TRAINING AND ASSESSMENT STRATEGY

INTERNATIONAL STUDENTS

SIT60322

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

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QUALIFICATION DETAILS

QUALIFICATION CODE AND NAME	SIT60322 Advanced Diploma of Hospitality Management
CRICOS COURSE CODE	116815H
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.
	The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.
	No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.
REQUIREMENTS	Thirty-three (33) units including fourteen (14) core units and nineteen (19) elective units are required for the award of the SIT60322 Advanced Diploma of Hospitality Management.
	The 33 units that must be completed include:

- 14 core units
- 19 elective units, consisting of:
  - 1 unit from Group A
  - 1 unit from Group B
  - 11 units from Group C
  - 6 units from Group C, Group D, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.

Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.

The 33 units that must be completed include:

CODE	TITLE	CORE / ELECTIVE
SITXFSA005	Use hygienic practices for food safety	Elective A
SITHCCC023*	Use food preparation equipment	Elective C
SITHCCC027*	Prepare dishes using basic methods of cookery	Elective C
SITHCCC028*	Prepare appetisers and salads	Elective C
SITHCCC029*	Prepare stocks, sauces and soups	Elective C

SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	Elective C
SITHCCC031*	Prepare vegetarian and vegan dishes	Elective C
SITHCCC035*	Prepare poultry dishes	Elective C
SITHCCC036*	Prepare meat dishes	Elective C
SITHCCC037*	Prepare seafood dishes	Elective C
SITHCCC041*	Produce cakes, pastries and breads	Elective C
SITHCCC042*	Prepare food to meet special dietary requirements	Elective C
SITHPAT016*	Produce desserts	Elective C
SITHKOP013*	Plan cooking operations	Elective B
SITXCOM010	Manage conflict	Elective D
SITXHRM008	Roster staff	Elective D
SITXHRM009	Lead and manage people	Core
SITXMGT004	Monitor work operations	Core
SITXFSA006	Participate in safe food handling practices	Elective C
SITHCCC038	Produce and serve food for buffets	Elective C
SITXFIN009	Manage finances within a budget	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXMGT005	Establish and conduct business relationships	Core
SITHCCC040	Prepare and serve cheese	Elective C
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
SITXFIN011	Manage physical assets	Core
SITXHRM010	Recruit, select and induct staff	Core
SITXHRM012	Monitor staff performance	Core
SITXMPR014	Develop and implement marketing strategies	Core
SITXWHS008	Establish and maintain a work health and safety system	Core

The latest release of the qualification and packaging rules can be found at the following link:

https://training.gov.au/Training/Details/SIT60322

LEARNER CHARACTERISTICS AND TARGET GROUP

Target groups for the SIT60322 Advanced Diploma of Hospitality Management are international students who are:

- seeking to pursue or further a career in hospitality management

- seeking to enter a new industry sector

- seeking a pathway to higher level qualifications.

Characteristics of the target group are as follows:

Students will be from a range of countries and may be living in Australia for the first time or may have been here in the recent or more distant past. Some students may have also completed a Diploma of Hospitality Management (superseded or equivalent qualifications) / Kitchen Management qualification at Veritas Institute Australia or other RTOs. Credit and/or RPL can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter timeframe.

Many will speak English as a second language, although an entry level has been set to ensure students are able to complete course work.

Students are expected to typically fall into the age range of 18 – 35 as people still establishing or changing careers.

Students will usually be new entrants or those who have completed a Diploma of Hospitality Management/ Kitchen Management qualification. Credit and/or RPL

	can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter timeframe. It is noted that although we provide opportunities to students for RPL as per Standard 1.6 of the revised Standards for RTOs, it would not be expected that international students would pursue this pathway due to lack of relevant workplace experience and existing skills and knowledge.
DELIVERY MODE	This program is delivered face to face in the classroom. Practical face to face training is provided in a commercial training kitchen.
DELIVERY SITE	Classroom Location: Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia Kitchen Location: 11-17 Jeffcott Street, West Melbourne VIC 3003
COURSE DURATION	This qualification will be delivered over 104 weeks, including 88 weeks of training and assessment spread over 8 terms of 11 weeks each and 16 weeks of holidays. Academic term durations may alter due to holidays, rolling intakes, deferment and/or suspension. However, total course duration will be 104 weeks, including 88 weeks of training and assessment and 16 weeks of holidays.

ENTRY REQUIREMENTS	Veritas Institute Australia has the following entry requirements:
	International students must:
	
	• be at least 18 years of age and have completed year 12 or equivalent
	
	• participate in a course entry interview to determine suitability for the course and student needs. The course entry interview will also assess whether students can use digital technologies
	
	• have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
	
	   o educated for 5 years in an English-speaking country; or
	
	   o successful completion of an English Placement Test.
	
	   o Completed a substantial component of AQF Certificate IV or above qualification from an Australian RTO in the last two years
	
	*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

PATHWAYS	Potential employment options are in any hospitality industry sector as a departmental or small business manager. Students who complete this course may wish to continue their education with other higher education providers in Australia. Note: It is noteworthy that Veritas Institute Australia does not offer any pathway qualifications. Also, the College does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, Veritas Institute Australia does not guarantee any migration or employment outcomes after the course is completed. Veritas Institute Australia also does not provide any assurance that students will always get a job upon

	returning to their home country. However, this qualification will offer a range of skills that aspiring Area Managers ,Motel Managers ,Operations Managers, kitchen managers, restaurant managers, Hospitality venue managers etc must have.
COURSE CREDIT	Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees as well as the duration of the course. This process is outlined in Veritas Institute Australia's Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures and Course Credit Policy & RPL Policy and Associated Procedures.
TRAINER/ASSESSOR TO STUDENT RATIO	1 trainer/assessor: Maximum students per class will be 16 for kitchen classes. 1 trainer/assessor: Maximum students per class will be 20 for theory classes.

INDUSTRY CONSULTATION

Veritas Institute Australia's training and assessment practices and strategies are informed by effective industry engagement to ensure that training and assessment reflect current industry practices and as documented in our industry consultation register.

