SYDNEY
COLLEGE

'Go forward'

www.sydneycollege.nsw.edu.au

Welcome by the Principle Executive Officer

The mission of the Sydney 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.

Harmonising 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 the Sydney 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 Sydney 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 Sydney 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 your industry that may shape your future career.

Welcome to everyone.

Stephen P. Rainer BSc, MB, ChB, FRCPA
PEO
Sydney College

WHY CHOOSE SYDNEY ?

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 approximately 5 million 'Sydneysiders'. 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 cultures found in the city and its suburbs.

A LITTLE BIT OF HISTORY

Sydney was established in 1788 at Sydney Cove by Captain Arthur Phillip, of the First Fleet, as a penal colony. The city is built on hills surrounding one of the world's largest natural harbours, Port Jackson, which is more commonly known as Sydney Harbour, renowned for the iconic Sydney Opera House and the Harbour Bridge. Sydney city is surrounded by national parks, and the coastal regions feature many bays, rivers and beaches, including the famous Bondi and Manly beaches. The city itself also has many park including Hyde Park and the Royal Botanic Gardens.

SYDNEY TODAY

Sydney's central business district (CBD) extends southwards for about 3 km from Sydney Cove to the area around Central Train Station. The Sydney CBD is bounded on the east side by a chain of parkland, and the west by Darling Harbour, a tourist and nightlife precinct. Sydney has a huge range of sporting and recreational opportunities for residents, workers and visitors. The city contains a diverse network of public parks and reserves varying from bushland areas to formal parks and sportsgrounds. Sydney City Council provides many facilities including playgrounds, sports fields, town halls, community centres and meeting rooms available for hire, swimming centres, tennis courts and a skating facilities.

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 cultures found in the city and its suburbs.

SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS
Course Code
102510G

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Possible job titles

- Area manager or operations manager
- Café owner or manager
- Food and beverage manager

Entry requirements

There is no entry requirements into this qualification.

Entry requirements for International Students

- 18 years of age or over
- IELTS 5.5 or equivalent
- Satisfactory completion of year 10 or equivalent

Study Mode

20 hours per week
The delivery methods include:
- Face to face learning on campus
- Practical training through work-placement
- Online self-paced learning

Assessments

Assessments consist of:
- Practical demonstration
- Projects assessments
- Written questions
- Role-plays
- Simulated workplace demonstration

Course Duration

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

SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

To be awarded the SIT60316 Advanced Diploma of Hospitality Management, participants must complete a total of 33 units of competency, consisting of 16 core and 17 elective units.

Units of study

Group	Unit Code	Unit name
Elective	SITXFSA00	Use hygienic practices for food safety
Elective	SITHIND001	Use hygienic practices for hospitality service
Elective	SITHFAB002	Provide responsible service of alcohol
Elective	SITXWHS002	Identify hazards, assess and control safety risks
Elective	SITXWHS003	Implement and monitor work health and safety practices
Elective	SITHIND002	Source and use information on the hospitality industry
Elective	BSBFIA303	Process accounts payable and receivable
Elective	BSBFIA301	Maintain financial records
Core	BSBDIV501	Manage diversity in the workplace
Elective	SITHFAB004	Prepare and serve non-alcoholic beverages
Elective	BSBFIA302	Process payroll
Elective	SITHACS001	Clean premises and equipment
Core	SITXHRM003	Lead and manage people
Elective	SITHIND004	Work effectively in hospitality service
Elective	SITHFAB016	Provide advice on food
Core	SITXCCS008	Develop and manage quality customer service practices
Core	SITXFIN003	Manage finances within a budget
Elective	SITXCCS007	Enhance customer service experiences
Core	SITXMGT001	Monitor work operations
Elective	SITXCOM005	Manage conflict
Elective	SITXHRM002	Roster staff
Elective	BSBFIM502	Manage payroll
Core	SITXFIN004	Prepare and monitor budgets
Core	SITXHRM004	Recruit, select and induct staff
Core	SITXHRM006	Monitor staff performance
Core	SITXGLC001	Research and comply with regulatory requirements
Core	BSBMGT517	Manage operational plan
Core	SITXMGT002	Establish and conduct business relationships
Core	BSBMGT617	Develop and implement a business plan
Core	SITXWHS004	Establish and maintain a work health and safety system
Core	SITXFIN005	Manage physical assets
Core	BSBFIM601	Manage finances
Core	SITXMPR007	Develop and implement marketing strategies

Work Placement

Work placement (work-based learning) will consist of 36 shifts of paid or unpaid work for the unit SITHIND004 – 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 theoretical 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:

Classroom-based training sessions to develop the knowledge and theoretical understandings required to work in the field. Classroom settings will ensure full access to computers, internet, whiteboards, workbooks and textbooks.

Telephone support is available from Monday to Friday 8.00 am to 6.00 pm from qualified staff employed by our RTO.

Trainers may provide additional learning material where gaps are identified in either the participant's underpinning knowledge or the training resources.

