





Congratulations on choosing a career in hospitality – one of the fastest growing industries across the globe! In fact, the South African tourism industry now almost matches mining's contribution to the economy, and provides enormous opportunities for success in a huge range of exciting fields.

The nationally- and internationally-recognised qualification you will receive from The International Hotel School will equip you to take your place in the dynamic hospitality industry anywhere in the world. We look forward to helping you open the door to your dreams.

### **Endless career possibilities**

Hospitality offers fantastic career opportunities for all personality types. Anyone, from highly-organised managerial types to extremely creative people, can make a success in the industry. Today's hotel school graduates make their careers anywhere, from exclusive bush lodges to timeshare resorts and luxury five-star city centre hotels. They run their own restaurants, and manage casinos, convention centres and major entertainment events. They cruise the world on luxury liners or rub shoulders with the stars at exclusive ski resorts. If you study with us, this could be your world too.

The International Hotel School's international recognition as a leading provider of quality hospitality education has led to a our graduates being in demand all over the world.

#### A broad curriculum

As one of South Africa's leading hospitality schools, we offer a modern mix of relevant courses that equip graduates with both practical and theoretical training. Subjects range from food and beverage and accommodation, to business subjects such as accounting, communications, marketing and human resources management. You will leave The International Hotel School with the theoretical background and practical experience you need to excel in your chosen career.

When choosing a place to study, make sure that the institution and its courses are registered with the DHET so you are not wasting your money.





Our mission is to create hospitality excellence through education and training, providing knowledge and skills to globally mobile people passionate about a career in the very diverse hospitality industry.



### Open the door to your dreams!

No matter which field you wish to pursue, The International Hotel School will provide the ideal training, enabling young people with skill and dedication to make a success of a challenging career in the hospitality industry both locally and internationally.

#### We are known for:

- A proud record of turning out the highest calibre graduates who have been extensively trained in fully operational environments, and are equipped with internationally accepted qualifications
- The commitment of directors and staff to produce the highest calibre graduates demanded by industry
- Providing qualifications that are accepted worldwide
- Focusing on building confidence by providing training in fully operational environments.





### International standards, international recognition

The American Hotel and Lodging Educational Institute (AHLEI), founded in 1953, has been teaching leaders in the hospitality industry for over 50 years.

The International Hotel School, as a master licensee, has access to a wide range of learning materials that show students how to apply the concepts they learn in the classroom. As the only hotel school in South Africa whose diplomas are recognised by the AHLEI, our graduates are highly sought after by leading hospitality establishments, both locally and internationally.

City & Guilds was founded in 1878 has been at the forefront of technical and vocational education ever since. City & Guilds creates relevant qualifications that help people gain the skills that employers value. Their qualifications and flexible learning options enable people to unlock their potential and progress in their careers. Over 500 qualifications have been developed in conjunction with key organisations in 28 industries. That's why they are recognised by employers worldwide. Their qualifications are delivered by colleges, training providers and employers. They are available at all levels, from entry level to the equivalent of a postgraduate degree, and so offer clear pathways to career progressions.



The International Hotel School offers a range of full-time and part-time study opportunities for young people looking to join the hospitality industry, as well as for those currently working in the industry who want to broaden their knowledge and improve their prospects of promotion.

### MANAGEMENT PROGRAMMES

### Full-time study

- 3-year Programme
- Minimum entry requirement Grade 12
- Courses commence each year in January and July.

### **Hospitality Management**

Registered with the Department of Higher Education and Training (DHET) and accredited by the Council on Higher Education.

This programme consists of 50% academic (classroom) study and 50% work integrated learning which takes place in leading hospitality establishments. The core subjects of this DHET-registered qualification are Accommodation and Food & Beverage Management. During the first two years of study, other subjects include Computer Skills, Communications and Management Practice.

On successful completion of the three-year programme, graduates will receive the IHS Diploma in Hospitality Management and the AHLEI Hospitality Management Diploma.

### Food and Beverage Management

Registered with the Department of Higher Education and Training (DHET) and accredited by the Council on Higher Education.

