



Advanced Diploma of Hospitality Management

SIT60316 Direct Entry

[104 Weeks]

Total number of units = 33

Core 16

Electives 17

COURSE OUTLINE 2023 / 2024

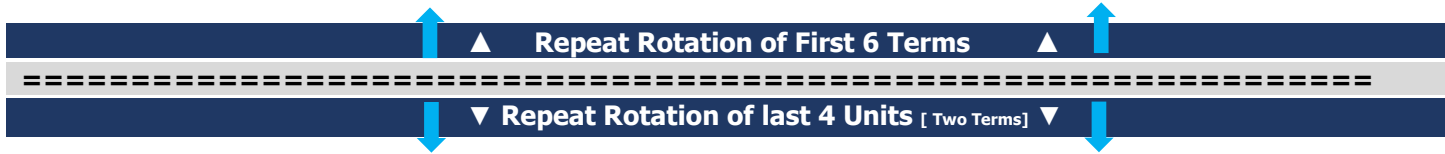
Term 1 2023	09 January 2023 – 19 March 2023 (10 Weeks)	
09 Jan to 22 Jan	SITXMGT002 Establish and Conduct Business Relationships 40	Core
23 Jan to 29 Jan	1 Week Break	
30 Jan to 12 Feb	SITXCCS008 Develop and Manage Quality Customer Service Practices 40	Core
13 Feb* to 05 Mar	SITXHRM004 Recruit, Select and Induct Staff 60	Core
06 Mar to 19 Mar	2 Weeks Break	
Week 1 & 2 of TERM Break	** SITHIND004 Work Effectively in Hospitality Service 40	Elective
Term Break: 20 March 2023 - 09 April 2023 (3 weeks)		
* Enrollment for the Mid-Term Intake will commence on February 13, 2023 – Week 6 *		
Term 2 2023	10 April 2023 – 18 June 2023 (10 Weeks)	
10 Apr to 30 Apr	SITXHRM006 Monitor Staff Performance 60	Core
01 May to 14 May	SITXMGT001 Monitor Work Operations 40	Core
15 May* to 04 Jun	SITXHRM003 Lead and Manage People 60	Core
05 Jun to 18 Jun	SITXFIN002 Interpret Financial Information 40	Elective
Week 1 of TERM Break	**SITXFSA001 Use Hygienic Practices for Food Safety 20	Elective
Term Break: 19 June 2023 - 09 July 2023 (3 weeks)		
* Enrollment for the Mid-Term Intake will commence on May 15, 2023 – Week 6 *		
Term 3 2023	10 July 2023 – 17 September 2023 (10 Weeks)	
10 Jul to 30 Jul	SITXFIN003 Manage Finances Within a Budget 60	Core
31 Jul to 13 Aug	SITXFIN004 Prepare and Monitor Budgets 40	Core
14 Aug* to 03 Sep	BSBADM502 Manage Meetings 60	Elective
04 Sep to 17 Sep	BSBCMM401 Make a Presentation 40	Elective
Week 1 & 2 of TERM Break	** SITHIND004 Work Effectively in Hospitality Service 40	
Term Break: 18 Sep 2023 - 01 Oct 2023 (2 weeks)		
* Enrollment for the Mid-Term Intake will commence on August 14, 2022 – Week 6 *		

Term 4 2023		2 October 2023 – 10 December (10 weeks)	
02 Oct to 22 Oct	BSBSUS501 Develop Workplace Policy and Procedures for Sustainability 60		Elective
23 Oct to 05 Nov	2 Weeks Break		
06 Nov* to 19 Nov	BSBMGT517 Manage Operational Plan 40		Core
20 Nov to 10 Dec	SITXMPR007 Develop and Implement Marketing Strategies 60		Core
Week 1 of TERM Break	** SITXFSA001 Use Hygienic Practices for Food Safety 20		
Break: 11 December 2023 – 07 January 2024 (4 weeks)			
* Enrollment for the Mid-Term Intake will commence on Nov 06, 2022 – Week 6 *			

2024

Term 1 2024		08 January 2024 – 17 March 2024 (10 weeks)	
08 Jan to 21 Jan	SITXWHS002 Identify Hazards, Assess and Control Safety Risks 40		Elective
22 Jan to 28 Jan	BSBITU306 Design and Produce Business Documents 20		Elective
29 Jan to 11 Feb	2 Weeks Break		
12 Feb* to 03 Mar	BSBITU302 Create Electronic Presentations 60		Elective
04 Mar to 17 Mar	2 Weeks Break		
Week 1 & 2 of TERM Break	** SITHIND004 Work Effectively in Hospitality Service 40		
Term Break: 18 March 2024 - 07 April 2024 (3 Weeks)			
* Enrollment for the Mid-Term Intake will commence on Feb 12, 2024 – Week 6 *			

Term 2 2024		08 April 2024 – 16 June 2024 (10 weeks)	
08 Apr to 28 Apr	BSBRSK501 Manage Risk 60		Elective
29 Apr to 12 May	SITXGLC001 Research and Comply with Regulatory Requirements 40		Core
13 May* to 26 May	SITXCOM005 Manage Conflict 40		Elective
27 May to 16 June	BSBDIV501 Manage Diversity in the Workplace 60		Core
Week 1 of TERM Break	** SITXFSA001 Use Hygienic Practices for Food Safety 20		
Term Break: 17 June 2024 - 07 July 2024 (3 weeks)			
* Enrollment for the Mid-Term Intake will commence on May 13, 2024 – Week 6 *			



Term 3 2024	08 July 2024 – 15 September 2024 (10 weeks)	
08 Jul to 28 Jul	BSBFIM601 Manage Finances 60	Core
29 Jul – 11 Aug	BSBMGT617 Develop and Implement a Business Plan 40	Core
12 Aug* – 25 Aug	SITXFIN005 Manage Physical Assets 40	Core
26 Aug – 08 Sep	SITXWHS004 Establish and Maintain a Work Health and Safety System 40	Core
09 Sep – 15 Sep	SITXCCS004 Provide Lost and Found Services 20	Elective
Term Break: 16 September 2024 – 29 September 2024 (2 weeks)		
* Enrollment for the Mid-Term Intake will commence on August 12, 2024 – Week 6 *		

Term 4 2024	30 September 2024 – 08 December 2024 (10 weeks)	
30 Sep – 20 Oct	BSBHRM604 Manage Employee Relations 60	Elective
21 Oct – 03 Nov	SITXCCS002 Provide Visitor Information 40	Elective
04 Nov* – 17 Nov	SITXMPR001 Coordinate Production of Brochures and Marketing Materials 40	Elective
18 Nov – 01 Dec	SITXMPR004 Coordinate Marketing Activities 40	Elective
02 Dec – 08 Dec	BSBITU402 Develop and Use Complex Spreadsheets 20	Elective
Term Break: 09 December 2024 - 07 July 2024 (4 weeks)		
* Enrollment for the Mid-Term Intake will commence on November 04, 2024 – Week 6 *		