

# HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE



## GET A REALLY DEMANDED PROFESSION!

The tourism and hospitality industry is a rising star of the world economy. It is estimated that in 2020 it will employ every 11th person on the planet!

After studying and training with us you will be at the top of this incredible growth.



## DISCOVER THE FASCINATING WORLD OF HOTELS WITH US!

We are pleased to invite foreign students to get a vocational diploma at HOTEL SCHOOL, the Hotel Management College in Riga (previously named the School of Hotel Business Organisation), accredited in Latvia and in the UK.

At HOTEL SCHOOL you will be able to study in English and obtain experience in the best hotels in Europe or even in the USA in order to earn a prestigious diploma. This diploma will offer great opportunities for employment in the hospitality industry around the world.



## APPROVED EDEXCEL BTEC CENTRE

HOTEL SCHOOL Hotel Management College in Riga is the representative of Edexcel BTEC (owned by Pearson) in the Baltic countries and provides courses according with Edexcel standards (Centre number: 90478).

Pearson is the world's leading learning company, with education businesses combining 150 years of experience in qualification development, assessment, publishing and learning technology.

Pearson Education is the UK's leading awarding body, providing both gold standard academic qualifications (Edexcel), such as A levels, and BTECs, the world's leading vocational qualifications.



## CHOOSE THE TRAINING COURSE THAT SUITS YOU

1. depending on the level of qualification (from level 3 to level 5)
2. depending on the duration of study (from 4 months to 2 years)
3. depending on the diploma or the certificate that will be awarded to you at the end of training (issued by the Ministry of Education of the Republic of Latvia or Edexcel BTEC - Pearson)

OPTION NR. ONE



# IN TWO YEARS EARN A UK HIGHER DIPLOMA IN HOSPITALITY MANAGEMENT!

“Edexcel BTEC Level 5 Higher National Diploma in Hospitality Management” is the education, which will help you to make a career at the management level in the hospitality industry or start a business by yourself.

The qualification is aimed at learners aged 18+ and is widely recognized by universities and employers across the globe. Qualification offers a number of progression routes to learners.

After two year studies you can start your career or progress on to the third year of an undergraduate degree in top level UK universities or worldwide.



## MANDATORY UNITS OF STUDY

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 OF STUDY

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



OPTION NR. TWO

# IN ONE AND A HALF YEAR EARN A BRITISH VOCATIONAL DIPLOMA IN HOSPITALITY. GET YOUR PASSPORT TO A GLOBAL CAREER!

We offer British vocational qualification "Edexcel BTEC Level 3 DIPLOMA in Hospitality". If you're not sure whether to go to university or straight to work, this qualification can help you to keep your options open.

BTEC is the UK's most widely recognised suite of vocational qualifications. A BTEC National Diploma lets learners aged 16+ study a subject in depth with a vocational focus, preparing for both further study and the work. It is equivalent to three GCE A levels.



## MANDATORY UNITS OF STUDY

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 OF STUDY

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. Planning and Managing a Hospitality Event
7. The Principles of Food Safety Supervision for Catering
8. Working as a Holiday Representative
9. Entertainment for Holidaymakers
10. Marketing for Hospitality
11. Personal Selling and Promotional Skills for Hospitality
12. Academic English / Hospitality English
13. German, Russian or Spanish as a Foreign Language
14. Local language for Foreigners (only for non EU citizens)



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

After completing the Latvian vocational qualification program "Hotel Services", you will be awarded Level 3 in the Latvian vocational qualification, "Hotel Service Specialist".

This will enable you to work in local or foreign hotels and resorts, being responsible for delivering guest services. You will also be qualified to run a department.



## UNITS OF STUDY

### Term 1

- Hotel classification systems and their standards
- Advanced Reservation Operations
- Front Office Operations
- Providing Food & Beverage Service
- Food Safety in Catering
- Housekeeping
- Providing Customer Care
- Professional Russian / German as a Foreign Language

### Term 2

- 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
- Hotel Management Software

### Term 3

- Marketing for Hospitality
- Personal Selling Skills
- Alcoholic Beverage Service
- Maintaining Hospitality Supplies
- Financial Control
- Health and Safety in the Hospitality Workplace

#### OPTION NR. FOUR

## IN ONLY FOUR MONTHS GET A BASIC KNOWLEDGE AND SKILLS IN HOTELS AND OTHER TOURIST ACCOMMODATIONS!



As a part of the courses "Provision of basic services at tourist accommodations" (Latvian Certificate of Professional Development, without qualification) you learn the basic principles of provision of the most important hotel services: front office operations, accommodation operations and food and beverage service. You will be able to start a career in motels, guest houses, spas, campgrounds, hotels and youth hostels.

### UNITS OF STUDY

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. FIVE

## IN ONLY FOUR MONTHS GET PREPARED FOR WORK IN THE RESORT HOTELS AND GET PRACTICE IN THE MEDITERRANEAN COUNTRIES!



As a part of the courses "The specification of resorts operations" (Latvian Certificate of Professional Development, without qualification) you will learn about recreation services, beauty and health restoration (SPA), and other specific services resort hotels offer.

