



Application for Admission

Advanced Diploma in Hospitality Education (Management) 2017

The Advanced Diploma in Hospitality Education (Management)

The aim of this programme is to offer candidates (developers, teachers, trainers, managers) who already have a generic or specific qualification (at least 360 credits registered on the NQF level 6) but with limited background in hospitality management or culinary arts and/or consumer studies teaching, as well as those who are already training or teaching in the GET or FET bands, support in the form of part-time, off campus or distance learning, further education. This course can be done in 2 years long distance or 1 year full time. This creates an opportunity to advance their specialized knowledge and skills so that they can teach/train/manage in these areas of specialization. Typically candidates who apply for this qualification will match the following profiles:

- With a Diploma in Hospitality Management, who has progressed in their careers to a position where they are training managers in a large institution and who want to “top-up”.
- Educators with a general teaching qualification, who are teaching hospitality and tourism related subjects on the GET or FET bands, but with limited or no subject field qualifications.

The Advanced Diploma in Hospitality Education (Management) will contribute meaningfully to specialisation in these subject-areas and to the individual continuing professional development of participants. By attaining this qualification the student would therefore be able to play a significant role in the provision of training and facilitating as required by the Department of Education and Hospitality as a field of study.

There are not many similar programmes available and even less programmes offered on a distance learning mode, with specific reference to hospitality education/management as a field of study.

Provision is made, where possible, for flexible entry routes which can include recognition of prior learning (RPL) with regard to general admission as well as additional requirements for the programme. Credit accumulation and transfer (CAT) for a completed qualification can be recognized as meeting part of the requirements for this qualification.

<u>CODE</u>	<u>MODULES</u>	<u>CODE</u>	<u>MODULES</u>
HM711	Introduction to Hospitality Management	FB711	Food and Beverage Theory & Practice
HM722	Safety and Sanitation in Hospitality	FB723	Quantity Food Production Theory & Practice
HM733	Hospitality Accounting	ED721	Teaching Strategies in Hospitality
HM734	Hospitality Sales and Marketing	ED732	Curriculum Design
HM745	Human Resource Management	SOC711	Service Management
HM747	Research Project	SOC732	Leadership and Cultural Diversity
HM748	Rooms Division Management (Incorporating Internship)		

Course fees:

R5 500 per module.

Recognition of prior learning will be considered at R550 per module

The Private Hotel School is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration certificate [No.2010/HE07/005](#).

How to Apply | Admission Requirements

Starting dates

The Private Hotel School (TPHS) offers two annual intakes: January and July each year.

Requirements

Any one of the following qualifications:

- Diploma in Education (360 Credits)
- 3 Year Degree (360 Credits)
- Traditional Matric + 3 year National Diploma in a related field

How to apply

Step 1

Send your completed application form along with the documents requested below to info@privatehotelschool.co.za or fax to 021 881 3793.

- A completed, signed original application and enrollment form.
- R400 non refundable Application Fee (Not applicable to international students)
- Proof of graduation: Certified copy of official qualifications
- Two recent letters of reference
- Curriculum Vitae.
- Certified copy of Identity Document or Passport.

Additional requirements for International Students

- ★ Certified copy of Study Visa.
- ★ Proof of graduation: Certified copy of official secondary school, University or College transcripts with (a) an official English translation of the transcript (b) a grading guide that gives equivalent U.S. grades.
- ★ The following academic levels are required:
 - Three O Levels at E or higher
 - Two A Levels at D or higher
- ★ SAQA (South African Qualifications Authority) clearance results of International certificates.
- ★ Proof of English competency. TPHS will accept as proof a TOEFL (Test of English as Foreign Language) score of at least 500 or sufficient documentation of a significant level of English instruction. An IELTS score of 5.5 is also acceptable.
- ★ All programmes are presented in English, therefore students' English abilities will be measured by an English Entrance Test administered before they enter the academic programme. Should students fail this test TPHS shall recommend they undertake remedial English or and ESL course (English as a Second Language) either before starting their academic programme or as part of their first term's coursework.

Step 2

Application will be processed and a personal/telephonic/skype interview will be scheduled. The prospective student will be informed if he/she has been accepted and a deposit will have to be paid within 30 days to secure your place.

