

**DIPLOMA OF HOSPITALITY MANAGEMENT –EVENTS,**

**FOOD & BEVERAGE AND FRONT OFFICE**

**(LEVEL 5)**

**DESCRIPTION**

This qualification reflects the role of highly skilled competent hospitality operations practitioner who uses a broad range of skills and sound knowledge of industry standards to coordinate and/or contribute strongly in an operational setting in Events, Food and Beverage and Front Office.

The qualification prepares graduates to work independently, have responsibility for others and be involved in or make a range of operational business decisions.

**CAREER OPPORTUNITIES**

 This qualification provides a pathway for employment in:

• Food & Beverage Service

• Hospitality Operations and Marketing

* Events Management
* Front Office
* Night Audits
* Service Marketing and Management

 **LENGTH OF PROGRAMME**

|  |  |
| --- | --- |
| Full Time | 1 and half years (including embedded Certificate IV) |
| Part Time | 2 years |

**ELIGIBILITY/ADMISSION REQUIREMENTS**

To be admitted to this programme, a person:

With a current Medical Certificate, and;

1. Pass in Senate recognised Year 12/Form 6 or equivalent with English; or
2. Pass in a nationally recognised Certificate level IV qualification or equivalent from a recognised provider; or
3. Recommendation and confirmation of work experience and sponsorship of studies by employer; or
4. Met the University mature student admission criteria.

**COURSE INFORMATION**

This programme has a total of eleven (11) courses.

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| --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Title** | **Semester** | **Delivery Mode** | **Campus** | **Fees (FJD)** |
| CETH41  | Food & Beverage Services I  | 2 | Face to face | Laucala/Nadi | $475 |
| CETH42  | Events Administration & First Aid  | 2 | Face to face | Laucala/Nadi | $475 |
| CETH43  | Front Office Operations  | 2 | Face to face | Laucala/Nadi | $475 |
| CETH44  | Lead & Coach Service Teams  | 1  | Face to face | Laucala/Nadi | $475 |
| CETH45  | Food & Beverage Services II | 1 | Face to face | Laucala/Nadi | $475 |
| CETH 46 | Hospitality Operations & Budgets | 1 | Face to face | Laucala/Nadi | $475 |
| CETH48  | Workplace Attachment - Hospitality  | 1 & 2 | Blended | All Campuses | $695 |
| CETH51 | Food & Beverage Operations | 2 | Face to Face | Laucala/Nadi | $1,365 |
| CETH52 | Events Administration and Sales & Marketing | 2 | Face to face | Laucala/Nadi | $1,365 |
| CETH53 | Hospitality Operations Budgets II | 2 | Face to face | Laucala/Nadi | $950 |
| CETH54 | Front Office Operations | 2 | Face to face | Laucala/Nadi | $950 |

**ASSESSMENT**

All courses are competency based and assessment varies with each course which may include observations, questions and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports. Workplace based assessments are applicable to working students only.

**RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with $100 application fee when enrolling for the programme.

**CREDIT TRANSFER**

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one-off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

**EXIT POINTS**

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

**LEARNING RESOURCES & SUPPORT SERVICES**

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals; these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities.

The courses will have online learning support using Moodle (<http://elearn.usp.ac.fj>).

**USP’S OBLIGATIONS, STUDENTS’ RIGHTS**

USP is committed to maintaining the quality of training and assessment to students in compliance with the “Standards for RTOs 2015” and for the issuance of AQF certification documentation, providing both an excellent education and experience for students.

Students enrolled in a course will automatically become members of the USP Students’ Association. Moreover, students can file their complaints and appeals by filling in Pacific TAFE’s Student Complaint Form, which has a redress period of three (3) days.

**FOR MORE INFORMATION CONTACT:**

Customer Service Centre

Phone: 3231223/3231224/3231870

Email: pacifictafe@usp.ac.fj

Website: [www.usp.ac.fj/pacifictafe](http://www.usp.ac.fj/pacifictafe)