



## CAREER INFORMATION 2021

**HIGHER CERTIFICATE IN HOSPITALITY AND LEISURE STUDIES**  
**DIPLOMA IN HOSPITALITY MANAGEMENT**



FACULTY OF  
MANAGEMENT  
SCIENCES

DEPARTMENT OF  
HOSPITALITY  
& TOURISM

01 JAN - 31 DEC 2021



### Diploma in Hospitality Management NQF 6 SAQA ID: 110953

**Location:** Ritson Campus (Durban-Block D)

#### Description of the Programme

Good hospitality management is about ensuring high standards in businesses, which provide hospitality as their core product, mainly in respect of accommodation, food and beverage and events management. Banqueting/Conferencing and leisure activities are associated with the programme.

Although establishments vary with regard to business emphasis and target markets, a common commitment to service excellence is essential. A career, which depends upon service as its cornerstone is the challenge of every general manager and his/her team. It is their duty to ensure that guests leave the hospitality environment as a satisfied and well-disposed customer. The Diploma in Hospitality Management has been designed to equip students with the knowledge and skills required to become a successful hospitality managers

#### Personal Qualities Required

Personal attributes associated with successful Hospitality Management are essential and the following characteristics are an important part of the curriculum.

- Communication ability (verbal and written)
- Self-confidence and maturity
- Good grooming and personal presentation
- Leadership ability
- Self-control and a strong sense of responsibility
- Positive attitude and passion

#### Duration

Three years full-time (2 years at Hotel School and one year in a reputable hospitality organization). (Work Integrated Learning).

#### Career Opportunities

The Diploma in Hospitality Management is set to produce well-grounded graduates who will be able to occupy entry-level positions in a wide variety of sectors within the hospitality industry, inter alia, accommodation establishments, food service sector, events and conferencing, transport catering and welfare catering. Typical jobs include chefs, food service supervisors, front office personnel, guest relations, event co-ordinators, housekeepers, catering supervisors, bartenders, sommeliers and many positions that are more relevant.

#### Explanation of Points Scale

SYMBOL	SENIOR CERTIFICATE	
	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1
%	NSC LEVEL	POINTS
90-100	7	8
80-89%	7	7
70-79%	6	6
60-69%	5	5
50-59%	4	4
40-49%	3	3
30-39%	2	2
20-29%	1	1

## Entry Requirements (Diploma in Hospitality Management)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE (VOCATIONAL) (NCV)	
NSC Diploma Entry Applicants with 23 or more points will be considered excluding Life Orientation		A Senior Certificate or equivalent qualification Applicants with 23 or more points will be considered			National Certificate Vocational (NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English (home) <b>OR</b> English (1st additional)	4	English	E	D	English/Communication	50%
Mathematics <b>OR</b> Mathematics Literacy <b>OR</b>	2 3	Mathematics <b>OR</b>	F	E	Maths <b>OR</b> Maths Literacy <b>OR</b>	50%
Accounting	3	Accounting	F	E	Accounting	60%
<p><b>Additional Entry Requirements</b></p> <p>All persons meeting the minimum entry requirements will be required to present themselves for an interview. Every learner will be required to have a Hepatitis A vaccination, which must comprise a primary and a booster dose. Full uniform (restaurant and kitchen) and kitchen toolkit is required which is for the learner's account.</p> <p><b>Preference will be given to applicants who have passed the following subjects:</b> Business studies, Economics or Hospitality related subjects</p> <p><b>Preference will also be given to applicants who have:</b></p> <ul style="list-style-type: none"> <li>Proven experience in the Tourism, Hospitality and Food Industries.</li> <li>Successfully completed a subject/qualification for the hospitality industry at a Technical College or other accredited training organization.</li> <li>Successfully completed National Qualification units/levels as recorded by qualified assessor/s of CATHSSETA.</li> <li>Successfully completed Further Education and Training Certificate at NQF Level 4 or equivalent.</li> </ul> <p><b>NB:</b> These are minimum requirements and do not guarantee entry. The Department reserves the right to accept students with the highest points/codes/symbols subject to an interview.</p>						

**OR**

## Admission Requirements Based Upon Work Experience, Age and Maturity

### For admission to entry-level DIPLOMA and certificate studies:

A person may, subject to such requirements as the Senate may determine, be admitted to the Institution even if such a person is not in a possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, provided that:

- The person shall have reached the age of 23 in the first year of registration and shall have at least:
  - three years' appropriate work experience; and/or
  - capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AL) & English for Academic Purposes (EAP) and/or an appropriate subject or programme specific written assessment designed and marked by the relevant Department; and
- The relevant Faculty Board shall be satisfied that the person is standard of communication skills, ability to study successfully and/or work experience is such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and
- The person's application for admission in terms of work experience, age and maturity is approved prior to registration.