Veritas Institute Australia identifies and engages with relevant industry, employer and/or community representatives to seek their advice and feedback on training and assessment practices and strategies.

Veritas Institute Australia uses this advice and feedback to inform changes to training and assessment practices and strategies.

Feedback from engaging with industry has been reviewed and incorporated into this Strategy. An Industry Consultation Register records outcomes and actions.

The industry consultation process assists by confirming that approach to delivery and assessment is consistent, as well as resources used are consistent with industry expectations and current practices.

Industry experts have been consulted in order to input into the development of the course. Experts were provided with the Training and Assessment Strategy, plus samples of the training and assessment materials. Experts were also asked to comment on the industry skills required of trainers and assessors. Please refer to Industry Engagement Policy & Procedure for strategies and methods of industry consultation used at Veritas Institute Australia.

Date of consultation	Name and organisation	Feedback	Actions	Status

CONTINUOUS IMPROVEMENT APPROACHES

This Training and Assessment Strategy will be reviewed and updated in accordance with the continuous improvement processes used by Veritas Institute Australia as described in the Quality Assurance Policy and Associated Procedures and Training and Assessment Policy and Associated Procedures.

UNITS OF COMPETENCY

CODE	TITLE	CORE / ELECTIVE
SITXFSA005	Use hygienic practices for food safety	Elective A
SITHCCC023*	Use food preparation equipment	Elective C
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SITXFIN009	Manage finances within a budget	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core

CODE	TITLE	CORE / ELECTIVE
SITXMGT005	Establish and conduct business relationships	Core
SITHCCC040	Prepare and serve cheese	Elective C
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
SITXFIN011	Manage physical assets	Core
SITXHRM010	Recruit, select and induct staff	Core
SITXHRM012	Monitor staff performance	Core
SITXMPR014	Develop and implement marketing strategies	Core
SITXWHS008	Establish and maintain a work health and safety system	Core

Units marked with *asterisk have one or more pre-requisite units. Please refer to individual units for more details. All units of competency are delivered individually.

DELIVERY AND ASSESSMENT OVERVIEW

DELIVERY AND ASSESSMENT SUMMARY

The qualification is delivered over 104 weeks comprising of:

- eight (8) terms of 11 weeks each (88 weeks total)

- holiday breaks amounting to 16 weeks (as specified in the timetable).

DELIVERY AND ASSESSMENT DETAILS

Students are required to attend minimum 20 hours of training and assessment per week. Additional, unsupervised study is expected to be approximately 5 hours a week.

During terms 1 to 4, majority of the training and assessment will be completed in the commercial training kitchen and partly in campus. Veritas Institute Australia has a contract with a commercial training kitchen and books time in the commercial training kitchen according to the number of students and time required.

During terms 4 to 8, students will complete 1-2 commercial cookery units and all the kitchen management and hospitality operations management units where majority of the training and assessment component will be classroom-based.

The training and assessment schedule shows the weeks during which training is delivered and assessment conducted for each unit.

AMOUNT OF TRAINING AND VOLUME OF LEARNING

Student will attend face-to-face training and assessment on campus and in our commercial training kitchen.

Face to face training comprises of students participating in sessions at Veritas Institute Australia's training facilities. The timetable shows the scheduling of these sessions.

Students will be required to complete the assessment tasks in the assessment tool for each unit. Generally, these will consist of knowledge questions and practical assessments such as cooking tasks, projects and observations. Knowledge questions will be completed during the scheduled, structured and supervised classroom sessions. Practical assessments will be completed during face-to-face kitchen assessment sessions.

The training and assessment schedule includes the face-to-face training and assessment hours and unsupervised self-study hours for each relevant week.

The total amount of face-to-face training provided being structured classroom sessions and face to face training in the kitchen is 1036 hours.

Time scheduled for assessment in class and in the kitchen is 724 hours.

Additional study which is unsupervised and may include research for assessments and general reading is expected to be on average 5 hours a week amounting to 440 hours in 88 academic weeks.

Total hours delivery and assessment hours therefore amount to 1,760 hours and the volume of learning (i.e., including additional, unsupervised study) is 2,200 hours.

A detailed breakdown is shown in the training and assessment schedule.

Total Face to Face Training Hours	1036
Total Face to Face Assessment Hours	724
Unsupervised, unstructured study (may include research for assessments, completion of Self-study Guides and general reading)	440
Total Volume of Learning in Hours	2200
Academic Study Weeks	88
Holiday Weeks	16
Total Course Duration in Weeks	104
Total Course Duration in Years	2

Veritas Institute Australia has decided on the course duration and amount of training considering the AQF Volume of Learning, which is typically 1.5 – 2 years and 1800 – 2400 hours. It is considered that the duration and amount of training provided will allow students the opportunity to fully absorb the required knowledge, as well as develop skills over time. Amount of training, assessment hours and volume of learning has determined after appropriate industry consultation and is validated annually.

Veritas Institute Australia has determined this volume of learning because:

- The qualification is delivered over a duration that aligns with the AQF Volume of Learning recommendations and students will be able develop the skills and knowledge they need.

- The course has an entry requirement. Students entering this qualification must have completed a Year 12 or equivalent qualification. This entry requirement will ensure that students entering this qualification already have the basic academic skills and knowledge at the secondary school level and will be able to complete the qualification within the duration chosen by the RTO.

- Industry is supportive of the duration for entrants.

- The training and assessment schedule along with associated session plans demonstrate that there is enough time to cover all of the training and assessment requirements and ensure there is sufficient time for instruction, practice, feedback and assessment.

- The language proficiency required for entry into the course, set at a minimum of IELTS 6.0 or equivalent for international students and ACSF level 4 for domestic students, indicates that students possess a strong grasp of reading, writing, and speaking skills prior to enrolling in the course. The mode of delivery is face-to-face (accounting for 1760 hours) which means students have direct access to their trainer/assessor and can undertake team and practical exercises in class. Our research shows that face-to-face delivery allows students to gain a high level of understanding in this time that closely aligns with the AQF Volume of Learning recommendations.

