

DIPLOMA IN HOSPITALITY MANAGEMENT

Dip (Hospitality Management) - NQF Level 6 (360 credits)

Qualification code: DPHM19

SAQA ID: 100958, CHE NUMBER: H16/14309/HEQSF

Campus where offered:

Pretoria Campus

REMARKS

a. Admission requirement(s) and selection criteria:

Acceptance is subject to available capacity according to the Student Enrolment Plan (SEP). Once a programme is full, a waiting list will be in place to provide an opportunity for applicants to fill places of those who did not register on time. Applicants will be informed of their status per official letter from the Office of the Registrar, alternatively, they can check their application status on the TUT website, www.tut.ac.za.

• **APPLICANTS WITH A SENIOR CERTIFICATE OBTAINED BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification, with English at Higher Grade (E symbol) or Standard Grade (C symbol), a pass in Accounting and Mathematics at Standard Grade (D symbol), another science subject at Higher Grade (E symbol) or Standard Grade (C symbol), and two other commercial subjects at Higher Grade (E symbol) or Standard Grade (C symbol).

Recommended subject(s):

Food and Beverage Management, Home Economics, Hospitality Management and Hotel and Catering.

Selection criteria:

Selection for admission is based on a TUT potential assessment and a personal interview with the departmental selection panel.

• **APPLICANTS WITH A NATIONAL SENIOR CERTIFICATE OBTAINED IN OR AFTER 2008:**

Admission requirement(s):

A National Senior Certificate with a bachelor's degree or a diploma endorsement, or an equivalent qualification, with an achievement level of at least 3 for English (home language or first additional language) and 3 for Mathematics or Technical Mathematics or Mathematical Literacy.

Recommended subject(s):

None.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **23** (excluding Life Orientation).

Assessment procedure(s):

Applicants with a final APS of 23 and more will be admitted to the programme.

• **APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL) AT NQF LEVEL 4:**

Admission requirement(s):

A National Certificate (Vocational) at NQF Level 4 with a bachelor's degree or a diploma endorsement, with at least 50% for English (home language or first additional language), and 40% for Mathematics or Mathematical Literacy, and 40% for Life Orientation (excluded for APS calculation), and 50% for any other three compulsory vocational subjects.



The certificate must be in any of the following fields: accounting, computer science, economics, finance, hospitality, information technology, management, marketing, office administration or tourism.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **23** (excluding Life Orientation).

Assessment procedure(s):

Applicants with a final APS of 23 and more will be admitted to the programme.

- b. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- c. *Intake for the qualification:*
January only.
- d. *Presentation:*
Day classes.
- e. *Minimum duration:*
Three years.
- f. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.
- g. *Promotion:*
Students who do not pass all the modules set for a particular year of registration will be obliged to register strictly in accordance with the departmental class timetable, and with the approval of the Head of the Department, in the following academic year.
- h. *Textbooks:*
Students are required to purchase textbooks.
- i. *Other requirements:*
The following must be submitted before the diploma will be issued:
 - First-Aid Certificate
 - Front Desk Reservation Certificate
 - Wine Service Certificate
 - Pastel Certificate
- j. *Modules and practicals:*
Students will be required to attend certain activities and practicals in the evenings and on Saturdays and Sundays. Owing to the unique character and requirements of the hospitality industry, it is compulsory for students to work for a required number of weeks, according to the official timetable, at any of the practical training facilities of the Department, regardless of weekends, University holidays or public holidays. Students have to arrange their own transport to and from training facilities that are not situated at the Pretoria and Soshanguve campuses.
- k. *WIL in Hospitality Management II and III:*
Students are not allowed to register for WIL in Hospitality Management II if all the modules of the first year have not been completed. Students are not allowed to register for WIL in Hospitality Management III if all the modules of the second year have not been completed. See Chapter 5 of Students' Rules and Regulations.