Closing date for Applications

For January intake it is 30 September of the previous year and for the July intake it is 30 March of the current year.

“You can't climb the ladder of success with your hands in your pocket.”

Course descriptions

Introduction to Hospitality

This course aims to provide students with background knowledge on the growth and development of the hospitality industry. In addition, students get to know the features of hospitality operations, the different segments and their characteristics, trends and current concerns. Students are introduced to career opportunities in various fields as well as the skills required to be successful in each.

Service Management

The outcome of this course is the students' development of their employability skills that will result in achieving high standards of professional conduct. Students learn the importance of these skills, demonstrating them in their everyday behaviour and working towards the importance of service excellence in a training/teaching environment.

Food and Beverage Theory & Practice

The goal of this course is to provide students with a strong foundation on the principle of food and beverage service and restaurant management. Students gain hands-on experience in the provision of service excellence that exceeds the expectations of the guests.

Safety & Sanitation in Hospitality

At the end of this course, students will have the necessary knowledge of food service hygiene and sanitation which includes microbiology and how to handle food hygienically. Students will be assessed on their ability to teach and evaluate the content.

Leadership and Cultural Diversity

The outcome is for students to have an understanding of culture, differences and how it impacts on communication and customer care. The student must demonstrate understanding, acceptance, respect and appreciation of diverse cultural behaviours and customs. The student is able to demonstrate an understanding of group dynamics and apply knowledge of self as a leader and team in order to enhance team performance in the hospitality industry. The focus will be on leading multi-cultured teams, strengthening similarities, resolving differences, adapting to changing circumstances, flexible leadership and demonstrating respect for all cultures.

Quantity Food Production Theory & Practice

Students who successfully complete this course will have the knowledge of principles related to the management of quantity preparation of food. Through a hands-on approach, students gain experience in the preparation of appealing food for restaurant service.

Hospitality Accounting and Revenue Management

The outcome is for students to acquire accounting skills needed in the hospitality industry. Basic principles and activities in the accounting department as well as contemporary practices will be covered.

Hospitality Sales and Marketing

This module will give you a scientific, theoretical background in entrepreneurship with emphasis on the marketing of the business and help you to understand how you can use your unique knowledge, skills, experience and talent to do what you love and generate income with it or teach others to use their skills to generate income. The module will describe and illustrate entrepreneurship and new venture creation within a South African context, with emphasis on marketing. It will lead the student through the process of new venture creation and give the student the opportunity to anticipate post-start-up challenges and knowledge on how to deal with these challenges and how to assist learners in the processes.

Human Resource Management

The outcome is for students to acquire knowledge and skills in the acquisition, development, motivation and maintenance of human resources in the hospitality workplace. Contemporary issues, ethical practices and pertinent laws are discussed. Students will gain real-life insight through case studies from industry and educational institutions.

Rooms Division Management

The outcome is for students to have an understanding of the basic functions in lodging within a hotel or resort. The students will gain knowledge related to the management and effective provision of accommodation services of excellent quality in the hospitality industry. The content will be applied to effective supervision/training/assessment of learners in this field.

Teaching Strategies in Hospitality

The outcome is for students to have an understanding of teaching/training in practice, teaching and learning strategies, time and space, materials development and assessment strategies (design, develop and implement the assessment of learning in higher education and in training and development.

Curriculum Design

The outcome of this course is for students to understand and develop learning programmes on the NQF, setting critical cross-field education and training outcomes, integrated assessment, recognition of prior learning (RPL), calculation of credits, curriculum development and components of curriculum design.

Basic Research in Hospitality

Discuss and apply basic research skills pertaining to literature search, questionnaire planning and implementation, basic data analysis and presentation, basic experimental design and implementation, writing of scientific proposals and reports. This research will be applied in a specific area of the hospitality industry or a hospitality related extension of the educational institution, e.g. to develop a training programme for guesthouse managers.

Enrollment | Agreement and Tuition Fees

Tuition Policy

Tuition and fees related to the chosen programme of study at The Private Hotel School as partner school of the American Hospitality Academy—International Hotel Management School (AHA– IHMS) are the responsibility of the student. They are subject to change and any changes shall be published as and when they occur.

