



# AUSTRALIAN



**ADVANCED DIPLOMA  
OF  
HOSPITALITY MANAGEMENT**

RTO No: 41215  
CRICOS Provider Code: 03456K





# WELCOME BY PRINCIPAL EDUCATION OFFICER

The mission of Australian International College is a simple one - we provide quality training and assessment to our students to enable them to gain the highest level of skills and knowledge in the hospitality and cookery industry sector.

Harmonizing theory and practice and integrating them successfully with the all the aspects and requirements of training and assessment, is the aim of the learning process. At Australian International College we have established our objectives based on the needs of the industry, expectations of the employers and requirements of the educational standards. These long-term objectives together with the ongoing quality training and assessment have led us to achieve the highest quality in our practices.

At Australian International College you will find a friendly and helpful environment with a mixture of nationalities and cultures among staff and students. Students are valued, respected and treated with the highest integrity. We understand the value of differences and the needs of our students and continuously strive to improve our student-centered approach in the delivery of courses.

When you become a part of our college, you will see that the Australian International College is not only a means to gain a qualification and an internationally accepted certificate, but also a home for you and a valuable investment for your future. The friends and contacts you make during your study here will provide you with a great opportunity in the hospitality and cooking industry that may shape your future career.

Welcome to everyone.

**Dr. Stephen P. Rainer BSc, MB, ChB, FRCPA**  
PEO  
Australian International College







HYDE PARK PLAZA

Category 11

MEETINGS

FREE



## WHY

# AUSTRALIAN INTERNATIONAL COLLEGE



### 1500+ ALUMNI

As of 2023, more than 1500 students have graduated at our college



### GENDER EQUALITY

Australia welcomes people from all races and genders. In our college, the gender diversity is evenly split, which means there are equal numbers of male and female students.



### MULTICULTURAL

Our college boasts a vibrant mix of cultures from around the world. With countries from Thailand, Indonesia, Philippines, South Korea, Brazil, and more.

## YEARS OF EXPERIENCE

The Australian International College was established in 2016 with a vision for delivering quality training and assessment and a passion to achieve beyond the best. Australian International College instills this industry passion in its students by using highly skilled, experienced hospitality industry professionals who are experts in their fields of Culinary Arts and hospitality delivery services. Our teachers not only have extensive training experience, but also have operated their own restaurants where they have made names for themselves as top-class chefs.

## CONNECTION IS KEY

The Australian International College has extensive contacts in the Sydney-based hospitality sector through its association with the Thai Restaurant Association which represents over 500 establishments in the Sydney-metro area. This extensive industry contact allows us to remain informed about the skills sets needed by cookery and hospitality professionals so that our students complete their studies fully equipped with the abilities to work in a fast-paced, multicultural hospitality environment.

## A MULTICULTURAL CITY

Sydney is the capital of the Australian state of New South Wales (N.S.W.) and lies on the south-east coast of the continent. It has the largest population of any city in Australia with a population of 5 million 'Sydneysiders'. Along with its beauty surrounded by beaches and all tones of green all around the city, Sydney is often called the most multicultural city in Australia and one of the most multicultural cities in the world because of the large range of diverse nationalities found in the city and its suburbs.

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Australianinternationalcollege



## WHY

# STUDY COOKERY AND HOSPITALITY

Hospitality is a highly interesting and challenging industry in which to work in. Hospitality offers a wide range of career opportunities and an endless variety of places to work including restaurants, bars, hotels, airlines, cruise ships and event management. To work in the hospitality industry, you need to enjoy helping others, making your guests feel welcome and special while also ensuring that they enjoy their time with you and depart with a memorable experience that will encourage them to return. Hotels, resorts, cruise ships, airlines, restaurants and many of the related service sector industries continue to look for qualified, multi-skilled hospitality professionals. The tourism sector continues to grow not only in Australia, but also around the globe. Tremendous opportunities are available for young people to develop their skills and knowledge for the hospitality industry. This industry is all about passion; a passion for creating an enjoyable environment for customers, a passion for customer service, a passion for working with others, a passion for food.



## **QUALITY TRAINING AND ASSESSMENT**

At the Australian International College, we believe in the value of quality training and assessment and we endeavor to provide our students with the best skills and knowledge. From our trainers and assessors to learning resources, from our premises to student services, we present the best opportunities to our students which will help them achieve their career goals.

## **EXQUISITE PREMISES JUST FOR COOKERY AND HOSPITALITY**

The Australian International College is located in the Sydney CBD which is accessible with easy and convenient public transportation. The college has its own commercial kitchen and restaurant where students can practice their skills and knowledge in a real cookery environment with all the necessary equipment provided to them. Our students have the opportunity to feast on their own creations and enjoy sharing their experience with the fellow students. At your new campus, you can feel the atmosphere of hospitality and cookery immediately, after your rest step into our restaurant.