CURRICULUM

FIRST YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
CAP105X	Communication for Academic Purposes	(5)	(10)	
CPL105X	Computer Literacy	(5)	(10)	
CSN105D	Culinary Studies and Nutrition I	(5)	(30)	
HFM105D	Hospitality Financial Management I	(5)	(21)	
INL125D	Information Literacy (block module)	(5)	(2)	
LFS125X	Life Skills (block module)	(5)	(2)	

FIRST SEMESTER

FBS115D	Food and Beverage Studies I	(5)	(15)	
HHS115D	Hospitality Health and Safety I	(5)	(7)	

SECOND SEMESTER

ACM115D	Accommodation Management I	(5)	(8)	
HMN115D	Hospitality Management I	(5)	(15)	

TOTAL CREDITS FOR THE FIRST YEAR: **120**

SECOND YEAR

Modules are offered in semesters as determined by the Department.

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
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FIRST OR SECOND SEMESTER

CSN216D	Culinary Studies and Nutrition II	(6)	(19)	Culinary Studies and Nutrition I
FBS216D	Food and Beverage Studies II	(6)	(37)	Food and Beverage Studies I
HFM216D	Hospitality Financial Management II	(6)	(7)	Hospitality Financial Management I
HMN216D	Hospitality Management II	(6)	(8)	Hospitality Management I
HSM215D	Hospitality Communication II	(5)	(4)	
HXP215D	WIL in Hospitality Management II (on completion of all first-year modules)	(5)	(30)	
SRE215D	Service Excellence I	(5)	(7)	

plus one of the following modules:

ACM216D	Accommodation Management II	(6)	(8)	Accommodation Management I
FBO216D	Food and Beverage Operations II	(6)	(8)	Food and Beverage Studies I

TOTAL CREDITS FOR THE SECOND YEAR: **120**

THIRD YEAR

Modules are offered in semesters as determined by the Department.

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
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FIRST SEMESTER

HFM316D	Hospitality Financial Management III	(6)	(8)	Hospitality Financial Management II
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HIL316D	Hospitality Industry Law	(6)	(7)	
HIS316D	Hospitality Management Information Systems	(6)	(7)	
HMN316D	Hospitality Management III	(6)	(15)	Hospitality Management II
plus one of the following modules:				
CSN316D	Culinary Studies and Nutrition III	(6)	(15)	Culinary Studies and Nutrition II
HSB316D	Hospitality Banqueting Management	(6)	(15)	
plus one of the following modules:				
ACM316D	Accommodation Management III	(6)	(8)	Accommodation Management II
FBO316D	Food and Beverage Operations III	(6)	(8)	Food and Beverage Operations II
TOTAL CREDITS FOR THE SEMESTER:			60	
SECOND SEMESTER				
HXP316D	WIL in Hospitality Management III (on completion of all first- and second-year modules)	(6)	(60)	
TOTAL CREDITS FOR THE SEMESTER:			60	
TOTAL CREDITS FOR THE THIRD YEAR:			120	
TOTAL CREDITS FOR THE QUALIFICATION:			360	

MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular module. At time of publication, the syllabus content was defined as follows:

A

ACCOMMODATION MANAGEMENT I (ACM115D) <i>(Module custodian: Department of Hospitality Management)</i>	1 X 3-HOUR PAPER
Knowledge, understanding and skills related to the concepts of housekeeping operations in the Hospitality industry. (Total notional time: 80 hours)	
ACCOMMODATION MANAGEMENT II (ACM216D) <i>(Module custodian: Department of Hospitality Management)</i>	1 X 3-HOUR PAPER
Knowledge and application skills related to the concepts of front office- accommodation management in the Hospitality industry. (Total notional time: 80 hours)	
ACCOMMODATION MANAGEMENT III (ACM316D) <i>(Module custodian: Department of Hospitality Management)</i>	1 X 3-HOUR PAPER
Concepts of accommodation management in planning and evaluation of the Hospitality industry including resorts, cruises, events and attractions. (Total notional time: 80 hours)	



C**COMMUNICATION FOR ACADEMIC PURPOSES (CAP105X)****1 X 3-HOUR PAPER****(Module custodian: Department of Applied Languages)**