For the individual focused on a career in the business of food, first year covers all aspects of food and beverage production and service, while second year looks to the area of food production as an area of special interest as well as covering business subjects. On successful completion of the 3-year programme, students will receive the IHS Diploma in Professional Cookery and Kitchen Management and the AHLEI Food and Beverage Management Diploma.







# CHRISTINA MARTIN CULINARY ARTS PROGRAMME

- 1-year programme
- Minimum entry requirement Grade 10
- Programmes commence each year in January and July.

The prestigious Christina Martin Culinary Arts
Programme is now offered through The International
Hotel School at all our campuses.

This 1-year intensive cookery course provides students with the relevant theory, background and practical cookery skills ideal for those wishing to make their career in the field of professional cookery.

The course structure includes 6 months of theory and practical learning at all of our campuses, with the remaining 6 months spent in a restaurant or hotel kitchen gaining experiential knowledge and skills on the job from industry experts. This course is completed in 3-month block rotations of theory learning on campus and work integrated learning in the industry.

We also have specialist culinary programmes for those who have completed their first year, or have completed the required entry level qualification elsewhere.

### Certification:

- CATHSSETA National Qualification Certificate in Professional Cookery (Level 4)
- City & Guilds Certificate in Food Preparation and Cooking
- City & Guilds Diploma in Food Preparation and Cooking (Culinary Arts)
- · IHS Wine Course
- Barista Course
- Basic Fire Fighting Certificate
- e Guilds

· Basic First Aid Certificate.

### **CITY & GUILDS DIPLOMA IN PATISSERIE**

- 6-month programme
- Minimum entry requirement: City & Guilds Diploma in Culinary Arts
- Programme commences each year in January.

# CITY & GUILDS ADVANCED DIPLOMA IN CULINARY ARTS

- · 6-month programme
- Minimum entry requirement: City & Guilds Diploma in Culinary Arts
- Programme commences each year in July.



### **HOTEL OPERATIONS**

### Full-time study

- 2-year diploma
- Minimum entry requirement Grade 10, and at least 18 years of age during first year of study
- Courses commence each year in January and July.

### **Hotel Operations**

This programme consists of 50% class work, 50% work integrated learning which takes place in leading hospitality establishments. Core subjects include Food & Beverage Service, Reception Operations and Services, as well as Accommodation Operations and Services. At the end of the programme, students will have spent 1 year on campus gaining knowledge and skills, 1 year in the industry gaining valuable work experience, and will leave job-ready.

# On successful completion of the 2-year programme students will receive the following certifications:

- City & Guilds Certificate and Diploma in Accommodation Operations and Services\*
- City & Guilds Certificate and Diploma in Reception Operations and Services\*
- City & Guilds Certificate and Diploma in Food and Beverage Operations and Services\*
- · Cape Wine Academy: Wine Service
- · Basic First Aid Certificate.

\*Partial completion of various SAQA registered qualifications.

### START PROGRAMME (AHLEI)

- 20-week programme consists of 6 weeks academic training and 12 weeks practical work experience in a hotel
- Minimum entry requirement Grade 10
- Programmes commence each year in January and July.

The Skills, Tasks, and Results Training (START)
Programme provides training for hospitality positions in hotel rooms and food and beverage divisions of a lodging operation, including front desk, reservations, housekeeping, bell services, restaurant service, banquet setup and service, and more. Guest service, professionalism and career exploration are other important components of this programme.

Students will also be exposed to culinary operations by attending a 1-week culinary workshop during the course of the programme.

#### Learners with a National Senior Certificate

These students can apply for the START programme and, on successful completion of the START programme, may apply for the Full-time Diploma programmes or 3-year Traineeship programmes as per the IHS RPL policy.

### Learners who do not have a National Senior Certificate

These students can also apply for the START programme, and, on successful completion of the START programme, students may apply for the Distance Learning courses or our 2-year Traineeship programmes.





