

# HOTEL SCHOOL



R I G A



ANNA - student of HOTEL SCHOOL RIGA

While studying in HOTEL SCHOOL RIGA, I had an internship in a four star hotel in Spain. I worked in Front Office Department. The internship gave me the possibility to grow professionally, improve my knowledge of Spanish, which I started studying in HOTEL SCHOOL. In my free time, I traveled around the country, which made my stay there unforgettable.

## **DISCOVER THE FASCINATING WORLD OF HOTELS TOGETHER WITH US!**

"HOTEL SCHOOL" Hotel Management College in Riga is a higher education institution, which gives students the opportunity to receive education in the hospitality industry and management. We offer a wide range of programmes at various levels, which are licensed and accredited in Latvia, the UK and the US, and our students can obtain two diplomas at the same time.



## **BECOME A PROFESSIONAL DEMANDED ALL OVER THE WORLD!**

An essential part of learning is internship - we guarantee that each and every student has an opportunity to gain experience in the leading local and foreign hotels. As a result 68% of our graduates continue with their careers within the hospitality industry, 41% of our students are progressing further with their studies, 18% of them in universities abroad, as the diploma obtained at HOTEL SCHOOL is recognized and appreciated worldwide!

## **GET INTERNATIONAL LEVEL EDUCATION**

HOTEL SCHOOL in Riga is an approved BTEC center in the Baltic countries (Center number: 90478), which allows us to deliver educational programmes developed and accredited in the UK. By choosing BTEC programme our graduates can obtain a UK national diploma and Level 3, 4 or 5 vocational qualification.



The quality of teaching at HOTEL SCHOOL is controlled by the largest examination organization in the UK and in the world - Pearson Education Ltd, which offers academic (Edexcel) and vocational (BTEC, LCCI) programmes and testing of the knowledge and skills acquired during the studies. Thanks to impeccable reputation earned in years, Pearson is the leader in the global education market, recognised among the biggest universities and employers.

Each year more than 1 million students worldwide choose BTEC programmes. Now it is possible to obtain this prestigious diploma in Latvia, enrolling to study at HOTEL SCHOOL in Riga!

## **IMMERSE YOURSELF IN A TRULY INTERNATIONAL ENVIRONMENT**

Studies at HOTEL SCHOOL in Riga take place in a truly international atmosphere, as 46% of our students are from abroad! The main language of studies is English.



#### OPTION 1:



## IN ONLY 2 YEARS EARN UK HIGHER DIPLOMA IN HOSPITALITY MANAGEMENT

"BTEC Level 5 Higher National Diploma in Hospitality Management" is the education, which will help you make a career at the management level in the hospitality industry or start a business yourself. Duration of the programme is 2 years and it is offered to students aged 18 and over. Upon completion of the studies, students obtain UK diploma of higher education, which is recognized by employers and universities across the globe, providing a variety of opportunities for growth. For example, BTEC Level 5 Diploma allows you to obtain a Bachelor's degree at the leading universities of the UK, Switzerland and other countries in just 1 year!

Due to the huge popularity of this programme among our students, we offer full-time studies as well as e-learning.



### MANDATORY UNITS:

1. The Contemporary Hospitality Industry
2. Rooms Division Operations Management
3. Food and Beverage Operations Management
4. Customer Service
5. Finance in the Hospitality Industry
6. The Developing Manager
7. Work-based Experience
8. Research Project

### OPTIONAL UNITS:

1. Marketing in Hospitality
2. Human Resource Management for Service Industries
3. Conference and Banqueting Management
4. Sales Development and Merchandising
5. Quality Management in Business
6. Resource Management in Hospitality
7. Facilities Operations and Management
8. External Business Environment
9. Small Business Enterprise
10. Law for Licensed Premises
11. Contemporary Gastronomy
12. Cellar and Bar Operations and Management
13. Menu Planning and Product Development
14. Food Safety Management
15. The Travel and Tourism Sector
16. Academic English / Hospitality English
17. Spanish, Russian or German as a Foreign Language
18. Local Language for Foreigners (only for non-EU nationals)



OPTION 2:

## IN ONLY ONE AND A HALF YEAR OBTAIN UK VOCATIONAL QUALIFICATION IN HOSPITALITY

If you are not sure that you want to spend several years studying, choose Level 3 qualification. The programme allows you to obtain a profession in a short period of time, and earn a UK vocational qualification „BTEC Level 3 Diploma in Hospitality”.

