



International Student Course Package

BSB30115

Certificate III in Business

SIT40416

Certificate IV in Hospitality

CRICOS Code: 086821G

Course Description
This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Qualifications
Students must complete 1 core unit and 11 elective units to finish this course.

Course Structure

| Unit code | Unit name |
|-----------------|---|
| Core | |
| BSBWHS302 | Apply knowledge of WHS legislation in the workplace |
| Elective | |
| BSBCMM301 | Process customer complaints |
| BSBCU3301 | Deliver and monitor a service to customers |
| BSBFIA301 | Maintain financial records |
| BSBINM301 | Organise workplace information |
| BSBINM302 | Utilise a knowledge management system |
| BSBITU313 | Design and produce digital text documents |
| BSBITU314 | Design and produce spreadsheets |
| BSBITU306 | Design and produce business documents |
| BSBINM201 | Work effectively in a business environment |
| BSBCMM401 | Make a presentation |
| BSBMKG413 | Promote products and services |

Course Duration
54 weeks or 1200 hours.
20 hours per week consisting of face-to-face lectures, supervised tutorials and projects, and online training. For more details, please contact RBIT for the study schedule.

Entry Requirements
English Proficiency of equivalent IELTS 4.5 or equivalent. Alternatively, clients may request to sit for an internal English Entry Test from RBIT.

Career Prospects
Administration Assistant
Data Entry Operator
Office Junior
Clinical Worker
Information Desk Clerk
Receptionist

Last updated on 10 July 2019. All information was accurate at time of update, however, details are subject to change without notice.




Dynamic Management Group Pty Ltd T/A Royal Brisbane International College / Royal Brisbane Institute of Technology
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National RTO No: 30807-CRICOS Number: 02370B ABN: 74 095 915 012 ACN: 095 915 012
20190719_v6.26L

CRICOS code: 090964B

Course Description
This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. They operate independently or with limited guidance from others, and use discretion to solve non-routine problems.

Qualifications
Students must complete 9 core unit and 12 elective units to finish this course.

Course Structure

| Unit code | Unit name |
|-----------------|---|
| Core | |
| BSBDEV501 | Manage diversity in the workplace |
| SITHND004 | Work effectively in hospitality service |
| SITXCCS307 | Enhance customer service experiences |
| SITXCCN303 | Manage conflict |
| SITXFBN03 | Manage finances within a budget |
| SITXHRM001 | Coach others in job skills |
| SITXHRM003 | Lead and manage people |
| SITXMO101 | Monitor work operations |
| Elective | |
| SITXWHE003 | Implement and monitor work health and safety practices |
| SITXFS401 | Use hygiene practices for food safety |
| SITXCCS302 | Provide visitor information |
| BSBITU402 | Develop and use complex spreadsheets |
| SITXEP7005 | Plan in-house events or functions |
| SITXFBN02 | Interpret financial information |
| SITXFB002 | Provide responsible service of alcohol |
| SITXRRM003 | Roster staff |
| SITXNV004 | Control stock |
| BSBWR1401 | Write complex documents |
| SITXNV003 | Purchase goods |
| SITXLAN003 | Conduct oral communication in a language other than English |
| SITHND002 | Source and use information on the hospitality industry |



Course Duration
54 weeks or 1400 hours. 20 hours per week consisting of face-to-face lectures, supervised tutorials and projects, and online training. For more details, please contact RBIT for the study schedule.

Academic Entry Requirements
• English Proficiency of equivalent IELTS 5.0 or equivalent. Alternatively, clients may request to sit for an internal English Entry Test from RBIT.
• Individuals who have completed SIT30116 Certificate III in Hospitality, i.e. the preferred pathway, or another relevant qualification/s

Career Prospects

| | |
|---|--|
| • Bar supervisor or team leader | • Duty manager |
| • Front office supervisor or team leader | • Gaming supervisor or team leader |
| • Concierge | • Shift manager |
| • Food and beverage supervisor or team leader | • Housekeeping supervisor or team leader |

Last updated on 04 November 2019. All information was accurate at time of update, however, details are subject to change without notice.

