

# Higher Hotel Institute Cyprus

## Module Structure

Module Title:	Industrial Placement
Code:	HTIP 260
Programme of Study:	Hospitality and Tourism Management

Year of Study:	2	Semester	Spring
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Duration	4 months
ECTS	10

### Pre-requisite/Co-requisite:

The Second Industrial Training requires the following pre-requisite:  
Successful completion of the first year Industrial Training

### Module Rationale

The second year industrial training furthers students' 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. In the second year students are expected to critically review operations and recommend solutions to business challenges. The industrial placement enables students to expand on their professional network and future employment opportunities 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 be exposed to other employees of the aforementioned industry, appreciate the nature of the work they are expected to perform and accustom themselves to the career they should expect.

## Learning Outcomes

Upon completion of Industrial Training, students should be able to:

1. Integrate classroom theory with workplace practice.
2. Extend the boundaries of knowledge through research and development.
3. Develop significant commitment to the designated profession.
4. Develop greater clarity about academic and career goals.
5. Develop new or advanced skills and lifelong learning skills.
6. Be aware of current technologies.
7. Gain understanding of administrative functions and company culture.
8. Appreciate the ethical basis of professional practice in the relevant industry.
9. Display a capacity for critical reasoning and independent learning.
10. Exercise the role of professional or supervisor confidently in the relevant industry.
11. Explain industrial problems and suggest possible solutions.
12. Write a report identifying an issue or area of interest of the organization/business, analyzing the problems and proposing strategies for improvement of the issue or area,
13. Assess the adequacy of training.
14. Explore options in career plans and goals.

**Assessment:**

Practical Assessment: 60% Student Internship Report: 40%
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**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 a minimum grade of 50% in each 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, and present it to the Archives Office on the 2<sup>nd</sup> November 2015. This Report amounts to 30% of total Industrial Training mark.

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

**Assessment of the 2<sup>nd</sup> year of Internship**

Practical Assessment (60%)	<ul style="list-style-type: none"> <li>• On-site Supervisor’s evaluation</li> </ul>	30%
	<ul style="list-style-type: none"> <li>• Knowledge and skills applied and gained</li> </ul>	15%
	<ul style="list-style-type: none"> <li>• Log-book completion</li> </ul>	10%
	<ul style="list-style-type: none"> <li>• Presence during inspection by HHIC faculty</li> </ul>	5%
Student’s Internship Report (40%)	<p><b>1. Introduction:</b></p> <p>Identification of an issue or an area of interest of the organization/business should be agreed upon with the supervisor and described.</p>	10%
	<p><b>2. Issue Analysis /Theoretical Background:</b></p> <p>Analyze the problems and propose strategies for improvement of the issue or area.</p> <p>Identify strengths and weaknesses in terms of technical operations and methods of work.</p> <p><b>Propose Strategies and Actions</b></p> <p>Cost/Benefit Analysis (effective and feasible)</p>	20%
	<p><b>3. Conclusions</b></p> <p>Concluding Remarks Suggestions/Recommendations</p>	5%
	<p><b>Presentation and submission of report</b></p> <p>a) Overall presentation and language b) Report is clearly structured with sections and headings c) Correct referencing</p>	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. 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, 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 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.

