



---

# *Prospectus*



---

*Developing passionate individuals*



---

## Welcome to Guvon Academy

---

Guvon Academy is a proud member of the Guvon Hotels and Spas Group, and is committed to ensuring that we produce graduates who have the skills and knowledge to be successful in the world of work. Accredited as a Skills Development Provider (SDP), our programmes cover the knowledge, practical and work- based learning required by industry.

Our international accreditation means our programmes are endorsed by industry leaders and globally recognised.

Our students are placed in the Guvon Hotels & Spas Group as well as other exceptional hotel properties for work experience.

### Guvon Academy is accredited by:



ITHSA

Five star qualifications for first class careers



### Your hospitality career starts here

Individuals employed in the hospitality industry play a vital role in making memorable and enjoyable guest experiences. In order to succeed in this career, one must use their head for business and heart for hospitality.

If you possess strong communication skills, a creative mind and a desire to provide excellent service to others, this fast-paced industry is for you.

### Benefits of working in the hospitality industry

- The hospitality industry allows you to develop yourself – professionally and as a person
  - Allows for individual creativity and flair
  - Meet interesting people
  - Learn about cultures and cuisines
  - Great training and career development opportunities
  - Opportunity to travel
  - Work in a social, team environment
-



---

## What to study

---

### National N-Diploma in Hospitality and Catering Services (N4 – N6)

#### A world of career choices

Hospitality employees work well with others. They value the contributions of others, can think on their feet and have strong leadership skills.

Completing the Hospitality and Catering Services programme will open many exciting doors for you; including:

- Hotel and Guest House Management
- Rooms Division Manager
- Food and Beverage Manager
- Restaurant Manager
- Catering Manager
- Function Catering
- Executive Housekeeper
- Events Management
- Wedding Planner
- Entrepreneur
- Training and Development
- Human Resources
- Sales and Marketing
- Finance

#### The Qualification

National Certificates N4 – N6 and National N-Diploma in Hospitality and Catering Services

#### Duration

Three years in total consisting of 18 months theory and 18 months work experience.

#### Entrance Requirement

National Senior Certificate (NSC) or National Senior Certificate Vocational (NCV) or Equivalent.

#### International Certification

Students can elect to simultaneously enrol for the international awards in Hospitality and Tourism offered by the Confederation of Tourism and Hospitality (CTH) in the United Kingdom.

### Occupational Certificate: Chef

#### Your culinary career awaits

Culinary professionals are creative, have a strong work ethic and have manual dexterity as well as physical endurance. Chefs fulfil a number of exciting roles across the globe which may include:

- Executive, Sous Chef or Chef de Cuisine
  - Pastry Chef
  - Catering Manager
  - Head Cook
  - Recipe or Menu Developer
  - Bakers
  - Personal Chef
-



## The Qualification

Occupational Certificate: Chef (NQF Level 5, SAQA ID 101967)

## Duration

Three years in total consisting of 18 months theory and 18 months work experience.

## Entrance Requirement

National Senior Certificate (NSC) or National Senior Certificate Vocational (NCV) or Equivalent.

## International Certification

Students can elect to simultaneously enrol for the international awards in Professional Cookery offered by the Confederation of Tourism and Hospitality (CTH) in the United Kingdom.

## National N-Diploma in Tourism (N4 – N6)

### Your career is about to take off

Tourism professionals are highly organised, articulate and pay great attention to detail. A great deal of people skills is required on a daily basis. Naturally explorers, tourism professionals possess good communication and organisational skills. An excellent knowledge of the world's places of interest, geography, unique history, politics and flora and fauna is paramount to success.

Completing the Tourism programme will equip you with the skills and knowledge for a variety of careers including:

- Travel Agent
- Tour Operator
- Tour Guide
- Leisure Activity Coordinator
- Airport Staff
- Hotel Reception
- Event Organiser
- Entrepreneur

## The Qualification

National Certificates N4 – N6.