A workable knowledge of English is an essential skill for any graduate who is required to conduct themselves successfully in a professional working environment. This module will equip students with the competencies required to compose a selection of written texts related to communicating both internally and externally within a professional environment. In addition, the module includes strategies that are essential for the effective communication in various situations, including small groups to avoid unproductive conflict, a multicultural context, etc. (Total notional time: 100 hours)

COMPUTER LITERACY (CPL105X)**CONTINUOUS ASSESSMENT****(Module custodian: End User Computing Unit)**

Provides foundational knowledge in computing fundamentals, essential digital skills in key applications based on MS Office Suite and network basics (i.e. MS Outlook and Internet). Online exams are mapped with End-User Computing: SAQA 49077 (61591) Core Element as well as Internet and Computing Core Certification (IC3). (Total notional time: 100 hours)

CULINARY STUDIES AND NUTRITION I (CSN105D)**1 X 3-HOUR PAPER****(Module custodian: Department of Hospitality Management)**

Introduce the basic understanding of nutrition and balanced food preparation, to ensure the application of healthy food choices in food preparation and dietary planning. (Total notional time: 300 hours)

CULINARY STUDIES AND NUTRITION II (CSN216D)**1 X 3-HOUR PAPER****(Module custodian: Department of Hospitality Management)**

Introduce meals preparation and promote healthy diet in different given situations and environments. (Total notional time: 190 hours)

CULINARY STUDIES AND NUTRITION III (CSN316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Hospitality Management)**

Performing operational culinary services in the hospitality industry, by displaying an understanding of food technology and food systems; different national and international food trends; and different menu specifications to suit the diverse hospitality culinary needs. (Total notional time: 150 hours)

F**FOOD AND BEVERAGE OPERATIONS II (FBO216D)****1 X 3-HOUR PAPER****(Module custodian: Department of Hospitality Management)**

Knowledge and understanding of foundations and operational functions of foodservice operations. (Total notional time: 80 hours)

FOOD AND BEVERAGE OPERATIONS III (FBO316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Hospitality Management)**

Application of principles of production procedures, interpretation of outsourcing contracts, and layout planning of the food service unit. (Total notional time: 80 hours)

FOOD AND BEVERAGE STUDIES I (FBS115D)**1 X 3-HOUR PAPER****(Module custodian: Department of Hospitality Management)**

Knowledge, understanding and skills related to the concepts of food and beverage services in the Hospitality industry. (Total notional time: 150 hours)

FOOD AND BEVERAGE STUDIES II (FBS216D)**1 X 3-HOUR PAPER****(Module custodian: Department of Hospitality Management)**

Application and presentation of skills related to the concepts of food and beverage services in the Hospitality industry. (Total notional time: 370 hours)



