ELEVARE
INTERNATIONAL COLLEGE

SIT60322 - ADVANCED DIPLOMA OF HUMAN RESOURCE MANAGEMENT

(Operations stream)

CRICOS code 118183H

Driving Operational Excellence in Every Service

Elevare International College
RTO Code: 46409
CRICOS code: 04367C

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Welcome to Elevare International College

We are excited to have you consider joining our vibrant learning community.

At Elevare, we offer practical, career focused courses designed to help you succeed in today's global workforce.

Our experienced trainers, supportive staff, and diverse student environment make it a great place to learn, grow and achieve your goals.

Our Vision

To empower every student to thrive academically, emotionally and professionally while inspiring a global community that values lifelong learning, sustainability, and positive environmental impact.

Our Mission

At Elevare International College, our mission is to deliver high-quality vocational education that nurtures the mind, body, and future of every learner.

We are committed to:

- supporting students mental and physical well being through a caring and inclusive learning environment
- equipping graduates with practical skills for lasting career success
- embedding sustainability and environmental awareness in both our teaching and operations
- creating a community where education drives both personal growth and global responsibility

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SIT60322 Advanced Diploma of Hospitality Management (Operations Stream)

CRICOS Course Code: 118183H

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Overview of Course

The SIT60322 Advanced Diploma of Human Resource Management (Operations stream) is designed for aspiring hospitality professionals ready to move beyond day-to-day kitchen tasks into operational management. This program equips you with advanced skills in leadership, workforce planning, and operational coordination—tailored specifically for fast-paced hospitality environments.

Ideal for international students with a background in cookery or hospitality, this qualification helps you combine hands-on industry experience with strategic operations and people management capabilities. Whether you're aiming to become a kitchen manager, operations supervisor, or hospitality leader, this course provides the skills to streamline operations, manage teams effectively, and drive business performance.

The latest release of the qualification and packaging rules can be found at the following link: https://training.gov.au/training/details/SIT60322/qualdetails

Course Details

Course	SIT60322 - Advanced Diploma of Hospitality Management (Operational Stream) CRICOS Code 118183H
Delivery Location	Suite 203, Level 2/118 Church St Parramatta, NSW 2150 Commercial training kitchen
Delivery Mode	This course will be delivered using a blend of face to face in the classroom, structured self study and work placement.
Study Load	• 20 hours of face-to-face mode in the classroom including structured self study • 5 hours of self-directed study • 144 hours mandatory work placement in an approved work placement venue
Duration	104 weeks (80 weeks of training and 24 weeks of holidays)

SIT60322 Advanced Diploma of Hospitality Management (Operations Stream)

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Who Should Apply for this Course?

You should apply for the SIT60322 Advanced Diploma of Human Resource Management (Operations stream) programme if you are seeking to develop advanced leadership, people management, and operational skills within hospitality environments.

This qualification is ideal for individuals who wish to move beyond technical or frontline roles into senior supervisory or management positions, with a strong focus on operations management, workforce planning, and organisational performance in hospitality settings. It also provides a pathway to higher level management or business qualifications.

Target groups for this programme are international students who are:

- Seeking to advance their careers into leadership or management roles within the hospitality industry
- Looking to develop strong human resource management, team leadership, and operational management skills
- Aiming to combine practical industry experience with strategic operations and people management capabilities
- Seeking a pathway to higher-level qualifications in management, business, or hospitality

Characteristics of the target group are as follows:

- International students who wish to gain an Advanced Diploma qualification with a focus on human resource and operations management within hospitality
- Students who have prior experience or qualifications in hospitality or commercial cookery and aspire to take on leadership or operational management roles
- The majority of students may have English as a second language; therefore, appropriate entry requirements are in place to ensure sufficient language, literacy, and numeracy skills for successful course completion
- Students are typically aged between 20–40 years, including those progressing from Certificate IV or Diploma level studies, upskilling, or transitioning into management roles
- Students who value a combination of practical industry experience and strategic, operations focused learning environments

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.

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Units of Competency

This course includes the units below, all of which must be completed to earn the full qualification. Completing only some units will result in a Statement of Attainment.