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20191014_v7L



Course Duration 108 weeks (4 May 2020 - 22 July 2022)

Enrolment Fee \$275

Tuition Fee \$28,733

Materials Fee \$820

Total \$29,828

Dynamic Management Group Pty Ltd T/A
Royal Brisbane Institute of Technology

RTO Number: 30807 | CRICOS Provider Code: 02370B

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Phone: 07 3010 3888 | Website: www.rbit.edu.au | Email: bod09@rbit.qld.edu.au



國際學生

套裝組合課程

BSB30115

商業三級證書

CRICOS Code: 086821G

Course Description
This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Qualifications
Students must complete 1 core unit and 11 elective units to finish this course.

Course Structure

| Unit code | Unit name |
|-----------------|---|
| Core | |
| BSBWHS302 | Apply knowledge of WHS legislation in the workplace |
| Elective | |
| BSBCMM301 | Process customer complaints |
| BSBCU3301 | Deliver and monitor a service to customers |
| BSBFIA301 | Maintain financial records |
| BSBINM301 | Organise workplace information |
| BSBINM302 | Utilise a knowledge management system |
| BSBITU313 | Design and produce digital text documents |
| BSBITU314 | Design and produce spreadsheets |
| BSBITU306 | Design and produce business documents |
| BSBINM201 | Work effectively in a business environment |
| BSBCMM401 | Make a presentation |
| BSBMKG413 | Promote products and services |

Course Duration
54 weeks or 1200 hours.
20 hours per week consisting of face-to-face lectures, supervised tutorials and projects, and online training. For more details, please contact RBIT for the study schedule.

Entry Requirements
English Proficiency of equivalent IELTS 4.5 or equivalent. Alternatively, clients may request to sit for an internal English Entry Test from RBIT.

Career Prospects
Administration Assistant
Data Entry Operator
Office Junior
Clinical Worker
Information Desk Clerk
Receptionist

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SIT40416

酒店服務業四級證書

CRICOS code: 080964B

Course Description
This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. They operate independently or with limited guidance from others, and use discretion to solve non-routine problems.

Qualifications
Students must complete 9 core unit and 12 elective units to finish this course.

Course Structure

| Unit code | Unit name |
|-----------------|---|
| Core | |
| BSBDEV501 | Manage diversity in the workplace |
| SITHEND004 | Work effectively in hospitality service |
| SITXCCS307 | Balance customer service experiences |
| SITXCCM303 | Manage conflict |
| SITXFIND03 | Manage finances within a budget |
| SITXGHRM001 | Coach others in job skills |
| SITXGHRM003 | Lead and manage people |
| SITXOMOT001 | Monitor work operations |
| Elective | |
| SITXNVHS003 | Implement and monitor work health and safety practices |
| SITXFS4001 | Use hygienic practices for food safety |
| SITXCCS302 | Provide visitor information |
| BSBITU402 | Develop and use complex spreadsheets |
| SITXEPY2005 | Plan in-house events or functions |
| SITXFIND02 | Interpret financial information |
| SITXFA5002 | Provide responsible service of alcohol |
| SITXGHRM002 | Roster staff |
| SITXNVU004 | Control stock |
| BSBWR1401 | Write complex documents |
| SITXNVU003 | Purchase goods |
| SITXLAN003 | Conduct oral communication in a language other than English |
| SITHEND002 | Source and use information on the hospitality industry |

Course Duration
54 weeks or 1400 hours. 20 hours per week consisting of face-to-face lectures, supervised tutorials and projects, and online training. For more details, please contact RBIT for the study schedule.

Academic Entry Requirements
• English Proficiency of equivalent IELTS 5.0 or equivalent. Alternatively, clients may request to sit for an internal English Entry Test from RBIT.
• Individuals who have completed SIT30916 Certificate III in Hospitality, i.e. the preferred pathway, or another relevant qualification/s

Career Prospects
• Bar supervisor or team leader
• Front office supervisor or team leader
• Concierge
• Food and beverage supervisor or team leader
• Duty manager
• Gaming supervisor or team leader
• Shift manager
• Housekeeping supervisor or team leader

Last updated on 04 November 2019. All information was accurate at time of update; however, details are subject to change without notice.

