

OUR COURSES in the HOTEL and CATERING INDUSTRY

Diplomas	Baccalauréat Professionnel in the Catering Industry Level IV Course	Baccalauréat Technologique « Hospitality » Level IV Course	Mise à Niveau (MAN) : Prep-1st course Catering and Hospitality Industry	Brevet Technicien Supérieur (BTS) : Higher B. Tec Catering and Hospitality Industry Level III Course
Course length	Lasts 3 years	Lasts 3 years	Lasts 1 year	Lasts 2 years
Required standards of training	After the « troisième de collège » (4 th year in the UK or last year of the lower school in the USA)		Any general A-level	Prep-1 st course or Baccalauréat Technologique « Hospitality »
Definition	<p>Vocational Training : 55% (Organization and production in cookery ; Restaurant service)</p> <p>Mainstream Education : 45%</p> <p>This diploma is specialized in more directly job-based subjects either in : - Organization and production in cookery or - Restaurant service and marketing</p> <p>This diploma can be completed by an European special note prepared over the 3-year course that gives its holder a kind of European common standard to its vocational qualification with a specific reinforcement in modern language (English) practice and a future capacity for european mobility and adaptation.</p>	<p>Vocational Training : 50 % (Organization and production in cookery ; Restaurant service ; Front desk ; Housekeeping)</p> <p>Mainstream Education : 50%</p>	<p>Vocational Training: 85% (Organization and production in cookery ; Restaurant service ; Front desk ; Housekeeping)</p> <p>Mainstream Education: 15%</p>	<p>Vocational Training : 65% (Financial accounting ; Culinary art ; Restaurant service ; Accommodation ; Management)</p> <p>Mainstream Education: 35%</p> <p>This diploma is specialized either in : - Marketing and Hotel Management or - Culinary Art and Restaurant Service</p>
Purposes and Employment opportunities	<p>This diploma guarantees the skills of its holder to do a highly professional activity in middle and upscale restaurants such as:</p> <ul style="list-style-type: none"> - Commis ; Chef de partie - Commis waiter / Waiter ; Head waiter / Station waiter 	<p>The aim of this diploma is to allow students:</p> <ul style="list-style-type: none"> - to pursue their studies (See B.T.S.) - or alternatively to find employment in operational positions in food and beverage, front desk or housekeeping departments. 	<p>This year essentially aims at integration of all the basic professional know-how, covering production in cookery, restaurant service, front desk and housekeeping fields.</p> <p>It is dedicated to pursue post baccalaureate studies (see B.T.S) in Catering and Hospitality Industry.</p>	<p>This diploma gives its holder a qualification as a qualified technician and equips him with the skills to manage a team.</p> <p>It essentially aims at professional integration in high category positions such as :</p> <ul style="list-style-type: none"> - Front desk assistant Manager ; Housekeeper ; Assistant General Housekeeper ; etc - Shift leader ; F&B assistant Manager ; Conference and banqueting Coordinator ; Cook ; Head Chef ; etc <p>But the students can also carry on studying : a university degree and a Master are available.</p>
Internship Planning	<p>All work experiences take place either in production in cookery and/or restaurant service</p> <p>1st year : 2 or 3 weeks in November 6 weeks in June/July</p> <p>2nd year : 4 weeks in December 5 weeks in May/June</p> <p>Last Year : 8 weeks in September/October</p>	<p>1st year : 7 weeks in June/July in production in cookery and restaurant service</p> <p>2nd year : - 3 weeks in December in accommodation departments - 6 weeks in July/August in production in cookery and/or restaurant service</p>	<p>16 consecutive weeks from end of April to mid of August in production in cookery, restaurant service, front desk, housekeeping, etc</p>	<p>1st year : 16 consecutive weeks from end of April to mid of August in two different departments (Organization and production in cookery ; Restaurant service ; Banqueting ; Reservation ; Front desk ; Housekeeping ; Sales ; Accounting ; etc)</p> <p>This work experience supports a professional study the student will defend as part of the final examinations.</p>