### TRAINEESHIP PROGRAMMES

- 2- or 3-year study programmes earn while you learn
- Minimum entry requirement Grade 10 for the 2-year programme
- Minimum entry requirement Grade 12 for the 3-year programme
- Courses commence each year in January and July.

Trainees are placed at one of The International Hotel School's partner hotels for 2- or 3-years inservice integrated learning, for which they are paid a small monthly allowance. Trainees are also students of The International Hotel School. The academic component of the course is self-study with academic support through tutorials or online learning. For the online learning subjects, trainees must have access to a computer and the internet. There is a weekly submission of course work, group participation and support from a dedicated online lecturer. Registered IHS Assessors will visit trainees.

### 3-year Traineeship in Hospitality Management

# On successful completion the Trainees will receive the following:

- The International Hotel School Higher Certificate in Hospitality Management (NQF Level 5)
- South African National Qualification Certificates in:
  - Food and Beverage Service (NQF Level 4)
  - Hospitality Reception (NQF Level 4)
  - Professional Cookery (NQF Level 4)
  - Accommodation Service (NQF Level 2)
- American Hotel & Lodging Educational Institute (AHLEI) Hospitality Management Diploma

In addition to the above, Trainees will complete courses in Basic First Aid, Basic Fire Fighting and an IHS Wine Service Course.

### 2-year Traineeship in Hospitality Management

# On successful first year completion, Trainees will receive a:

- South African National Qualification Certificate in Food and Beverage Service (NQF Level 4)
- · City & Guilds Certificate in Food & Beverage Service

### In the second year Trainees will work towards a:

- City & Guilds Diploma in Food & Beverage Service OR Reception Operations and Services OR Accommodation Operations and Services
- South African National Qualification in their chosen area of specialisation (Food & Beverage Level 4 – achieved in 1st year, Hospitality Reception Level 4, or Accommodation Level 2)

The theory component is run on a self-study basis with a 50% pass mark being the standard for City & Guilds. In addition to the above, Trainees will complete courses in Basic First Aid and Fire Fighting, and an IHS Wine Service Course.

### 3-year Traineeship in Professional Cookery

# On successful completion of the programme the Trainee will receive a:

- South African National Qualifications Diploma in Professional Cookery (Level 5)
- Higher Certificate in Food & Beverage Management (Level 5)
- City & Guilds Certificate and Diploma in Food Preparation and Culinary Arts (Level 5)
- · American Hotel and Lodging Educational Institute



(AHLEI) Specialisation Certificate in Food and Beverage Management.

In addition to the above, Trainees will complete courses in Basic First Aid, Fire Fighting and an IHS Wine Service Course.

### 2-year Traineeship in Professional Cookery

On successful completion of the programme the Trainee will receive a:

- South African National Qualification Certificate in Professional Cookery (Level 4)
- City & Guilds Certificate and Diploma in Food Preparation and Culinary Arts (Level 5).

In addition to the above, Trainees will complete a Basic First Aid, Fire Fighting and an IHS Wine Service Course.



# SHORT COURSES, PART-TIME PROGRAMMES AND DISTANCE LEARNING

Using the core materials produced by the American Hotel and Lodging Educational Institute, students may choose to study courses individually or in subject groups. Choices should be made with long-term aspirations in mind.

### **Distance and Online Learning**

The International Hotel School has a range of AHLEI courses which can be taken through traditional correspondence study, as well as certain subjects which are available through online learning. New subjects are constantly being added to the online learning offering.

These programmes will be focusing on a Rooms Division Management curriculum or a Food & Beverage Management curriculum.

These courses will take one year to complete, with each module running for seven weeks. Registration can be scheduled at any time of year corresponding to the start of a new subject.

Contact The International Hotel School for further details and course commencement dates.





The International Hotel School offers a range of payment options for full-time courses and traineeships.

### **Distance and Online Learning**

### Option 1: Early payment - 5% discount

An initial non-refundable payment is payable on acceptance. Full payment of the balance of fees must be made by mid-December (or by the end of May for July intake).

# Option 2: Full Payment by registration day - 2.5% discount

An initial non-refundable payment is payable on acceptance. Half the balance of fees is due by mid-December (or by the end of May for July intake) with the balance paid on registration day.

