

Career Opportunities:

Area Manager or Operations Manager
Café Owner or Manager
Club Secretary or Manager
Executive Chef
Executive Housekeeper
Executive Sous Chef
Food and Beverage Manager
Head Chef
Motel Owner or Manager
Rooms Division Manager

How do I Enrol?

- Visit our Training Office
- Call to make an appointment
- attend an information and enrolment session
Visit the www.agb.edu.au for more information.

Payment Options:**Fee for Service Students**

Deposit of 10% or no less than \$200 whichever is the greater is required prior to commencement of course.

Fortnightly or monthly payments must be paid as per direct debit payment schedule. Payment must be made in full eight (8) weeks prior to course completion date.

Skills First Funded Students

Full payment of \$500 prior to commencement of course

or

Deposit of \$200 prior to commencement of course with the remaining \$300 to be paid via direct debit payment plan of \$50 per fortnight or \$100 per Month, payment to be made in full by the end of 3 months.

AGB Training currently offers Advanced Diploma of Hospitality Management.

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, cafes, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Mode of Delivery:

Classroom, Blended, Workplace

Assessment:

Methods of assessment may include:

- Knowledge Evidence
- Direct demonstration and observation
- Portfolios
- Projects
- Role plays, case studies and presentations

Pathways:

On successful completion students will have the knowledge and skills required for further training pathways from this qualification may lead into University in the field of management.

Course Duration: 78 weeks

Course Fees:

Fee for Service Admin Fee: \$3,500

Skills First Funded Students Admin Fee: \$500

Victorian Government Contribution for skills First Funded Students: \$9,960

Text Book Fee: TBA

Entry Requirements:

There are no AQF Pre Requisites for this qualification. The applicant will be required to successfully complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Review.

For current policy, procedures, fees and funding eligibility relating to this course please visit our website www.agb.edu.au

P: 1300 123 242

www.agb.edu.au

E: training@agb.edu.au

RTO 21832 CRICOS 03356C

Packaging Rules:

To achieve this qualification, the candidate must demonstrate a competency in 33 units of competency (16 core units and 17 elective units)

Course Program

Core	SITXCCS008	Develop and manage quality customer service practices
Core	BSBFIM601	Manage Finances
Core	SITXMPR007	Develop and implement marketing strategies

Manage Hospitality Business Finances and Assets

Core	SITXFIN003	Manage finances within a budget
Core	SITXFIN004	Prepare and monitor budgets
Core	SITFIN005	Manage physical assets

Manage Operational Plan

Core	SITXGLC001	Research and comply with regulatory requirements
Core	BSBMGT517	Manage operational plan
Core	BSBMGT617	Develop and implement a business plan
Core	SITXWHS004	Establish and maintain a work health and safety system

Manage Staff

Core	SITXHRM003	Lead and manage people
Core	SITHRM004	Recruit, select and induct staff
Core	SITHRM006	Monitor Staff Performance
Core	SITXMGT001	Monitor work operations
Core	SITMGT002	Establish and conduct business relationships
Core	BSBDIV501	Manage diversity in the workplace

Supervise Safe Food Handling

Elective	SITHIND001	Use Hygienic practices for hospitality service
Elective	SITHKOP005	Coordinate cooking operations

Computer Operations and ICT Management

Elective	BSBITU301	Create and use databases
Elective	BSBITU302	Create electronic presentations
Elective	BSBITU306	Design and produce business documents
Elective	BSBITU402	Develop and use complex spreadsheets

Crisis Management

Elective	SITXCRI002	Manage a business continuity crisis
----------	------------	-------------------------------------

RPL and Credit Transfer:

For information about Recognition of Prior Learning (RPL) and/or Credit Transfers please contact AGB Training or visit our website. <http://www.agb.edu.au/local-training-courses/recognition-of-prior-learning>

Modes of Delivery/Training Locations

31 Barwon Terrace, South Geelong, Vic 3220
Suite 125, St Kilda Road Towers, 1 Queens Road, Melbourne, Vic 3004
Flexible Online Education (FODE)

Extra - These units are above the minimum requirements for this course. They have been selected in consultation with industry to meet needs for industry.

Disclaimer: AGB Training has endeavoured to ensure that the information contained in this publication is correct at the time of printing.

This information may be subject to corrections or change without notice. AGB Training reserves the right to alter, change or discontinue programs without notice.

Course Program

Environmental Sustainability

Elective	BSBSUS501	Develop workplace policy and procedures for sustainability
Elective	MSS405070A	Develop and manage sustainable energy practices

Events

Elective	SITEEVT005	Plan in-house events or functions
Extra	SITEEVT011	Research event trends and practice

Finance

Elective	BSBFIA302	Process Payroll
Elective	BSBFIA303	Process Accounts payable and receivable
Elective	BSBFIA304	Maintain a general ledger
Elective	BSBFIA401	Prepare financial reports
Elective	BSBFIM502	Manage Payroll
Elective	SITXFIM002	Interpret financial information
Elective	SITXFIM006	Manage revenue

RPL and Credit Transfer:

For information about Recognition of Prior Learning (RPL) and/or Credit Transfers please contact AGB Training or visit our website.

<http://www.agb.edu.au/local-training-courses/recognition-of-prior-learning>

Modes of Delivery/Training Locations

31 Barwon Terrace, South Geelong, Vic 3220
Suite 125, St Kilda Road Towers, 1 Queens Road, Melbourne, Vic 3004
Flexible Online Education (FODE)

Extra - These units are above the minimum requirements for this course. They have been selected in consultation with industry to meet needs for industry.

Disclaimer: AGB Training has endeavoured to ensure that the information contained in this publication is correct at the time of printing.

This information may be subject to corrections or change without notice. AGB Training reserves the right to alter, change or discontinue programs without notice.