Where learners have prior skills and knowledge, they may apply for RPL or credit transfer, which will reduce the course duration if granted.

DELIVERY ARRANGEMENTS

SUMMARY OF DELIVERY ARRANGEMENTS	
Study mode rationale	A face-to-face training mode is employed for this qualification. All classroom-based training will take place at Veritas Institute Australia's training facilities and practical training in a commercial training kitchen. A face-to-face training study mode provides a structured learning environment where students benefit from direct interaction with trainers, peers, and hands-on learning experiences. It supports engagement, immediate feedback, and collaborative learning opportunities.
Training techniques and activities	Veritas Institute Australia uses a range of training techniques and activities as outlined below: The following training techniques and activities are used for face-to-face training: • Lectures and presentations by the trainer with visual aids • Interactive group discussions to deepen understanding of concepts • Role playing and simulations for developing and practising skills • Live demonstrations and guided exercises • Case studies that provide real world examples for problem-solving • Student presentations. The following training techniques and activities are used for unsupervised training: • Pre-recorded videos so that students can watch lessons at their convenience • E-learning including quizzes and activities • Access to digital resources such as eBooks, articles, and case studies

	• WhatsApp groups for interaction with and collaboration with peers.
	• Phone or email consultations with the trainer.
Rationale for using listed training techniques, activities and resources	Above training techniques, activities, and resources are designed to support VET students by providing engaging, practical, and flexible learning experiences. They ensure that students develop both theoretical knowledge and hands-on skills through a combination of structured instruction, interactive activities, and real-world applications. Training activities and resources cater to different learning styles, promote active participation, critical thinking, and problem-solving, and provide opportunities for practice, feedback, and assessment to enhance competency and job readiness. Training and assessment for all units is delivered individually and there is no grouping or clustering involved. Training component of the unit will be completed first before commencing assessment to ensure students are assessment ready.

SIMULATED TRAINING ENVIRONMENT

A simulated training environment is provided so that students can practice their skills in a structured setting and prior to applying those skills in the assessment phase.

The simulated training environment is created:

- In the classroom by providing equipment, tools, technology, workplace conditions, legislation, quality standards and approaches to work that match those currently employed in the hospitality industry. By providing these, students skills are developed in an environment that match those currently used in the industry. Students will be able to access all the required resources and equipment, and which are listed in the Campus Resources Checklist.

- In the commercial training kitchen by providing equipment, fixtures, consumables, tools, technology, workplace conditions, legislation, quality standards and approaches to work that match those currently employed in the hospitality industry. By providing these, students skills are developed in an environment that match those currently used in the industry. Students will be able to access all the required resources and equipment, and which are listed in the SIT60322 Kitchen Checklist.

- By participation in simulated workplace activities: Further, during their training students will participate in simulated workplace activities that allow them to develop their skills and knowledge and as documented in each trainer/student guide. For Example: The simulated environment is also created through using role plays or simulated activities i.e., where a group of students are customers, and a group of customers are kitchen staff. These will also reflect industry realistic ratios of kitchen staff to customers.
- By use of scenarios: Additionally, scenarios that are included in the training materials help students to develop their skills and knowledge. Scenarios are very useful in creating industry realistic training because they provide students with the opportunity to practice problem-solving skills and decision-making in a simulated, but realistic, environment. Scenarios are designed to mimic real-life situations that students are likely to encounter in the workplace, which helps to bridge the gap between theory and practice. By using scenarios, students experience the consequences of their decisions in a safe and controlled environment, which allows them to learn from mistakes without risking real-world consequences. Scenarios are also used to introduce learners to complex, multi-faceted problems that they might encounter in the workplace and help them to develop the critical thinking skills required to solve those problems.

Students understanding of the workplace and its requirements will be developed throughout the course.

The environment is created to suit the specific unit requirements and the trainer reinforces understanding through relating to their own experience and through the use of learning materials. Depending on the unit content and context the classroom and kitchen environment is adapted to recreate the simulated work environment.

Appropriate simulated contexts and activities are incorporated into delivery and prepare students for assessment. These align to the contexts and activities indicated in the units of competency. The simulated assessment contexts and activities also align to the requirements of each unit of competency.

During all sessions, sufficient time is allocated for students to perform the required tasks, practice their skills, and reinforce their knowledge.

FACILITIES, EQUIPMENT AND RESOURCES

The following facilities, equipment and resources will be used to deliver and assess this qualification:

- Training rooms, including desks, chairs, whiteboard, television

- Computers with Microsoft Office and access to the 24*7 fast Internet.

- Commercial Printer, Fax, Telephone, Lamination Machines, Cabinets, Lockers

- Boardroom with Chairs, meetings tables, shelves, drawers

- Learning and assessment materials as outlined in this TAS.

- Facilities, equipment, and resources as indicated in the SIT60322 Kitchen Checklist.

In addition, all students who are undertaking this qualification must have the following resources while in class.

- A laptop or computer that is installed with Microsoft Office or similar.

TRAINING

TRAINING MATERIALS

Veritas Institute Australia uses training and assessment resources from RTO Works and VET resources and has a complete set of training materials which includes the following:

- Trainer Guide: The Trainer Guide provides the trainer with training content, activities, delivery resources, and links to videos, further reading and additional material to help guide delivery. Fact Sheets are also included. The Trainer Guide is in the 'Training' folder for each unit.

- Student/Learner Guide: The Student Guide provides students with learning content, activities and links to videos, further reading and additional material to help develop knowledge and skills. Fact Sheets are also included.

- PowerPoint presentation: Each Trainer and Student Guide are supported by a PowerPoint presentation. The slides highlight key learning points.

- Trainer Guide Mapping: A Trainer Guide Mapping is included with each unit of competency. It shows how the content of each Guide aligns to the unit of competency. A Trainer Guide Mapping is found in the 'Training' folder for each unit.

