



Introduction into the further training module

“Vocational orientation in the service sector”

(Karen James)

**Developed by the UK partner
“College Cymoedd”**

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1. Explanation and aim of the module

The target group the module addresses and the requirements to participate in the qualification:

The target group is from 5 minimum and 10 delegates maximum. Individual sessions can also be delivered to professionals within the industry – this number could be unlimited.

These module are available to any professional or delegate that is interested within this industry.

The delivery of the modules will depend upon those people attending the training, each module can be adapted to suit the individuals requirements.

The delegates are able to access all module documentation and materials via the internet platform for the training organisation.

Each module content will be flexibly delivered to ensure each delegates training needs are met.

All modules will be delivered by professionals within the module subject, they will have previous teaching experience as well as industry experience.

The teaching and training environment are fully equipped with PC's, Smart boards and any further facility requirements for the course.

The target group for this qualification are tutors teaching catering in Schools or Further education colleges and careers staff needing to update in the catering industry. The modules will look in some depth at a range of careers in catering.

The subject of the module:

The modules will cover all types of catering industries and sectors, the roles that are available and the qualifications needed to apply for these roles. Food standards, chartered institutes and associations that cover the industry.

- The types of industries within the catering sector
- The type of job roles and progression routes
- Qualifications and where to study
- Self-employment opportunities
- Industry requirements (Employer talk)
- Legislation supporting the sector
- Networking and the benefits
- Employability Skills
- Recruitment agencies
- Mock interviews with internal restaurants Nant/Scholars
- Site Visit to hotel chain e.g Llechwen Hall – industry/work experience

Aim of the module:

These module are available to any professional or delegate that is interested within this industry.

The delivery of the modules will depend upon those people attending the training, each module can be adapted to suit the individual's requirements.

The aim is to provide the trainer with up to date information so they in turn can advise young people about a career in the sector. Young people need to be aware of the opportunity, qualifications and progression opportunities in the industry.

The modules delivered can be broke down to smaller bite sized sessions to meet the delegate's requirements if they are looking at specific industry information.

Work processes and tasks that touch the module:

Work will be carried out over five days. Each day will take on a sector competency.

Day 1 – Industry basis knowledge/ career paths. Skills needed to improve competency

Day 2 - Legislation and Talk from Sector specialist

Day 3- Continual Professional development, benefits of networking

Day4- Preparing for an interview, recruitment agencies, CV writing, skills vs qualities.

Day 5- Exploring self-employment /Visit to specialist site

1. Framework of the module***Time scale of the module:***

The course will be run over five-day but can also be completed in individual components of one day each.

These sessions will be completed in 2 hours blocks, with 9am start times and 4pm finish. Each day will contain a mixture of theoretical units and practical sessions to maximise teaching and learning.

Each day will consist of am, pm breaks and midday lunch.

Framework conditions for the learning process that are used and why (for example training places):

All classroom training will take place at the college.

All practical training will be completed in the kitchen area at the college

In addition, there will be visits to sector leading establishments in the Cardiff area.

Needed technical equipment for the module:

All modules and sessions completed will consist of the latest up to date information and equipment needed. All technical equipment will be accessed on the Nantgarw Campus at Coleg Y Cymoedd. The Kitchens at Nantgarw are well-equipped to cope with the majority of catering demonstrations.

Prior to the start of all courses, delegates will be provided with a list of PPE and equipment needed for the training, however this can be provided by the training provider.

Number of participants per training unit:

The target group is from 5 minimum and 10 delegates maximum. Individual sessions can also be delivered to professionals within the industry – this number could be unlimited.

2. Recommended used materials

All teaching and learning materials will consolidate knowledge and practical experiences and improve the delegate's competences within the industry.

A wide range of teaching materials will be made available:

Interactive boards

PC

Video links

Internet

3. Didactic construction

There will be an overall coordinator of the training that will update and disseminate all training materials via an online platform (moodle). They will also coordinate the learning outcomes and individual learning experience, to provide the delegates with competencies and evaluation.

The course will be made up of lectures, experiential learning, desk top research, visits and talks from sector leading representatives and u-tube videos.

Structure of the module:

Each module will be between 1 and 2 hours duration. The day will be split into morning and afternoon sessions with a lunch break.

