

# FERN HILL HOTEL TRAINING COLLEGE

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*Striving for the ultimate in service excellence*

## HOSPITALITY MANAGEMENT AND PROFESSIONAL COOKERY

### PROSPECTUS – 2019



Fern Hill Hotel

Hotel School



**Fern Hill Hotel Training College** is situated in the heart of the KwaZulu Natal Midlands and is a few hundred meters from the entrance to Midmar Dam. Set in park-like grounds, Fern Hill is an internationally recognised hotel where students study in an environment which includes:

- *Fully equipped kitchen*
- *Exclusive demo kitchen*
- *Dedicated lecture room*
- *Award-winning restaurant*
- *Outside Deck*
- *Bar and separate pub*
- *Ballroom / theatre*
- *Braai (barbecue) area*
- *Tea-garden & Large Gazebo*
- *Venue for weddings, receptions and other functions*

Fern Hill Hotel Training College offers two courses: Hospitality Management and Professional Cookery. Owing to the volume of work covered, these courses cannot be undertaken concurrently. Upon completion of either of these courses, the student will be awarded with internationally recognised qualifications. Two sets of certificates are issued: Fern Hill Hotel and City & Guilds / CATHSSETA

### **Practical Training**

The quality and quantity of practical training is what sets Fern Hill Hotel Training College apart from the rest. Practical training is done in our Hotel by means of on the job coaching. The students train alongside our trainers and permanent staff in all departments of the Hotel gaining a wealth of experience, knowledge and personal growth. The hotel industry is a practical one and as such it makes sense that one's training be practical too. The time spent engaging with the course work is divided into 70% practical and 30% theory. The theory is covered in daily lectures and tutorials twice a week. With emphasis on practical learning, we are able to complete a three-year Hospitality Management syllabus in 2 years. We also do not break for school holidays, which make the course intensive but thorough.

Throughout their time at Fern Hill, hospitality management students engage in practical training in all aspects of work in a hotel: attending to guests in Reception, the restaurant and bar; serving conferences and functions, weddings etc. Cookery students train in our Hotel kitchen preparing a large range of meals from buffets for 250 guests to beautifully presented à la carte plated meals. Practical training is organised into shift rosters scheduled by the Head of Department. Practical shifts follow international industry standard hours so that students familiarise themselves with the requirements of international hotel schedules.

During the first year the students learn the skills and systems knowledge required to work in each department, and in the second year the Management students train with the managers to learn all the skills necessary for the management of Hospitality departments.

### **Enrolment**

A maximum of 25 first year students are enrolled annually and the tutor/student ratio is 1:3. Minimum enrolment age is 17 years, and a Matric pass or equivalent is required. All applicants are interviewed verbally and attend two full days practical interview in the department of the qualification of choice (Hospitality Management or Professional Cookery). Student admissions are at the discretion of the college. A non-refundable placement fee of R10 000.00 will secure your placement once you have had your interview and been accepted. This is required immediately on acceptance of student.

## **COURSES OFFERED**

### **Hospitality Management ( 2 year Advanced Diploma Course)**

Hospitality Management students will be registered with City & Guilds International and will be eligible to work towards IVQ's (International Vocational Qualifications) in all departments of the hotel, depending on their choice of qualification. City & Guilds is the biggest name in vocational education in the world, with two million learners working towards one of their qualifications every year. They are committed to improving lives, boosting business performance and shaping the landscape for education in the UK and worldwide.



They were founded in 1878 in the UK and today, City and Guilds work with over 10, 000 centres and training providers in 80 countries around the world, offering more than 500 qualifications across 28 industries.

We currently provide City and Guilds Qualifications as follows:

### **First Year: 3 qualifications - Diploma (Level 2) NQF 4 (equivalent to South African certificate)**

- Food and Beverage Services
- Reception Services
- Accommodation Services

### **Second Year: 2 qualifications - Advanced Diploma (Level 3) NQF 5 (equivalent to South African diploma) in:**

- Food and Beverage Services Supervision
- Reception and Front Office Services

### **Professional Cookery - 1 year Certificate Course – 14111 (I NQF Level 4)**

Professional Cookery students will be registered with CATHSSETA Culture Arts, Tourism, Hospitality and Sport Education and Training Authority and will be eligible to work for NQ's (National Qualifications) in all kitchen departments. Fern Hill is fully accredited by CATHSSETA and undergoes annual accreditation audits. The intensive one-year course encompasses all fundamental cooking skills, knife skills, ingredient knowledge, plating skills, safety, hygiene and cleaning in the Kitchen, interview preparation and communication skills as well pastry skills including dough, cakes, biscuits, hot and cold desserts, and chocolate work.