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課程期間

108 周 (2020年5月4日 - 2022年7月22日)

註冊費

\$275

學費

\$28,733

教材費

\$820

共計

\$29,828

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BSB30115 Certificate III in Business

Date: 04/05/2020-----15/05/2021

CRICOS Code 086821G

Course Description This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Qualifications Student must complete 1 core unit and 11 elective units to finish this course.

Course Structure

| | Unit code | Unit name |
|-----------------|-----------|---|
| Core | BSBWHS302 | Apply knowledge of WHS legislation in the workplace |
| Elective | BSBCMM301 | Process customer complaints |
| | BSBCUS301 | Deliver and monitor a service to customers |
| | BSBFIA301 | Maintain financial records |
| | BSBINM301 | Organise workplace information |
| | BSBINM302 | Utilise a knowledge management system |
| | BSBITU313 | Design and produce digital text documents |
| | BSBITU314 | Design and produce spreadsheets |
| | BSBITU306 | Design and produce business documents |
| | BSBIND201 | Work effectively in a business environment |
| | BSBCMM401 | Make a presentation |
| | BSBMKG413 | Promote products and services |

Course Duration 54 weeks or 1200 hours.
20 hours per week consisting of face-to-face lectures, supervised tutorials and projects, and online training. For more details, please contact RBIT for the study schedule.

Entry Requirements English Proficiency of equivalent IELTS 4.5 or equivalent. Alternatively, clients may request to sit for an internal English Entry Test from RBIT

Career Prospects
Administration Assistant
Data Entry Operator
Office Junior
Clerical Worker
Information Desk Clerk
Receptionist



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20191104_v7L



皇家布里斯班技术学院

BSB30115 商业三级证书

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课程简介 此资格证书反映了在不同行业中，学生运用广泛的能力，利用判断力和相关的理论知识。他们可以为团队提供技术建议和支持。

毕业要求 学生必须完成1门主修课和11门选修课方可毕业。

课程结构

| | 科目代码 | 科目名称 |
|-----|-----------|-----------------|
| 主修课 | BSBWHS302 | 在工作场所运用健康安全工作知识 |
| 选修课 | BSBCMM301 | 处理客户投诉 |
| | BSBCUS301 | 提供和监管客户服务 |
| | BSBFIA301 | 保持财务记录 |
| | BSBINM301 | 管理工作信息 |
| | BSBINM302 | 利用知识管理系统 |
| | BSBITU313 | 设计制作电子文档 |
| | BSBITU314 | 制作电子表格 |
| | BSBITU306 | 设计制作商业文件 |
| | BSBIND201 | 在企业环境中有效地工作 |
| | BSBCMM401 | 专题报告 |
| | BSBMKG413 | 促销产品及服务 |

课程时间 54 周或 1200 小时。
每周 20 小时面对面授课，辅导监督和项目，以及在线培训。
欲了解更多详情请咨询 RBIT 的学习计划。

入学要求 雅思 4.5 或同等英语专业同等成绩。另外，学生也可选择参与 RBIT 内部英文测试。

就业前景 行政助理 数据录入员 初级办公人员 文书工作人员
信息咨询台职员接待员



本手册最后更新日期为 2019 年 11 月 04 日。所有信息在更新时是准确的；但是，细节如有更改，恕不另行通知



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20191104_v7L



SIT40416 Certificate IV in Hospitality

Date: 12/07/2021 ---- 22/07/2022

CRICOS code: 090964B
Course Description This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. They operate independently or with limited guidance from others, and use discretion to solve non-routine problems.

Qualifications Student must complete 9 core unit and 12 elective units to finish this course.