Visits will be conducted over half a day either morning, afternoon and evening depending on the sector.

For example, Morning – visits to Care homes, Afternoon visits to Hotels and evening visits to Restaurants.

The qualification provides a curriculum that is developed for the sector which is comprehensive in its content and defines the teaching processes.

Teaching and learning content:

Café – Food prep, front of house, manager, proprietor

Restaurant- kitchen assistant, chef de partie, commis chef, chef de cuisine, maitre d'hôtel, waiting staff, bar staff, manager, proprietor

Hotels -breakfast chef, room service, kitchen assistant, chef de partie, commis chef, head chef, maitre d'hôtel, waiting staff, bar staff, manager

Catering Contractors – schools, factories, refectories, functions/events, stadiums, airlines

Tourism- cruise ships, rail buffets

Entrepreneurial- Street food - burger vans, foreign cuisine

Market business- pastry products, cakes, soups,

Online food specialities- savoury /pastry products, cakes, seasonal products

Party caterers – themed parties, hog roasts,

Armed Forces- military catering

Care sector- hospitals, nursing /care homes

Manufacturing- production, development

Training- in house trainers

Food hygiene- training, legislation

HACCP- due diligence, control measures, record keeping

Allergy awareness- allergens, procedures, documentation, legislation

COSHH- chemical use/storage,

PPE- uniforms, task specific equipment

Health and Safety- risk assessments, safe working environment, manual handling, security, first aid

Sustainability- ethical sourcing of ingredients, Fair Trade, Fair share food for charities, local identity

ERR- minimum wage, conditions, contracts, absence reporting, unions

Recruitment agencies – benefits of agencies, flexible working

Networking- organisations, industry associations/organisations

Competencies/skills/knowledge to be acquired

Competences	Objectives - at the end of this module the learner will know / can do the following:
Recognising relevant qualifications for different catering organizations	Have knowledge about qualifications in a variety of sectors
Recognising different job roles in the sector	Have an understanding of the jobs in the sectors
Recognising skills and qualities needed in the industry	Have an understanding of skills and qualities
Understanding the sector legislation	Have a understanding of the legislation
Recognising health and safety risks	Have an understanding of Health and safety
Recognising how to apply for the sector	Have an understanding of the sector.
Competencys of overall modules are tested at the end of each session.	Knowledge outcome of each session.

4. Used teaching and learning methods

A wide range of teaching methods will be used to ensure that maximum learning takes place.

The teaching methods include:

Lecturing

Discussion

Demonstration

Classroom discussion

Research

Case studies

Sector visits

Leading sector speakers

Learning methods include:

Problem solving – research

Project based learning – portfolio building

Student reflection

Directed studying

E- learning

Information sources

Food Standards Agency-www.food.gov.uk

Chartered Institute of Environmental Health-www.cieh-cymruwales.org

Nationwide Caterers Association -www.ncass.org.uk

British Hospitality Association - www.bha.org.uk

Department for Education- www.education.gov.uk/publications

The University Caterers Association-www.tuco.ac.uk

The National Association of Care Catering-www.thenacc.co.uk

Soil Association-www.soilassociation.org

The Caterer magazine- www.thecaterer-magazine.co.uk

Caterer Recruitment Ltd- www.caterer-recruitment.co.uk

The detailed schedules for the qualification module 'vocational orientation in the Service sector' of the Erasmus+ project 'BOQua'

Developed by: Karen James, Natalie Goodger – email: Karen.james@cymoedd.ac.uk; Natalie.goodger@cymoedd.ac.uk; Tel: +44 1443663024