- Class Activity Book: Each unit is supported by a Class Activity Book for student and trainer usage in class to conduct activities in class during the training sessions

- Self-Study Guide: Each unit is supported by a Self-Study Guide for student and trainer usage to re-enforce learnings during unsupervised self-study hours.

- Session plans: Sets out how the learning will be delivered for each unit.

ASSESSMENT

ASSESSMENT MATERIALS

Assessment resources comprise of:

- Assessor Marking Guide / Trainer Assessment Pack: The Assessor Marking Guide / Trainer Assessment Pack includes assessment tasks, checklists and marking guidance. It also provides unit-specific advice on delivering assessment.

- Student Assessment Tasks / Student Assessment Pack: The Student Assessment Tasks / Student Assessment Pack include the tasks as well as guidance about how to complete each assessment. Submission information and relevant forms are also included. The Student Assessment Tasks / Student Assessment Pack can be found in the 'Assessment' folder for each unit.

- Assessment Mapping: The Assessment Mapping is included as a separate document to show how each assessment task maps to the unit of competency. There is an Assessment Mapping in the 'Mapping' folder for each unit of competency.

- Supporting resources: Supporting resources include forms, templates and checklists that should be used when preparing for and marking assessment tasks. There are relevant supporting resources in the 'Assessor Resources' folder for each unit of competency and a list of the supporting resources relevant to each assessment task in the Assessor Marking Guide.

- Session plans: Sets out how the assessment will be delivered for each unit.

ASSESSMENT ARRANGEMENTS

Assessment will occur through a variety of methods not limited to role plays, group work, written projects, project portfolios, oral assessment, simulation tasks, practical demonstration, knowledge questions, quiz etc. Assessment conditions will also ensure a simulated workplace environment where relevant. Each assessment task is included in the training and assessment schedule, showing the weeks during which it is to be completed. Regarding where students complete their assessments, the following applies:

- Knowledge questions are completed in class.

- Projects and observations are completed in class and in kitchen.

- Research on projects and prepping any assessment data is done during unsupervised self-study hours.

Assessment tasks:

- reflect real life work tasks

- are required to be performed within industry standard timeframes as specified by assessors in relation to each task

- are assessed using assessment criteria that relate to the quality of work expected by the industry

- are performed to industry safety requirements as relevant

- utilise authentic workplace documentation

- require students to work with others as part of a team

- require students to plan and prioritise competing work tasks

- involve the use of standard, workplace equipment such as computers and software

- ensure that students are required to consider workplace constraints such as time and budgets.

PRINCIPLES OF ASSESSMENT AND RULES OF EVIDENCE

All assessment is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

The Principles of Assessment are:

- Validity

- Reliability

- Flexibility

- Fairness.

The Rules of Evidence are:

- Authenticity

- Currency

- Sufficiency

- Validity.

To ensure these principles and rules are followed, Veritas Institute Australia:

- Requires students to submit assessment tasks with a signed Assessment Task Cover Sheet stating that the work is their own, thus ensuring Authenticity.

- Uses assessment tools that ensure that all unit of competency requirements are met and using various forms of evidence to inform assessment decisions, ensuring Validity and Sufficiency.

- Relies on evidence collected during the course to ensure currency.

- Ensures reliability by having clearly defined benchmarks and conducting regular validation of assessment evidence and systems.

- Ensures flexibility by utilising a range of assessment methods and being able to make reasonable adjustments if required.

- Ensures fairness through providing clear instructions to students in the Student Assessment Tasks booklet and making reasonable adjustments as required. Students are required to sign a Student Agreement regarding the assessment tasks for each assessment. Students may also appeal an assessment decision by following the Complaints and Appeals Policy.

SUPPORT ARRANGEMENTS

Students are supported outside of face-to-face delivery through e-mail and telephone contact with their trainer and out support staff. Students are provided with their trainer's contact details at their orientation. Students are encouraged to contact their trainer at any time and trainers will liaise with students regarding their progress and provide advice as required, including any relevant course content and concepts, learning opportunities, assessment requirements, feedback on assessments and any issues the student is experiencing.

Veritas Institute Australia provides learning and welfare support to ensure a supported and successful learning environment for all students. Support arrangements are detailed in the Student Support Policy and Associated Procedures and details of all student support services are included in the Student Handbook and provided to students at orientation. Students' course progress is monitored throughout

the course as per our Course Progress and Attendance Policy and Associated Procedures. We also ensure that there is sufficient support staff as outlined in our Staffing Policy and Associated Procedures.

TRAINERS AND ASSESSORS

All trainers and assessors must satisfy the trainer and assessor competencies requirements as set out in the Standards for Registered Training Organisations and the Credential Policy. In addition to this, all trainers and assessors delivering this course must:

- have achieved the Certificate II in Kitchen Operations, or Certificate III or Certificate IV in Commercial Cookery, or Certificate III or IV in Catering Operations, or Certificate III or IV in Patisserie, or their successors; or

- hold a trade certificate as a cook or chef or equivalent; and

- have worked in industry for at least three years where they have applied the skills and knowledge of relevant units of competency.

1 trainer/assessor: Maximum students per class will be 16 for kitchen classes.

1 trainer/assessor: Maximum students per class will be 20 for theory classes.

STAFF NAME	QUALIFICATIONS	TRAINER (T) OR ASSESSOR (A)	UNITS BEING DELIVERED (ALL OR LIST SPECIFIC)
See trainer / assessor file	See trainer / assessor file	T / A	All

SUPPORT STAFF

STAFF NAME	ROLE	QUALIFICATIONS
Refer to RTO Staff File	Refer to RTO Staff File	Refer to RTO Staff File
Refer to RTO Staff File	Refer to RTO Staff File	Refer to RTO Staff File

VALIDATION

Veritas Institute Australia has a plan for, and implements, systematic validation of assessment practices and judgments. The Validation Plan ensures that each unit or module on Veritas Institute Australia's scope of registration is validated at least once every five years, and as informed by risks to training outcomes, any changes to the training product, and feedback from stakeholders, including students, trainers and assessors, and industry.

