

# COURSE OUTLINES

## ADVANCED DIPLOMA IN HOSPITALITY

COURSE CODE SIT60307

### ADVANCED QUALIFICATIONS

The Advanced Diploma in Hospitality is recommended for students seeking advanced qualifications that will enable them to quickly progress their career to supervisory or junior management level.

It is fully accredited by the Office of Training and Tertiary Education (Department of Education and Training), Training and Employment, the Australian Hospitality Review Panel and Tourism Training Australia. Graduates achieve nationally recognised qualifications within the Australian Qualifications Framework.

The program provides a balance of the practical and management skills that are essential for senior roles in the hospitality industry. Students are exposed to a range of working environments to ensure they are well rounded and experienced graduates able to work at any level of the hospitality industry.

### COURSE STRUCTURE

- The Advanced Diploma involves 42 weeks of full time study and experiential learning.
- It can easily be completed within one year.
- The study load equates to 35 hours per week, spread over five days between Monday and Saturday.
- Learning occurs in hotel departments, restaurants, bars, conference and catering and classrooms of Sofitel Melbourne On Collins and Accor properties.
- Dedicated a la carte training restaurant open to the public.
- Small group tuition is ensured.
- Individual development plans are set with each student.

### PROGRAM CONTENT

During this course students will develop skills in:

- Restaurant, Conference and Catering Management.
- Rooms Division Management.
- Human Resources and Organisational Management.
- Financial Management.
- Marketing.
- Computer Applications.
- Interpersonal Communications.
- Workplace Operations.
- Conference, Meeting and Event Planning.

### TEACHING AND STUDY METHODS

A variety of teaching methods are used throughout the program, with the goal of providing student-centred, flexible learning. During the year students will participate in lectures, tutorials, and presentations, undertake directed reading, case studies and apply their knowledge to work situations.

Uniforms are worn during class and experiential learning components, and are purchased from the Academy Sofitel supplier. Some modules require textbooks to be purchased at an additional cost to the student. Students will be notified of the textbook requirements prior to course commencement.

### ASSESSMENT

Criteria have been set to indicate the level of performance required before students will be assessed as competent in each subject. A range of techniques is used to gather this evidence:

- Experiential learning and practical skills.
- Written projects by individuals and teams.
- Presentations.
- Field trips.
- Test simulations of real life experiences.

Student progression is dependent on their ability to demonstrate competence. Where students do not achieve competence they will be provided with one-on-one assistance and feedback from their trainer to assist them to advance their skills.



**AHA Hall of Fame 2002**  
*Best Training Initiative*  
**2002 Victorian Tourism Awards**  
*Inducted into Hall of Fame*  
**2002-2003 Australian Tourism Awards**  
*Winner ~ Tourism Education and Training*

### SCHOLARSHIPS

The Academy is focused on providing quality development opportunities for talented students. A scholarship program, with two places offered each year, has been established to ensure these opportunities are open to all regardless of cost considerations.

For further information, please contact Richard Anstee, Operation Services Manager, on (03) 9653 7749 to discuss eligibility criteria.

### AUSTUDY/ABSTUDY

Austudy provides income and assets-tested financial support, on a non-competitive basis, to student 16 years of age and over who are undertaking approved full time secondary or tertiary studies.

Abstudy provides a living allowance and income-tested assistance scheme to Aboriginal and Torres Strait Islander students in both full time and part time study. Further information may be obtained from any office of the Commonwealth Employment Service or any Student Assistance Centre.

### EDUCATION PATHWAYS

A major advantage for Academy Sofitel graduates is that they can articulate directly into Victoria University, Melbourne, via the 'Personalised Place' Policy.

This allows every study program to be individually tailored to meet each student's personal career aspirations. Graduates can articulate directly into the Bachelor of Business in Hospitality Management with substantial credit transfer.

### ENROLMENTS

Application forms may be obtained by contacting Academy Sofitel. After lodging an application form, students will be selected following interviews with Academy Sofitel.

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