

UNIT SELECTIONS

SIT50416 Diploma of Hospitality Management

LEARNER'S NAME: _____ DATE: ____/____/____

Delivery method: Work-based Classroom blended Online / Distance blended

Resource type: Online: Student has access to a computer/laptop and the Internet
OR
 Paper-based: Only available upon special request (e.g. no computer/Internet etc.)

Computer skills: Beginner Intermediate Advanced

PREREQUISITES

There are no prerequisites for entry into this course.

There are some individual units of competency that have prerequisite units to be completed before commencing the selected unit. These are identified by the number/s at the end of the unit name. The corresponding prerequisite units can be found at the end of this document.

It is strongly recommended that individuals undertake lower level qualifications, and/or gain industry experience prior to entering SIT50416 Diploma of Hospitality, however this is not mandatory.

QUALIFICATION RULES

28 units are required for this qualification; consisting of:

- **13 core units**
- **15 elective units**, consisting of:
 - 1 unit from Group A
 - 1 unit from Group B
 - 8 units from Group C
 - 5 units from Group C, elsewhere in SIT Training Package, or any other current qualification on Access Group Training's scope.

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: The 13 units below are compulsory

- ✓ BSBDIV501 Manage diversity in the workplace
- ✓ BSBMGT517 Manage operational plan
- ✓ SITXCCS007 Enhance the customer service experience
- ✓ SITXCCS008 Develop and manage quality customer service practices
- ✓ SITXCOM005 Manage conflict
- ✓ SITXFIN003 Manage finances within a budget
- ✓ SITXFIN004 Prepare and monitor budgets
- ✓ SITXGLC001 Research and comply with regulatory requirements
- ✓ SITXHRM002 Roster staff
- ✓ SITXHRM003 Lead and manage people
- ✓ SITXMGT001 Monitor work operations
- ✓ SITXMGT002 Establish and conduct business relationships
- ✓ SITXWHS003 Implement and monitor work health and safety practices

SIT50416 Diploma of Hospitality Management: Unit Selections

ELECTIVES:

Group A: Please select **1** unit from the below electives

- SITHIND001 Use hygienic practices for hospitality service
- SITXFSA001 Use hygienic practices for food safety ***

Group B: Please select **1** unit from the below electives:

- SITHIND004 Work effectively in hospitality service

Group C: Please select **13** units from the below electives

Administration

- BSBADM502 Manage meetings

Events

- SITEEVT001 Source and use information on the events industry
- SITEEVT005 Plan in-house events or functions
- SITEEVT010 Manage on-site event operations
- SITEEVT008 Manage event staging components

Finance

- SITXFIN001 Process financial transactions
- SITXFIN002 Interpret financial information

Food and Beverage

- SITHFAB002 Provide responsible service of alcohol
- SITHFAB003 Operate a bar^{1,2}
- SITHFAB004 Prepare and serve non-alcoholic beverages¹
- SITHFAB005 Prepare and serve espresso coffee¹
- SITHFAB010 Prepare and serve cocktails^{1,2}
- SITHFAB011 Provide advice on beers, spirits and liqueurs²
- SITHFAB014 Provide table service of food and beverage^{1,2 **}
- SITHFAB016 Provide advice on food^{**}
- SITHFAB017 Provide advice on food and beverage matching^{2 **}

Food Safety

- SITXFSA002 Participate in safe food handling practices ***

** Note where both units SITXFSA001 (Group A) and SITXFSA002 are completed the NSW Food Authority's Food Safety Supervisor certificate can be issued at an additional cost.*

Human Resource Management

- SITXHRM004 Recruit, select and induct staff

Work Health and Safety

- SITXWHS002 Identify hazards, assess and control safety risks

Working in Industry

- SITHIND002 Source and use information on the hospitality industry

PREREQUISITE UNITS

1. SITXFSA001 Use hygienic practices for food safety
2. SITHFAB002 Provide responsible service of alcohol
3. SITHGAM001 Provide responsible gambling services
4. SITHFAB012 Provide advice on Australian wines and SITHFAB013 Provide advice on imported wines

SIT50416 Diploma of Hospitality Management: Unit Selections

Office Use only:

Resource: Futura Group Resources

**** Other possible elective unit choices available**

Accommodation Services – Front Office

- SITTTSL007 Process reservations**

Client and Customer Service

- SITXCCS005 Provide club reception services**

Management and Leadership

- BSBR501 Manage risk*

Food and Beverage

- SITHFAB006 Provide room service ¹
- SITHFAB008 Operate and monitor cellar systems
- SITHFAB019 Plan and monitor espresso coffee service

Gaming

- SITHGAM001 Provide responsible gambling services
- SITHGAM002 Attend gaming machines³
- SITHGAM003 Operate a TAB outlet³
- SITHGAM004 Conduct Keno games³
- SITHGAM005 Analyse and report on gaming machine data
- SITHGAM014 Manage gaming activities³

Human Resource Management

- SITXHRM006 Monitor staff performance

Inventory

- SITXINV003 Purchase goods
- SITXINV004 Control stock

Kitchen Operations

- SITHKOP003 Plan and display buffets ¹
- SITHKOP004 Develop menus for special dietary requirements
- SITHKOP005 Coordinate cooking operations ¹
- SITHKOP006 Plan catering for events or functions
- SITHKOP007 Design and cost menus

Marketing and Public Relations

- 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
- SITXMPR006 Obtain and manage sponsorship
- SITXMPR007 Develop and implement marketing strategies

Planning and Product Development

- SITTPPD004 Develop in-house recreational activities