The Validation Plan includes:

- When assessment validation will occur

- Which training products will be the focus of the validation

- Who will lead and participate in the validation activities

Validation is conducted on a regular basis for each training product in line with the requirements of Standard 1.5 of the revised Standards for RTOs. Collectively, those involved in validation must have:

- industry competencies, skills and knowledge relevant to the training product

- a practical understanding of current knowledge industry practices relevant to the training product.

- one of the credentials for validation specified in the Credential Policy.

CONDUCTING VALIDATION

For each validation session, there will be a leader who will be assigned to lead the process.

In conducting validation, Veritas Institute Australia will use a risk-based approach to determine a suitable sample size of assessments and will randomly select the student assessments to be validated in line with the guidance provided by ASQA's Fact Sheet on Conducting Validation. All validations are conducted in line with Veritas Institute Australia's Assessment Validation Policy & Procedure.

Validation is conducted using a Validation Tool that guides the validation team through the process and records outcomes.

RECORD KEEPING AND IMPROVEMENTS

Validation outcomes are documented, and results of validation acted upon to bring about improvements to Veritas Institute Australia's training and assessment systems and practices.

Validation plans and outcomes are recorded in the Assessment Validation Schedule and Validation Tool.

Refer to Training and Assessment Policy & Associated Procedures and Assessment Validation Policy & Procedure for more detail on validation arrangements.

ACADEMIC INTEGRITY

Veritas Institute Australia requires that students complete all assessments/provide assessment evidence ethically and without cheating, plagiarism, and collusion. Veritas Institute Australia will ensure that academic integrity is maintained in all learning and assessment activities by providing information to students to ensure they understand what constitutes cheating, plagiarism, and collusion and what will be the outcome if they undertake such practice. Veritas Institute Australia has the following definitions for cheating, plagiarism, and collusion.

Cheating: this is the use of any means to gain an unfair advantage during the assessment process. Cheating may include copying a friends' answers, using mobile phones or other electronic devises during closed book assessments, bringing in and referring to pre-prepared written answers in a closed book assessment and referring to texts during closed book assessments amongst others. Usage of AI/LLM created work is not acceptable in any submission made as part of an official assessment at Veritas Institute Australia. The use of such tools as aids for the purpose of brainstorming and idea generation are acceptable, but any use of them to generate answers to assessment questions directly is not allowed.

Plagiarism: plagiarism is the submission of somebody else's work as if it were the student's own. This may include copying all or part of another person's thoughts or ideas and representing them as your own. If a student fails to identify the original source of some or all of the submission this also constitutes

plagiarism. If a student copies another student's work and passes this off as their own, then this is also a form of plagiarism and cheating.

During assessment students will read about ideas and gather information from many sources. When students use these ideas in assignments, they must identify who produced them and in what publications they were found. If students do not do this, they are plagiarising. If students are including other peoples' work in submissions e.g., passages from books or websites, then reference should be made to the source.

Collusion: this is the presentation by a student of an assignment as his or her own which is the result of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct or cheating. Both collusion and plagiarism can occur in group work.

Where it is found that cheating, plagiarism, or collusion has occurred, this will result in the student's assessment submission being invalidated and student's will be investigated for academic misconduct.

Please refer to Plagiarism Policy and Associated Procedures and Use of AI & Academic Integrity Policy and Associated Procedures for more details.

RE-ASSESSMENT

Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). Students must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for the unit. If one or more of the tasks are assessed as Not Satisfactory, they will be given an outcome for the unit of Not Yet Competent (NYC). The student can have a total of two (2) attempts to complete each task and achieve a 'Satisfactory' outcome (noting that the third attempt is chargeable as per the fees and refunds policy). The student will be advised of the timeframe for resubmission (usually within one month) and advised what they must include in their re-submission (usually the whole task again).

If, after the third attempt, the student is still assessed as Not Satisfactory for a task, they will need to re-enrol in the unit.

ASSESSMENT APPEALS

Students can make an appeal against any assessment decision by following the Complaints and Appeals Policy outlined in the Student Handbook.

Appeals will be dealt with following the Complaints and Appeals Procedure.

SUPPORTING DOCUMENTS

DOCUMENT NAME	USED FOR
Training resources: • Timetable • Learner/Student Guide • Self-Study Guide • Session Plan	Face to Face Training and Unsupervised Self-Study

• Class Activity Book • PowerPoint • Fact Sheets • Recipe Booklets • Hospitality Works Student User Guide • Hospitality Works Trainer and Assessor User Guide	
Assessment resources: • Assessor Marking Guide/ Trainer Assessment Pack • Student Assessment Tasks / Student Assessment Pack • Assessment Mapping • Supporting resources • Recipe Booklets	Assessment
Industry Consultation Register	Industry consultation and trainer currency
Trainer and assessor files	Trainers and assessors

TRAINING AND ASSESSMENT SCHEDULE

This is a sample delivery schedule. Unit sequence / delivery sequence may change depending upon student intake, however, delivery of any pre-requisites and co-requisites will be done as per the training package and the individual unit requirements. Hours noted in this schedule will be the same as the timetabled hours for the qualification. Academic term durations may alter due to holidays, rolling intakes, deferment and/or suspension. However, total course duration will be 104 weeks, including 88 weeks of training and assessment and 16 weeks of holidays.