## Duration

Three years in total consisting of 18 months theory and 18 months work experience.

## Entrance Requirement

National Senior Certificate (NSC) or National Senior Certificate Vocational (NCV) or Equivalent.

## International Certification

Students can elect to simultaneously enrol for the international awards in Hospitality and Tourism offered by the Confederation of Tourism and Hospitality (CTH) in the United Kingdom.

---



## E-Learning and Distance Learning

Working and unable to attend full time classes? Several options exist to enable you to study part-time through e-learning or distance learning. Enquire with us for more information.

## Industry Training

We offer a variety of training programmes to our industry partners to assist them in developing their work force. Talk to us about your needs.

---

## Every day is Open Day

---

Come and visit us at any time to talk about your future in hospitality industry. We also look forward to welcoming you to our scheduled open days. Follow us on Facebook or go to [www.guvonacademy.co.za](http://www.guvonacademy.co.za) for more details.

## Apply now

Guvon Academy has two intakes every year in January and July. Apply any time.

1. Download the application form from [www.guvonacademy.co.za](http://www.guvonacademy.co.za).
2. Complete the application form and submit with supporting documentation. We commit to processing complete applications within 24 hours.
3. You will be required to attend an interview and complete an entrance assessment.





---

## Schedule of fees 2020

---

### FULL TIME PROGRAMMES

#### Hospitality and Catering Services N4 – N6 (YEAR 1 of 3)

##### Option 1 (Upfront payment)

Total fees for first year: R50,000

##### Option 2 (Monthly instalments)

Total fees for first year: R5200,00 x 10 months

---

#### Tourism N4 – N6 (YEAR 1 of 3)

##### Option 1 (Upfront payment)

Total fees payable for first year: R45,000

##### Option 2 (Monthly instalments)

Total fees for first year: R4700,00 x 10 months

---

#### Occupational Certificate: Chef (Year 1 of 3)

##### Option 1 (Upfront payment)

Total fees for first year: R69,000

##### Option 2 (Monthly instalments)

Total fees for first year: R7100,00 x 10 months

\* Application fee: R500 (non-refundable, all programmes)

\* R5000 non-refundable deposit payable on acceptance

---



## Schedule of fees 2020

### FULL TIME PROGRAMMES WITH INTERNATIONAL CTH AWARDS



Hospitality and Catering Services N4 – N6 (YEAR 1 of 3) with CTH Awards\*

#### Option 1 (Upfront payment)

Total fees for first year: R73,000

#### Option 2 (Monthly instalments)

Total fees for first year: R7500,00 x 10 months

Tourism N4 – N6 (YEAR 1 of 3) with CTH Awards\*

#### Option 1 (Upfront payment)

Total fees payable for first year: R66,000

#### Option 2 (Monthly instalments)

Total fees for first year: R6800,00 x 10 months

Occupational Certificate: Chef (Year 1 of 3) with CTH Awards\*

#### Option 1 (Upfront payment)

Total fees for first year: R90,000

#### Option 2 (Monthly instalments)

Total fees for first year: R9200,00 x 10 months

- \* Please note that CTH Programmes are not registered on the South African Qualifications Framework. CTH programmes are registered on the UK National Qualifications Framework (NQF) or Qualifications and Credit Framework (QCF.)
- \* Application fee: R500 (non-refundable, all programmes)
- \* R5000 non-refundable deposit payable on acceptance

#### PHYSICAL ADDRESS:

19 Braam Street, Honeydew Ridge, Roodepoort, Johannesburg | PO Box 6, Randburg 2125 South Africa

#### ENQUIRIES & ENROLMENT:

(011) 568 4967 | info@guvonacademy.co.za

Central Reservations: 08611 48866 | cro@guvon.co.za | www.guvonhotels.co.za

FACEBOOK | TWITTER | PINTEREST | INSTAGRAM | BLOG | LINKEDIN