The length of this programme is 1.5 years and it is intended for students aged 16 and over. Upon completion of the programme, students may continue to study at HOTEL SCHOOL in Riga and obtain higher education and Level 5 vocational qualification in only 1 year!



### MANDATORY UNITS:

1. The Hospitality Industry
2. Providing Customer Service in Hospitality
3. Principles of Supervising Customer Service Performance in Hospitality, Leisure, Travel and Tourism
4. Financial Control in Hospitality

### OPTIONAL UNITS:

1. Investigating the Travel and Tourism Sector
2. Front Office Operations in Hospitality
3. Accommodation Operations in Hospitality
4. Food and Drinks Service
5. Alcoholic Beverage Service
6. The Principles of Food Safety Supervision for Catering
7. Planning and Managing a Hospitality Event
8. Working as a Holiday Representative
9. Entertainment for Holidaymakers
10. Personal Selling and Promotional Skills for Hospitality
11. Marketing for Hospitality
12. Supervisory Skills in the Hospitality Industry
13. Academic English / Hospitality English
14. Spanish, Russian or German as a Foreign Language
15. Local Language for Foreigners (only for non-EU nationals)

### OPTION 3:



# BECOME A QUALIFIED SPECIALIST IN THE FIELD OF HOTELS AND RESORTS IN ONE AND A HALF YEAR!

At HOTEL SCHOOL you may choose to obtain not only UK, but also Latvian diploma.

The vocational qualification programme "Hotel services" allows you to obtain Latvian vocational Level 3 qualification "Hotel Service Specialist". After completing this programme you will be able to work in local or foreign hotels and resorts, being responsible for delivering guest services, you will also be qualified to run a department.

Upon completion of this programme, you will be awarded with a certificate issued by the Ministry of Education of the Republic of Latvia.



## CURRICULUM:

### 1<sup>st</sup> semester

- Hotel classification systems and their standards
- Advanced Reservation Operations
- Front Office Operations
- Providing Food & Beverage Service
- Food Safety in Catering
- Housekeeping
- Providing Customer Care
- Health and Safety in the Hospitality Workplace
- Professional English / German

### 2<sup>nd</sup> semester

- Hotel Management Software
- Travel and Tourism Products and Services
- Overseas Resort Operations
- Working as a Part of Resort Team
- Hotel SPA Services
- Communication in a Multicultural Environment
- Basic Languages of Foreign Resorts

### 3<sup>rd</sup> semester

- Marketing for Hospitality
- Personal Selling Skills
- Alcoholic Beverage Service
- Maintaining Hospitality Supplies
- Financial Control

#### OPTION NR 5:

## IN ONLY 4 MONTHS GET SKILLS AND KNOWLEDGE ABOUT THE MAIN SERVICES PROVIDED BY HOTELS AND OTHER TOURIST ACCOMMODATIONS!



As part of the courses "Frontline Service Delivery at Tourist Accommodations" you will learn the basic principles of provision of the most important hotel services. This programme will help you to start a career in hotels, motels, guest houses, spas, campgrounds, as well as youth hostels. Upon completion of this programme, you will be awarded with a certificate issued by the Ministry of Education of the Republic of Latvia.