Should a student be required to take supplemental or remedial classes, these classes are not part of the normal tuition fee structure and will be at an additional charge. Should a student fail a specific subject, he will have to repeat the subject at an additional charge.

Payment schedule:

- ★ Full semester tuition fee is payable in first month of registration, which includes an 25% non-refundable deposit.
- ★ For International Students: Tuition and accommodation fees: One year tuition fees and 2 Semesters accommodation fees (if a student is to be accommodated in a residence of TPHS) must be paid before 30 November (January intake) or 31 May (July intake).
- ★ The school follows a strict approach in that students will **not** be allowed to attend classes or write examinations in the event of there being monies outstanding on their accounts.
- ★ Payment for recognition of prior learning must be settled in full before on the day of registration.
- ★ Cheques will not be accepted.
- ★ Bank charges for payments by way of direct cash deposits or international transfers will be charged to the students' account.

This course fee includes:

- ★ Course Facilitation by Subject and /or Industry Experts.
- ★ Costs related to orientation week and compulsory contact sessions
- ★ Study Guides and/or workbook, handouts.
- ★ Registration and Official Certification
- ★ Examination fees, EXCLUDING supplementary fees
- ★ Use of TPHS facilities including computer lab, the Ali Kasikci library, and training kitchens and restaurant.

Additional costs:

- ★ Texts books (approximate R2000)
- ★ Uniform (if applicable)
- ★ Supplementary exams (if applicable— R420 per module)
- ★ Recognition of Prior Learning—a maximum of 49% of credits towards national qualification for the courses completed.

Cancellation and Refund Policies

The Private Hotel School acknowledges the right of refund of monies paid in favour of the client, subject to an administration fee of R500 and excludes the non-refundable deposit.

1. Monies received for any future courses will be refunded by TPHS, if the application is not accepted for whatsoever reason, except non refundable deposit, or:
2. When the TPHS receives formal notification in writing by either fax or mail before or on registration to cancel their application, or:
3. The Student presents medical documentation stating that they do not have the physical capacity to undertake the program of study, or:
4. TPHS can no longer offer the services for which the student has enrolled, for whatsoever reason.
5. The student / Sponsor will be responsible for the full tuition fees for the year if the student did not cancel his/her application within the above mentioned time period (before or on registration).

Banking details:

The Private Hotel School
Nedbank Stellenbosch
Current account
Account number: 107 1365711
Branch code: 107 110

Enrollment | Agreement (continue)

Undertaking by Parent/Sponsor

1. I declare
 - 1.1 I have verified the information contained in the above application and that the particulars contained therein are true and correct;
 - 1.2 I have familiarized myself with the content of the undertaking by the prospective students and have given my permission for the concluding of the specified and consequent agreement with TPHS entered into by the prospective student;
 - 1.3 I am aware of the fact that there are student rules, regulations, policies and procedures in existence that have been promulgated by TPHS Board or another authorized body or person. I confirm that I am aware that the board or other authorized body or person may from time to time promulgate additional student rules, regulations, policies and procedures and I agree that my son/daughter must commit himself/herself to compliance with such;
 - 1.4 I will immediately notify the Academic Administrator in writing of any change of e-mail address and contact details.
2. I hereby renounce any possible action against TPHS and indemnify TPHS from any claim that may arise from the following:
 - 2.1 any loss of or damage to property, movable or immovable, including any consequential damage directly arising from damage to such property;
 - 2.2 any injury, illness or death;
 - 2.3 any event, incident or accident;
 - 2.4 any legal costs or expenses relating to claims or lawsuits arising from the specified incidents; and
 - 2.5 any costs incurred for medical treatment; where such loss, damages, illness, injury, death, event or incident arises from my son's/daughter's visit to, training at and/or accommodation at TPHS and/or any associated tour/trip/excursion/visit/experiential training or transport that may occur during my son's/daughter's period of study at TPHS.
3. I accept that my son/daughter participates in the above activities at his/her own risk and that he/she voluntarily accepts the risks associated therewith.
4. I hereby accept, jointly with and separately from the prospective student, liability/accountability for the prompt and punctual payment of all amounts, of whatever nature, which the prospective student may owe to TPHS, whether he/she follows the above-mentioned course and also with regard to residence accommodation.
5. I undertake to pay all legal costs of TPHS, including attorneys' and client fees, as well as collection fees, if I should fail to honour any of my commitments with respect to payment.
6. I hereby agree that the agreement arising from the signing of this document, notwithstanding the place of signing, is deemed to have been concluded in South Africa; provided that this application only becomes a valid and binding agreement upon the applicant's official enrollment.

