BRISBANE COLLEGE OF AUSTRALIA

HOSPITALITY COURSES
2016 COURSE INFORMATION
Brisbane College of Australia

Accounting Courses
Business Courses
Children’s Services Work
Community Services Work
TESOL Courses (AIT)
Training and Assessment

Australian Institute of TESOL

TESOL Courses

Brisbane College of English

Business English
Intensive General English
Preparation for IELTS
English for Academic Purpose
About our Hospitality Courses

Our Hospitality courses provide a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. It provides options for specialisation in areas such as accommodation services, food and beverage and gaming. This qualification allows graduates to work in most sectors of the hospitality industry including food and beverage attendants, receptionists, function hosts, housekeepers, wait staff and departmental or small business manager.

Our qualifications in hospitality are nationally recognised and will equip you with new skills to become a leader in your field.

Graduates of our Hospitality courses are equipped with a range of employability skills including discretion and good judgement of industry operations, teamwork and the ability to work independently under limited supervision. After successful completion of the Diploma course skilled operators can use their sound knowledge of industry operations and broad range of managerial skills to coordinate hospitality operations.

Want to know what our past students have said about our courses? Check out the following link.

http://bc.edu.au/testimonials.htm
About our **accelerated courses**
Our accelerated courses are shorter intensive courses that cover the same course content as our full-length courses. They have been designed for students wishing to obtain their qualification in shorter time frame. All courses are nationally accredited and recognised.

**Course Information**
Please refer to the course information on the following pages for the course outline, learning outcomes and units of competency. This page is only a reference for course duration and costs for accelerated courses.

**Accelerated Course Cost**
Please refer to our tuition page or application forms for latest course cost and durations.

SIT30713 CERTIFICATE III IN HOSPITALITY

About this course

This qualification reflects the role of skilled operators who use a range of well-developed hospitality skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence and under limited supervision and may provide operational advice and support to team members. This qualification is suitable for an Australian Apprenticeship pathway.

Students will be required to complete 7 core units and 8 elective units. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Career and study pathway

Students who successfully complete this course may find employment in restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Possible job titles include espresso coffee machine operator, food and beverage attendant, front desk receptionist, function attendant, function host, gaming attendant, housekeeper, restaurant host or waiter.

Learning Outcomes

Upon completion of this course, a Certificate III in Hospitality will be issued. Students will gain the following skill sets for employability: communication, initiative and enterprise, learning, planning and organising, problem-solving teamwork, problem-solving, self-management, teamwork and technology. Students may continue on to the Diploma of Hospitality or gain employment.

Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).

DOMESTIC STUDENTS
There are no pre-requisites for entering this course as a domestic student.

COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition

COURSE DELIVERY

Internal - Brisbane City Campus
External – Correspondence/Distance Learning (Domestic Students)

APPLY

Download our application form at our website:
http://www.bc.edu.au/forms.htm

Send your application with the required documents to:
study@bc.edu.au
Units of Competency
This qualification requires students to complete 15 units of competency. It allows for 7 core units, then a further 8 elective units may be chosen from any of the fields listed below. 1 unit must be chosen from Group A, 5 units from Group B and 2 units from Group B, Group C, elsewhere in SIT12 Training Package, or any other current Training Package or accredited course. The elective units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Certificate III in Hospitality units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Core Units
- BSBWOR203B Work effectively with others
- SITHIND201 Source and use information on the hospitality industry
- SITHIND301 Work effectively in hospitality service
- SITXCCS303 Provide service to customers
- SITXCOM201 Show social and cultural sensitivity
- SITXHRM301 Coach others in job skills
- SITXWHS101 Participate in safe work practices

Elective Units
Group A
- SITHIND101 Use hygienic practices for hospitality service

Group B
Accommodation Services
- SITHACS202 Prepare rooms for guests
- SITHACS203 Launder linen and guest clothes
- SITHACS301 Provide valet service
- SITHACS302 Conduct night audit
- SITHACS303 Provide accommodation reception services

Client and Customer Service
- SITXCCS201 Provide visitor information

Group C
Computer Operations and ICT Management
- BSBITU306A Design and produce business documents
About this course
This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification is suitable for an Australian Apprenticeship pathway.

Career and study pathway
Upon successful completion of this course students may gain employment in any sector of the hospitality industry as a departmental or small business manager.

Possible job titles includes banquet or function manager, chef de cuisine, chef patissier, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, restaurant manager, sous chef or unit manager.

