TRAINEESHIP PROGRAMMES

INTERNATIONAL
HOTEL SCHOOL

Go Anywhere

INTERNATIONAL
HOTEL SCHOOL

International Hotel School was established in 1994, to meet the shortage of educated and trained individuals for a service driven industry. It now offers a range of nationally registered and internationally recognised Diplomas and Certificates across all sectors of the hospitality industry. It has grown to four campuses with a national Traineeship Programme and an Online Learning Platform.

93% of our Students are Employed upon Graduation

International Hotel School is internationally recognised as a leading provider of quality hospitality and culinary education. With over 5000 Alumni, our graduates are job ready and in demand worldwide. International Hotel School is Africa's Leading Hotel & Culinary School.

Higher Education Institution

International Hotel School is registered as a Private Higher Education Institution with the Department of Higher Education and Training (DHET) for the qualifications as per Registration No: 2000/HE07/005. The International Hotel School is provisionally registered as a Private FET College with DHET for the qualifications as per Registration No: 2009/FE07/077.

Nationally Registered

International Hotel School is registered with CATHSSETA (Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority) as a provider to offer qualifications as per registration no: 613/P/000012/2004.

Registered with QCTO (Quality Council for Trades and Occupation) as an accredited Skills Development Provider (SDP) to offer occupational qualifications as per Registration No: Durban 1223/18/0025, Pretoria 1220/18/00259, Johannesburg 1220/18/00258 and Cape Town 1228/18/0025.

International Standards, International Recognition

City & Guilds was founded in 1878 and has been at the forefront of technical and vocation education ever since. City & Guilds creates relevant programmes that help people gain the skills that employer's value. Over 500 programmes have been developed in conjunction with key organisations in 28 industries. That's why they are recognised by employers worldwide. All of International Hotel School's campuses are City and Guilds Approved Centres.

BENEFITS

- **The SA Government has an Employment Tax Incentive known as ETI.** The benefit for you as a property is that you would have the opportunity to claim up to R1000 per month for each trainee you take on. The ETI has been extended to 2029.
- **BBBEE - Employers have the opportunity to claim the monthly stipend amount as a contribution to their skills scorecard under category B.** If the employer chooses to pay for the tuition component for the trainee, the employer would have the opportunity to claim the combination of the tuition amount and stipend under the same category. This option is not mandatory but a choice for the employer.
- The property will gain financial benefit due to the salary structure, for the salary structure presents itself to the property in the form of a financial gain.
- The property has the opportunity to select prospective trainees that have gone through a pre-screening process, ensuring a specific calibre of trainee for appointment.
- The opportunity to guide and coach the trainee according to the ethos of the property.
- The property will benefit from the knowledge the student gains through their academic studies: correct processes and procedures, cost saving, superior guest relations etc.
- On site visits are scheduled by a Student Facilitator to provide the student and property with support.
- The trainees pay for their own studies, or as per point 2 above, the property has the option to pay for the trainees studies (note this is not mandatory).

Employment Tax Incentive Example:

	Year 1	Year 2
Hospitality Minimum wage with more than 10 employees (monthly)	**R 3 897.20 ***	**R 3 897.20 ****
Monthly Employment Tax Incentive (ETI)	**(R 1 000)**	**(R 500)**
Net Salary Effect Monthly Basis	**R 2 897.20**	**R 3 397.20**

* Calculation based on the National Minimum Wage Act of 2018, and applied on 21,65 working days in a month.

** Note this minimum wage for year 2 is for calculation purposes, and is based on the 2018/ 2019 minimum sectoral determined wage.

EXPECTATIONS

Trainee

- School leavers with a National Senior Certificate with Higher Certificate admission, or equivalent.
- Students with a passion for the hospitality or culinary industry, but not necessarily having experience.
- Applicants are between the ages of 18 and 26 years old, and are South African citizens.
- English as a first or second language in Grade 12.
- Would have attended Workplace Foundation Training covering, Basic Skills training in preparation for their work placement.
- Successful candidates will commence their programme with International Hotel School either in February or July, and will start at the placement properties after their initial Workplace Foundation Training in March or August.
- Successful trainees will be required to work standard industry hours – in line with the Gazetted Basic Conditions of Employment Act: Sectorial Determination for the Hospitality Sector (including night shifts, public holidays and Sundays).