### **Both courses**

#### **Tourism and Beverage Knowledge**











Students will receive tuition in these subjects, with comprehensive coverage of domestic and international tourism as well as detailed discussions on wine and spirits production; food and wine pairing; etc.

#### **Restaurant Theory and Fine Dining**

An extensive course on the theory behind service, restaurant types, successful layouts, and fine dining techniques, form a substantial part of the theory aspect of the course.

#### **Financial and Management Training**

The full financial disciplines necessary in hotel, restaurant and banqueting situations are covered in the second year, and include the buying, accepting and checking of all deliveries, supervision and storage of stock, stock-control, menu costing and design, as well as gross profit calculations. Hotel Management systems and other software packages will be used.

<b>Owners and Administration</b>			
<b>Gion Poltera</b> 	<b>Karen Poltera</b> 	<b>Vanessa Siedle</b> 	<b>Megan Paans</b> 
<p>Co-founders of Fern Hill Hotel (1990) and the Training College (1997) Together they have over 80 years' experience in the Hospitality Industry, both members of the international Chaîne des Rôtisseurs Association and South African Chefs Association (SACA) They founded the training college initially to uplift the children of their staff and have transformed it into a fully accredited, international Hospitality Training College. Mr Poltera is the Moderator for the Training College and Mrs Poltera assists with the emotional well-being of the students</p>		<p><b>Centre Manager</b></p> <ul style="list-style-type: none"> <li>• Diploma in Catering Management (TWR Training College)</li> <li>• 26 years' experience in the Hospitality Industry.</li> <li>• Accredited assessor and moderator</li> </ul>	<p><b>Facilitator and assessor</b></p> <ul style="list-style-type: none"> <li>• CATHSSETA qualifications</li> <li>• 10 years' experience in the Hospitality Industry</li> <li>• Lectures all theory aspects of the training.</li> <li>• Accredited assessor and facilitator</li> </ul>
<b>Assessors</b>			
<b>Lulu Sibisi</b> 	<b>Stephanie Szecsei</b> 	<b>Lucky Mahlaba</b> 	<b>Chef Alex Poltera</b> 
<p><b>Front Office Manager and trainer/assessor in the Reception and functions discipline</b></p> <ul style="list-style-type: none"> <li>• CATHSSETA Diplomas in</li> <li>• Hospitality Reception, Front of House and Food and Beverage.</li> <li>• 10 years Hospitality experience</li> </ul>	<p><b>Director in charge of Hotel Operations and trainer/assessor in the Food and Beverage discipline</b></p> <ul style="list-style-type: none"> <li>• Degree from Rhodes University and</li> <li>• CATHSSETA Diplomas in Hospitality Reception, Front of House and Food and Beverage.</li> <li>• 16 years' experience in the Hospitality Industry</li> <li>• Worked for Gordon Ramsay at <i>The Savoy Grill</i> in London.</li> </ul>	<p><b>Duty Manager and trainer/assessor in the Food &amp; Beverage discipline</b></p> <ul style="list-style-type: none"> <li>• CATHSSETA Diplomas in Hospitality Reception, Front of House and Food and Beverage</li> <li>• AHA International Hospitality Certificate</li> </ul>	<p><b>Executive Chef, director and trainer/assessor in Professional Cookery</b></p> <ul style="list-style-type: none"> <li>• South African Chefs Academy graduate (cum laude),</li> <li>• Maître Rôtisseur de la Chaîne des Rôtisseurs,</li> <li>• Member of South African Chefs Association.</li> <li>• Ordre Mondial des Gourmets Dégustateurs,</li> <li>• <a href="http://www.alexpoltera.com">www.alexpoltera.com</a></li> </ul>
	<b>Jamaine Govender</b> 	<b>Patricia Rodriques</b> 	
	<p><b>Sous Chef and trainer/assessor in Hot Kitchen</b></p> <ul style="list-style-type: none"> <li>• CATHSSETA Diploma in Professional Cookery</li> <li>• 5 years' experience</li> </ul>	<p><b>General Manager and trainer/assessor across all disciplines</b></p> <p>13 years' experience in the Hospitality Industry</p>	

## **Certification and Diplomas**

On successful completion of the one-year courses and having attained the required level of competence, students are awarded Fern Hill Hotel Certificates as well as City & Guilds Diplomas (HM) or CATHSSETA Certificates (PC). All qualifications achieved after the first year are NQF Level 4 regardless of the title of the qualification. After two years, the Management students achieve Advanced Diplomas (NQF Level 5).