No. Teach-/ Learning unit	Title of teaching / learning unit	Working steps / Teaching Content	Possible teaching materials (These can be created, adapted or supplemented by the trainer)
A1	The types of industries within the catering sector		
.1	Interpret the different types of industry sectors.	Introduction to the unit's aims and objectives. Interpret the different types of industry sectors.	Interactive board, flipchart Moodle notes, handouts PC's
.2	Vocational fields and (training) professions in the industrial-technical sector	Prepare group for group discussion on the different types of industries within the catering sector Findings from learners via flipchart.	Interactive board, flipchart Moodle notes, handouts PC's
.3	Know the structure of the hospitalities industry.	Provide feedback on all different types of industry Breakdown via PowerPoint on the structure if the 14 hospitality Industries	Interactive board, flipchart Moodle notes, handouts PC's
A2	The type of job roles and progression routes		
.1	Know what services the different industry provide.	Introduction to the types of job roles within each catering sector	Interactive board, flipchart Moodle notes, handouts PC's
.2	Identify the different types of job roles within each area.	Routes – Specialist and Generalist, identify each route Identify qualifications and skills needed for each job role	Interactive board, flipchart Moodle notes, handouts PC's
.3	Understand different services provided.	Identify Progression routes within industry	Interactive board, flipchart Moodle notes, handouts PC's
B1	Qualifications and where to study		
.1	Know the basic qualifications needed for the catering industry - Generalist and Specialist	Introduction to the unit's aims and objectives. Interpret the different qualification routes for Generalist	Interactive board, flipchart Moodle notes, handouts PC's
.2	Know qualifications where to require the basic	Interpret the different qualification routes for Specialist Overview of awarding bodies and qualifications offered	Interactive board, flipchart Moodle notes, handouts PC's
.3	Identify the qualification routes within the catering industry	Prepare group for discussion on career paths within the hospitality sector via generalist and specialist	Interactive board, flipchart Moodle notes, handouts PC's



B2	Self-employment opportunities		
.1	Explore self-employment opportunities	Brief Introduction of self-employment, responsibility for success or failure Interpret pros and cons of self-employment Group IT activity to find resources available for support in setting up your own business Group discussion and presentation of finding to include links for support available via private and government funding routes	Interactive board, flipchart Moodle notes, handouts PC's
.2	Going self-employed in the UK	Identify the pros and cons of employment versus self-employment	Interactive board, flipchart Moodle notes, handouts PC's
.3	HMRC information	Legislation around being self employed	Interactive board, flipchart Moodle notes, handouts PC's
B3	Industry requirements		
.1	Understand what requirements are needed for industry sectors	Identify requirements for industry sector – Generalist and Specialist	Interactive board, flipchart Moodle notes, handouts PC's
.2	Employer talks	Professional discussion with industry specific individual to describe journey within industry Q&A	Interactive board, flipchart Moodle notes, handouts PC's
C1	Legislation supporting the sector.		
.1	Legislation within the hospitality industry	Introduction to the unit's aims and objectives. Identify the different legislations laws in place Prepare group for group discussion on the different Acts in place, list all 14 Acts, present findings from learners via flipchart	Interactive board, flipchart Moodle notes, handouts PC's
.2	Legislation sector breakdown	Interpret the legislations required within the different sectors: <ul style="list-style-type: none"> • Hygiene Act • Environment Act • Health & Safety Act • Responsible Conduct of Gaming/Gambling Act • Anti-discrimination Act 	Interactive board, flipchart Moodle notes, handouts PC's
.3	The affects these cause in industry	Brief explanation on how each act can affect the hospitality industry if not conformed to	Interactive board, flipchart Moodle notes, handouts PC's
C2	Networking and the benefits		
.1	Ways in which networking can benefit your career.	Explanation of the six ways in which networking can prove beneficial in your career Explain what you're on line image says about you	Interactive board, flipchart Moodle notes, handouts PC's



.2	Social Media Masterclass – Using Social Media the right way	How to use social media for job search, raising your online profile and how to enhance your credibility and expertise	Interactive board, flipchart Moodle notes, handouts PC's
D1	Employability Skills		
.1	Are you presenting the right image?	Introduction to the unit's aims and objectives Aspects that lead to a great CV, CV health check and overview What to include and what not to include in your CV	Interactive board, flipchart Moodle notes, handouts PC's
.2	Interview skills	How to prepare for an interview Determine what type of interview you will be attending Identify whys to survive an interview – planning, giving great answers to questions, STAR technique, what to ask the interviewer, how to control nerves and how to deal with being unsuccessful Group activity	Interactive board, flipchart Moodle notes, handouts PC's
D2	Recruitment agencies		
.1	Recruitment agencies – how to sign up	Exploring different recruitment agencies specific to Hospitality Catering and hospitality recruitment agencies directory Research on popular locations and salaries based on regional areas	Interactive board, flipchart Moodle notes, handouts PC's
E1	Mock interviews with internal restuarants Nant/Scholars		
.1	Interview preparation	Introduction to the unit's aims and objectives. How to positively prepare for an interview Group activity, carry out mock interviews with given hospitality area using knowledge from previous units	Interactive board, flipchart Moodle notes, handouts PC's
.2	Mock interviews	Group to partake in site visit within given hospitality area to gain a basic insight of work placement within industry	Office for interviews
E2	Site Visit to hotel chain e.g Llechwen Hall – industry/work experience		
.1	Site Visit		Bus or transport to location.