OUR COURSES in the HOTEL and CATERING INDUSTRY

Diplomas	Specialized Qualification Sommelier (wine waiter/waitress) Level V	Specialized Qualification Restaurant desserts Level V	Specialized Qualification Front desk employee Level V
Course length	Lasts 1 year	Lasts 1 year	Lasts 1 year
Required standards of training	Level IV (or occasionally Level III) diploma in the professional or technological field		Level IV diploma in the professional or technological field (or occasionally general A-level)
Definition	<p><u>Vocational Training :</u> (Viticulture and vinification, Wine areas, , Product knowledge, Sensory evaluation, Table and bar service, Customer relations, Sales promotion)</p> <p><u>Mainstream Education :</u> (Legal considerations, beverage management, English)</p> <p>20-week course <u>plus many training periods</u></p>	<p><u>Vocational Training : 77 %</u> (Dedicated to dessert bases, creation, design and production for restaurant/caterers operations)</p> <p><u>Mainstream Education : 23%</u></p> <p>16-week course <u>plus many training periods</u></p>	<p><u>Vocational Training : 55%</u> (Knowledge of desktop applications and communication tool use, Front desk and reservation tasks, Customer relations, Room sales optimisation, Work coordination with room's team)</p> <p><u>Mainstream Education : 45%</u></p> <p>21-week course <u>plus many training periods</u></p>
Purposes and Employment opportunities	<p>Its aim is a professional integration in the specialized professional subject.</p> <p>It gives its holder the opportunity to find employment not only in upscale restaurant as Sommelier but also in the wine/beverage industry or cellars or wine merchants, etc.</p>	<p>This diploma gives its holder an additional specialized qualification in cookery production.</p> <p>Its allows the student to find employment more particularly in the pastry department in either traditional or first class restaurants, or caterer, etc.</p>	<p>This diploma allows its holder to work in any field of reception activities in hospitality industry, tourism, etc.</p> <p>As hotel receptionist, he (she) is able to :</p> <ul style="list-style-type: none"> - welcome the customers, handle all the operations involved with customer's arrival and departure, as well as invoicing and payment - communicate in English and/or another language - cater to the needs and respond to the various customer demands - take reservation over telephone, by fax or internet, and handle all associated operation
Internship Planning	<p>12-week work experience divided among the year into 3 periods each in a different work place :</p> <ul style="list-style-type: none"> - a cellar or a wine producer - a wine merchant - an upscale restaurant 	<p>13-week work experience spread out over the year into 3 periods (November, March, May)</p>	<p>15-week work experience spread out over the year into 3 periods</p>

INTERNSHIP ABROAD

Purposes :

- Develop long-term professional partnerships with major companies across the Hospitality Industry ;
- Facilitate awareness of the multi-national/multi-cultural influences that permeates the Hospitality Industry at large by exposing students to various methods of instruction in all pertinent disciplines across the Hospitality Industry ;
- Enable students to launch an international career within the Industry at the end of their courses.

Internship conditions :

- A training agreement (in triplicate) is addressed to the host company in order to define, for the benefit of the designated student, the training periods, the agreement provisions and the educational terms ; it is signed by the head of the school, the student and if necessary, his or her legal representative. This agreement has to be signed, official stamped (when possible) and two copies have to be returned as soon as possible by the representative of the host company .
- Costs pertaining to the training period :
 - ✓ The host company **provides or covers all expenses for accommodation, all the meals and the laundering of the working and personal clothes ;**
 - ✓ **A financial contribution of 80 € par trainee** is requested as organisation and monitoring fees
 - ✓ The trainee may not claim any salary from the host company. However, as a matter of principle, the school requires the host company gives the trainee a financial compensation , as for example, weekly pocket money and/or part of travel expenses. The 2010-2011 values are being defined and will be announced very soon.
- Working hours :
 - ✓ All trainees are **subject to legal daily and weekly working hours in force in the host country**
 - ✓ **Working hours for trainees under the age of 18**
For trainees under the age of 18 in a European Union country, the provisions relating to working hours and rest time included in the European Directive 94/33/CE dated June 22nd, 1994 on the protection of young people at work are applied.
In other countries, where daily and weekly working hours are defined for young trainees under the age of 18, the host company or organisation must apply these hours to trainees who are considered as workers under the age of 18 in the host country. Overtime and night work are forbidden for trainees under the age of 18. They must benefit from 2 days off work per week, when possible on consecutive days.

Arrangements for monitoring and assessing :

- The trainee retains his student status during his training period in a workplace. The trainee is involved in the activities of the host company, which have a direct link with his studies.
- Discipline : The trainee is subject to general rules applying in the host company or organisation, particularly with regard to safety, discipline and working hours. The head of the school and the representative from the host company will keep each other mutually informed of any difficulty (particularly linked to absence on the part of the student) that may arise from application of the training agreement and they will take, by mutual agreement, any measure that may prove necessary.
- Any trainee arrives in the workplace with their **pedagogical file including the list of the planned activities in the workplace** linked to the curriculum (filled in by the teaching staff), the list of the practical activities to be carried out in the host company (to be filled in by the company tutor), the arrangements for monitoring and assessing and the documents for recognition of work placement (attendance certificate, assessment sheet, training course report, continual assessment, Europass-training certificate, Europro certificate...)
- **From the start of any training period, the host company tutor and the trainee have to define, by mutual agreement, the educational terms to achieve.** The assessment grids, at disposal in the pedagogical file, might be used.
- More generally, we suggest that **the host company tutor plans, at least, a short weekly review meeting with the trainee to make sure the training period goes smoothly .**
- Any training period supports a **training course report**: the company tutor takes on a commitment to the trainee to advise him about this work, to support him and to facilitate the access to the necessary host company informations and datas. The trainee can be bound to professional secrecy.
- **A member of the teaching staff will contact** (mail, telephone) **the host company** during the training periods for monitoring the trainee and assessing his work periods.