International Hotel School

- Responsible for the recruitment and pre-selection process of the prospective students, to verify and ensure the quality of the candidate.
- A further shortlist is compiled and presented to the management of our partner properties to interview and select their trainees.
- Assign a Student Facilitator to a student to support them and visit the trainee at the property.
- Support the students' academic development through online lectures and tutorials.

Placement Property

- Final interviews for selection of the trainees are held on campus as panel interviews, or scheduled as one-on-one interviews at the property. The interviews need to be conducted by a person who has been briefed on the programme.
- Assign a mentor to the trainee/ group of trainees. Doing so, leads to achieving greater success to the benefit of the students and the property.
- The Work Integrated Learning modules require the trainees to rotate between the different departments, and to be released from work to attend tutorials and exams. Notice of when this will occur will be communicated to the property.
- Trainees are subject to the same staff disciplinary code, as employees of the property.
- Provide feedback to the school on conduct and performance on a regular basis.

PROGRAMME STRUCTURE

Type of study:

- 2-year programme
- Minimum entry requirement – National Senior Certificate with a Higher Certificate admission or equivalent
- Two intakes per year: February and July

Method of study:

A Traineeship is a "work while you learn" programme, comprising of Work Integrated Learning and theoretical study. The curriculum is offered through the International Hotel School Online Learning Platform and supported by tutorials and facilitators who conduct visits in the workplace.

Trainees spend the duration of their studies in a work environment, receiving on the job training for the duration of their placement at the hospitality establishment. Trainees are subject to the same terms and conditions as full time employees.

The programme requires students to have an entry level computer with internet access.

PROGRAMMES

HIGHER CERTIFICATE IN HOSPITALITY MANAGEMENT PROGRAMME

Upon Successful Completion of this programme, Graduates will receive:

- International Hotel School Higher Certificate: Hospitality Management (SAQA ID No: 88062, NQF Level 5)

YEAR 1: Work Integrated Learning	
SEMESTER 1	SEMESTER 2
Front Office Department - Switchboard & Reservations, Reception, Concierge or Guest Relations, Night Audit, Shadow Management	Food and Beverage Department - Food and Beverage Service, Bar Service, Banqueting, Restaurant & Bar Cost and Stock Control, Kitchen Cost & Stock Control, Supervision (Restaurant and Bar)
YEAR 2: Work Integrated Learning	
SEMESTER 1	SEMESTER 2
Accommodation Department - Linen Room, Room Attendant and Public Areas, Supervisor	Area of specialisation matching property operational need and trainee potential shown

PROFESSIONAL COOKERY PROGRAMME

Upon Successful Completion of this programme, Graduates will receive:

- International Hotel School Higher Certificate in Food & Beverage Management (SAQA ID No: 88063, NQF Level 5)
- National Certificate in Professional Cookery (SAQA ID No: 14111, NQF Level 4)
- City & Guilds Diploma in Food Preparation and Cooking (Culinary Arts)

YEAR 1: Work Integrated Learning	
SEMESTER 1	SEMESTER 2
Food and Beverage - Bar Service, Restaurant, Banqueting, Supervision, Purchasing, Stock Control and Inventory, Stores	Kitchen - Food Production All Areas
YEAR 2: Work Integrated Learning	
SEMESTER 1	SEMESTER 2
Kitchen - Food Production All Areas	Kitchen - Food Production All Areas

CAPE TOWN
127 Cecil Road, Salt River,
Cape Town, 7500
Tel: +27 21 426 2924
Email: enquirecpt@hotelschool.co.za

DURBAN
124 Jan Hofmeyr Road,
Westville, 3630
Tel: +27 31 267 4700
Email: enquiredbn@hotelschool.co.za

JOHANNESBURG
4 Kikuyu Road, Sunninghill,
Sandton, 2052
Tel: +27 11 804 5533
Email: enquirejhb@hotelschool.co.za

PRETORIA
3rd floor, Building C, 22 Umgazi Street,
Ashlea Gardens, Pretoria, 0002
Tel: +27 12 942 5781
Email: enquirepta@hotelschool.co.za

www.hotelschool.co.za