The detailed schedules for the qualification module ‘Vocational orientation in the Service sector’ of the Erasmus+ project ‘BOQua’

Developed by: Karen James, Natalie Goodger – email: Karen.james@cymoedd.ac.uk; Natalie.goodger@cymoedd.ac.uk; Tel: +004 1443663024

	Day 1	Day 2	Day 3
Topic	A1. The types of industries within the catering sector A2. The type of job roles and progression routes	B1. Qualifications and where to study B2. Self-employment opportunities B3. Industry requirements (Employer talk)	C1. Legislation supporting the sector C2. Networking and the benefits
Teaching unit	A1 & A2	B1, B2 & B3	C1 & C2
Total duration	6 hours	6 hours	6 hours
Objectives	<p>A1</p> <ol style="list-style-type: none"> 1. Interpret the different types of industry sectors 2. Know the structure of the hospitalities industry 3. Identify the fourteen different industry areas <p>A2</p> <ol style="list-style-type: none"> 1. Know what services the different industry provide - routes 2. Identify the different types of job roles within each area 3. Understand different services provided – Generalist and Specialist 	<p>B 1</p> <ol style="list-style-type: none"> 1. Know the basic qualifications needed for the catering industry - Generalist and Specialist 2. Know qualifications where to require the basic 3. Identify the qualification routes within the catering industry <p>B 2</p> <ol style="list-style-type: none"> 1. Explore self-employment opportunities 2. Going self-employed in the UK 3. HMRC information <p>B3</p> <ol style="list-style-type: none"> 1. Understand what requirements are needed for industry sectors 2. Employer talk 	<p>C1</p> <ol style="list-style-type: none"> 1. Legislation within the hospitality industry 2. Legislation sector breakdown 3. The affects these cause in industry <p>C2</p> <ol style="list-style-type: none"> 1. Ways in which networking can benefit your career. 2. Social Media Masterclass – Using Social Media the right way
Content	A1: Introduction to the unit’s aims and objectives. Interpret the different types of industry sectors. Prepare group for group discussion on the different types of industries within the catering	B1: Introduction to the unit’s aims and objectives. Interpret the different qualification routes for Generalist Interpret the different qualification routes for	C1: Introduction to the unit’s aims and objectives. Identify the different legislations laws in place Interpret the legislations required within the different sectors:

	<p>sector Findings from learners via flipchart. Provide feedback on all different types of industry Breakdown via PowerPoint on the structure if the 14 hospitality Industries</p> <p>A2: Introduction to the types of job roles within each catering sector Routes – Specialist and Generalist, identify each route Identify qualifications and skills needed for each job role Identify Progression routes within industry</p>	<p>Specialist Overview of awarding bodies and qualifications offered Prepare group for discussion on career paths within the hospitality sector via generalist and specialist</p> <p>B2: Brief Introduction of self-employment, responsibility for success or failure Interpret pros and cons of self-employment Group IT activity to find resources available for support in setting up your own business Group discussion and presentation of finding to include links for support available via private and government funding routes Identify the pros and cons of employment versus self-employment Legislation around being self employed</p> <p>B3: Identify requirements for industry sector – Generalist and Specialist Professional discussion with industry specific individual to describe journey within industry Q&A</p>	<ul style="list-style-type: none"> • Hygiene Act • Environment Act • Health & Safety Act • Responsible Conduct of Gaming/Gambling Act • Anti-discrimination Act <p>Prepare group for group discussion on the different Acts in place, list all 14 Acts, present findings from learners via flipchart Brief explanation on how each act can affect the hospitality industry if not conformed to</p> <p>C2: Explanation of the six ways in which networking can prove beneficial in your career Explain what you're on line image says about you How to use social media for job search, raising your online profile and how to enhance your credibility and expertise</p>
<p>Method / Duration</p>	<p>Introduction: 30 Min. 1.1 – 1 hr 1.2 – 1 hr 1.3 – 1 hr 2.1 – 1 hr 2.2 – 1 hr 2.3 – 40 mins <i>Method:</i> Welcome + self- presentation, presentations, group discussion, websites, Question & Answers</p>	<p>1.1- 1 hr 1.2 – 30 mins 1.3 – 1 hr 2.1 – 1 hr 2.2 – 15 mins 2.3 – 15 mins 3.1 – 30 mins 3.2 – 1 hr <i>Method:</i> Self- presentation, presentations, group discussion, IT facilities, websites, Question & Answers, Professional discussion</p>	<p>1.1 – 1hr 1.2 – 1hr 1.3 – 30mins 2.1 – 1hr 2.2 – 2hrs 50 mins <i>Method:</i> Self- presentation, presentations, IT facilities, Online social networks</p>
<p>Know-how</p>	<p>Q&A</p>	<p>Q&A</p>	<p>Q&A</p>