## **PARTNERSHIPS WITH PRESTIGIOUS HOTELS AND RESTAURANTS**

Australian International College has an extensive network in the hospitality and cookery industry, through contacts with prestigious hotels and restaurants. Thanks to this exhaustive network, our students can complete their work placement at distinguished institutions where they will gain the best skills, knowledge and work experience.

## **QUALIFIED TRAINERS AND ASSESSORS**

Our trainers and assessors are the experts in their field. All of our trainers have long experience and extensive knowledge in cookery and hospitality. Along with our student-centered approach in training, our highly qualified trainers will provide you with the best skills and knowledge, which will guide you throughout your life and career. You will feel the difference right from your first class.









**OUR**

# **FACILITIES**

The Australian International College follows a student-centered approach to training and assessment. We pride ourselves in opening our premises for students' use for training and assessment, as well as providing an enjoyable experience.

Students have access to a barista station in the restaurant which allows them to enjoy their coffee for free throughout the day, and our restaurant offers lunch specials on a daily basis. In the facilities, students have access to computers, Wi-Fi, printing and photocopying (some additional charges may apply). We value our students and we endeavor to use every means available to make them comfortable and feel like they have a home away from home.









# SIT60322

## ADVANCED DIPLOMA of

# HOSPITALITY MANAGEMENT

### CRICOS CODE: 110465G

## COURSES

Duration: 2.5 Years

- 130 weeks (10 terms)
- 90 weeks class time
- 10 weeks work placement
- 30 weeks holiday

Available intake: January, April, July, October

## ENTRY REQUIREMENTS

Students need to be 18 years of age or over. A band score of IELTS 6.0 or equivalent is required.

Satisfactory completion of Australian Year 10 qualification equivalent.

## STUDY MODE

20 hours per week.

The delivery methods include:

- Face to face learning on campus
- Practical training through work-placement
- Trainer-led online learning

## STUDY PERIODS

At Australian International College, each term consists of 10 weeks which is followed by a 2-week holiday. The total duration of the courses might vary based on holiday periods and intake date. A normal study year starting from January intake follows as below:

Term 1	Break	Term 2	Break	Term 3	Break	Term 4	Break
10 weeks	2 weeks	10 weeks	2 weeks	10 weeks	2 weeks	10 weeks	6 weeks

## 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.

## CAREERS

- Area Manager
- Motel Manager
- Operation Manager

## UNIT STRUCTURE

To be awarded the SIT60322 Advanced Diploma of Hospitality Management, participants must complete a total of 33 units of competency, consisting of 14 core and 19 elective units.

UNIT TYPE	UNIT CODE	UNIT NAME
Core	BSBFIN601	Manage organisational finances
Core	BSBOPS601	Develop and implement business plans
Core	SITXCCS016	Develop and manage quality customer service practices
Core	SITXFIN009	Manage finances within a budget
Core	SITXFIN010	Prepare and monitor budgets
Core	SITXFIN011	Manage physical assets
Core	SITXGLC002	Identify and manage legal risks and comply with law
Core	SITXHRM009	Lead and manage people
Core	SITXHRM010	Recruit, select and induct staff
Core	SITXHRM012	Monitor staff performance
Core	SITXMG004	Monitor work operations
Core	SITXMG005	Establish and conduct business relationships
Core	SITXMPR014	Develop and implement marketing strategies
Core	SITXWHS008	Establish and maintain a work health and safety system
Elective	SITHACS009	Clean premises and equipment
Elective	SITHFAB021	Provide responsible service of alcohol
Elective	SITHFAB024	Prepare and serve non-alcoholic beverages
Elective	SITHFAB025	Prepare and serve espresso coffee
Elective	SITHFAB036	Provide advice on food
Elective	SITHIND005	Use hygienic practices for hospitality service
Elective	SITHIND006	Source and use information on the hospitality industry
Elective	SITHIND008	Work effectively in hospitality service
Elective	SITHKOP014	Plan catering for events or functions
Elective	SITXCCS010	Provide visitor information
Elective	SITXCCS012	Provide lost and found services
Elective	SITXCCS015	Enhance customer service experiences
Elective	SITXCOM010	Manage conflict
Elective	SITXFSA005	Use hygienic practices for food safety
Elective	SITXHRM008	Roster staff
Elective	SITXINV006	Receive, store and maintain stock
Elective	SITXINV007	Purchase goods
Elective	SITXWHS006	Identify hazards, assess and control safety risks
Elective	SITXWHS007	Implement and monitor work health and safety practices



## **WORK PLACEMENT**

Work placement (work-based learning) will consist of 36 shifts of paid or unpaid work for the unit SITHIND008 – Work effectively in hospitality service. This unit requires students to spend approximately 200 hours of practical placement in a hospitality business. Australian International College will arrange placements for students with partner commercial enterprises. The unit that is completed as part of work placement is designed to assess the student's ability to perform consistently over a period of time and to deal with multiple sales, service or operational tasks simultaneously. If students are already working in an appropriate venue, it may be permitted for their work experience following approval by their trainer and assessor.