TERM 1

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	UNIT	TRAINING SCHEDULE	ASSESSMENT SCHEDULE	CLASSROOM TRAINING HOURS	KITCHEN TRAINING HOURS	CLASSROOM ASSESSMENT HOURS	KITCHEN ASSESSMENT HOURS	UNSUPERVISED SELF-STUDY
Week 1	SITXFSA005 Use hygienic practices for food safety	Topic 1: Follow hygiene procedures and identify food hazards. Topic 2: Report any personal health issues. Topic 3: Prevent food contamination. Topic 4: Prevent cross-contamination by washing hands.	-	12	8	0	0	5
Week 2	SITXFSA005 Use hygienic practices for food safety	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Simulated Project	0	0	8	12	5
Week 3	SITXFSA006 Participate in safe food handling practices	Topic 1: Follow food safety program. Topic 2: Store food safely. Topic 3: Prepare food safely. Topic 4: Provide safe single use items. Topic 5: Maintain a clean environment. Topic 6: Dispose of food safely.	-	8	12	0	0	5
Week 4	SITXFSA006 Participate in safe food handling practices	-	Unit Assessment Task 1: Knowledge Questions Unit Assessment Task 2: Practical Demonstration	0	0	8	12	5
Week 5	SITHCCC023* Use food preparation equipment	Topic 1: Select food preparation equipment. Topic 2: Use equipment to prepare food.	-	12	8	0	0	5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		**ASSESSMENT HOURS**		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
		Topic 3: Clean and maintain food preparation equipment.						
Week 6	SITHCCC023* Use food preparation equipment		Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	6	14	5
Week 7	SITHCCC027* Prepare dishes using basic methods of cookery	Topic 1: Select ingredients. Topic 2: Select, prepare and use equipment. Topic 3: Portion and prepare ingredients.	-	8	12	0	0	5
Week 8	SITHCCC027* Prepare dishes using basic methods of cookery	Topic 4: Cook dishes. Topic 5: Present and store dishes	Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	8	8	4	5
Week 9	SITHCCC027* Prepare dishes using basic methods of cookery		Assessment Task 2: Practical Demonstration	0	0	0	20	5
Week 10	SITHCCC028* Prepare appetisers and salads	Topic 1: Select ingredients. Topic 2: Select, prepare and use equipment. Topic 3: Portion and prepare ingredients. Topic 4: Prepare appetisers and salads. Topic 5: Present and store appetisers and salads	-	8	12	0	0	5
Week 11	SITHCCC028* Prepare appetisers and salads	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	4	16	5
Week 12	Term Break							
Week 13	Term Break							

TERM 2

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		**ASSESSMENT HOURS**		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 14	SITHCCC040* Prepare and serve cheese	Topic 1: Prepare cheese for service. Topic 2: Cook cheese dishes. Topic 3: Present and store cheese.	-	12	8	0	0	5
Week 15	SITHCCC040* Prepare and serve cheese	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	8	12	5
Week 16	SITHCCC029* Prepare stocks, sauces and soups	Topic 1: Select ingredients. Topic 2: Select, prepare and use equipment. Topic 3: Portion and prepare ingredients.	-	20	0	0	0	5
Week 17	SITHCCC029* Prepare stocks, sauces and soups	Topic 4: Prepare stocks, sauces and soups. Topic 5: Present and store stocks, sauces and soups.	Assessment Task 1: Knowledge Questions	0	12	8	0	5
Week 18	SITHCCC029* Prepare stocks, sauces and soups	-	Assessment Task 2: Practical Demonstration	0	0	0	20	5
Week 19	SITHCCC030* Prepare vegetable, fruit, eggs and farinaceous dishes	Topic 1: Select ingredients for vegetable, fruit, egg and farinaceous dishes. Topic 2: Select, prepare, and use equipment Topic 3: Portion and prepare ingredients Topic 4: Cook vegetable, fruit, egg and farinaceous dishes. Topic 5: Present and store vegetable, fruit, egg and farinaceous dishes.	-	8	12	0	0	5
Week 20	SITHCCC030* Prepare vegetable, fruit, eggs and farinaceous dishes	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	6	14	5
Week 21	SITHCCC031 Prepare vegetarian and vegan dishes*	Topic 1: Select ingredients for vegetarian and vegan dishes	-	8	12	0	0	5

WEEK	UNIT	TRAINING SCHEDULE	ASSESSMENT SCHEDULE	CLASSROOM TRAINING HOURS	KITCHEN TRAINING HOURS	CLASSROOM ASSESSMENT HOURS	KITCHEN ASSESSMENT HOURS	UNSUPERVISED SELF-STUDY
SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				**VOLUME OF LEARNING**				
				TRAINING HOURS		**ASSESSMENT HOURS**		
		Topic 2: Select, prepare, and use equipment Topic 3: Portion and prepare ingredients Topic 4: Cook vegetarian and vegan dishes. Topic 5: Present and store vegetarian and vegan dishes						
Week 22	SITHCCC031 Prepare vegetarian and vegan dishes*	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	4	16	5
Week 23	SITHCCC035 Prepare poultry dishes	Topic 1: Select ingredients Topic 2: Select, prepare, and use equipment Topic 3: Portion and prepare ingredients Topic 4: Cook poultry dishes. Topic 5: Present poultry dishes.	-	8	12	0	0	5
Week 24	SITHCCC035 Prepare poultry dishes	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	4	16	5
Week 25	Term Break							
Week 26	Term Break							

TERM 3

WEEK	UNIT	TRAINING SCHEDULE	ASSESSMENT SCHEDULE	CLASSROOM TRAINING HOURS	KITCHEN TRAINING HOURS	CLASSROOM ASSESSMENT HOURS	KITCHEN ASSESSMENT HOURS	UNSUPERVISED SELF-STUDY
SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				**VOLUME OF LEARNING**				
				TRAINING HOURS		**ASSESSMENT HOURS**		
Week 27	SITHCCC036 Prepare meat dishes	Topic 1: Select ingredients Topic 2: Select, prepare, and use equipment Topic 3: Portion and prepare ingredients	-	12	8	0	0	5
Week 28	SITHCCC036 Prepare meat dishes	Topic 4: Cook meat dishes. Topic 5: Present dishes.	Assessment Task 1: Knowledge Questions	4	8	8	0	5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 29	SITHCCC036 Prepare meat dishes	-	Assessment Task 2: Practical Demonstration	0	0	0	20	5
Week 30	SITHCCC037 Prepare seafood dishes	Topic 1: Select ingredients Topic 2: Select, prepare, and use equipment Topic 3: Portion and prepare ingredients Topic 4: Cook seafood dishes. Topic 5: Present fish and shellfish.	-	8	12	0	0	5
Week 31	SITHCCC037 Prepare seafood dishes	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	4	16	5
Week 32	SITHCCC041 Produce cakes, pastries and breads	Topic 1. Select ingredients. Topic 2. Select, prepare and use equipment. Topic 3. Portion and prepare ingredients.	-	12	8	0	0	5
Week 33	SITHCCC041 Produce cakes, pastries and breads	Topic 4. Cook cakes, pastries, breads. Topic 5. Decorate, present and store cakes, pastries and breads.	Assessment Task 1: Knowledge Questions	0	12	8	0	5
Week 34	SITHCCC041 Produce cakes, pastries and breads	-	Assessment Task 2: Practical Demonstration	0	0	0	20	5
Week 35	SITHPAT016 Produce desserts*	Topic 1. Select ingredients. Topic 2. Select, prepare and use equipment.	-	20	0	0	0	5
Week 36	SITHPAT016 Produce desserts*	Topic 3. Portion and prepare ingredients. Topic 4. Produce desserts and sauces. Topic 5. Portion, present and store desserts.	Assessment Task 1: Knowledge Questions	0	12	8	0	5
Week 37	SITHPAT016 Produce desserts*	-	Assessment Task 2: Practical Demonstration	0	0	0	20	5
Week 38	Term Break							
Week 39	Term Break							

