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Company No: 2006/007087/07

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Dear Hotelier

Matthew N. Marsden (ID: 020107 5342 083; Student Nr: DHM 201 5342) is currently a registered full time student of **IHT Hotel School (Pty) Ltd** in Bellville, Cape Town, South Africa. The student is studying towards the **Diploma in Hospitality Management**, a three-year learning programme offered by this institution.

IHT Hotel School is registered by the Department of Higher Education and Training as a Private Higher Education Institution. The learning programme, Diploma in Hospitality Management, is accredited by the Higher Education Quality Committee of the South African Council on Higher Education and is registered on the National Qualifications Framework by the South African Qualifications Authority (SAQA) with the **ID Number: 63169**.

The Diploma in Hospitality Management includes two Work Integrated Learning (WIL) periods that must be completed in a hospitality establishment. These WIL components forms an integral part of the Diploma in Hospitality Management, is assessed as such and marks obtained are reflected in the modules Hospitality Practice I and II. The pass mark required for these modules is 60% and the module must be successfully completed before the student may graduate in 2023.

The student is currently busy with the academic component of year three of the learning programme and still needs to complete the second WIL component, Hospitality Practice II, starting on **± 1 August 2022 until ± 31 January 2023 (26 week / 6 month internship = ± 1200 hours)**.

All students are required to sign a contract with the establishment where they are appointed in an internship position, which binds the student to the rules, policies and procedures of the establishment. Interns are therefore subject to the same Codes of Conduct and disciplinary procedures as permanent employees of the establishment.

IHT Hotel School (Pty) Ltd kindly requests, on behalf of the student, that they receive a intern-salary in accordance to the Basic Conditions of Employment in order to assist with costs incurred such as travelling, parking and/or relocation expenses. This is, however, left to the discretion of the placement establishment to negotiate with the student.

The benefits for an establishment accommodating students of IHT Hotel School as trainees are:

- Assistance with the building of future capacity for the hospitality industry.





- Adding value to the service offered by an establishment as students can assist in handling peak workloads and special projects.
- Student-interns chose to make hospitality their career of choice and are serious about providing services required to successfully complete their studies.

A proposed training programme for the WIL component only serves as a guide to the hotel and has the aim of exposing the student (on a supervisory level) to the different departments of the hotel. Students may rotate through the various departments, or may specialise in one specific department– Rooms Division; Food & Beverage; Banqueting & Events, Procurement; Human Resources; Marketing and Sales; or the Finance department. However, even if the student is appointed in a specialised position, some time *must* still be spent rotating through the Rooms Division and Food and Beverage Departments of the hotel. This is a requirement to ensure that the student meets the outcomes and thus competence in the WIL component enabling him/her to successfully complete the Diploma in Hospitality Management.

The Work Integrated Learning Coordinator of IHT Hotel School, Mrs. Annemarie Fick, will act as the liaison between IHT, the student and the establishment where the student works. The Work Integrated Learning Coordinator will:

- contact the establishment to discuss the student's progress
- assist in resolving any challenges the establishment or the student may experience during this training period
- contact the establishment to evaluate/assess and /or visit the establishment to discuss the student's progress

IHT Hotel School kindly asks you to become our partner in preparing a skilled workforce for the hospitality industry by providing the student the opportunity to become an intern in your establishment and to learn from you and your staff members.

Should you require any additional information, please do not hesitate to contact Mrs. Annemarie Fick on annemarie@ihthotelschool.com.

Kind Regards,



Mr. Anton Smith
Commercial Manager
anton@ihthotelschool.com