## **DELIVERY MODE AND LOCATION**

Participants will be involved in both theory and practical training. Training and assessment is based on a classroom based training model comprised of the following components of delivery, supervision, assessment and support. While classroom-based training sessions aim to develop the knowledge and theoretical understandings required to work within the industry, practical training and experience in real and simulated working environments will help students to perform the required tasks, practice their skills, reinforce their knowledge and prepare themselves for the practical assessments. Classroom settings will ensure full access to computers, internet, whiteboards, workbooks and textbooks as required.

All courses are delivered at 38 College Street, Darlinghurst, 2010, NSW.

## **ISSUING THE STATEMENT OF ATTAINMENT**

In the case where a student decides to withdraw from the course at any stage, Australian International College will issue a Statement of Attainment for units of competency completed as partial completion of their enrolled course within 30 days of the withdrawal approval.

## **REASONABLE ADJUSTMENT**

Australian International College has policies that include reasonable adjustment and access and equity principles. Reasonable adjustment will be provided for participants with special learning needs (such as a disability or learning difficulty) according to the nature of the learning need. Evidence collection can be adjusted to suit individual student needs if required and will be endorsed by a Manager/Coordinator and student.

Reasonable adjustments are made to ensure that the participant is not presented with artificial barriers to demonstrate achievement in the program of study. Reasonable adjustments may include the use of adaptive technology, educational support, and alternative methods of assessment such as oral assessment. The learning need that forms the basis of any adjustment to the training program will be identified and appropriate strategies will be agreed with the student. Any adjustments will be recorded in the student file and will not compromise the competency standard.

## **RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER**

Recognition of Prior Learning and Credit Transfer are available for all courses and all students are offered the opportunity to participate in RPL upon enrolment. A streamlined RPL process has been developed which requires the student to make a self-assessment of their skills, participate in an interview with an assessor, provide documentary evidence and demonstrate skills, knowledge and experience.

For further information about course credit and/or RPL, including applicable fees and how to apply, please contact our office.

## **TRAINING FACILITIES, RESOURCES AND CLASSROOMS**

The Australian International College has an established VET infrastructure to serve the needs of the training program and meet the training package requirements. In the facilities, students have access to computers, Wi-Fi, printing and photocopying (some additional charges may apply). Students will have the opportunity to access resources and materials for their self-study sessions through the online learning portal.



## **FEES**

For a full list of student training and assessment and additional fees please refer to [www.aic.nsw.edu.au](http://www.aic.nsw.edu.au). Students will be provided with training and assessment resources unless otherwise stipulated on the website.

## **STUDENT SUPPORT AND LEARNING ASSISTANCE**

Learning Assistance is available for students requiring additional academic support or remedial literacy/numeracy assistance. One- to-one assistance with assignments and assessment tasks are provided with a prior appointment.

## **OVERSEAS STUDENTS HEALTH COVER (OSHC)**

It is an obligation of being an International Student that you have OSHC. The cost of OSHC is additional to the tuition fee and will vary depending on the duration of your study in Australia. The Australian International College can arrange your cover for you if requested. This fee is payable prior to issuance of your Confirmation of Enrolment (COE). Alternatively, you can use a provider of your choice.

## **COMPLAINTS AND APPEAL PROCESS**

The College has a complaints and appeals procedure to provide students with a fair and equitable process for resolving any complaints or appeals they may have. The complaints and appeals procedure includes a requirement that an independent mediator will be appointed if the student is dissatisfied with the process undertaken by the College. Further information on complaints and appeals can be found at [www.aic.nsw.edu.au](http://www.aic.nsw.edu.au)

## GET STARTED

# ENROL NOW

## 1 HOW TO APPLY

To apply for enrolment in this course, students must complete the course application form and attach all the supporting documents mentioned in the application form. The application form can be downloaded from our website. You can email your application to [admin@aic.nsw.edu.au](mailto:admin@aic.nsw.edu.au). Alternatively, you can visit our office to submit your application to our enrolment team during working hours (9.00 am to 5.00 pm, Monday to Friday).

## 2 ENROLMENT AND ORIENTATION

Upon acceptance of your application for enrolment, a letter of offer, a written agreement and tax invoice for remaining fees will be forwarded to you. After we receive your signed acceptance offer, written agreement and the first payment, you will be issued a Confirmation of Enrolment (COE) to apply for the visa. Before the commencement of the course, orientation sessions are held. Students are required to attend the orientation session during which they will receive detailed information about the college, their course and other related matters.

### NEED MORE INFORMATION?



[www.aic.nsw.edu.au](http://www.aic.nsw.edu.au)



[admin@aic.nsw.edu.au](mailto:admin@aic.nsw.edu.au)



Ground Floor, 38 College street, Darlinghurst NSW 2010

### NEXT AVAILABLE INTAKE

JANUARY

APRIL

JULY

OCTOBER











Australian International College Pty. Ltd.

ABN NO: 17 122 041 267

RTO NO: 41215

CRICOS PROVIDER CODE: 03456K



[www.aic.nsw.edu.au](http://www.aic.nsw.edu.au)



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