



OPEN THE DOOR TO YOUR HOSPITALITY FUTURE...

Welcome to
the exciting
world of
Service
Excellence

2018

NATIONAL N-DIPLOMA: HOSPITALITY AND CATERING SERVICES (N4-N6)

It is a fast-paced environment where you are doing varied tasks each day. You are on your feet and moving around a lot which helps you think, feel, and react better. This is the world of the Hospitality professional!

WHY STUDY HOSPITALITY AND CATERING SERVICES?

There are two sides to the hospitality industry: the *operational* side, which includes front-line jobs such as: hotel manager, concierge, casino/gaming supervisor, chef and head cook, event planner, restaurant owner/operator, tour manager and the *corporate side* where you'll find positions in finance, human resources, information technology, sales, and marketing such as: customer service manager, human resources officer, asset manager, personnel and training officer, digital

marketing executive, public relations officer, sales and supply manager.

On weighing both sides, the opportunities are equally beneficial, so think about the niche that you prefer in this industry and opt accordingly.

Individuals involved in the hospitality industry play a vital part in making guests' experiences enjoyable. They are also trained to make sure of being hospitable to clients. In order to succeed in this career, one must use their head for business and heart for hospitality.

If you possess strong communication skills, a creative mind and a desire to provide excellent service to others, this fast-paced industry may be for you.

G
G U V O N
A C A D E M Y



WHAT IS THIS PROGRAMME ABOUT?

The aim of this programme is to prepare and equip students with the latest subject matter, which is directed at the industry, in order to send out into the workplace mature students who, with sound knowledge and skills, will provide *excellent service*.

The theoretical and practical components are enhanced with integrated workplace-learning, which is monitored and controlled by Guvon Academy. Work-

integrated learning (WIL) takes place at **Guvon Hotels and Spas** properties, ensuring that all learners are exposed to the working world of hospitality and catering.

Guvon Hotels & Spas is a leading hospitality group offering a collection of hotels in Gauteng, Northwest and Mpumalanga.

All properties offer excellent accommodation, conference, team building and wedding facilities.

- Kloofzicht Lodge & Spa,
- Glenburn Lodge & Spa,
- Bush Willow Tented Camp,
- Askari Game Lodge & Spa,
- Warthogs Bush Camp,

QUALIFICATION

3 Year, Full Time

N4-N6 Diploma in Hospitality and Catering Services

(18 months) + Work-integrated learning (18 months)

SAQA IDs:

[N4: ID 66891.](#)

[N5: ID 66973.](#)

[N6: ID 67008.](#)

DURATION

3 Years (18 months theory and 18 months practical work experience).

ENTRY REQUIREMENT

National Senior Certificate, or equivalent.

- The Fairway Hotel, Spa & Golf Resort,
- All Suite On 14th (Fairlands), and
- Royal Elephant Hotel & Conference Centre (Centurion).

BENEFITS OF THE HOSPITALITY & CATERING INDUSTRY

- The hospitality industry allows you to develop yourself – professionally and as a person.
- Meet interesting people.
- Learn about cultures and cuisines
- Great training opportunities.
- Opportunity to travel.

OVERVIEW OF SUBJECTS

- Nutrition and Menu Planning
- Sanitation and Safety
- Catering Theory and Practical
- Applied Management
- Food and Beverage Service
- Entrepreneurship
- Client Services and Communication
- Computer Practice

OVERVIEW OF PROGRAMME

- **Year 1:** N4 certificate = 6 months on campus (theory and practical) + 6 months' work-place learning (monitored practical experience);
- **Year 2:** N5 certificate = 6 months on campus (theory and practical)

- Job flexibility - you can work full-time or part-time.
- Show your creative flair.
- Finding fulfillment in giving other people satisfaction through service.
- Work in a social, team environment.



+ 6 months' work-place learning (monitored practical experience);

- **Year 3:** N6 certificate = 6 months on campus (theory and practical) + 6 months' work-place learning (monitored practical experience).

CAREER OPPORTUNITIES

- Hotel- & guesthouse Management
- Restaurant Management
- Food and Beverage Management
- Function Catering
- Kitchen Staff
- Entrepreneur

Did you know?

Hotel occupancy rate is expected to increase to 62% by 2019 in South Africa.

Application Process

1. Enquire from Guvon Academy about the qualification you wish to complete.

2. Select the qualification you wish to complete.

3-Year, Full-time qualifications:

- 90674 National N-Diploma: **Hospitality and Catering Services** (N4 – N6)
- 90674 National N-Diploma: **Tourism** (N4 – N6)
- 94941 **Occupational Certificate: Chef**

3. Complete your Application Form and pay your Administration Fee.

DO YOU HAVE THE FOLLOWING READY?

The following supporting documents are required:

- **Certified** ID/passport and final Grade 11 results, if you are currently in Grade 12.
- **Certified** National Senior Certificate (NSC), duly certified, if you have completed your schooling.
- **Certified** Academic Record, duly certified, and Certificate of Conduct if registered/ completed at

another higher education institution.

- International school-leaving certificate/s; if you hold foreign qualifications and SAQA Certificate of Equivalence.
- Curriculum Vitae if you have completed your studies prior to 2016.
- **A non-refundable Administration Fee of R500 is payable.**

4. Your Application will be reviewed and you will be contacted about the status of your application.

5. Should the applicant be successful, ensure you can pay the R5000 deposit to secure a space.

DECLARATION AND UNDERTAKING

I, The Applicant, and I, the Parent/ Guardian/ Next-of-kin of the applicant-

1. I undertake, during the orientation period and for any period during which I am a registered student, to be bound by the rules and regulations of Guvon Academy for the time being in force as a prerequisite to my registration as a student of Guvon Academy.
2. Certify that the information provided in this form and all supporting documentation is accurate and acknowledge that furnishing any false information may result in disciplinary proceedings being taken against the applicant.

3. Declare that I have furnished Guvon Academy with all the information necessary to make an informed decision about my admission.

4. Undertake to pay unconditionally all fees, charges and equipment surcharges payable to Guvon Academy as they fall due for payment, for any period for which I am or may become a registered student or the applicant is or may become a registered student of Guvon Academy.

5. I hereby give consent from information to be shared with statutory bodies such as the Department of Higher Education and Training (DHET) and the South African Qualifications Authority (SAQA) as is required by the institution.

6. PLEASE NOTE that you as a student are personally liable for the settlement of fees.

7. I consent to my examination results being made available to the relevant bursary donor(s) and/or lenders as requested.

CONTACT US!

Should you require more information, please feel free to contact Guvon Academy.

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