TERM 4

				VOLUME OF LEARNING				
SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 40	SITHCCC042 Prepare food to meet special dietary requirements*	Topic 1: Confirm special dietary requirements and select ingredients. Topic 2: Prepare foods to satisfy nutritional and special dietary requirements. Topic 3: Present prepared food.	-	8	12	0	0	5
Week 41	SITHCCC042 Prepare food to meet special dietary requirements*		Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	6	14	5
Week 42	SITHCCC038 Produce and serve food for buffets*	Topic 1: Select ingredients. Topic 2: Produce and present foods for buffets. Topic 3: Serve, replenish and store buffet foods.	-	12	8	0	0	5
Week 43	SITHCCC038 Produce and serve food for buffets*	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Practical Demonstration	0	0	8	12	5
Week 44	SITHKOP013 Plan cooking operations	Topic 1: Introduction	-	20	0	0	0	5
Week 45	SITHKOP013 Plan cooking operations	Topic 2: Planning cooking operations	-	20	0	0	0	5
Week 46	SITHKOP013 Plan cooking operations	-	Assessment Task 1: Knowledge questions Assessment Task 2: Project	0	0	20	0	5
Week 47	SITXCOM010 Manage conflict	Topic 1: Conflict in the workplace Topic 2: Conflict resolution	-	20	0	0	0	5
Week 48	SITXCOM010 Manage conflict	Topic 3: Evaluate conflict resolution	-	20	0	0	0	5
Week 49	SITXCOM010 Manage conflict	-	Assessment Task 1: Knowledge questions Assessment Task 2: Practical tasks - Role plays	0	0	20	0	5
Week 50	SITXHRM008 Roster staff	Topic 1: Developing staff rosters Topic 2: Presenting and communicating rosters	-	20	0	0	0	5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 51		Term Break						
Week 52		Term Break						
Week 53		Term Break						

TERM 5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 54	SITXHRM008 Roster staff	Topic 3: Maintaining records Topic 4: Evaluating rosters	-	20	0	0	0	5
Week 55	SITXHRM008 Roster staff	-	Assessment Task 1: Knowledge questions Assessment Task 2: Project	0	0	20	0	5
Week 56	SITXFIN009 Manage finances within a budget	Topic 1: Allocating budget resources	-	20	0	0	0	5
Week 57	SITXFIN009 Manage finances within a budget	Topic 2: Monitoring financial activities against budget Topic 3: Improving budget performance	-	20	0	0	0	5
Week 58	SITXFIN009 Manage finances within a budget	-	Assessment Task 1: Knowledge questions Assessment Task 2: Project	0	0	20	0	5
Week 59	SITXHRM009 Lead and manage people	Topic 1: Model high standards of performance and behaviour Topic 2: Develop team commitment and cooperation Topic 3: Manage team performance	-	20	0	0	0	5
Week 60	SITXHRM009 Lead and manage people	-	Assessment Task 1: Knowledge questions Assessment Task 2: Project	0	0	20	0	5
Week 61	SITXHRM009 Lead and manage people	-	Assessment Task 2: Project	0	0	20	0	5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	UNIT	TRAINING SCHEDULE	ASSESSMENT SCHEDULE	CLASSROOM TRAINING HOURS	KITCHEN TRAINING HOURS	CLASSROOM ASSESSMENT HOURS	KITCHEN ASSESSMENT HOURS	UNSUPERVISED SELF-STUDY
Week 62	SITXMGT004 Monitor work operations	Topic 1. Monitor and improve workplace operations. Topic 2. Plan and organise workflow. Topic 3. Monitor and support team members. Topic 4. Solve problems and make decisions.	-	20	0	0	0	5
Week 63	SITXMGT004 Monitor work operations	-	Unit Assessment Task 1: Knowledge Questions Unit Assessment Task 2: Project Portfolio	0	0	20	0	5
Week 64	SITXCCS016 Develop and manage quality customer service practices	Topic 1. Develop quality customer service practices. Topic 2. Manage delivery of quality service.	-	20	0	0	0	5
Week 65		Term Break						
Week 66		Term Break						