Learning Outcomes
Upon completion of this course, a Diploma of Hospitality will be issued. Students will gain a wide variety of knowledge in hospitality and management. This qualification will equip students with the following employability skills: communication, initiative and enterprise, learning, problem-solving, planning and organising, self-management, teamwork and technology.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate (or equivalent)

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate OR
- Copy of highest level of qualification

COST AND DURATION
Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition

APPLY
Download our application form at our website:
http://www.bc.edu.au/forms.htm

Send your application with the required documents to:
study@bc.edu.au
Units of Competency
This qualification requires students to complete 28 units of competency. It allows for 13 core units and 15 elective units to be selected from any of the units listed below. 1 unit from Group A, 1 unit from Group B, 8 units from Group C and 5 units from Group C, else in SIT12 Training Package, or any other current Training Package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Students who have already completed any Diploma of Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Core Units
BSBDIV501A Manage diversity in the workplace
BSBMGT515A Manage operational plan
SITXCCS401 Enhance the customer service experience
SITXCCS501 Manage quality customer service
SITXCOM401 Manage conflict
SITXFIN402 Manage finances within a budget
SITXFIN501 Prepare and monitor budgets
SITXGLC501 Research and comply with regulatory requirements
SITXHRM401 Roster staff
SITXHRM402 Lead and manage people
SITXMGT401 Monitor work operations
SITXMGT501 Establish and conduct business relationships
SITXWHS401 Implement and monitor work health and safety practices

Elective Units
Group A
SITHIND101 Use hygienic practices for hospitality service

Group B
SITHIND301 Work effectively in hospitality service

Group C
Accommodation Services
SITHACS101 Clean premises and equipment
SITHACS201 Provide housekeeping services to guests
SITHACS202 Prepare rooms for guests
SITHACS203 Launder linen and guest clothes
SITHACS204 Provide porter services
SITHACS301 Provide valet service
SITHACS302 Conduct night audit
SITHACS303 Provide accommodation reception services

Client and Customer Service
SITXCCS301 Provide lost and found services

Computer Operations and ICT Management
BSBITU301A Create and use databases
BSBITU306A Design and produce business documents
BSBITU402A Develop and use complex spreadsheets
Finance
BSBFIA401A  Prepare financial reports
Distance Study

Distance study mode is available for all the Hospitality Courses. Distance study is done by completing your course work externally. You can even complete the work at home or anywhere else in the world.

Who is distance study for?

The distance study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace.

Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email.

How does distance study work?

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

What happens when I complete my course?

Once you complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.
Key dates and information

## 2016 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>25 Jan 16</th>
<th>1 Feb 16</th>
<th>7 Mar 16</th>
<th>11 Apr 16</th>
<th>2 May 16</th>
<th>6 Jun 16</th>
<th>11 Jul 16</th>
<th>1 Aug 16</th>
<th>5 Sep 16</th>
<th>4 Oct 16</th>
<th>1 Nov 16</th>
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</table>

## ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
</table>

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>COUPLES</th>
<th>FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$146</td>
<td>$414</td>
<td>$598</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$292</td>
<td>$827</td>
<td>$1195</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$437</td>
<td>$1241</td>
<td>$1792</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$583</td>
<td>$1654</td>
<td>$2390</td>
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## ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
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</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$240-250 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$35 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>

## SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am - 10:20am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Morning Break</strong></td>
</tr>
<tr>
<td>10:45am – 12:15pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:15pm – 1:15pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Lunch</strong></td>
</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change
Enrolment procedure

**International Students**

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student Visa & travel visa
6. BC will send confirmation of enrolment (COE)
7. Apply for student visa to Australian Embassy
8. Student arrives in Brisbane
9. Student begins course

**Domestic Students**

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student begins course

**Student Visa**

Apply for student visa to Australian Embassy

**Working holiday & travel visa**

Apply for working holiday & travel visa

**International Students**

- Student Visa
- Working holiday & travel visa
- BC will send confirmation of enrolment (COE)
- Apply for student visa to Australian Embassy
- Student arrives in Brisbane
- Student begins course
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

**International Students**

- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

**Domestic Students**

- Application Form
- Copy of Passport
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: www.immi.gov.au to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- Applied to the College
- Paid Course fees
- Paid Overseas Student Health Cover
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Apply for Visa

APPLICATION CHECKLIST

VISA REQUIREMENTS
TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement

REFUND POLICY

1. The enrolment fee is not refundable under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application the following will apply:
   A cancellation fee of the lesser of $250 or 5% of the total tuition fees received will be deducted from the refund.
   5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
   5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
   5.3 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
6. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. Refunds will be payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
11. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia’s Consumer Protection Laws.
13. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
14. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC’s Refund Policy.

ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

TRANSFER TO ANOTHER EDUCATIONAL INSTITUTION

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
   1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
   1.2 A written letter of release has been provided by the College.
   1.3 A sanction has been imposed on the College’s registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
   1.4 Any government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC’s Refund Policy.

TRANSFER TO ANOTHER COURSE AT BC

1. All applications to transfer to another course at BC should be made on the ‘Request for Internal Transfer’ form available at the Administration Office in consultation with the relevant teaching departments.
2. Where a transfer is granted students must pay an administration fee of AU$100 plus any additional tuition fees applicable to the new course before starting the new course.

ACCOMMODATION AND AIRPORT TRANSFER FEE

1. If the student’s application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

ACCOMMODATION FEES

Placement Fees: $100
Home-stay (at least 4 wks): $240 p/wk
Additional Nights: $35 per night

(includes all meals throughout your stay)