

Advanced Diploma of Hospitality Management Stage 1

Term Date	21/01/2019 - 31/03/2019
Group	H6S01
LOCATION	10 Blissington Street, Springvale 3171
Public Holidays	26/01/19, 28/01/19 11/03/19
Trainer	Mewan



Time	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10
Week Commencing	21/01/2019	28/01/2019	4/02/2019	11/02/2019	18/02/2019	25/02/2019	4/03/2019	11/03/2019	18/03/2019	25/03/2019
Friday	SITXHRM006	SITXHRM006	SITXHRM006	SITXWHS004	BSBFIM601	BSBFIM601	BSBFIM601	BSBFIM601	BSBCMM201	BSBCMM201
	Monitor staff performance	Monitor staff performance	Monitor staff performance	Establish and maintain a work health and safety system	Manage finances	Manage finances	Manage finances	Manage finances	Communicate in the workplace	Communicate in the workplace
	Directed Study	Self Paced Study	Directed Study	Directed Study	Directed Study	Directed Study	Directed Study	Directed Study	Directed Study	Directed Study
	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)	9:00am - 1:00 pm (Computer Lab 1)
Saturday	SITXHRM006	SITXHRM006	SITXWHS004	SITXWHS004	BSBFIM601	BSBFIM601	BSBFIM601	BSBFIM601	BSBCMM201	BSBCMM201
	Monitor staff performance	Monitor staff performance	Establish and maintain a work health and safety system	Establish and maintain a work health and safety system	Manage finances	Manage finances	Manage finances	Manage finances	Communicate in the workplace	Communicate in the workplace
	Theory	Theory	Theory	Theory	Theory	Theory	Theory	Theory	Theory	Theory
	9:00am - 5:00pm (Room 6)	9:00am - 5:00pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)
Sunday	SITXHRM006	SITXHRM006	SITXWHS004	SITXWHS004	BSBFIM601	BSBFIM601	BSBFIM601	BSBFIM601	BSBCMM201	BSBCMM201
	Monitor staff performance	Monitor staff performance	Establish and maintain a work health and safety system	Establish and maintain a work health and safety system	Manage finances	Manage finances	Manage finances	Manage finances	Communicate in the workplace	Communicate in the workplace
	Theory	Theory	Theory	Theory	Theory	Theory	Theory	Theory	Theory	Theory
	9:00am - 5:00pm (Room 6)	9:00am - 5:00pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)	9:00am - 5:00 pm (Room 6)

Units to be covered this term			
SITXHRM006	Monitor staff performance	40	hrs
SITXCCS008	Establish and maintain a work health and safety system	40	hrs
SITXGLC001	Manage finances	80	hrs
BSBCMM201	Communicate in the workplace	40	hrs
Total		200	hrs