

CERTIFICATE IV IN HOSPITALITY OPERATIONS

(Events, Food & Beverage and Front Office)

This qualification is internationally accredited by the International Centre for Excellence in Tourism and Hospitality Education (THE-ICE) and nationally accredited on the Fiji Qualifications Framework (FQF) by the Fiji Higher Education Commission (FHEC). It is also registered on the Pacific Register of Qualifications and Standards (PRQS).

DESCRIPTION

This qualification reflects the role of skilled operators who use a broad range of hospitality skills combined with sound knowledge of industry processes and standards. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

CAREER OPPORTUNITIES

This qualification provides a pathway for employment in hospitality organisations such as restaurants, hotels, catering operations, clubs, bars and coffee shops. Possible job opportunities relevant to this qualification include but are not limited to:

- Food & Beverage Service, Front Office
- Reservation, Night Audit, Events

LENGTH OF PROGRAMME

Full Time 1 and a half years

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to the programme, applicant must;

1. Be in sound health and physique, confirmed in the most current report by a certified medical practitioner, and,
2. Passed the Senate recognised Year 12/Form 6 or equivalent examination with English; or,
3. Passed Certificate III in Hospitality or equivalent from a provider registered on a national qualification framework; or,
4. Meet the University's mature student admission criteria.

(This programme is managed with 20 admissions per class.)

COURSE INFORMATION

This programme has a total of Seven (7) courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CETH41	Food & Beverage Services I	2	Blended	Laucala/Nadi	\$635
CETH42	Events Administration & First Aid	2	Blended	Laucala/Nadi	\$455
CETH43	Front Office Operations	2	Blended	Laucala/Nadi	\$455
CETH44	Lead & Coach Service Teams	1	Blended	Laucala/Nadi	\$455
CETH45	Food & Beverage Services II	1	Blended	Laucala/Nadi	\$635
CETH46	Hospitality Operations & Budgets	1	Blended	Laucala/Nadi	\$495

CETH48	Workplace Attachment - Hospitality	1 & 2	Blended	Laucala/Nadi	\$455
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ASSESSMENT

All courses are competency based and assessments, both face-to-face and online, individual and group-work, may include Observations, Quizzes, Reports, Role-plays, Work samples, Oral tests, Skills tests, Industry mentor reports and Workplace attachment records. The prescribed assessment standards for the programme are documented in the Course outline and available on MOODLE.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

If you have completed similar training at a registered tertiary institute, you may apply for Cross Credit. You will be required to provide programme/course outlines, assessments standards and work you have completed. Credit Transfer (CT) regulations of the University will apply to the vetting of your application. There is no fee for the processing of your CT application.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

The programme fee includes prescribed learning resources. On your full payment of fees, you will be provided with:

1. A set of Service attire (White top/Shirt, Apron and Tee shirt); and,
2. Site visit - Industry experience.

Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

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