



Advanced Diploma of Hospitality Management

Program Overview

The Advanced Diploma of Hospitality Management prepares learners for senior management roles in the hospitality industry. The qualification provides advanced skills in leadership, strategic management, budgeting, marketing, regulatory compliance, and operational planning. Graduates are capable of managing multiple hospitality departments or an entire hospitality business.

Possible Career Opportunities:

- Area Manager / Operations Manager
- Café, Restaurant, or Motel Manager
- Executive Chef / Chef de Cuisine
- Executive Housekeeper
- Rooms Division Manager
- Food and Beverage Manager

Entry Requirements:

- Completed Year 13 or Pass in Year 12 or
- Work experience in relevant industry sector or
- Met the mature student criteria.

(If above not met, students must pass vocational literacy and numeracy test set by OIT)

Duration & Delivery & Fees:

- 5 Trimesters
- Blended Delivery: Face-to-Face and online through Moodle
- Total Fees - \$8,000.00

Units of Competency

Core Units (16)

1. AHHOM 510 – Manage diversity in the workplace
2. AHHOM 511 – Manage finances
3. AHHOM 512 – Manage operational plan
4. AHHOM 513 – Manage finances within a budget
5. AHHOM 514 – Manage physical assets
6. AHHOM 515 – Lead and manage people
7. AHHOM 516 – Manage risk
8. AHHOM 517 – Manage conflict
9. AHHOM 518 – Manage meetings
10. AHHOM 519 – Develop and implement a business plan
11. AHHOM 520 – Develop and implement marketing strategies
12. AHHOM 521 – Develop workplace policy and procedures for sustainability
13. AHHOM 522 – Develop and manage quality customer service practices
14. AHHOM 523 – Establish and conduct business relationships
15. AHHOM 524 – Prepare and monitor budgets
16. AHHOM 525 – Monitor staff performance

Elective Units (17)

1. AHHOM 526 – Provide responsible service of alcohol
2. AHHOM 527 – Prepare and serve non-alcoholic beverages
3. AHHOM 528 – Prepare and serve espresso coffee
4. AHHOM 529 – Provide advice on food
5. AHHOM 530 – Provide responsible gambling services
6. AHHOM 531 – Work effectively in hospitality service
7. AHHOM 532 – Roster staff
8. AHHOM 533 – Enhance customer service experiences
9. AHHOM 534 – Monitor work operations
10. AHHOM 535 – Research and comply with regulatory requirements
11. AHHOM 536 – Recruit, select and induct staff
12. AHHOM 537 – Provide lost and found services
13. AHHOM 538 – Establish and maintain a work health and safety system
14. AHHOM 539 – Use hygienic practices for food safety
15. AHHOM 540 – Participate in safe food handling practices
16. AHHOM 541 – Identify hazards, assess and control safety risks
17. AHHOM 542 – Make a presentation

For further information, please contact on email info@oit.ac.fj or phone (679) 835 2627 / (679) 672 0123

For enrolment, please visit OIT Namaka Campus, Level 1, Challenge Plaza, Namaka, Nadi or apply online via <https://oit.ac.fj/qualification-application-form/>

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