### CURRICULUM:

1. Hotel classification systems and their standards
2. Advanced Reservation Operations
3. Front Office Operations
4. Providing Food & Beverage Service
5. Food Safety in Catering
6. Housekeeping
7. Providing Customer Care
8. Health and Safety in the Hospitality Workplace



#### OPTION NR 6:

## IN ONLY FOUR MONTHS START YOUR FIRST POSITION AT RESORT HOTELS IN THE MEDITERRANEAN COUNTRIES THIS SUMMER!



As a part of the courses "Operations Specific to Resort Hotels" (" you will learn about recreation services, beauty and health restoration (SPA) and other specific services resort hotels offer. Upon completion of this programme, you will be awarded with a certificate issued by the Ministry of Education of the Republic of Latvia.

### CURRICULUM:

1. Travel and Tourism Products and Services
2. Overseas Resort Operations
3. Working as a Part of Resort Team
4. Hotel SPA Services
5. Communication in a Multicultural Environment





## **GAIN WORKING EXPERIENCE**

# **IN THE LEADING HOTELS OF THE WORLD!**

Testing your skills during internship is the key to success in the future. HOTEL SCHOOL cares about the professional skills of our students, therefore we offer a variety of internship opportunities. You will be able to master the highest standards of hospitality and get acquainted with the largest employers in the industry!

## **OUR PARTNERS**

HOTEL SCHOOL cooperates with the leading hotels in Latvia, as well as abroad: in Spain, Italy, Greece, Germany, Turkey and the US. Those are 4 and 5 star hotels, some of them are members of the prestigious internationally recognized association "The Leading Hotels of the World", other are winners of the prestigious contest "World Travel Award".

Practising abroad, you can get a scholarship of up to 500 EUR per month. Our partners provide room and board during the internship; in some countries they cover the cost of travel and insurance.



## **ERASMUS +**

Erasmus + programme offers foreign students an opportunity to apply for European scholarships to finance their internship in Europe. Not less than 50% of all scholarships, annually paid by HOTEL SCHOOL, are received by our foreign students!

# ADMISSION AND TUITION FEES

Admission in full-time and e-learning programmes at HOTEL SCHOOL takes place throughout the year. In order to apply you have to fill-in online application form on our website [www.eng.hotelschool.lv](http://www.eng.hotelschool.lv) and attach a copy of your education certificate and passport. You will receive a reply regarding admission results within several days.

After concluding a study contract, students may choose the tuition fee system that suits them best: annual, per term or per month. The average tuition fee is **1830 euros** per year for students from EU countries or **2500 euro** per year for students from the CIS countries or **2900 euro** per year for students from other countries. Students with good academic results and those students, who actively participate in the student parliament, receive a discount on the tuition fees of up to **20%**.



## SUPPORT FOR FOREIGN STUDENTS

We are pleased to invite foreign students to Riga - one of the most beautiful and safest cities in the European Union!

Foreign students are helped to prepare documents for obtaining residence permits and entry visas to the EU.





Upon arrival we offer accommodation in student apartments. These are shared student apartments (males and females are placed separately), located in the centre of Riga, and are in a walking distance from HOTEL SCHOOL. In our apartments students will find comfortable rooms with new furniture, household appliances, bed accessories and bedclothes. We take care of the cleanness, maintain order and safety. Price for staying in a double bedroom for one person - 200 euros per month.

A week before the beginning of the classes we organize student orientation days, so that our students can familiarize themselves with the process of learning at HOTEL SCHOOL, a guided tour of the city is included. Since residency guarantees possibility to travel freely throughout the Schengen zone, you will be able to visit other countries of the European Union, too.

Foreign students may work whilst studying (up to 20 hours a week).



### NEED SOME ADVICE? ASK US TODAY!

-  Our Skype name: hotelschool.riga
-  Our phone: (+371) 67213037
-  Our e-mail: [info@hotelschool.lv](mailto:info@hotelschool.lv)
-  More info: [www.eng.hotelschool.lv](http://www.eng.hotelschool.lv)

