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# Terms and Conditions: Traineeship in Hospitality Management

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## 5 **1 TRAINEESHIP REFERENCE NUMBER**

6 The reference number for this traineeship is **TR201712** and must be quoted on  
7 all correspondence

## 8 **2 THE OPPORTUNITY**

- 9 1) The Growth Group has been instructed by our clients to identify persons with  
10 Grade 12 that could participate in a traineeship program.
- 11 2) Students must register for the International Hospitality Management Program  
12 offered through the Growth Institute
- 13 3) Students are expected to commit themselves for the program for a period of  
14 twelve months
- 15 4) Students are expected to pay for their own studies
- 16 5) Our clients will provide students with an opportunity to do practical work at  
17 selected properties during the students' study year
- 18 6) Our clients are willing to pay a small stipend during the students' practical work  
19 cycle
- 20 7) Students will be closely observed by Growth Institute and by the clients
- 21 8) The clients could decide to recruit successful students after the completion of  
22 their first study year.
- 23 a) Students must understand that they cannot be guaranteed a full time  
24 position at the end of their studies
- 25 b) The decision to offer a full time position to any student remains the sole  
26 discretion of our clients and the Growth Group cannot influence any  
27 decision by any of our clients

## 28 **3 PROGRAM START DATE**

29 This program starts on 8 January 2017

30 **4 INTERVIEW DATES**

31 Interviews for this program must finish no later than 11 December 2018

32 **5 THE PROGRAM**

- 33 1) The Growth Institute is an accredited training provider of the Confederation of  
34 Tourism and Hospitality in the UK (CTH)  
35 2) Our local quality assurance partner is the Institute of Tourism and Hospitality  
36 South Africa (ITHSA)  
37 3) There are eight modules in the program (see details hereunder):

<b>Program Name</b>	<b>International Program In Tourism and Hospitality (Level 4)</b>
<b>Modules</b>	
<b>Module Group 1</b>	<ul style="list-style-type: none"><li>• Bookkeeping to Trial Balance<sup>1</sup></li></ul>
<b>Module Group 2</b>	<ul style="list-style-type: none"><li>• Finance in Tourism &amp; Hospitality<sup>2</sup></li><li>• Customer Service Management in Tourism &amp; Hospitality</li><li>• Global Tourism &amp; Hospitality</li></ul>
	<ul style="list-style-type: none"><li>• Rooms Division Operations</li></ul>
	<ul style="list-style-type: none"><li>• Rooms Division Supervision</li></ul>
	<ul style="list-style-type: none"><li>• Food &amp; Beverage Operations</li></ul>
	<ul style="list-style-type: none"><li>• Food &amp; Beverage Supervision</li></ul>

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39 **5.1 ASSESSMENTS AND EXAMS**

- 40 1) Students will be required to do assignments and exams  
41 2) The minimum pass mark for each module in the program is 60%  
42 3) Students must pass all modules in Group 2 before the CTH will award their  
43 qualification  
44 4) After completion of all modules in Group 2 students can apply to SAQA for local  
45 recognition

46 **6 THE NATURE OF A TRAINEESHIP**

- 47 1) Traineeships are an opportunity to gain practical experience whilst one a  
48 studying  
49 2) Traineeships require practical work that will be done at the clients' premises  
50 3) Traineeships are not full time jobs and should never be assumed to be full time  
51 jobs  
52 4) Clients will provide students with traineeship agreements and students are  
53 expected to honour those agreements

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<sup>1</sup> Students need a good understanding of Bookkeeping before they can commence with the module "Finance in Tourism and Hospitality." For the Bookkeeping to Trial Balance module, students will be enrolled at the Institute of Certified Bookkeepers for an exam. The required pass mark of this exam is 60%. Upon successful completion of this module, students will receive a subject certificate and not a qualification from the ICB.