Course Structure

| | unit code | unit name |
|-----------------|--|---|
| Core | BSBDIV501 | Manage diversity in the workplace |
| | SITHIND004 | Work effectively in hospitality service |
| | SITXCCS007 | Enhance customer service experiences |
| | SITXCOM005 | Manage conflict |
| | SITXFIN003 | Manage finances within a budget |
| | SITXHRM001 | Coach others in job skills |
| | SITXHRM003 | Lead and manage people |
| | SITXMGT001 | Monitor work operations |
| Elective | SITXWHS003 | Implement and monitor work health and safety practices |
| | SITXFSA001 | Use hygienic practices for food safety |
| | SITXCCS002 | Provide visitor information |
| | BSBITU402 | Develop and use complex spreadsheets |
| | SITEEVT005 | Plan in-house events or functions |
| | SITXFIN002 | Interpret financial information |
| | SITHFAB002 | Provide responsible service of alcohol |
| | SITXHRM002 | Roster staff |
| | SITXINV004 | Control stock |
| | BSBWRT401 | Write complex documents |
| | SITXINV003 | Purchase goods |
| | SITXLAN003 | Conduct oral communication in a language other than English |
| SITHIND002 | Source and use information on the hospitality industry | |

Course Duration 54 weeks or 1400 hours. 20 hours per week consisting of face-to-face lectures, supervised tutorials and projects, and online training. For more details, please contact RBIT for the study schedule.

Academic Entry Requirements

- English Proficiency of equivalent IELTS 5.0 or equivalent. Alternatively, clients may request to sit for an internal English Entry Test from RBIT
- Individuals who have completed SIT30616 Certificate III in Hospitality, i.e. the preferred pathway, or another relevant qualification/s

Career Prospects

- Bar supervisor or team leader
- Front office supervisor or team leader
- Concierge
- Food and beverage supervisor or team leader
- Duty manager
- Gaming supervisor or team leader
- Shift manager.
- Housekeeping supervisor or team leader



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20191104_v7L



皇家布里斯班技术学院

SIT40416 酒店服务业四级证书

CRICOS code: 090964B

课程简介 此证书体现出有经验的经营管理者使用广泛的酒店服务，销售或经营技巧，领导技能和对行业的深入理解去计划，指导并且衡量团队成员的工作。学生可以独立经营或者在他人的有限指导下，谨慎得解决非常规问题。

毕业要求 学生必须完成9门主修课和12门选修课方可毕业。

课程结构

| | 课程代码 | 课程名称 |
|-----|------------|-----------------|
| 主修课 | BSBDIV501 | 管理工作场所的多样性 |
| | SITHIND004 | 有效的在酒店服务中工作 |
| | SITXCCS007 | 增强客户服务体验 |
| | SITXCOM005 | 管理冲突 |
| | SITXFIN003 | 在预算内管理财务 |
| | SITXHRM001 | 教导他人工作技能 |
| | SITXHRM003 | 领导管理他人 |
| | SITXMGT001 | 监视工作运营 |
| | SITXWHS003 | 实施和监督工作健康和安全的做法 |
| 选修课 | SITXFSA001 | 食品安全的卫生规范 |
| | SITXCCS002 | 提供访客信息 |
| | BSBITU402 | 开发并使用复杂的电子表格 |
| | SITEEVT005 | 计划内部活动 |
| | SITXFIN002 | 解读财务信息 |
| | SITHFAB002 | 提供有责任的酒精服务 |
| | SITXHRM002 | 员工排班 |
| | SITXINV004 | 库存控制 |
| | BSBWRT401 | 编写复杂的文件 |
| | SITXINV003 | 采购商品 |
| | SITXLAN003 | 开展英语以外基本语言口语交际 |
| | SITHIND002 | 酒店服务业的资源和信息运用 |

课程时间 54 周或 1400 小时。每周 20 小时包括面对面授课，负担监督和项目，以及在线学习。欲了解更多信息，请联系 RBIT 获取学习计划。

入学要求

- 雅思 5.0 或同等英语专业同等成绩。另外，学生也可选择参与 RBIT 内部英文测试。
- 学生已完成 SIT30616 餐营业三级证书比如：优选快捷途径或其他相关资质。

就业前景

| | | | |
|---------------|------------|---------|------|
| 酒吧主管或团队组长 | 值班经理 | 前台主管或组长 | 轮班经理 |
| 游戏主管或团队组长 | 食品和饮料主管或组长 | | 礼宾 |
| 客房家政服务主管或团队组长 | | | |



本手册最后更新日期为 2019 年 11 月 04 日。所有信息在更新时是准确的；但是，细节如有更改，恕不另行通知



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