



STELLENBOSCH, SOUTH AFRICA

# Enrichment Modules

6 MONTH TRAINING MODULES

# The Private Hotel School

The Private Hotel School celebrated its 10<sup>th</sup> year in operation and is offering exceptional training and education in the Hospitality related industry. We pride ourselves in being industry leaders in our profession.

The Higher Education Act (Act No 10 of 1997) and the regulations for registration of Private Higher Education Institutions, make it compulsory for private institutions offering full qualifications in higher education to register with the Department of Higher Education and Training. By complying with the requirements of The Higher Education Act, TPHS ensures that all programmes on offer are of quality and aligned with national and international standards.

Our premises are located at 33 Vlottenburg Road, Stellenbosch. The facilities are inclusive of conference and lecture rooms, an operational restaurant, training kitchen lab, onsite library, offices and a beautiful nineteenth century student house with spacious rooms.

Through its partnership with the American Hospitality Academy (AHA), TPHS collaborates with some of the most prestigious members of the USA hospitality industry and academic institutions globally to create a comprehensive International Hotel Management School (IHMS) curriculum. Our curriculum combines innovative and leading edge hospitality instruction with sound practical training and knowledge of the hospitality and tourism industry.

TPHS is also an approved centre to offer City and Guilds qualifications and awards.

## TPHS Contact Details

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Website: [www.privatehotelschool.co.za](http://www.privatehotelschool.co.za)

Initial: \_\_\_\_\_

# Module Rationale

The Private Hotel School provides enrichment modules for students, industry practitioners interested in enhancing their current skills and for those gearing-up for a career shift to be part of the dynamic hospitality industry. Participants have the opportunity to complete an industry related module and receive a certificate of completion.

These are intensive, six month (32 to 64 contact hours) modules introducing concepts and practicalities of hospitality and culinary operations within the hotel and catering industry context. Candidates will be presented with an overview of the industry, together with an introduction to techniques, from an understanding of the principles of the various disciplines through lectures from subject experts and practical applications such as knife skills.

## Passing Grade

Students must receive a grade of "C" (minimum 60%) to pass in each module. A student who incurs a grade of "F" in any module, is required to retake the module and obtain a passing grade. Any financial implications of retaking a module will be at a cost of R5 200.

## Attendance

The Private Hotel School aims to prepare students to be successful professionals. Attendance and punctuality are important work ethics for students to develop. An attendance of at least 80% in all theoretical classes and 90% of all practical classes is required. The total of excused absences should therefore not exceed 20% of theoretical module hours and 10% of practical module hours. Students who are absent, whether excused or unexcused, in more than the indicated requirements, are considered to have officially withdrawn from that module and will be given a grade of "F" in that module.

# Entry Requirements

The primary entry for these modules is the desire to advance in your career as a hospitality professional. The official language for these modules is English. Applications should include a certified copy of your ID, a certified copy of your matric certificate, your CV, and a short motivation letter explaining why you would like to complete this module.

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# Module Dates and Cost

These modules will be offered from January – July or July – December each year.

TPHS Enrichment Modules are not part time and the classes run on different days at different times between 08:00 and 17:00 during the week, depending on the module and class schedule. Class schedule to be confirmed.

**Duration:** 6 months

**Module Cost:** R9 900 each EXCEPT  
Professional Cooking – R15 000  
Professional Baking & Pastry – R15 000

**Dress Code:** Corporate Black and White for theory classes. Chef uniform for culinary classes.

**What's included:** module facilitation by subject experts, study material, assessments and certification.

**What's excluded:** textbook(s), chef uniform and culinary extras and ingredients for final practical examination.

## Enrichment Module Booking Procedure:

- Complete the Application form on the last page of this document.
- Full payment in advance is required, cheques will not be accepted.
- When paying, please indicate for which module you have booked and for whom the booking is made.
- PLEASE NOTE: Cancellations and refunds will only be accepted up to TEN working days prior to the commencement of a module. Fees for unattended lectures will not be refunded.
- Delegates failing to arrive on the day of the lecture will result in the delegate/company being liable for full payment.
- Your receipt will confirm your booking.

