Go for it!

Achieve career success with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa.
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Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.

Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?
- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037
- Damelin Correspondence College (Pty) Ltd Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, www.umalusi.org.za. The provisional accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475 PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee’s education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin’s expertise includes programme development, curriculum design, content, and student support methods that are right up to date.
- Damelin Correspondence College is a Registered Credit Provider, NCRCP 2325

Register now and be one step closer to the career position you desire, and the future you are aiming for.

Yours sincerely
Rakesh Patel
Damelin Correspondence College General Manager
DCC’s Learning Opportunities
DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

Damelin Correspondence College offers you the following learning opportunities:

National qualifications are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

DCC Provider Programmes are DCC’s vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

Agent Programmes are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

Continuous Professional Development (CPD) Programmes are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

Orientation Programmes are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

Self-employment Programmes were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.
Why Choose Damelin Correspondence?

**Employer Credibility**
Today’s job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years’ experience in preparing students for employment, and branches in most major cities, Damelin Correspondence College has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin Correspondence College graduates.

**Flexibility and Commitment to the Student**
Studying by correspondence has several advantages over attending classes at a campus:
- Students can register at any time of the year.
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times.
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin Correspondence College tutors who can provide quick feedback by giving detailed comments on assignments, and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

**Career Counselling & Development Service**
Students are encouraged to make use of Damelin Correspondence College’s free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. He or she can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.
Providing for Students with Disabilities or Audio Needs
Damelin Correspondence College seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Correspondence College Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio. Phone 031 309 4800.

Admission requirements – Recognition of Prior Learning
Damelin Correspondence College applies the South African Qualification Authority’s (SAQA) policy of recognising prior learning. Therefore, if students do not meet the admission requirements of a particular learning programme, as stated in the entrance requirements for each course, they should contact the College to evaluate their prior learning and experience and decide if they can gain admission to the programme of their choice.

For further information and distance learning guidance visit our website at:

www.dcc.edu.za
The Damelin Correspondence College Vocational Learning Programmes present studies in a range of careers that include the hotel and hospitality industry, journalism and media industry, as well as the tourism and travel industry. Each of these fields offer the successful student a range of exciting career possibilities, both nationally and internationally. With 40 years worth of experience in education, Damelin Correspondence College ensures high-quality training and hands-on skills and knowledge, providing the successful student with an accredited and prestigious programme to advance their careers in any vocational environment.

Admission Requirements
It is important that a student’s choice of learning programme is based on his or her current level of education and experience. It is often detrimental to study success if a student registers for a programme for which he or she doesn’t have the necessary educational background. It might also prove a blow to the student’s self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined, in this prospectus, the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Student Consultant, who will be able to answer any queries.

Assessment methods
Internal assessments can be portfolios of evidence or assignments based or written exams.

External assessment consists of assignments and written exams per subject. These are set and managed by external assessment bodies (such as ICB - Institute of Certified Bookkeepers or IBS (Institute of Business Studies).

National qualifications assessments consist of portfolios of evidence (formative and summative assessments)

Awards
Upon successful completion of all the applicable assessment requirements as stated in your study material you will be awarded the relevant award.
Build a career in the Hotel and Hospitality Industry with Damelin Correspondence College

Damelin Correspondence College is proud to offer a range of learning programmes for the Hotel and Hospitality industry providing students with the access to one of the fastest growing industries in the world. The industry offers a diversity of career opportunities for those who enjoy people and service-orientated working environments.

With Damelin Correspondence College, the student can build their career step-by-step in the Accommodation or Food and Beverage fields, or go straight to the top, by gaining a Hotel Management Diploma. Any combination of the following programmes allows for excellence in their chosen career:

- Damelin Correspondence College Hotel Reception Certificate
- Damelin Correspondence College Accommodation Management Certificate
- Damelin Correspondence College Food and Beverage Management Certificate
- Damelin Correspondence College Hotel Management Diploma
- Damelin Correspondence College Introduction to Professional Cookery Short Course Certificate

Standard PC requirements:

- Personal computer with minimum 1GHz (x86) or 1.4GHz (x64) processor (2GHz or faster recommended).
- 512 MB of RAM or more (2 GB recommended; 4 GB enables you to host all the virtual machines specified for all the practice exercises in the book).
- 15 GB free hard disk space (40 GB recommended; 60 GB enables you to host all the virtual machines specified for all the practice exercises in the book).
- CD-ROM drive or DVD-ROM drive.
- Super VGA (1,024 x 768) or higher resolution video adapter and monitor.
- Keyboard and Microsoft mouse or compatible pointing device.
Tourism and Hospitality