<sup>2</sup> Students must have a solid understanding of Bookkeeping before they can take this module

54 5) The traineeship agreement is a matter between the client and the student and  
55 the Growth Group cannot be involved in any dispute between the client and the  
56 student

## 57 **7 STIPENDS**

- 58 1) It remains the clients' discretion to pay students a stipend for the duration of the  
59 traineeship  
60 2) The Growth Group cannot guarantee stipends, not can the Growth Group  
61 influence clients regarding the quantum and frequency of stipends

## 62 **8 CANCELLATION OF STUDIES**

- 63 1) Students who are on traineeship and who decide to cancel their studies for any  
64 reason whatsoever, will not be allowed to continue with the traineeship program

## 65 **9 COST OF PROGRAM AND PAYMENT OF STUDIES**

### 66 **9.1 Program Cost**

67 The cost of the program is as follow:

Item	Price
Registration Deposit	(R) 2 500,00
Bookkeeping to Trial Balance	(R) 4 000,00
Finance in Tourism & Hospitality	(R) 4 000,00
Customer Service Management	(R) 4 000,00
Global Tourism & Hospitality	(R) 4 000,00
Rooms Division Operations	(R) 4 000,00
Rooms Division Supervision	(R) 4 000,00
Food and Beverage Operations	(R) 4 000,00
Food and Beverage Supervision	(R) 4 000,00
Sub-Total	<b>(R) 34 500,00</b>
VAT % 14%	(R) 4 830,00
<b>Total Cost of Program</b>	<b>(R) 39 330,00</b>

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69 STUDENTS ARE RESPONSIBLE FOR THE COST OF THEIR STUDIES.

### 70 **9.2 PAYMENTS**

- 71 1) Students, their parents or guardians are responsible to pay their studies fees  
72 the Growth Group  
73 2) Unless otherwise specified by the client in a formal agreement, the client is not  
74 responsible to pay for students' studies on any of the traineeships that the  
75 Growth Group manages on behalf of the client  
76 3) For the traineeship program, all studies must be paid in full at the start of the  
77 traineeship program

78 **9.3 FINANCIAL AID AND STUDY LOANS**

- 79 1) The Growth Group of Companies are private education institutions and do not  
80 receive funding from any State organisation (NFSAS, etc.)  
81 2) Students who are not able to pay for their studies in full can apply for a study  
82 loan at FUNDI (previously known as EduLoan) or at any other financial  
83 institution that is willing to provide such student with a study loan.  
84 3) When applying for study loans, the loan applicant must meet all criteria  
85 required by Fundi or any other lender that is willing to provide students with a  
86 study loan  
87 4) All study fees must be paid in full by the lender before the start of the  
88 traineeship

89 **9.4 BURSARIES**

- 90 1) The Growth Group of Companies do not offer bursaries  
91 2) Students who require bursaries must research what is available and apply for  
92 bursaries as soon as possible.  
93 3) All study fees must be paid in full by the bursary before the start of the  
94 traineeship

95 **10 UNIFORMS**

- 96 1) Students are required to have the minimum uniform requirements as specified  
97 in the table hereunder:

<b>Uniform Item</b>	<b>Ladies</b>	<b>Gentlemen</b>
<b>Shoes</b>	Minimum 1 pair of black court shoes Minimum 1 pair of black flat shoes	Minimum 1 pair of black shoes
<b>Suit</b>	Minimum one black suit	Minimum one black suit
<b>Socks</b>	Black stockings	Black socks
<b>Waistcoat</b>	Minimum one black waistcoat	Minimum one black waistcoat
<b>Neckwear</b>	Minimum one black bow tie Minimum one black tie Minimum one blue scarf	Minimum one black bow tie Minimum one black tie Minimum one blue scarf
<b>Shirts</b>	Minimum one white shirt	Minimum one white shirt

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- 99 2) Students must ensure that uniforms fit properly. No ill-fitting clothing will be  
100 tolerated  
101 3) Shoes must be clean at all times  
102 4) All clothes must be clean and ironed at all times  
103 5) Clothes must be free of stains  
104 6) Students will be having uniform inspections from time to time.

105 **11 CODE OF CONDUCT AND ACADEMIC PERFORMANCE**

- 106 1) Students are expected to pass all modules

- 107 2) Students must adhere to all academic rules
- 108 3) Students must not bring the Growth Group or our clients into disrepute at any
- 109 time
- 110 4) Students who are guilty of misconduct will be taken off the program