	Unit Code	Unit Name	Core/Elective
1	BSBFIN601	Manage organisational finances	Core
2	BSBOPS601	Develop and implement business plans	Core
3	SITXCCS016	Develop and manage quality customer service practices	Core
4	SITXFIN009	Manage finances within a budget	Core
5	SITXFIN010	Prepare and monitor budgets	Core
6	SITXFIN011	Manage physical assets	Core
7	SITXGLC002	Identify and manage legal risks and comply with law	Core
8	SITXHRM009	Lead and manage people	Core
9	SITXHRM010	Recruit, select and induct staff	Core
10	SITXHRM012	Monitor staff performance	Core
11	SITXMGT004	Monitor work operations	Core
12	SITXMGT005	Establish and conduct business relationships	Core
13	SITXMPR014	Develop and implement marketing strategies	Core
14	SITXWHS008	Establish and maintain a work health and safety system	Core
15	SITXFSA005**	Use hygienic practices for food safety	Elective 'A'
16	SITHIND008	Work effectively in hospitality service	Elective 'B'
17	SITEEVT023	Plan in-house events	Elective 'C'
18	SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	Elective 'C'
19	SITXINV008	Control stock	Elective 'C'
20	SIRXOSM006*	Develop and manage social media and online strategies	Elective 'C'
21	SITXCCS019	Prepare quotations	Elective 'C'
22	SITEEVT029	Research event industry trends and practice	Elective 'C'
23	SITHKOP014	Plan catering for events or functions	Elective 'C'
24	SITHIND006	Source and use information on the hospitality industry	Elective 'C'
25	SITTTVL001	Access and interpret product information	Elective 'C'
26	SITXCCS010	Provide visitor information	Elective 'C'
27	SIRXOSM007	Manage risk to organisational reputation in an online setting	Electve 'D'
28	BSBTWK503	Manage meetings	Electve 'D'
29	BSBCMM411	Make presentations	Electve 'D'
30	BSBOPS502	Manage business operational plans	Electve 'D'
31	BSBOPS504	Manage Business Risk	Electve 'D'
32	BSBTEC301	Design and produce business documents	Electve 'D'
33	BSBTEC302	Design and produce spreadsheets	Electve 'D'

Nationally Recognised Training

** indicates a pre requisite unit * indicates there is a pre requisite for this unit

Training and Assessment Information

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A face-to-face training mode, as well as structured self-study is employed for this qualification with all training will take place at Elevare's training facilities.

The training component of this course is delivered for 20 hours per week which includes a combination of lectures, tutorial sessions and structured self study. Lectures are designed to introduce key unit concepts using structured presentations, while tutorial sessions provide opportunities for interactive learning through group activities and one-on-one support.

These sessions are designed to support students in developing their language, literacy, numeracy and digital (LLND) skills, as well as employability skills required for competent performance in the workplace. Tutorial sessions also incorporate in-class assessment activities, allowing direct interaction between the trainer/assessor and students. These activities may include meetings, role-plays, presentations, and practical demonstrations.

For the structured self study, students are provided with access to learning activities and resources through the Learning Management System (LMS), along with a guide outlining the expected time required to complete each unit. This forms a mandatory part of the course, and students are expected to actively engage with and complete all self-study tasks. Student participation and progress in these activities will be monitored to ensure successful course completion.

Units of competency are delivered individually. Students will be provided with learning and assessment materials that they will use to develop their knowledge and understanding. All students will be provided with a range of learning support options and resources to help them achieve competency.

Assessment is conducted using a range of methods designed to reflect real workplace tasks. These may include projects, role-plays, case studies, practical observations, and short answer questions. Where assessments are delivered in a classroom setting, conditions will simulate a workplace environment to ensure students can demonstrate the skills and knowledge required for competent performance.

Course Progress and Attendance

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

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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.

Student Support

We offer the following in relation to support and welfare:

- one on one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Students are supported outside of scheduled classes through email and telephone contact with their trainer. Trainer contact details are provided during orientation, and students are encouraged to seek assistance whenever required. Trainers will communicate with students regarding their progress and provide guidance on course content, learning activities, assessment requirements, and feedback. Additional support is available to assist students in addressing any challenges they may encounter throughout their studies.

Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

Name of Software	Associated Costs	
Office 365	$139 annually	https://www.microsoft.com/en- au/microsoft-365/buy/compare-all- microsoft-365-products
Laptop Details		
Any Laptop that meets the below specifications	$700 (approx)	various

PC	Minimum Requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	RAM 10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MAC OS	Minimum Requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	Big Sur
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Course Information

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which will be available at college website (under construction).

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us directly.

Entry Requirements

Educare has the following International Student Course Entry Requirements:

- Be at least 18 years of age
- Have an IELTS* score of 6.0 (test results must be no more than 2 years old)
- Enrolment FeeCompleted Australian Year 12 or its overseas equivalent or an Australian Qualification Framework (AQF) Certificate III or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that Educare can confirm they are equivalent to IELTS 5.5.

In addition, all students who are undertaking this qualification must have a laptop or computer that is installed with Microsoft Office or similar while in class.

Course Costs

Enrolment Fee	$250 (non-refundable to be paid on application)
Tuition Fee	$21,000
Non-Tuition Fee	Material Fee: $2000
	Total cost is AUD $23,250 (please contact us for current offers and discounts)

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Educare provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs.html

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HOW CAN I APPLY?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence, including copies of:

- High School Certificate
- Academic Transcript(s)
- Passport
- Proof of English language proficiency
- other related documents

WHERE TO FROM HERE?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

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 the course, including course progress requirements.

This course outline should be read in conjunction with Elevare's International Student Handbook.
This can be found online at www.eic.nsw.edu.au

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