H

HOSPITALITY BANQUETING MANAGEMENT (HSB316D) <i>(Module custodian: Department of Hospitality Management)</i> Source and apply general information on the structure and operations of the event industry necessary to coordinate event. (Total notional time: 150 hours)	1 X 3-HOUR PAPER
HOSPITALITY COMMUNICATION II (HSM215D) <i>(Module custodian: Department of Applied Languages)</i> Identifying various communication skills and techniques (oral, written, visual) to promote communication in the hospitality industry. (Total notional time: 40 hours)	1 X 3-HOUR PAPER
HOSPITALITY FINANCIAL MANAGEMENT I (HFM105D) <i>(Module custodian: Department of Hospitality Management)</i> Basic managerial accounting principles, applied to the hospitality industry. (Total notional time: 210 hours)	1 X 3-HOUR PAPER
HOSPITALITY FINANCIAL MANAGEMENT II (HFM216D) <i>(Module custodian: Department of Hospitality Management)</i> Application of hospitality financial decision-making tools and hospitality cost management. (Total notional time: 70 hours)	1 X 3-HOUR PAPER
HOSPITALITY FINANCIAL MANAGEMENT III (HFM316D) <i>(Module custodian: Department of Hospitality Management)</i> Financial management principles that contribute to effective planning and control by means of operational budgets. An introduction to ratio analysis of financial statements of a hospitality enterprise in order to make sound financial management decisions. (Total notional time: 80 hours)	1 X 3-HOUR PAPER
HOSPITALITY HEALTH AND SAFETY I (HHS115D) <i>(Module custodian: Department of Hospitality Management)</i> Knowledge, understanding and skills related to the concepts of occupational safety and regulations in the hospitality industry. (Total notional time: 70 hours)	1 X 3-HOUR PAPER
HOSPITALITY INDUSTRY LAW (HIL316D) <i>(Module custodian: Department of Law)</i> Interpret basic legal knowledge associated with the tourism and hospitality environment. (Total notional time: 70 hours)	1 X 3-HOUR PAPER
HOSPITALITY MANAGEMENT I (HMN115D) <i>(Module custodian: Department of Hospitality Management)</i> A range of business skills that are applicable to the hospitality industry, and which contribute to effective decision-making and the execution of operations. (Total notional time: 150 hours)	1 X 3-HOUR PAPER
HOSPITALITY MANAGEMENT II (HMN216D) <i>(Module custodian: Department of Hospitality Management)</i> The concepts of recruitment, selection, induction, training and development, remuneration and the termination of employment. (Total notional time: 80 hours)	1 X 3-HOUR PAPER
HOSPITALITY MANAGEMENT III (HMN316D) <i>(Module custodian: Department of Hospitality Management)</i> Exposed in as many functional areas in the hotel, food and beverage, banqueting housekeeping and front office unit as possible and also provide the student with the opportunity to interact with various staff members at different levels in the workplace. (Total notional time: 150 hours)	1 X 3-HOUR PAPER
HOSPITALITY MANAGEMENT INFORMATION SYSTEMS (HIS316D) <i>(Module custodian: Department of Hospitality Management)</i> Use hospitality information systems mechanisms to deliver processed data to management and to facilitate the decision-making process in any hospitality unit. (Total notional time: 70 hours)	CONTINUOUS ASSESSMENT



I**INFORMATION LITERACY (INL125D)****CONTINUOUS ASSESSMENT****(Module custodian: Directorate of Library and Information Services)**

Introduction of information literacy. Development of a search strategy and application of a search string to search engines and academic databases. Evaluation of information sources. Ethical and legal use of information. (Total notional time: 20 hours)

L**LIFE SKILLS (LFS125X)****CONTINUOUS ASSESSMENT****(Module custodian: Directorate of Student Development and Support)**

Personal, socio-emotional and academic skills development for students in higher education. This module includes 1. Intra- and interpersonal skills (e.g. emotional intelligence, relationships, and conflict management); 2. General study skills (e.g. time management, goal setting, learning styles); 3. Health and wellness (e.g. HIV/AIDS, GBV issues, substance abuse); 4. Student life and adjustment (e.g. identity development, adjusting to a higher education environment); and 5. Financial management. (Total notional time: 20 hours)

S**SERVICE EXCELLENCE I (SRE215D)****1 X 3-HOUR PAPER****(Module custodian: Department of Hospitality Management)**

The service expectations of the various markets that are served by the hospitality industry. Integrating interpersonal skills and service ethics. (Total notional time: 70 hours)

W**WIL IN HOSPITALITY MANAGEMENT II (HXP215D)****WORK-INTEGRATED LEARNING****(Module custodian: Department of Hospitality Management)**

This module provide students with work-integrated knowledge and equip them with skills application of related hospitality practices. (Total notional time: 300 hours)

WIL IN HOSPITALITY MANAGEMENT III (HXP316D)**WORK-INTEGRATED LEARNING****(Module custodian: Department of Hospitality Management)**

This module provide students with the opportunity to work in as many functional areas with regards to the chosen elective, e.g. Front office; Booking systems; procurement, receiving, storage, issuing areas, menu planning, large-scale equipment, kitchen layout, hygiene and safety and culinary skills. (Total notional time: 600 hours)