A Graduation Ceremony is held annually in January and various certificates, trophies and prizes are awarded to deserving students who have excelled during the year.

To compliment the input of the resident teachers, visiting lecturers from both the hospitality industry and the business world are regularly invited to deliver lectures to Fern Hill Hotel Training College students.

Students are assessed continually throughout the year using different assessment tools ie assignments, tests and projects, discussions in the work place, research and group work. Students studying Hospitality Management will write the relevant exams in June and November and Professional Cookery students will write a final exam in November

## **Academics & Exams**

In order to be awarded Fern Hill Certificates, students must pass their academic portion of the course. Despite the fact that we focus more on practical training, academics are still an important part of the Fern Hill course. Roughly 30% of the final academic mark is made up of the various tests, assignments and projects undertaken throughout the year. The remaining 70% of the final academic mark is made up of the Portfolio of Evidence project mark. The POE project is a compulsory, year-long project. This project is extremely important and must not be neglected throughout the year. The City & Guilds certification is based on 2 sets of examinations in June and November. Students must pass these examinations in order to qualify for the City and Guilds Certificates.

## **Careers in the Hospitality Industry**

Fern Hill has excellent, widespread links in the industry; domestically and internationally. The College will assist students in the process of finding a position suited to their particular skills once they have graduated, but students must realise that the College does not guarantee job placements. Interview performance and the student's overall professional attitude and passion for the job plays a huge role in placement after studies.

## **Work Experience**

Fern Hill Hotel Training College also offers Work Experience whereby prospective students or interested learners can spend 2 days with us experiencing the College and the Hospitality Industry. Learners will spend time in Reception, Housekeeping, Restaurant and/or the Kitchen getting a feel for the college and the Industry. Prospective Chefs can spend both days in the Hotel's Kitchen experiencing the creativity and the hard work that is involved with being a Chef.

*To book a time and date for Work Experience, please contact the Training Office.*

## **Accommodation & incidentals**

Limited shared student accommodation is available at the hotel. Once all of the rooms have been reserved, students who enrol at the college will need to make their own accommodation and transport arrangements. The Training College can accommodate 30 students only. All the shared rooms have en-suite bathrooms as well as desks, lock-up cupboards, beds and chairs.

Students must provide their own bedding and toiletries.

Three nutritious meals are available daily (breakfast, lunch and dinner) and are **included in the cost of the accommodation.**

For those students staying off the premises, two meals a day will be provided at a minimal fee that is added to the student account.

**Laundry, electricity, cleaning of the rooms & water and parking are also included in the accommodation costs**

## **TERMS AND CONDITIONS OF ENROLMENT (The small print)**

- Students will attend all lectures regularly and punctually regardless if they are on a practical training shift that day or not.
- Students must at all times comply with the rules and regulations of the Training College.
- The Training College reserves the right to change the timing and/or course content or curriculum and to substitute any teacher at any time.
- The Training College does not accept any responsibility for any accident, loss or damage to students or their property.
- All course fees should be paid in full prior to commencement of the course, however an alternative payment option is available: 50% of the fees paid before the commencement of the course, and the rest paid off monthly over 10 months with the first payment due by 28 February. 2% compounded interest is added on the outstanding balance each month should the instalment not be received by the due date each month.
- An “early bird” discount of 10% is offered for the full payment of tuition fees settled by 15 January 2018.
- Note that only those students who settle the accommodation fee in full before the commencement of the course, will be eligible for hotel accommodation.
- Withdrawal from the course at any time subsequent to commencement of the course will result in the tuition fees being forfeited.
- Should a student opt to stay on the property, a refundable deposit of R2000 is required for the maintenance of the student's room.
- Students will be required to supply their own stationery.
- Extra-mural outings and courses will be charged for separately (no more than R3000 for the year)
- Please note that uniform costs are **not** included in the above quote. Management students must supply their own uniform (see the Uniform and stationery list). Cookery students will be supplied chef uniforms on Registration. At least five full sets of uniforms are required. The estimated cost is around R4500 for all of the uniforms but this is subject to supplier costs at time of registration.

### **Apply to Fern Hill Hotel Training College**

To apply to do one of our dynamic courses, please fill in the attached Application Form and send it to us either by email or post. Please indicate on the Application Form when you will be available for an interview.. There are two parts to the interview: one is a formal interview to get to know more about you, and the second part is a practical interview, whereby you will be placed in the relevant departments to see how you perform practically. This part is not an assessment of your skills and knowledge, but rather your attitude and aptitude for the course. This is held over two days.

