



DIPLOMA IN HOSPITALITY MANAGEMENT (EQUIVALENT TO THE ASEAN LEVEL IV DIPLOMA)

supported by

EHL Hospitality Business School and Accor



LEARN WITH THE EXPERTS AND BOOST YOUR CAREER

From ASEAN level 1 & 2 to ASEAN level 4 in only 10 months

The unique EHT **Diploma in Hospitality Management (DHM)** is exclusively offered to high-potential applicants who have graduated from the EHT Paul Dubrulle and to industry professionals who are recipients of the Recognition of Prior Learning (RPL) Certificate. The program is supported by the world-renowned EHL Hospitality Business School, Lausanne, Switzerland (EHL) and approved by the Ministry of Tourism in Cambodia. It is offered annually and will equip participants with additional supervisory and managerial skills required in hospitality management.

The training is delivered by international, regional and local high profile trainers, industry experts and professors, affiliated to our partners Accor and EHL Hospitality Business School. Professional working proficiency in the English language is a prerequisite.

The advantages of acquiring the Diploma are numerous and varied, not only will participants have completed a nationally and regionally recognized qualification, they will also have achieved a key milestone within their own career development. The DHM will help participants to enter the workforce better equipped to enhance their career faster.

Students will be awarded the **Diploma in Hospitality Management** (equivalent to the “*ASEAN Level IV Diploma*”) under the following conditions:

- Successful completion of all 3 blocks of the training which consist of a total of 24 modules;
 - For participants who are unable to complete the entire program, a certificate of participation will be issued for the modules attended upon request.
- Regular attendance;
- Full settlement of tuition fee

The assessment is based on the recommendation of ASEAN assessment tools and methods, with EHL Hospitality Business School being responsible for the quality assurance of the program. EHT will also provide assistance to coordinate a local/regional or international traineeship at a partner hotel for participants who have successfully completed the program (optional).

1. PROGRAM OVERVIEW

Gain in-depth knowledge and acquire first-hand managerial skills in 6 critical areas related to hospitality management through a total of 24 modules:

- 16 modules of the ASEAN competency curriculum and
- 8 specialized modules developed by École Hôtelière de Lausanne and EHT



Key Learnings:

- Communicate in advanced professional English in a business context; master presentations.
- Produce documents, reports and worksheets on a computer.
- Understand customer service concepts.
- Create an effective structure of human resources management.
- Roster staff and monitor workplace performance.
- Managing time effectively
- Plan and implement sales and marketing techniques.
- Master sales situations.
- Manage & implement small projects.
- Develop and implement a business plan.
- Gain an understanding of management concepts, roles and skills.
- Gain basic knowledge of leadership models.
- Apply sustainable practices onto business operations.
- Gain knowledge of diverse cultures and consumer behaviors.
- Gain basic knowledge of accounting principles.
- Prepare and read business documents including financial statements and budgets.

Program Details & Logistics:

- Location: École d'Hôtellerie et de Tourisme Paul Dubrulle, in Siem Reap.
- Duration: 10 months part-time, 15 hours/week, Monday to Friday.
- Study Method: Hybrid (Interactive online and on school campus), own laptop/tablet required.
- Small classroom setting (max 20 participants).
- Dress Code: Professional attire.
- In case of course cancellation due to an exceptional event (i.e., professor unable to come due to sudden illness), the course may either be postponed, or a replacement trainer may take over the course.

2. PUNCTUALITY & ABSENCE

Regular attendance and active participation (100%) is mandatory for the entire duration of the program and is one of the requirements leading to the award of the diploma. Attendance will be recorded.

Requests for authorized absences (full or partial) must be in writing and pre-approved by the Director of Education prior to the module. Unless absences are justified and pre-approved by the Director of Education the module is not validated and the student will not be allowed to sit the exam. In case of emergencies, the Director of Education must be notified immediately, including giving the reason for absence. Failure to do so may result in program failure.

- One non-authorized absence of one full day per module will automatically constitutes a 20% deduction in the final grade of the particular module.
- Two non-authorized absences of two full days per module will automatically constitute a 40% deduction in the final grade of the particular module.

3. COURSE ASSESSMENT & GRADES

Each module is subject to an assessment which may include one or several oral and/or written exams, which are individual and/or in groups (assessments may be subject to modification).

- The passing grade for each module is 60.
- If overall average is over 60, two modules may score b/w 50 and 60.
- A retake exam can be given for failed modules that do not require a group project, and must be completed within the set deadline.
- In case of two failures for the same module, the module will not be validated and the student will not obtain the Diploma. In such cases a transcript will be issued upon request.
- At the end of each module, students complete an anonymous evaluation of the trainer and program.

Students may be expelled from the program for the following reasons:

- Nine non-authorized absences across the program is also grounds for expulsion from the entire program.
- Students do not comply with the provisions of the present regulations.

(In case of expulsion from the program, students will have no right to any reimbursement).

4. ADMISSION REQUIREMENTS

Candidates may be admitted in the program under the following requirements:

- EHT Paul Dubrule Graduate or
- Industry professionals with a minimum of 1 year work experience and relevant certificates
- Successful completion of the diploma entry exam
- Professional working proficiency in the English language

Document requirements:

- Completed application form, copy of residential book or birth certificate, copy of ID card, copy of highest certificate, copy of vaccination card, CV, and four 4x6 cm photos.
- Submit documents to: Education Office, Tel: 063 963 672 or M: 095 219 994, info@ecolepauldubrule.org

5. PROGRAM FEE & PAYMENT TERMS

Program fee: US\$ 525 for each block (program consists of 3 blocks)

The program fee includes all elements of registration and enrolment; including e-books and materials, access to library, accident insurance, and study kit (re-fillable water bottle, USB with e-materials, school T-shirt).

Payment options: All fees paid are non-refundable.

- Payment in full for three blocks at enrolment, 5% discount (block A,B,C)
- Payment in full for two blocks at enrolment, 3% discount (block A,B); payment for third block payable 2 weeks before start (no discount).
- Payment per block, no discount: payment for block A at enrolment, payment for block B and C payable 2 weeks before start of each block.

Note: Fees paid will only be refunded in the unlikely event the school will not be able to deliver the program.

Types of payment: By cash or by Bank transfer to:

Bank Name: BRED BANK (Cambodia) PLC
Account Name: FORMATION ET PROGRES CAMBODGE
Account No (USD): 003001466400033
Swift Code: BREDKHP2
Bank Address: Unit No 5 and No 6 of Building Sayon Square, Sangkat Sala Kamreuk, Krong Siem Reap.

Account Name: Formation et Progrès Cambodge
Bank Name: ABA Bank
Account Nr (USD): 000-154-450
Swift Code: ABAKHPP
Bank Address: No.01-04, Tep Vong (St.), Mondul 2 Village, Sangkat Svay Dangcum, Siem Reap, Cambodia

The candidate is formally enrolled in the program upon settlement of enrolment fees set within the deadlines.