The Damelin Correspondence College
Hotel Reception Certificate

Career Prospects
The reception or front office department of a hotel or Bed-and-Breakfast is the central point for welcoming guests, co-ordinating their stay and arranging for their departure. A receptionist plays a major role in ensuring that the first impression for guests arriving at the hotel is a favourable one and they need to be professional, knowledgeable and well presented. The Hotel Reception Certificate provides knowledge of the procedures and supervisory tasks required for maintaining an efficient front office.

Programme Type
The Hotel Reception programme is a Provider Programme.

Admission Requirements
Grade 10 (Std 8) or equivalent, or relevant work experience. Access to PC - See page 7

Programme Structure
- Introduction to hospitality
- Guest relations and communication
- Supervision and training
- Front office operations
- Security and maintenance
- Introduction to PC’s using Vista

Programme Duration
18 months

Student Assessment
Students need to write formal exams with the exception of Intro to PC’s for which you will need to hand in your assignments. Please note that exams are written in July and November of each year. For all examination subjects, students should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

Certification
On successful completion the student will receive a Damelin Correspondence College Hotel Reception Certificate.
Career Prospects
This Certificate is designed for individuals who would like to start a career in the field of Accommodation Management or who are already involved in the hospitality industry. Accommodation Management in the hospitality industry covers a range of sectors, from small bed-and-breakfasts to hotels. This learning programme will ensure that the student will undergo in-depth training on how to optimise the accommodation establishment for profit and how to bring together elements of housekeeping, front office and management techniques.

Programme Type
The Damelin Correspondence College Accommodation Management programme is a Provider Programme.

Admission Requirements
Grade 12 (Std 10) or equivalent, or relevant work experience. Access to PC - See page 7

Programme Structure
- Introduction to hospitality
- Guest relations and communication
- Business communication
- Supervision and training
- Human resources management
- Management principles
- Front office operations
- Housekeeping operations
- Security and maintenance
- Hospitality law
- Business economics
- Hotel accounting
- Hotel marketing
- Introduction to PC’s using Vista

Programme Duration
18 months
Student Assessment
Students need to write formal exams with the exception of Intro to PC’s for which you will need to hand in your assignments. Please note that exams are written in July and November of each year. Once students have passed all their assignments, they should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

Certification
On successful completion the student will receive a Damelin Correspondence College Accommodation Management Certificate.
Career Prospectus
The Damelin Food and Beverage Management Certificate is designed for students who would like to start a career in this field or who are already involved in the hospitality industry. Managing the food and beverage department of a hotel requires in-depth knowledge of how to utilise resources and staff effectively. A background to food and cooking is essential, as well as basic cookery. Human resources management, accounting practices and marketing are just a few of the essential management tools needed to become successful in the hotel or catering industry.

Programme Type
The Damelin Correspondence College Food and Beverage Management programme is a Provider Programme.

Admission Requirements
Grade 12 (Std 10) or equivalent, or relevant work experience. Access to PC - See page 7

Programme Structure
- Introduction to hospitality
- Guest relations and communication
- Business communication
- Supervision and training
- Human resources management
- Security and maintenance
- Hospitality law
- Business economics
- Hotel accounting
- Hotel marketing
- Food preparation and planning, presentation and service.
- Introduction to cookery
- Introduction to PC’s using Vista
- Management Principles
- Food and Beverage Operations 1
- Food and Beverage Operations 2

Programme Duration
18 months
Student Assessment
Students need to write formal exams with the exception of Intro to PC’s for which you will need to hand in your assignments. Please note that exams are written in July and November of each year. Once students have passed all their assignments, they should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

Certification
On successful completion the student will receive a Damelin Correspondence College Food and Beverage Management Certificate.
Career Prospectus
The Damelin Correspondence College Hotel Management Diploma is designed for students who would like to start a career in this field or who are already involved in the hospitality industry. The Manager of a hotel is responsible for the smooth running of the hotel according to sound and effective business principles. This requires a clear understanding of how all the departments that are required to make a hotel successful work together, from housekeeping to the front desk. Without good management, these units could seriously impact on the success of the hotel and result in dissatisfied guests.