NOTE: The full payment should be made by means of EFT before commencement of the module.

TPHS Banking Details: NEDBANK, Account No: 1071365711, Branch Code: 107110,

Ref: Student Name & Student Number

Initial: \_\_\_\_\_

# Module Content

Please indicate which enrichment module(s) you wish to enrol for.

## **CULINARY ARTS**

### **CA101 Introduction to Culinary Arts (R9 900)**

CA101 is concerned with the basic principles of food preparation. Students are provided with theoretical knowledge and understanding of the principles of food preparation, safe and correct use of kitchen equipment, basic workplace skills and the principles involved in various cooking methods, with emphasis on the preparation of safe, appealing and healthy food.

### **CA103 Food Service Management (R9 900)**

CA103 provides students with the theoretical and practical training in food service management. It focuses on the principles, procedures and techniques in the quantity preparation of food, inventory and purchasing, health and safety and menu planning.

### **CA104 Nutrition (R9 900)**

CA104 provides students with a sound basic nutritional knowledge in order to apply these principles to foodservice operations through effective menu planning. Students will focus on the importance of good nutrition and implement menu items to meet customer's changing needs based on nutritional quality. Specific focus will be placed on nutrition as it pertains to special dietary requirements for health or lifestyle motivations.

### **CA205 Professional Cooking (R15 000)**

CA205 Theory provides a strong foundation for a student to become a culinary professional while simultaneously facilitating opportunities for future growth. It forms the basis for culinary specialization and incorporates study areas such as technology, science, food safety, nutrition, arts and cultural awareness. This course ensures that each graduate will have a sound underpinning of high-quality knowledge and skills and will be able to apply these skills across a range of techniques and using a broad variety of commodities.

### **CA206 Professional Baking and Pastry (R15 000)**

CA206 aims to enable the student to develop knowledge and understanding in the baking principles of producing a range of bakery products, hot and cold desserts and puddings as well as cakes and chocolate. The aim of the practical section of this course is to develop skills and implement knowledge in the bakery principles.

### **7150-92 City and Guilds Level 2 Award in Food Safety in Catering (R2 500)**

The aim of this qualification is to provide candidates with knowledge of the parameters of basic food safety practices as relevant to the hospitality industry. During and after completing of this module students will be able to identify hazards relating to health and food safety, and also make recommendations as to what needs to be enforced to ensure a safe and healthy food working environment to meet the highest global standards.

### **7150-93 City and Guilds Level 3 Award in Supervising in Food Safety (R2 500)**

The aim of this qualification is to provide candidates with knowledge of the parameters of supervising food safety practices as relevant to the hospitality industry. During and after completing of this module students will be able to identify hazards relating to health and food safety, and also make recommendations as to what needs to be enforced to ensure a safe and healthy food working environment to meet the highest global standards.

Initial: \_\_\_\_\_

# Module Content

Please indicate which enrichment module(s) you wish to enrol for.

## **HOSPITALITY MANAGEMENT**

### **HM101 Introduction to Hospitality and Tourism (R9 900)**

HM101 provides the foundational knowledge on the scope, growth and development of the hospitality industry. Throughout this module many sectors within this dynamic industry will be covered including tourism, recreation, gambling and event planning. Different departments in the conventional hotel will also be explored placing a high emphasis on the Rooms Division, Marketing and Human Resource Management departments. Students will gain a thorough understanding of hospitality consumers and market trends.

### **HM102 Rooms Division Practice (R9 900)**

HM102 provides students with the opportunity to work in the Rooms Division of a fully operational hospitality accommodation establishment getting exposure in the front office and housekeeping departments of a lodging establishment.

### **HM103 Event Planning (R9 900)**

HM103 provides the student with the basic elements of planning an event professionally. Students are introduced to the world of event planning within the hospitality industry. The course provides step-by-step methods on how to plan and execute an event. Key focus areas include an introduction to the event industry and the link to the hospitality industry. The course further explores basic budgeting for events; planning and coordinating events; using basic project management techniques to develop an event; reviewing designing and décor elements; conducting a basic risk assessment and covering essential event operations and logistics.