TERM 6

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	UNIT	TRAINING SCHEDULE	ASSESSMENT SCHEDULE	CLASSROOM TRAINING HOURS	KITCHEN TRAINING HOURS	CLASSROOM ASSESSMENT HOURS	KITCHEN ASSESSMENT HOURS	UNSUPERVISED SELF-STUDY
Week 67	SITXCCS016 Develop and manage quality customer service practices	Topic 3. Monitor and adjust customer service.	-	20	0	0	0	5
Week 68	SITXCCS016 Develop and manage quality customer service practices	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Develop customer services policies and procedures Assessment Task 3: Monitor customer service practices	0	0	20	0	5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		**ASSESSMENT HOURS**		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 69	SITXFIN010 Prepare and monitor budgets	Topic 1. Prepare budget information. Topic 2. Prepare budget.	-	20	0	0	0	5
Week 70	SITXFIN010 Prepare and monitor budgets	Topic 3. Finalise budget. Topic 4. Monitor and review budget.	-	20	0	0	0	5
Week 71	SITXFIN010 Prepare and monitor budgets	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Budget planning project Assessment Task 3: Budget monitoring and review project	0	0	20	0	5
Week 72	SITXGLC002 Identify and manage legal risks and comply with law	Topic 1. Identify legal risks and compliance needs. Topic 2. Research information required for legal compliance.	-	20	0	0	0	5
Week 73	SITXGLC002 Identify and manage legal risks and comply with law	Topic 2. Research information required for legal compliance. Topic 3. Consider legal risk management strategies and actions for legal compliance.	-	20	0	0	0	5
Week 74	SITXGLC002 Identify and manage legal risks and comply with law	Topic 4. Ensure management of legal risks and compliance with legal requirements. Topic 5. Maintain personal and organisational knowledge of legal risk management strategies and compliance requirements.	-	20	0	0	0	5
Week 75	SITXGLC002 Identify and manage legal risks and comply with law	-	Assessment Task 1: Knowledge Questions Assessment Task 2: Legal Compliance Project Assessment Task 3: Maintaining Compliance	0	0	20	0	5
Week 76	SITXMGT005 Establish and conduct business relationships	Topic 1: Build business relationships. Topic 2: Conduct negotiations.	-	20	0	0	0	5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		**ASSESSMENT HOURS**		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 77	SITXMGT005 Establish and conduct business relationships	Topic 3: Make formal business agreements. Topic 4: Foster and maintain business relationships.	-	20	0	0	0	5
Week 78		Term Break						
Week 79		Term Break						
Week 80		Term Break						

TERM 7

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		**ASSESSMENT HOURS**		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 81	SITXMGT005 Establish and conduct business relationships	-	Assessment Task 1: Project Portfolio	0	0	20	0	5
Week 82	BSBFIN601 Manage organisational finances	1. Prepare for financial management 2. Establish budgets and allocate funds	-	20	0	0	0	5
Week 83	BSBFIN601 Manage organisational finances	3. Report on finances	-	20	0	0	0	5
Week 84	BSBFIN601 Manage organisational finances	-	Assessment Task 1: Knowledge Questions Assessment task 2: Unit Project	0	0	20	0	5
Week 85	BSBOPS601 Develop and implement business plans	1. Establish business plan	-	20	0	0	0	5
Week 86	BSBOPS601 Develop and implement business plans	2. Implement business plan 3. Respond to performance data	-	20	0	0	0	5
Week 87	BSBOPS601 Develop and	-	Assessment Task 1: Knowledge Questions	0	0	20	0	5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
	implement business plans		Assessment task 2: Unit Project					
Week 88	SITXFIN011 Manage physical assets	1. Develop practices for systematic maintenance, repair and purchase of physical assets		20	0	0	0	5
Week 89	SITXFIN011 Manage physical assets	2. Monitor the condition and performance of physical assets. 3. Coordinate financing and purchase of physical assets.		20	0	0	0	5
Week 90	SITXFIN011 Manage physical assets	-	Assessment Task 1: Knowledge Questions Assessment task 2: Unit Project	0	0	20	0	5
Week 91	SITXHRM010 Recruit, select and induct staff	1. Identify recruitment needs. 2. Administer recruitment.	-	20	0	0	0	5
Week 92	Term Break							
Week 93	Term Break							

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		ASSESSMENT HOURS		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 94	SITXHRM010 Recruit, select and induct staff	3. Select staff. 4. Plan and organise induction programs.	-	20	0	0	0	5
Week 95	SITXHRM010 Recruit, select and induct staff	-	Assessment Task 1: Knowledge Questions Assessment task 2: Unit Simulation Practical	0	0	20	0	5
Week 96	SITXHRM012 Monitor staff performance	1. Monitor staff performance and provide feedback. 2. Recognise and resolve performance problems.	-	20	0	0	0	5
Week 97	SITXHRM012 Monitor staff performance	3. Implement performance management systems.	-	20	0	0	0	5

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT				VOLUME OF LEARNING				
				TRAINING HOURS		**ASSESSMENT HOURS**		
WEEK	**UNIT**	**TRAINING SCHEDULE**	**ASSESSMENT SCHEDULE**	**CLASSROOM TRAINING HOURS**	**KITCHEN TRAINING HOURS**	**CLASSROOM ASSESSMENT HOURS**	**KITCHEN ASSESSMENT HOURS**	**UNSUPERVISED SELF-STUDY**
Week 98	SITXHRM012 Monitor staff performance		Assessment Task 1: Knowledge Questions Assessment task 2: Unit Project	0	0	20	0	5
Week 99	SITXMPR014 Develop and implement marketing strategies	1. Collect and analyse information on the internal business environment. 2. Collect and analyse information on the external business environment.	-	20	0	0	0	5
Week 100	SITXMPR014 Develop and implement marketing strategies	3. Develop marketing strategies. 4. Prepare marketing plan. 5. Implement and monitor marketing activities. 6. Conduct ongoing evaluation.	-	20	0	0	0	5
Week 101	SITXMPR014 Develop and implement marketing strategies	-	Assessment Task 1: Knowledge Questions Assessment task 2: Unit Project	0	0	20	0	5
Week 102	SITXWHS008 Establish and maintain a work health and safety system	1. Establish and maintain a framework for health, safety and security. 2. Establish and maintain consultative arrangements for the management of health, safety and security.	-	20	0	0	0	5
Week 103	SITXWHS008 Establish and maintain a work health and safety system	3. Establish and maintain practices for identifying hazards, and assessing and controlling risks. 4. Evaluate organisational health, safety and security system.	-	20	0	0	0	5
Week 104	SITXWHS008 Establish and maintain a work health and safety system	-	Assessment Task 1: Knowledge Questions Assessment task 2: Unit Project	0	0	20	0	5