check			
Materials	Interactive board, flipchart Moodle notes, handouts PC's	Interactive board, flipchart Moodle notes, handouts PC's	Interactive board, flipchart Moodle notes, handouts PC's
Equipment/ room	Classroom, Smartboard & PC, flipchart	IT Classroom, Smartboard & PC, flipchart	IT Classroom, Smartboard & PC, flipchart

	Day 4	Day 5
Topic	D1. Employability Skills D2. Recruitment agencies	E1. Mock interviews with internal restaurants Nant/Scholars E2. Site Visit to hotel chain e.g Llechwen Hall – industry/work experience
Teaching unit	D1 & D2	E1 & E2
Total duration	6 hours	6 hours
Objectives	<p>D1</p> <ol style="list-style-type: none"> 1. Are you presenting the right image? 2. Interview skills <p>D2</p> <ol style="list-style-type: none"> 1. Recruitment agencies – how to sign up 	<p>E1</p> <ol style="list-style-type: none"> 1. Interview preparation 2. Mock interviews <p>E2</p> <ol style="list-style-type: none"> 1. Site Visit
Content	<p>D1: Introduction to the unit's aims and objectives Aspects that lead to a great CV, CV health check and overview What to include and what not to include in your CV How to prepare for an interview Determine what type of interview you will be attending Identify whys to survive an interview – planning, giving great answers to questions, STAR technique, what to ask the interviewer, how to control nerves and how to deal with being unsuccessful Group activity</p> <p>D2: Exploring different recruitment agencies specific to Hospitality Catering and hospitality recruitment agencies directory Research on popular locations and salaries based on regional areas</p>	<p>E1: Introduction to the unit's aims and objectives. How to positively prepare for an interview Group activity, carry out mock interviews with given hospitality area using knowledge from previous units</p> <p>E2: Group to partake in site visit within given hospitality area to gain a basic insight of work placement within industry</p>

Method / Duration	1.1 – 2hrs 1.2 – 2hrs 2.1 – 3hr <i>Method:</i> Self- presentation, presentations, group discussion, websites.	1.1 – 1hr 1.2 – 1hr 40 mins 2.1 – 4hrs <i>Method:</i> Self- presentation, presentations, group discussion, mock interview, site visit, practical
Know-how check	Q&A	Practical
Materials	Interactive board, flipchart Moodle notes, handouts PC's	Practical
Equipment/ room	IT Classroom, Smartboard & PC, flipchart	Classroom, Smartboard & PC, work placement, minibus

The detailed schedules for the qualification module ‘vocational orientation in the Commercial sector’ of the Erasmus+ project ‘BOQua’

Developed by: Karen James, Natalie Goodger – email: Karen.james@cymoedd.ac.uk; Natalie.goodger@cymoedd.ac.uk; Tel: +004 1443663024