### **HM104 Basic Accounting (R9 900)**

HM104 provides students with basic knowledge with regards to numeracy and calculations in order to form a sound foundation for HM105 (Hospitality Accounting). This includes basic accounting procedures and activities applicable to the accounting department of a hospitality business.

### **HM105 Hospitality Accounting (R9 900)**

HM105 presents a systematic approach to accounting through the explanation of managerial accounting concepts as these apply to the hospitality industry. Much emphasis is placed on the application of specific operations within the hospitality industry including the analysis and interpretation of financial statements; cost-volume-profit analysis, budgetary controls, real value of money, material costing and stock valuation.

Initial: \_\_\_\_\_

# Module Content

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## **HOSPITALITY MANAGEMENT**

### **HM206 Front Office Operations (R9 900)**

HM206 presents a systematic approach to Front Office procedures by detailing the flow of business through a hotel, from the reservations process, posting to accounts, to check-out and account settlement. The course also examines the various elements of effective Front Office management, paying particular attention to the planning and evaluation of Front Office operations. Front Office procedures and management are placed within the context of the overall operation of a hotel. Areas that will be covered include: Guest and interdepartmental communications, revenue management concepts in context of Front Office, e-commerce and report analysis.

### **HM207 Lodging Management (R9 900)**

HM207 aims to expose students to the fundamentals of Lodging Management, the accommodation section of rooms division, and how its role fits into the overall lodging property. The practical component exposes students to the fundamental activities, such as human resource management, stock control and other operational duties of the Lodging Management department. Students will learn how to choose the correct linen for beds, cleaning materials for various surfaces and the operation of an onsite laundry facility. At the end of the module, students should be able to perform these tasks to lodging standards.

### **HM208 Sales and Marketing (R9 900)**

HM208 provides an overview of marketing theories, principles and concepts as applied to the hospitality and tourism industry. The basic procedures and activities that the sales and marketing department is responsible for, as well as contemporary issues and trends relevant to this industry is covered. Students gain insights on real life marketing problems through case studies, projects and research papers.

### **HM209 Human Resources Management (R9 900)**

HM 209 presents a systematic approach to human resources management in the hospitality industry. The basic procedures and activities that the human resource department is responsible for will be discussed, as well as contemporary issues and practice. The components that will be studied in this module will include the external environment, the company, the jobs in the company, the individuals and how the individuals should fit the jobs, and lastly the management of the complete human resources system. Due to the importance of human resources, the costs involved and the fact that students are being prepared to work with people, a number of legal issues and the impact of these on the way that people are managed, will also be addressed.

Initial: \_\_\_\_\_

# Module Content

Please indicate which enrichment module(s) you wish to enrol for.

## **SOCIAL SCIENCE**

### **SOCI01 Service Management (R9 900)**

SOCI01 introduces students to the universal principles of management. As the standards of hospitality professionalism continue to rise, many employers are now realizing that positive work ethics, attitude and efficient management practices are just as important as an employee's work experience and/or qualifications.

Incorporating the AHA Online Hospitality Professional Certificate.

### **SOCI02 Cultural Diversity (R9 900)**

SOCI02 reviews the concept of culture and creates an understanding of how to manage the differences in people's values, beliefs and practices. Emphasis is on demonstrating acceptance and respect of diverse cultural behavior's as a means to construct harmonious interpersonal relationships in a multicultural hospitality environment. Key focus areas include defining basic concepts; reviewing venturing into a new culture; using ethical practices in intercultural communication; reviewing notions of culture and reviewing business protocol.

Incorporating the AHA Online Managing Diversity in a Multicultural Workplace Certificate.

### **SOC203 Leadership Development (R9 900)**

SOC 203 has as its main purpose the potential leadership development of the students. To facilitate this process the students will be afforded the opportunity to identify their own psychological traits, strengths and weaknesses. The module will also provide practical and theoretical background in leadership with particular emphasis on leadership in the African context. This will help the students to know how they can use their own unique knowledge, skills, experience and talent in the workplace and to inspire others to follow their example. The module will deal with various issues that leaders have to handle.

Incorporating the AHA Online Hospitality Supervisor Certificate.