Once the Application has been received, the Training Office will contact you to confirm an interview date. There will be a fee of R500 for the interview. Once the interview has been conducted, and the student has been accepted, a deposit of R 10 000 will be required to secure the student’s place at the Training College.



**The next intake for both courses will be at the end of January 2019.**

### **Contact Details – Fern Hill Hotel Training Office**

<b>Vanessa Siedle or Megan Paans</b>	<b>Tel:</b>	033 3305071
<b>Email:</b>	<a href="mailto:training@fernhillhotel.co.za">training@fernhillhotel.co.za</a>	<b>Website:</b> <a href="http://www.fernhillhotel.co.za">www.fernhillhotel.co.za</a>



## FEES – 2019

<b>Application Fee and Placement Deposit</b>		
<u>All courses - Non refundable application fee</u>	R 500	To accompany application form (includes interview and administration fee)
All courses - Placement Deposit	R 10 000	To be paid after Interview on Acceptance to College to secure your place at the College. This amount is deducted from the total
<b>Hospitality Management</b>	<b>1<sup>st</sup> Year 2019 R 133 000</b>	
<u>Tuition</u> 	Includes; <ul style="list-style-type: none"> <li>• accommodation, 3 meals a day, laundry and housekeeping</li> <li>• tuition fees, printing of all course material, name badge</li> <li>• City &amp; Guilds Fees</li> <li>• practical and theoretical training</li> <li>• assessment</li> <li>• apron, waiters friend</li> <li>• internet access on campus, student card</li> <li>• access to hotel facilities</li> <li>• immediate family discount for accommodation at the hotel</li> </ul>	
<b>Professional Cookery</b>	<b>1<sup>st</sup> Year 2019 R 157 000</b>	
<u>Tuition</u> 	Includes; <ul style="list-style-type: none"> <li>• accommodation, 3 meals a day, laundry and housekeeping</li> <li>• tuition fees, printing of all course material, name badge</li> <li>• all ingredients</li> <li>• practical and theoretical training</li> <li>• assessment</li> <li>• internet access on campus, student card</li> <li>• access to hotel facilities</li> <li>• immediate family discount for accommodation at the hotel</li> </ul>	

***All fees subject to change***

***Should students wish to provide their own accommodation please enquire for fees excluding accommodation***

***Fees are payable by start of the course or 50% by registration and remainder over 10 months.  
(Debit order)***

***10% discount should the fees be paid in full by 15 January 2019***

<b>COMPULSORY EXTRAS – DUE ON REGISTRATION</b>		
First Aid Course – all students	R 1050	Level 1 Certificate
Various Outings and external courses (in cash)	R 3 000	Cocktail Course, Cake icing course, Infochef outing, Midlands Meander Tour, other outings

<b>Hospitality Management – stationery to be bought in <b>by student</b> at Registration</b>		
Uniform	Own Cost	See Uniform List
Fleece Jacket	R 600	Dependant on 2018 rates
Stationery – 3 reams of A4 printing paper – Rotatrim or Typek		
1 set of Croxley Cardboard Index Dividers – 10 part		
1 x Labelled Single binder file (not Leverarch)		

<b>Professional Cookery - stationery to be bought in <b>by student</b> at Registration</b>		
Chef's Uniform( including shoes)	R 4 500 (+/-)	Dependant on 2018 rates See Uniform List
Stationery – 3 reams of A4 printing paper – Rotatrim or Typek		
2 sets of Croxley Cardboard Index Dividers – 10 part		
1 x Labelled Single binder file (not Leverarch)		

### **Financial Assistance**

Fern Hill Training College is a **registered** Training College and rated by the majority of the national banking groups so students can therefore obtain financial assistance in the form of a Student Loan from any of these banks. ABSA and Standard Bank have been popular banks with ex-students.

### **Contact Details**

#### **Fern Hill Hotel and Training College**

Vanessa Siedle or Megan Paans

**Ph:** 033 330 5071

**Email:** [training@fernhillhotel.co.za](mailto:training@fernhillhotel.co.za)

**Website:** [www.fernhillhotel.co.za](http://www.fernhillhotel.co.za)

### **Bank Details**

**Name of Account:** Fern Hill Hotel

**Bank:** Nedbank

**Branch Code:** 198765

**Current Account No:** 1078249148

**Ref:** Interview - Student's Name

Please email proof of payment for interview to [training@fernhillhotel.co.za](mailto:training@fernhillhotel.co.za)