Day 1: Teaching Units A1 & 2

Start	Duration [Min]	Title	Content	Material	Methods
9:00	30	Welcome & Introduction	Welcoming the participants, group introduction and introduction to the module: ‘vocational orientation in the Commercial sector’ of the Erasmus+ project ‘BOQua’. Overview of Aims and Objectives.	PowerPoint Slides	Personal presentation & lecture
09:30	60	A1.1	Interpret the different types of industry sectors. Introduction to the unit’s aims and objectives. Interpret the different types of industry sectors.	Interactive board, flipchart Moodle notes, handouts PC’s	Presentation & lecture Q&A
10:30	20	Morning break			
10:50	60	A1.2	Vocational fields and (training) professions in the industrial-technical sector Know the structure of the hospitalities industry. Prepare group for group discussion on the different types of industries within the catering sector Findings from learners via flipchart.	Interactive board, flipchart Moodle notes, handouts PC’s	Group Discussion, feedback of findings, Q&A
11:50	60	A1.3	Know the structure of the hospitalities industry. Identify the fourteen different industry areas. Provide feedback on all different types of industry Breakdown via PowerPoint on the structure if the 14 hospitality Industries	Interactive board, flipchart Moodle notes, handouts PC’s	Presentation & lecture Q&A
12:50	60	Lunch break			
13:50	60	A2.1	Know what services the different industry provide. Introduction to the types of job roles within each catering sector.	Interactive board, flipchart Moodle notes, handouts PC’s	Presentation & lecture Q&A

14:50	60	A2.2	Identify the different types of job roles within each area. Routes – Specialist and Generalist, identify each route Identify qualifications and skills needed for each job role	Interactive board, flipchart Moodle notes, handouts PC's	Presentation & lecture Q&A
15:50	20	Afternoon break			
16:10	40	A2.3	Understand different services provided. Identify Progression routes within industry	Interactive board, flipchart Moodle notes, handouts PC's	Presentation & lecture Q&A
16:50	10	Recap	Recap of Aims and Objective.	Interactive board & PC	Presentation, Q&A
17:00	End day 1				

Day 2: Teaching units B1, B2 & B3

Start	Duration [Min]	Title	Content	Material	Methods
09:00	60	B1.1	Introduction to the unit's aims and objectives. Interpret the different qualification routes for Generalist	Interactive board, flipchart, Moodle notes, handouts, PC's	Presentation, Q&A
10:00	30	B1.2	Interpret the different qualification routes for Specialist Overview of awarding bodies and qualifications offered	Interactive board, flipchart, Moodle notes, handouts, PC's	Presentation, Q&A
10:30	20	Morning break			
10:50	60	B1.3	Prepare group for discussion on career paths within the hospitality sector via generalist and specialist	Interactive board, flipchart, Moodle notes, handouts, PC's	Presentation, group discussion, Q&A
11:50	60	B2.1	Brief Introduction of self-employment, responsibility for success or failure Interpret pros and cons of self-employment Group IT activity to find resources available for support in setting up your own business Group discussion and presentation of finding to include links for support available via private and government funding routes	Interactive board, flipchart, Moodle notes, handouts, PC's	Presentation, group discussion, Q&A, group presentation of findings
12:50	60	Lunch Break			
13:50	15	B2.2	Identify the pros and cons of employment versus self-employment	Interactive board, flipchart	
14:05	15	B2.3	HMRC information	Interactive board, flipchart	Presentation
14:20	30	B3.1	Understand what requirements are needed for industry sectors Identify requirements for industry sector – Generalist and Specialist	Interactive board, flipchart, Moodle notes, handouts, PC's	Presentation, Q&A
14:50	20	Afternoon break			
15:10	60	B3.2	Employer talks Professional discussion with industry specific individual to describe journey within industry; Q&A	Interactive board, flipchart, Moodle notes, handouts, PC's	Personal Presentaion. Lecture, Demonstration via PC/video link, Q&A
16:50	10	Recap	Recap of Aims and Objective.	Interactive board, PC	Presentation, Q&A
17:00	End day 2				