#### Option 3: Instalment payments - Interest Free

An initial non-refundable payment is payable on acceptance. A first payment is due by the mid-December (or by the end of May for July intake) followed by 8 equal payments due by the end of February, March, April, May, June, July, August and September (or July, August, September, October, November, December, January and February for July intake students).

### **BANKING DETAILS**

Bank Standard Bank

Branch Code 040026 (Kingsmead)

Account No. 331727242 Swift Code SBZAZAJJ

### **Financial Assistance**

The International Hotel School has been registered by the Department of Higher Education and Training (DHET) for the qualifications shown as per the registration numbers 2000/HE07/005 and 2009/FE07/077, so most banks will offer student loans to existing clients and their immediate family. Banks will only process an application for a loan on receipt of an acceptance letter from us. Factors that the bank takes into consideration are: academic results, credit history, surety and financial records, and any fixed assets which are used as collateral against the loan. The student, parent/s or sponsor may be requested to meet with bank officials.

#### Eduloan

The International Hotel School has recognised the need for potential students to be assisted financially in terms of their tertiary education.

Therefore, with this in mind, The International Hotel School has partnered with Eduloan, and negotiated an special interest rate for all IHS students whose loans are approved.

Eduloan is one of the preferred providers of affordable education financial assistance in South Africa and have more than 15 years' experience in the business.

Contact your IHS Consultant for more information.



Accommodation is available at our Durban, Sandton and Cape Town campuses and early booking is essential.

- Please enquire at each campus as to the cost of the accommodation.
- Accommodation provided is for single or shared rooms. Senior students are given preference regarding the larger, single rooms.
- A deposit to the value of one month's rent is required. Sponsors are required to sign a 6-month contract.
- There is a communal kitchen for the preparation of own meals.
- There is also a student/visitor's lounge and a laundry facility.
- · All residences have wireless internet access.
- All rooms are furnished.







# Yes, I'm interested in studying at 1745 - now what?

Here's the simple process you need to follow to secure your place at The International Hotel School. This process applies to all full-time, traineeship or START students.

- · Decide which course you would like to study.
- Contact the school for more information. You can also get more information from our website, come to an Info Evening at one of our campuses or come in and meet a consultant.
- Once you've decided that you want to apply, download an application form, get a form from the school (in person or via email) or apply online.
- Send your application form and all required documentation to the campus. You can apply for any campus at the office nearest you, so if you live in Cape Town and want to apply for the Sandton campus, you can do so through our Cape Town campus, if you wish.
- The campus will contact you to come in for an interview.
- At the interview, entrance tests (numeracy and literacy) will also be conducted.

- If your application is successful, you'll receive an acceptance letter. To hold your place on the course, a deposit will need to be paid.
- After we receive your deposit, we'll send you payment options forms and contracts.
- Contracts need to be signed by both the student and sponsor.
- On registration day, come to the school with all your documentation.
- On registration day you will need to pay for your uniform if it hasn't been paid for already, as well as your text books.
- You then begin a 2-week induction of introductory sessions, First Aid, Fire Fighting and Wine Academy courses.
- · Classes/experiential learning then begins.
- If you are paying off your fees, you will need to pay in 8 equal amounts for the following 8 months until the fees are paid up.

For further information on The International Hotel School and the courses on offer, speak to a consultant, join us for information days at your nearest campus, or contact 0861 44 33 00.

## Info dates for ALL campuses: 08.06.2013 - Saturday

03.08.2013 - Saturday

12.10.2013 - Saturday

12.01.2013 - Saturday 16.03.2013 - Saturday 20.04.2013 - Saturday

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30.11.2013 - Saturday

### www.hotelschool.co.za

Registered as a Private Higher Education Institution with the Department of Higher Education and Training for the qualifications as per registration no. 2000/HE07/005. Provisionally registered as a Private FET College with the Department of Higher Education and Training for the qualifications as per registration no. 2009/FE07/077 (Expiry date: 31/12/2015).