The course is delivered at Level 2, 38 - 52 College Street, Darlinghurst, NSW 2010

Reasonable Adjustment

Sydney 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 the Academic Manager/Program Coordinator, and student.

Reasonable adjustments are made to ensure that the participant is not presented with artificial barriers to demonstrating 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.

The program may be organised/formatted around a combination of approaches including:

RPL/RCC; classroom training; in class practical sessions; National recognition; or a combination of these.

Issuing the Statement of Attainment

In the case where a student decides to withdraw from the course at any stage, Sydney 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.

Self-paced/individual learning

This includes independent learning tasks which will include weekly learning tasks which the trainer will assign to each student group to be completed at their own pace. The task may come out direct from the student workbook or through the e-learning student portal. It aims to help the learner to learn at their own pace and take control of their learning while the trainer's role is to facilitate learning and provide support through posting discussion questions based on the learning task content.

Recognition of Prior Learning (RPL)/Credit Transfer

Students may be eligible for course credit as a result of previous study or recognition of a competency currently held. The granting of course credit means that students do not have to complete part of the course because of existing qualifications or statements of attainment.

Recognition of Prior Learning is 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.

National Recognition

Applicants for National Recognition must make an appointment with the Academic Manager to which they need to bring their transcript, USI and ID. The Academic Manager will check the Award or Statement of Attainment and grant National Recognition for identical units that have been identified as being completed at another Registered Training Organisation. Granting of National Recognition is then recorded as a unit outcome in the students file. Student's individual training plans will be adjusted to reflect any National Recognition granted. Students may use our RTO appeal procedures if dissatisfied with the outcome of their National Recognition applications.

Training Facility Resource

Sydney College has an established VET infrastructure to serve the needs of the training program and meet the training package requirements. The training premises are located at Level 2, 38 – 52 College Street, Darlinghurst NSW 2010. Students will be able to access the campus's computer facilities at this same location.

Classrooms, computer labs and printing facitilities

Classrooms are fully equipped with white boards, data projectors, and Internet connections. All classrooms are well furnished with study tables and chairs.

A laptop is available for every student for training purposes. Other computers are available for student self-study purposes in the open study area.

All students have access to printing and photocopying facilities for course related materials. These facilities are available on user pay basis. Please contact the student services officer or IT help desk personal for further information.

Resource Center and e-learning

All student learning resources are provided on the college's Moodle system. All of the online access material will be listed in the study guides of each any learning unit.

Each individual student will be provided with a security login portal access, upon their enrolments with our college.

Student Fees

For a full list of student training and assessment and additional fees please refer to our website at www.sydneycollege.nsw.edu.au. Students will be provided with training and assessment resources unless otherwise stipulated on the website.

Student Support and Learning Assistance Centre

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

Wireless campus, facilities and equipment

Classrooms and open study areas provide wireless connections to all students and we strongly recommend each student to acquire a notebook computer of their own, to increase their study effectiveness. Facilities and equipment include:
- Fully equipped training rooms with laptops for every student
- Wi-Fi/Internet Access
- Data projectors
- Whiteboards
- Any other items that may be needed for a simulated environment

Note: Students are encouraged to bring their own lap tops to class and a USB to class for ongoing use of laptop in class. These must have Microsoft Office or similar installed and be fully charged.

Complaints and Appeals

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.sydneycollege.nsw.edu.au.

Overseas Student Health Cover

It is an obligation of being an International Student that you have Overseas Student Health Cover. The cost of OSHC is additional to the tuition fee and will vary depending on the duration of your study in Australia. Sydney College can arrange your cover for you with Bupa Private Health Insurance. This fee is payable prior to issuance of your confirmation of enrolment. Alternatively, you can use a provider of your choice.

Subject to the ESOS Act 2000, if funds have been disbursed to the provider, the student will be responsible for contacting the provider directly to apply for their OSHC refund. Students must provide the Overseas Health Care provider with the following information when applying for a refund: full name, date of birth, membership number (provided to the student by the International Office), together with the reason for refund and evidence of transferring to another university, or the date of departure from Australia.

To Apply

To apply for enrolment at a course at Sydney College, students must complete the course application form and attached all the supporting documents mentioned in the application form which can be downloaded from our website www.sydneycollege.nsw.edu.au.

You can email your application to admin@sydneycollege.nsw.edu.au, alternatively you can submit to our enrolment team working hours (9.00 am to 6.00 pm Monday to Friday) at the address below:
Ground Floor, 38 – 52 College Street, Darlinghurst, NSW 2010

Enrolment and Orientation

Upon acceptance of a your application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to you. You will need to ensure that you read through all provided information as it will provide all necessary information about the course of study. A Confirmation of Enrolment (COE) letter will be issued once the signed acceptance of the offer and written agreement and payment have been received.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout your study, including attendance and course progress requirements.

This course outline should be read in conjunction with Sydney College's Student Information Handbook. This is found online at www.sydneycollege.nsw.edu.au.

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