

Higher Hotel Institute Cyprus

Module Description 2018/19

Module Title:	Industrial Placement
Code:	CAIP 160
Programme of Study:	Culinary Arts

Year of Study:	1	Semester:	Spring
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Duration	4 months
ECTS	10

Module Availability

At the end of the first year after studies

Module Rationale

The first year industrial training introduces students to real-life working experiences in the hospitality and tourism industry. Industrial placement offers students the opportunity to apply knowledge and skills learned and gain new knowledge and skills through practice and on-site observation in real-life food production environments. First year students will be able to ascertain their choice of profession and further develop their knowledge, skills and competencies. The industrial placement enables students to start building on their professional network whilst giving the industry the opportunity to identify talents and potential employees.

Aims

Industrial training offers students the opportunity to implement and assimilate theoretic and practical skills in the actual hospitality and tourism industry. They will also meet and network with people of the aforementioned industry, appreciate the nature of the work they are expected to perform and prepare for the career they should develop.

Intended Learning Outcomes

On successful completion of this module the student will be able to:

1. Undergo familiarization and adaptation to a new real-life working environment by integrating classroom theory with workplace practice.
2. Apply knowledge learnt, gain new knowledge and skills through practice and on-site observation.
3. Work in a fast-paced environment with a sense of urgency and develop the necessary professional attitude.
4. Develop significant awareness of the designated profession, assess their suitability to pursue it as a career and network with people in the industry.
5. Work as part of a team professionally under supervision and learn to manage time and resources effectively.
6. Demonstrate the personal and professional ethics and interpersonal skills that are expected in the workplace.
7. Identify possible specialization areas.
8. Write a report explaining the work in industrial training and describing the experience.

Assessment:

Practical Assessment: 70%
Student Internship Report: 30%

Practical Assessment:	70%	On-site Supervisor's evaluation	55%
		Log-book completion	10%
		Presence during inspection by HHIC faculty	5%
Student Internship Report:	30%		

Each Internship accounts for 10 ECTS (European Credit Transfer System) CREDITS, contributes 11,11 % to the overall grade and is **COMPULSORY** for the acquisition of the diploma. In order to successfully complete both Internships, students need to obtain an overall minimum grade of 50% of the two components of the Internship (Practical Assessment, Student's Internship Report).

It should be noted that it is the responsibility of the student to have the logbook completed and signed by the Supervisor prior to the faculty member's visit. On the allocated day of the aforementioned visit, the student should be present with the completed Industrial Training Logbook.

The student will also have to complete the Student Internship Report, with a minimum of 1000 words, and submit it to the Archives Office on the 1st November 2019. This Report amounts to 30% of total Industrial Training mark. Further written instructions regarding the student's Internship Report will be provided during the third inspection.

Furthermore, the student should adhere to the Rules and Regulation for Industrial Placement in order to successfully complete the Industrial Placement.

Assessment of the 1st year of Internship

Practical Assessment (70%)	<ul style="list-style-type: none"> On-site Supervisor's evaluation of the student's performance 	55%
	<ul style="list-style-type: none"> Log-book completion 	10%
	<ul style="list-style-type: none"> Presence during inspection by HHIC faculty 	5%
Student's Internship Report (30%)	<p>1. Introduction:</p> <p>Introduction to the business/organization's profile:</p> <ol style="list-style-type: none"> Its general organization and operational procedures The services or products it provides Its clientele 	5%
	<p>2. Work-based learning experience:</p> <ol style="list-style-type: none"> Your role in the company (where you fit in), Your duties and responsibilities during your internship, How they relate to the work of others in your team or department. 	5%
	<p>3. Knowledge and skills applied and gained:</p> <p>Describe the knowledge and skills applied and gained during your industrial training and relate them to the knowledge and skills acquired during the academic year</p>	10%
	<p>4. Conclusions:</p> <p>Concluding remark of industrial training:</p> <ol style="list-style-type: none"> How did you contribute to the organization? Were your expectations met? Suggestions/Recommendations 	5%
	<p>5. Presentation and submission of report</p> <ol style="list-style-type: none"> Overall presentation and language Report is clearly structured with sections and headings 	5%

Placement Procedure

1. The HHIC organizes a “Career Day” where the student has the opportunity to meet with future employers. The Hospitality and Tourism Organisations may interview, or just accept the student sent by the HHIC. However, once the arrangement is done, the student must accept the offer unless he/she drops out of the programme. The student should prepare a CV for the Career Day.
2. Alternatively, eligible students will be given a choice to approach organizations that they are keen to work with, and to apply for industrial placements on their own. However, before eligible students choose to do so, they must inform the Industrial Training Facilitator in order to obtain pre-approval.

Placement Procedure Abroad

1. The student who wishes to pursue an internship abroad should submit to the HHIC the profile of the company he/she wishes to be placed for approval.
2. After the approval is obtained the student should sign a placement agreement with the approved company for his/her internship.
3. Throughout the internship a logbook must be maintained by the student where his/her supervisor will assess his/her progress.
4. The student’s supervisor should provide the HHIC with his/her relevant contact details and availability for a live conversation with the HHIC to discuss the student’s progress.

Rules and Regulations of Industrial Placement

1. The decision to accept a student as an industrial trainee is agreed upon by both the organization and the HHIC. A student should prepare him/herself conversantly for the job interview.
2. Only one industrial placement per student.
3. No changing or swapping of placements upon confirmed placement without obtaining approval from the Industrial Training Facilitator.
4. All placements must be for full time work.
5. No job hopping. If a student wants to leave his/her current placement, he/she must provide justification to the Facilitator and to the Organisation, and receive the approval from the Facilitator before he/she can leave his/her current placement.
6. No working at close relative's organizations in order to avoid conflict of interest.
7. The log book given by the HHIC must be strictly maintained

Code of Conduct

All students on Industrial Training must abide by the laws of the Republic of Cyprus and the rules and regulations of the HHIC.

General Behaviour:

1. Dress professionally and be well groomed.
2. Be polite and respectful.
3. Be sensitive, tactful and courteous to all your colleagues and clients.
4. Become acquainted with your colleagues from various departments and be appreciative of the services they provide.

Working Attitude and Behaviour:

1. Show enthusiasm in the work assigned to you.
2. Give top priority in time, attention and preparation to the work assigned by the organisation.
3. Be punctual for work. Adhere to the working hours and working days as stated by the organisation, and be willing to put in extra work hours if requested by the organisation.

4. Do not be absent from work unless you are ill and you have obtained a medical certificate from a doctor. Inform your supervisor or manager in the event of an unavoidable tardiness or absence as soon as possible and provide the medical certificate to your organisation and to the HHIC, when you return to work.
5. Become acquainted with the various learning materials and resources available for your work.
6. Always have the initiative to explore solutions for the work assigned to you. Clarify your doubts on the assigned work with your colleagues or supervisor after you have put in your best effort.
7. Carry out your assigned duties and responsibilities responsibly and professionally.
8. Prior approval from respective HHIC Facilitator and organisation supervisor required if a student should wish to leave the current placement.