Programme Type
The Damelin Correspondence College Hotel Management programme is a Provider Programme.

Admission Requirements
Grade 12 (Std 10) or equivalent, or relevant work experience.
Access to PC - See page 7

Programme Structure
- Introduction to Hospitality
- Guest Relations and Communication
- Business Communication
- Supervision and Training
- Human Resources Management
- Management Principles
- Front Office Operations
- Housekeeping Operations
- Security and Maintenance
- Hospitality Law
- Business Economics
- Hotel Accounting
- Hotel Marketing
- Food and Beverage Operations 1
- Introduction to Cookery
- Food and Beverage Operations 2
- Introduction to PC’s using Vista
- Food preparation and planning, presentation and service.

Programme Duration
24 months
Student Assessment
Students need to write formal exams with the exception of Intro to PC’s for which you will need to hand in your assignments. Please note that exams are written in July and November of each year. Once students have passed all their assignments, they should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

Certification
On successful completion the student will receive a Damelin Correspondence College Hotel Management Diploma.
Career Prospectus
This Course will provide in-depth knowledge of the food preparation industry. The course is designed for those who would like to start a career in this field or who are already in the hospitality industry. The learning programme brings together building blocks of food and drink preparation and service, and management, ensuring that the training is applicable to all sectors of the hospitality industry from small family restaurants to large-scale hotels.

Programme Type
The Damelin Correspondence College Introduction to Professional Cookery programme is an Orientation Programme.

Admission Requirements
Grade 10 (Std 8), or relevant work experience.

Programme Structure
• Introduction to professional cookery
• Kitchen hygiene and safety
• Cookery theory 1
• Kitchen management and Control
• Cookery theory 2

Programme Duration
12 months

Student Assessment
There are formal exams. Please note that exams are written in July and November of each year. Once students have passed all their assignments, they should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

Certification
On successful completion the student will receive a Damelin Correspondence College Introduction to Professional Cookery Short Course Certificate.
Travel and Tourism Studies

Damelin Correspondence College offers a National Certificate in Travel and Tourism on two levels: N5 and N6. These learning programmes are uniquely designed to match the needs of individuals seeking accredited foundation certifications to launch their careers in the Travel and Tourism industry.

- National Certificate in Travel and Tourism N5
- National Certificate in Travel and Tourism N6

Damelin Correspondence College now also offers two new courses;

- Managing Tourism in South Africa and
- Marketing Tourism in South Africa

Both courses are written by a leading academic in the field, Dr. Richard George, and include textbooks published by Oxford University Press.
Career Prospectus
The Marketing Tourism in South Africa course will enable you to understand the nature of the South African tourism industry and the importance of building and maintaining relationships with customers. The course aims to equip you with the fundamental principles of marketing and shows you how they can be applied to the South African tourism industry.

Programme Type
The Marketing Tourism in South Africa programme is a Provider Programme.

Admission Requirements
Grade 10 (Std 8), or relevant work experience.

Programme Structure
- Understanding marketing in the tourism industry
- Analysing the tourism market
- Implementing marketing strategies
- Understanding tourism marketing issues

The Marketing Tourism in South African course includes a copy of Marketing Tourism in South Africa (Oxford University Press), a key textbook used by tourism students at South African Universities.

Programme Duration
12 Months

Student Assessment
Students are required to hand in written assignments to the College for marking.

Certification
After successful completion you will receive a Damelin Correspondence College Marketing Tourism in South Africa Short Course Certificate.

Aim High
If students combine the Marketing Tourism in South Africa Learning Programme with the Managing Tourism in South Africa Learning Programme when they register, they will benefit from a significant discount.
Career Prospectus
The Managing Tourism in South Africa course equips you with a combination of industry-specific knowledge and general managerial skills needed to succeed. It explores the fundamental business management aspects of tourism including law, management, human resource management, marketing and finance, and shows how the industry is structured.

Programme Type
The Managing Tourism in South Africa programme is a Provider Programme.

Admission Requirements
Grade 10 (Std 8), or relevant work experience.
Access to PC - See page 7

Programme Structure
• Tourism overview
• The Tourism industry
• Managing tourism business
• Issues in tourism management

The Managing Tourism in South Africa course includes a copy of Managing Tourism in South Africa (Oxford University Press), a key textbook used by tourism students at South African Universities.