Undertaking by Applicant

1. I declare that
 - 1.1 prior to the date of enrollment, I will familiarise myself with the contents of all student rules and regulations as well as all of TPHS's policies and procedures relating to students.
 - 1.2 for the duration of my studies at TPHS, I commit myself to compliance with all rules, regulations, policies and procedures TPHS board or any authorised body or person may announce or amend from time to time; and which said rules, regulations, policies and procedures form part of my agreement with TPHS.
 - 1.3 I am completing and signing this undertaking and application for admission with the full knowledge and permission of my parent / guardian / sponsor.
 - 1.4 all particulars as provided to TPHS are true and correct, failing to do so will result in my registration being cancelled with immediate and automatic effect.
 - 1.5 the agreement arising from the signing of this application, notwithstanding the place of signing, is deemed to have been concluded in South Africa, provided that this application only becomes a valid and binding agreement upon my official enrolment at TPHS.
 - 1.6 I will immediately notify the Academic Administrator in writing of any changes of e-mail address and contact details.

Enrollment | Agreement (continue)

2. I hereby renounce any possible action against TPHS and indemnify TPHS from any claim that may arise from the following:
 - 2.1 any loss or damage of property, movable or immovable, including any consequential damage directly arising from damage to such property;
 - 2.2 any injury, illness or death;
 - 2.3 any event, incident or accident;
 - 2.4 any legal costs or expenses relating to claims or lawsuits arising from the mentioned incidents;
 - 2.5 any costs incurred for medical treatment where such loss, damages, illness, injury, death, event or incident arises from my visit to training and/or accommodation at TPHS and/or any associated tour/trip/excursion/visit/experiential training or transport that may occur during my period of study at TPHS.
3. I accept that I participate in the activities mentioned in paragraph 2 at my own risk and I voluntarily accept all risks associated therewith.
4. I hereby accept liability / accountability, as the responsible person, for the prompt and punctual payment of all tuition, class and other fees, of whatever nature, owed to TPHS and confirm that I have noted that all fees are to be paid as per payment schedule on page 4, failing of which I will not be allowed attendance to class and/or exams.
5. I hereby accept and confirm that I will not be able to attend any classes of TPHS if I have not ordered and paid for and/or am not wearing the correct / complete official TPHS uniform by the required deadline.
6. Should any legal dispute or matter arise or should TPHS incur legal costs in collecting my tuition or other fees, I hereby accept liability / accountability for the payment of all legal fees incurred by TPHS on an "attorney and own client" scale, as well as payment of collections commission in the event of my failure to honour any of my commitments in respect of payments. Should any such dispute or matter arise, I hereby agree to the jurisdiction of the Stellenbosch Magistrate Court.
7. I am aware of the fact that my enrollment is only valid if it complies with the regulations of the programme concerned, notwithstanding acceptance of this application by TPHS.
8. If this application is accepted, it will constitute part of the contract with TPHS.

Deregistration

A student may deregister for a programme under the following ruling:

1. A student shall advise TPHS in writing of their intention to cancel their registration in full or in part. No cancellation of registration shall be enforced or effected without written confirmation of the Director: Academic Development.
2. A student who cancels their registration will normally incur financial liability in terms of fees according to the regulations as stated under the **cancellation and refund policy** on page 6.