## **FOOD AND BEVERAGE**

### **FBI01 Food and Beverage Service (R9 900)**

FBI01 provides students with a strong foundation on the principles of food and beverage service. Students will be introduced to the theory of restaurant service and gain hands-on experience when applying their knowledge and practice their skill during practical sessions in the on-campus restaurant and bar. Students will also be introduced to formal dining etiquette.

### **FBI03 Wine Studies (R9 900)**

FBI03 provides students with foundational knowledge with regards to the wine industry, viticulture, wine making, wine tasting and the appreciation of food and wine combinations.

### **FBI05 Wine Studies (R9 900)**

This course builds on the strong foundation of FBI03. In the FBI05 module, students will be introduced to the wines regions of the world. During lectures, which include wine tasting, they will learn the most important facts about the old and new worlds of wine. This module will contribute to their understanding of the quality control and legal systems of different wine producing countries and regions. Students will gain further experience when visiting wine estates in the area and do comparative tastings and class presentations.

Initial: \_\_\_\_\_



# Module Content

Please indicate which enrichment module(s) you wish to enrol for.

## **COMMUNICATION**

### **COM101 Business Communication (R9 900)**

COM101 aims to give students the platform from which to build on all formal communication processes in the workplace. Students will learn to communicate both verbally and non-verbally in a professional context. Specific emphasis will be placed on the correct format of various business communication tools and well as the effective running of meetings and public speaking.

### **COM103 Hospitality Law (R9 900)**

COM103 provides the student with the basic elements and knowledge of the law and how to effectively apply the law within a hospitality business environment. Key focus areas deals with the concept of law and defines the basis of law in South Africa. It further deals with the concepts and requirements of the law of contract; law of delict and commercial contracts. Laws required to establish, run and manage a commercial hospitality enterprise is also reviewed.

### **COM104 Hospitality Research (R9 900)**

COM104 aims to equip students with research skills by conducting a basic hospitality research project and applying the concepts of basic research methodology. Key focus areas review the research process: Preparing a research proposal, methods of conducting research, analysing research results, preparing a sound scientific report, and presenting the findings in a formal setting.

### **COM205 Hospitality Entrepreneurship (R9 900)**

COM 205 will provide students with a scientific, theoretical background in entrepreneurship and help them to understand how they can use their unique knowledge, skills, experience and talent to do what they love with the added benefit to generate income with it. The module will describe and illustrate entrepreneurship and new venture creation within a South African context. 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.

Initial: \_\_\_\_\_

# 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: \_\_\_\_\_

Male  Female  Nationality: \_\_\_\_\_

Birth Date [Year/Month/Day]: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel (Home): \_\_\_\_\_ Tel (Work): \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## PARENTS / LEGAL GUARDIANS

Father  Legal Guardian  Mother  Legal Guardian

Surname: \_\_\_\_\_ Surname: \_\_\_\_\_

Name(s): \_\_\_\_\_ Name(s): \_\_\_\_\_

ID Number: \_\_\_\_\_ ID Number: \_\_\_\_\_

Birth Date [Year/Month/Day]: \_\_\_\_\_ Birth Date [Year/Month/Day]: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Full Names: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

It is understood that any false or misleading information provided on this application form shall be considered sufficient cause for the disqualification of the applicant.

# Sponsor's Detail

## DETAILS OF PERSON RESPONSIBLE FOR PAYMENT

Please use block letters in filling up this form

Mr  Mrs  Miss  Other(s): \_\_\_\_\_

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ ID Number: \_\_\_\_\_

Male  Female  Company Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel (Home): \_\_\_\_\_ Tel (Work): \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship with applicant: \_\_\_\_\_

I hereby accept responsibility as sponsor for all tuition fees of the applicant. I confirm that I am familiar with the payment policy of TPHS and note that full tuition fee is payable before commencement of the module.

Sponsor's Full Names: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

## HEALTH REQUIREMENTS OF THE 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: \_\_\_\_\_
6. Do you have any learning disabilities/special needs that TPHS should be aware of? Yes No  
If yes, please provide detail: \_\_\_\_\_

Initial: \_\_\_\_\_