Programme Duration
12 Months

Student Assessment
Students are required to hand in written assignments to the College for marking.

Certification
After successful completion the student will receive a Damelin Correspondence College Managing Tourism in South Africa Short Course Certificate.

Aim High
If you combine the Managing Tourism in South Africa Learning Programme with the Marketing Tourism in South Africa Learning Programme when you register, you will benefit from significant discount.
Career Prospectus
The National Certificate in Travel and Tourism N5 and N6 is examined by the Department of Education and offers the student access to many of the industry's most important front-line jobs. Students who are awarded this certificate have access to the following careers:

- Travel consultant
- Junior assistant in a tourism information centre
- Airport ground Staff
- Junior airline consultant
- Reservations clerk
- Transport sector (rail, shipping, air)
- Car rental consultant

Programme Type
The National Certificate in Travel and Tourism N5 and N6 programmes are Agent Programmes.

Admission Requirements
- N4 to register for N5
- N5 to register for N6
- Exemption for N4 is conducted by the DOE. Proof of this exemption is then presented to the college

Programme Structure
NTC Travel and Tourism N5
- Tourism communication N5
- Tourist destinations N5
- Travel office procedures N5
- Travel services N5

NTC Travel and Tourism N6
- Hotel reception N6
- Travel office Procedures N6
- Tourist destinations N6
- Travel services N6

Programme Duration
12 Months per level (N5 or N6)
18 Months for any 2 levels
Student Assessment
To qualify, students must submit all their assignments to the College before the closing dates. An external exam set up by the Department of Education (DOE) is written. The assignments and tests generate a term mark, without which students will not be able to write their examinations.

Exam Information
The Department of Education is the Examining Body.

*Students are required to pay an exam fee directly to the exam centers, which is not included in the programme fee. Students are responsible for exam registration and for securing their exam venue at a Technical College. Students are also responsible for confirming the dates of their exams with the Technical College, BEFORE the registration dates for the exams.

Certification
On successful completion the student will receive a National Certificate in Travel and Tourism from the Department of Education.

If you complete all 3 National Levels, as well as 18 months of practical experience in a travel-related work situation, you will receive a National Diploma in Travel and Tourism.
The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, therefore bringing you one step closer to the career of your choice, or the advancement that you aspire to.

**Step 1**

Choose the programme that best suits you:
- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

**Step 2**

Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form plus the certified copies of the relevant support documents to meet the entrance requirement of your chosen course to Damelin by:
- Posting it to Damelin Correspondence College, P.O Box 31001, Braamfontein, 2017, OR
- Taking it to your nearest Damelin office.

**Step 3**

Once the academic process has been successfully completed decide how you wish to pay for your studies:
- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

**Step 4**

Once you have registered, Damelin will send you your first study pack containing the following:
- Your Student Card, which identifies you as a student wherever you go;
- Your Damelin Study Notes, which have been designed to make you feel as if you have your own personal teacher;
- Your Information Guide, a summary of important details;
- Certification Road Map, which tells you how to enter for your examinations;
- Your Personal Study Programme, which shows you the study units or items that you will need for each subject that you are studying; and
- Your Assignment Covers and Envelopes, to make it easy for you to send in your assignments and queries to the College.
**Step 5**

Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

**Step 6**

Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

**Step 7**

Complete regular assignments to check how you are doing.
- Continuous assessment is an essential feature of distance learning. Our study material contains numerous self-assessment exercises, to help you to make sure that you are in control of your work at all times.
- At the end of each module, there is a progress assignment which you can complete and send to the College for marking and/or model answers.

Note that the assignments are not compulsory, for examinable courses, and you can register for exams when you are ready.

**Step 8**

Enter for the examinations
- Follow the instructions on your Certification Road Map on how and when to enter for your examinations.
- Remember that it is your own responsibility to register in time for a particular examination sitting.

**Step 9**

Write the examinations
- You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

**Step 10**

Qualify for your award
- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.

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**Help is only a phone call away!**

Should you have any queries about the learning programme you are interested in, please do not hesitate to contact a Damelin Student Consultant at the following number:

0860 61 61 61
Tourism and Hospitality

Prospectus

With one of the most employer recognised colleges

The Career Development College

Make your mark with Damelin

Damelin Correspondence College (Pty) Ltd.

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Higher Education and Training until 31 Dec 2014.
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