective menus	20
SITHCCC029A	Prepare foods according to dietary and cultural needs	35
SITHIND001A	Develop and update hospitality industry knowledge	20
SITXFSA001A	Implement food safety procedures	20