### UNITS OF STUDY

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!**

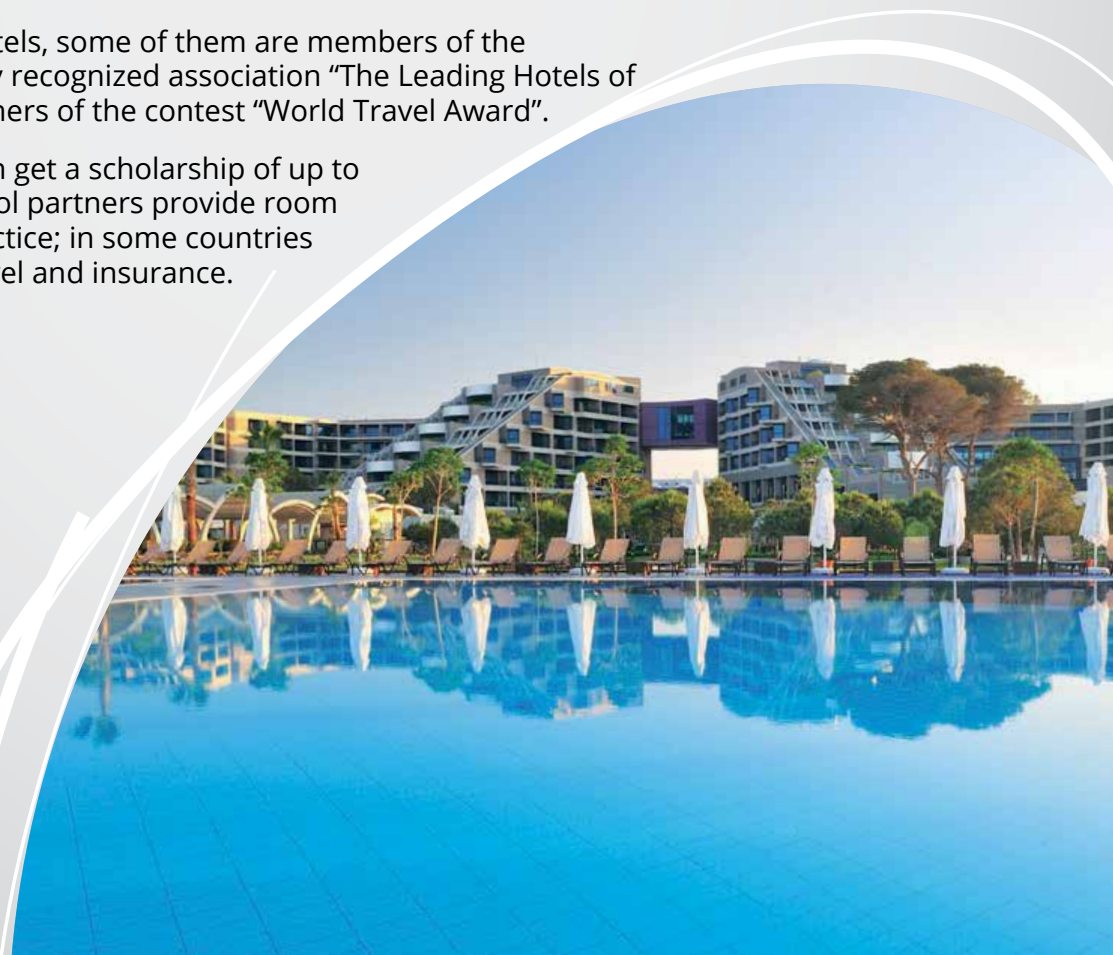
Getting an internship in the world TOP hotels is your key to success for building a career after the graduation. During the practice you will gain experience and become acquainted with the major employers in the industry!

## **OUR PARTNERS**

HOTEL SCHOOL, the Hotel Management College in Riga, is cooperating with the leading Latvian (Radisson Blu, Tallink, etc.), as well as foreign hotels in Germany, the Czech Republic, Spain, Greece, Cyprus, US and other countries.

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 contest "World Travel Award".

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



# USE YOUR CHANGE – APPLY TODAY!

## HOW TO ENROL, IF YOU ARE A NON EU CITIZEN?

For admission it is necessary to complete an on-line application (on [www.hotelschool.lv](http://www.hotelschool.lv)) and attach a copy of the secondary school leaving certificate (or equivalent) with the transcript of results and a copy of valid foreign passport.

Successful applicants will receive:

1. the preliminary confirmation of acceptance in school;
2. the study contract;
3. details of tuition fees (you may pay for a single term, one academic year, or the entire school program, depending upon your requirements).

After your tuition has been paid, we will make an official invitation to come and study here (which you will need to apply for requiring a residence permit and entry visa in the Latvian Embassy, if you are a Non-EU citizen). School Admission Committee will help you complete all necessary documents.

## TRAVEL & LIVING

There are many ways of arriving to Riga – by plane (Riga International Airport is only twenty minutes away from HOTEL SCHOOL), by train or by bus (train and bus stations are only ten minutes' walk from HOTEL SCHOOL), or by personal car. Our representatives can meet you upon arrival.



You may stay at a student dormitory (the cost starts from 50-100 EUR per month). The average expenditure on meals is up to 200 EUR per month. The road from the dormitory to the College (located in the centre of the old city) will take about 20 minutes. Students have 50% discount on public transport costs.

Orientation days will be organised on the first week of your arrival in order to get acquainted with your groupmates and the study process in HOTEL SCHOOL.

International students are offered an excursion around the city and its surroundings. As Latvia is a part of Schengen zone, students, who get residence permit, can travel to other European countries.



## NEED SOME ADVICE? CALL US RIGHT NOW!

-  Our Skype name: [hotelschool.riga](https://www.skype.com/name/hotelschool.riga)
-  Our e-mail: [info@hotelschool.lv](mailto:info@hotelschool.lv)
-  Our phone: +371 67 213 037
-  Smilsu Str. 3, Riga, Latvia, LV-1050
-  More info: [www.hotelschool.lv](http://www.hotelschool.lv)