Signature

Applicant's Name (Print) _____

Applicant's Signature _____ Date _____

Sponsor's Name (Print) _____

Sponsor's Signature _____ Date _____

Contact details:

The Registrar

The Private Hotel School
P.O. Box 6255
Uniedal, Stellenbosch, 7612

Telephone: + 27 21 881 3792
Fax: + 27 21 881 3793
E-Mail: info@privatehotelschool.co.za
Website: www.privatehotelschool.co.za

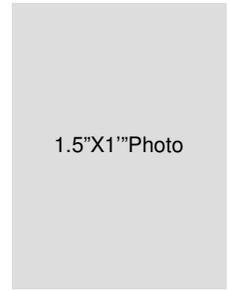
Application Form

About You

Please use block letters in filling up this form

Mr Mrs Miss Other(s) _____

Surname		First Name	
Middle Name		ID Number	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Nationality	Citizenship
Birth Date [Year/Month/Day]		Marital Status	
Residential Address		Postal Code	
Postal Address		Postal Code	
City		Country	
Home Phone		Cellular Phone	
Fax		E-Mail	
Entrance Category: <input type="checkbox"/> High School <input type="checkbox"/> Graduate <input type="checkbox"/> Transferee Second Degree Taker			



Education

Course Level	School/College/University	Certificate/Diploma/Degree Earned
Primary		
Secondary		
College		
Post Graduate		

Professional Experiences (if any)

Company/Hotel	Position Held	Years Employed

Parents / Legal Guardian

<input type="checkbox"/> Father	<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Mother	<input type="checkbox"/> Legal Guardian
Surname		Surname	
Names		Names	
ID number:		ID Number	
Profession	Nationality	Profession	Nationality
Birth Date [Year/Month/Day]		Birth Date [Year/Month/Day]	
Address		Address	
City		City	
Postal Code		Postal Code	
Country		Country	
Home Phone		Home Phone	
Office Phone		Office Phone	
Cellular Phone		Cellular Phone	
Fax		Fax	
E-mail		E-mail	

Initial: _____

Sponsor's detail

Detail of person responsible for payment

Surname: _____ First Name: _____

ID Number: _____ Occupation: _____

Company Name: _____

Postal Address: _____ Postal Code: _____

Physical Address: _____ Postal Code: _____

E-Mail: _____

Telephone: _____ (H) _____ (W) _____ (CELL)

Relationship with applicant: _____

I hereby accept responsibility as sponsor for the academic fees of the applicant. I confirm that I am familiar with the payment policy of TPHS and note that full semester fee (National Students) is payable upon registration and full year fee (International Students) is payable before 30 November / 31 May

Signature of Sponsor: _____ Date: _____

Health Requirements of applicant:

1. Have you had any serious illness during the past five years? Yes No
If yes, Please provide detail: _____

2. Have you had any serious injury during the past five years? Yes No
If yes, Please provide detail: _____

3. Are you presently undergoing medical treatment? Yes No
If yes, Please provide detail: _____

4. Do you take any medication on a regular basis? Yes No
If yes, Please provide detail: _____

5. Do you suffer from any allergies that TPHS should be aware of? Yes No
If yes, Please provide detail: _____

Further information required:

Do you have a criminal record? Yes No

Do you require accommodation in the student residence? Yes No

Computer literate? Yes No

If "Yes" detail: _____

Entrance Dates

- January 2017
- July 2017

- One Year Full Time

- Two Year Distance Learning

How did you learn about us?

- Family and Friends *Specify, if other:*
- Education Job Fair
- Teacher/Guidance Counsellor
- Newspaper/Magazine Ad
- Radio
- Career Talk
- School Visit
- Internet
- AHA Internship
- Other

Note that entrance date will determine date upon which the deposit is due and payable. Dates being first semester and second semester.

Extra Curricular Activities

Achievement Checklist

- | | |
|---|---|
| <input type="checkbox"/> Proof of English proficiency (International Students only)
<u>TOEFL Score IETS Score</u> | <input type="checkbox"/> Documentation to support your application
(i.e. your CV, work certificates, references and the short essay) |
| <input type="checkbox"/> Certified Academic Certificates | <input type="checkbox"/> R400 Application Fee (not applicable to international students) |
| <input type="checkbox"/> Two Reference Letters | <input type="checkbox"/> Certified ID Book / Passport Copy |

Certification

I hereby certify that I have read and fully understand all instructions regarding my application to The Private Hotel School and in particular note the payment policy. The information supplied in this application and the documentation supporting it are correct and complete. I understand that incomplete or inaccurate information could be prejudicial to my admission. If accepted as a student of The Private Hotel School, I agree to abide by all its policies and regulations.

Applicant's Full Names

Applicant's Signature

Date