**Applicants intending to gain admission through work experience, age and maturity must submit their applications at least four months before the commencement of the academic year inclusive of the date of scheduling a requisite written eligibility assessment.**

**Please Note:** Fees are not yet finalised. Please contact the academic department.

**Please Note:** There would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

## First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits
<b>Semester One</b>			
Business Communications and Information Literacy	BCIF101	5	16
Cornerstone 101	CSTN101	5	12
Hospitality Information Systems	HINS101	5	8
Introduction to Hospitality	INTH101	5	12
Service Excellence in Hospitality	SEIH101	5	8
<b>Semester Two</b>			
Culinary Studies and Nutrition	CSNU101	5	12
Front Office Operations	FOFP101	5	12
Hospitality Financial Management	HFIM101	5	12

Hospitality Industry Law Management 101	HINL101	5	12
	MANA101	6	16
<b>Total credits for semester 1&amp;2</b>			<b>120</b>

## Second Year Curriculum

<b>Semester Three</b>			
Accommodation Management	ACMN101	6	12
Culinary Studies and Menu Planning	CSMP101	6	12
Food and Beverage Studies	FABS101	6	16
Hospitality Financial Management	HFIM201	6	12
Hospitality Management 201	HOMA201	6	16
<b>Semester Four</b>			
Accommodation Management	ACMN201	6	12
Entrepreneurial Edge	TENE101	6	8
Events Management	EVMN201	6	12
Food and Beverage Studies	FABS201	6	16
Hospitality Management	HOMA301	6	16
<b>Total credits for semester 3 &amp; 4</b>			<b>132</b>

## Third Year Curriculum

<b>Semester Five (WIL)</b>			
Accommodation Management	ACMN301	6	16
Events Management	EVMN301	6	12
Food and Beverage Studies	FABS301	6	12
Work Preparedness	WKPR101	6	8
<b>Semester Six (WIL)</b>			
Work Integrated Learning	HOWP101	6	60
<b>Total credits for semester 5 &amp; 6</b>			<b>108</b>

## Higher Certificate: Hospitality and Leisure Studies

### NQF 5

SAQA ID: 109769

**Location:** Ritson Campus (Durban-Block D)

### Description of the Programme

The Higher Certificate in Hospitality and Leisure Studies is designed to enhance the employability of students by equipping them with basic hospitality knowledge and skills, which will enable them to occupy junior/ entry-level positions in both the private and the public hospitality sectors.

### Duration

One year full-time

### Career Opportunities

The programme prepares learners for employment in entry-level or support positions in a wide variety of sectors within the hospitality industry, inter alia, accommodation establishments, foodservice sector, events and conferencing, transport catering and welfare catering. Typical jobs that students can apply for are; chefs, waiters, bartenders, guest relations, receptionists, Reservationist, housekeepers, floor supervisors, laundry and linen room supervisors.

### Entry Requirements (Higher Certificate: Hospitality and Leisure Studies)

<b>NATIONAL SENIOR CERTIFICATE SENIOR CERTIFICATE (SC) (PRE 2009) (NSC) (01 January 2009)</b>		<b>NATIONAL CERTIFICATE VOCATIONAL (NCV)</b>				
<b>NSC Higher Certificate Entry. A minimum of 20 points excluding Life Orientation will be considered.</b>		<b>A Senior Certificate or Equivalent Qualification. A minimum of 20 points will be considered</b>			<b>National Certificate Vocational (NCV) (Level 4)</b>	
<b>Compulsory Subjects</b>	<b>NSC Rating Code</b>	<b>Compulsory Subjects</b>	<b>HG</b>	<b>SG</b>	<b>Compulsory Subjects</b>	<b>Mark</b>
English	3	English	E	D	English/Communication	50%

**NB:** If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

## Tuition Fees

To assist you with your planning, the 2020 fees have been indicated.

**Please Note:** DUT cannot be held liable for the fees in this brochure, as the 2021 fees are not yet final.

**Please Note:** There would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

## First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Business Communications and Information Literacy	BUCI101	5	16	R3 010.00
Quantitative Approaches to Management Sciences	QUAM101	5	8	R1 940.00
Hospitality Information Technology	HIFT101	5	16	R2 800.00
Cornerstone	CSTN101	5	12	R2 530.00
Hygiene and Safety	HYSA101	5	12	R2 800.00
<b>Total</b>				<b>R13 080.00</b>
<b>Semester Two</b>				
Accounting Principles for Hospitality	APRH101	5	16	R2 800.00
Service Excellence in Tourism and Hospitality	SETH101	5	8	R2 800.00
<b>ELECTIVE MODULES</b>				
Introduction to Food & Beverage Service	IFBS101	5	16	R4 010.00
Culinary Skills	CUSK101	5	16	R4 010.00
Hospitality Housekeeping Operations	HHMO101	5	16	R4 010.00
Hospitality Front Office Operations	HFOF101	5	16	R4 010.00
<b>Total</b>				<b>R13 620.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>120</b>	

## Application

Applicants who wish to enrol for the programme/s must apply through the CAO system by no later than 30 November of the previous year.

## Application Forms

Contact the **Central Applications Office (CAO)**

### Address letters to:

Central Applications Office  
Private Bag X06, Dalbridge, 4014  
Tel: (031) 2684444  
Fax: (031) 2684422

**OR**

Apply online: <http://www.cao.ac.za>

## CAO Codes

Diploma: DU-D-HPM  
Hither Cert.: DU-D-CHL

**Closing Date for Applications: 30 November 2020**

## For Further Information

Department of Hospitality and Tourism  
Durban University of Technology  
Ritson Road 7 Ritson Road  
P O Box 1334  
DURBAN, 4000  
Tel: (031) 373 5508

## Financial Aid

For Financial Aid application for a DUT programme please apply online at [www.nsfas.org.za](http://www.nsfas.org.za) or call the NSFAS call center on 0860 067 327.

Please note that completing a form does not guarantee Financial Aid. For further assistance, please consult the Department of Financial Aid and Scholarships on (031)373 2931/2557/2054.

*This leaflet is for information purposes only and is not binding on the Durban University of Technology*