Day 3: Teaching C1 & C2

Start	Duration [Min]	Title	Content	Material	Methods
9:00	60	C1.1	Legislation within the hospitality industry Introduction to the unit's aims and objectives. Identify the different legislations laws in place Prepare group for group discussion on the different Acts in place, list all 14 Acts, present findings from learners via flipchart	Interactive board, flipchart Moodle notes, handouts PC's	Presentation, group discussion, group presentation, Q&A
10:00	60	C1.2	Legislation sector breakdown Interpret the legislations required within the different sectors: <ul style="list-style-type: none"> • Hygiene Act • Environment Act • Health & Safety Act • Responsible Conduct of Gaming/Gambling Act • Anti-discrimination Act 	Interactive board, flipchart Moodle notes, handouts PC's	Presentation, Q&A
11:00	20	Morning break			
11:20	30	C1.3	The affects these cause in industry Brief explanation on how each act can affect the hospitality industry if not conformed to	Interactive board, flipchart, Moodle notes, handouts, PC's	Presentation, Q&A
11:40	60	C2.1	Ways in which networking can benefit your career. Explanation of the six ways in which networking can prove beneficial in your career Explain what you're on line image says about you	Interactive board, flipchart, Moodle notes, handouts PC's	Presentation, Q&A, Case studies
12:40	60	Lunch break			
13:40	90	C2.2	Social Media Masterclass – Using Social Media the right way How to use social media for job search, raising your online profile and how to enhance your credibility and expertise	Interactive board, flipchart, Moodle notes, handouts, PC's	Presentation, Q&A, Case studies, network platforms
15:10	20	Afternoon break			
15:30	80	C2.2	Continuation of Social Media Masterclass	Interactive board, flipchart, Moodle notes, handouts PC's	Presentation, Q&A, Case studies, network platforms
16:50	10	Recap	Recap of Aims and Objective.	Interactive board & PC	Presentation, Q&A
17:00	End day 3				

Day 4: D1, D2 & D3

Start	Duration [Min]	Title	Content	Material	Methods
9:00	120	D1.1	Are you presenting the right image? Introduction to the unit's aims and objectives Aspects that lead to a great CV, CV health check and overview What to include and what not to include in your CV	Interactive board, flipchart Moodle notes, handouts PC's	Presentation, Q&A, case studies
11:00	20	Morning break			
11:00	120	D1.2	Interview skills How to prepare for an interview Determine what type of interview you will be attending Identify whys to survive an interview – planning, giving great answers to questions, STAR technique, what to ask the interviewer, how to control nerves and how to deal with being unsuccessful Group activity	Interactive board, flipchart Moodle notes, handouts PC's	Presentation, group discussion, task preparation, Q&A
13:00	60	Lunch break			
14:00	90	D2.1	Recruitment agencies – how to sign up Exploring different recruitment agencies specific to Hospitality Catering and hospitality recruitment agencies directory Research on popular locations and salaries based on regional areas	Interactive board, flipchart Moodle notes, handouts PC's	Presentation, group discussion, online task preparation, Q&A
15:30	20	Afternoon break			
15:50	60	Continuation D2.1	Continuation - Recruitment agencies – how to sign up Exploring different recruitment agencies specific to Hospitality Catering and hospitality recruitment agencies directory Research on popular locations and salaries based on regional areas	Interactive board, flipchart Moodle notes, handouts PC's	Presentation, group discussion, online task preparation, Q&A
16:50	10	Recap	Recap of Aims and Objective.	Interactive board & PC	Presentation, Q&A
17:00	End day 4				

Day 5: E1 & E2

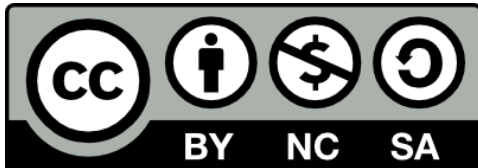
Start	Duration [Min]	Title	Content	Material	Methods
9:00	60	E1.1	Interview preparation Introduction to the unit's aims and objectives. How to positively prepare for an interview Group activity, carry out mock interviews with given hospitality area using knowledge from previous units	Interactive board, flipchart Moodle notes, handouts PC's	Presentation, group discussion, task preparation, Q&A
10:00	20	Morning break			
10:20	100	E1.2	Mock interviews Group to partake in site visit within given hospitality area to gain a basic insight of work placement within industry	Office for interviews	One to one interviews of 10 minutes per delegate
12:00	60	Lunch break			
13:00	240	E2.1	Site Visit to hotel chain e.g Llechwen Hall – industry/work experience	Bus or transport to location.	Practical assessment
17:00	End day 5				

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