

**OTHM**

The Organisation for Tourism and  
Hospitality Management

# An OTHM Guide for Students

New OTHM Syllabus  
OFQUAL/QCF Listed

Updated January 2012

## OTHM Mission Statement

To support the Tourism and Hospitality industry through training and education programmes and a supply of experienced, focused and high quality personnel.

- By providing a structure of professional and ethical training and personal development.
- By providing a network and forum for industry practitioners for their mutual benefit and support.
- By supporting and encouraging ethical practice and standards in all facets of the industry.

### Equal Opportunities & Diversity Statement

The Organisation for Tourism and Hospitality Management (OTHM) is fully committed to promoting equal opportunity, eliminating unlawful discrimination in all of its activities, actively promoting equality of opportunity and working towards ensuring that all staff and students with disabilities realise their potential.

We will also strive to become an organisation that reflects more fully the diversity of the society we serve and truly values the contributions which employees from all sections of society make to our work.

For a full copy of the OTHM Equal Opportunities & Diversity Policy please see [www.othm.org.uk/equalops](http://www.othm.org.uk/equalops)

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# Introduction

The Organisation for Tourism and Hospitality Management (OTHM) is an established and recognised (Ofqual/QCF) British professional body, listed as an Awarding organisation and examination body. OTHM has a network of numerous teaching centres in the UK and overseas.

In November 2009 OTHM was officially listed as an Awarding Body with Ofqual/QCA. Further approval was gained in 2011, with listing as an approved Awarding Organisation with the newly launched Ofqual/QCF system.

OTHM offers programmes and units from level 3 to level 7 (Post Graduate level) with our courses also being approved by People 1st (The Leisure, Tourism and Hospitality sector body in the UK).

With further investment at the OTHM Head Office in Wallington, Surrey, England, we have been able to maintain a high level of service for both members and OTHM listed study centres. Since our launch in 2003, with our key university partner, London South Bank (LSBU), we have continuously increased recognition from employers, government departments and universities.

Many student members have now completed their OTHM Professional Higher Diploma and have either entered full-time employment or progressed to Master's level programmes in the UK.

The year of 2012 has seen the launch of the new OTHM units and programmes (Ofqual/QCF) listed. These new programmes will run in parallel with our original (Ofqual/QCA/NQF) syllabus. Students who commenced the OTHM QCA/NQF programmes have the opportunity to complete existing awards in June and December examination sittings.

We have always aimed to develop OTHM as an organisation that is forward-thinking by delivering a service for students from the first day of registration until the completion of their OTHM qualifications.

Progression opportunities exist for students to become Associate or Full Members and also enter Post Graduate and Masters level programmes in Tourism and Hospitality Management. Students should aspire to both middle and senior management positions within the industry and also maintain an on-going relationship with OTHM as a member to gain the maximum benefit from the OTHM brand.

The new portfolio of OTHM courses allows individuals to commence studies at Level 3 Award, Level 4 Diploma, Level 5 Diploma, Level 6 Diploma and The OTHM Level 7 Diploma (QCF) 120 credits (Post Graduate level). OTHM students may then progress to complete a Master's with one of our university partners.

There are also six specialist OTHM units (individual certification for each) that give added skills, knowledge and value to an OTHM student.

We are also in process of offering students the opportunity to undertake assessments during work experience/placement at level 4 and level 5 and also designing an OTHM English for Tourism and Hospitality at levels 3 & 4 to assist students and working individuals improve their English language skills in the work place.

We look forward to your joining OTHM and hope that you enjoy your studies and career progression opportunities via the programmes offered.



# Registration

## How do I register as an OTHM Student?

Pre-UK Student: Students seeking Entry Clearance to study OTHM in the UK [Optional]

### PRE-UK OTHM REGISTRATION (Option)

OTHM would advise International students (EEA) and OTHM centres wishing to recruit students from outside the European Economic Area to use our pre-registration service.

Students receive an OTHM and London South Bank University welcome pack with clear study and progression guidelines.

The UKBA, (United Kingdom Border Agency) who deal with immigration, are keen to vet students' language levels as well as clarifying area of study. See English Language Entry Requirements Page 9.

### OTHM PRE-REGISTRATION

1. Students applying to study OTHM programmes in the UK are advised to complete the OTHM Pre-UK student registration form. [www.othm.org.uk](http://www.othm.org.uk) Go to 'Student Area' on the website for (Pre-UK Entry).
2. A fee of £40.00 (forty pounds – Sterling) cheques (centres only) or drafts payable to OTHM Ltd is applicable with your application form.
3. We require full completion of the application form including:
  - 3.1 A passport photograph
  - 3.2 Your passport number
  - 3.3 Date of Birth
  - 3.4 Nationality
  - 3.5 Home address (non - UK)
  - 3.6 College stamp or recognised agent stamp and signature

The form and registration fee will be forwarded via your OTHM study centre or OTHM - recognised recruiting agent.

# Registration

## Student Registration

### 1. You will receive:

1.1 Letter confirming your provisional registration with OTHM.

1.2 Promotional OTHM literature

1.3 Recognition and accreditation sheet of OTHM

1.4 Information sheet – Understanding Professional Qualifications

1.5 Information sheet – 10 Reasons to study OTHM in the UK

1.6 Copy of Letter of Welcome from London South Bank University (LSBU).

Special Note: The OTHM letter and Information sheet ‘Understanding Professional Qualifications’ should be used in conjunction with your college Acceptance Letters.

### 2. Student Registration (including International, EEA and UK citizens).

2.1 Students based in the UK wishing to study OTHM qualifications need to register initially with a recognised centre.

2.2 Your centre will provide guidance concerning the level of study. The relevant fee must be included with the application form. Cheques (centres only) or drafts payable to OTHM Ltd should be included with your application form. Payment facilities are also available via recognised credit/debit cards. (See the OTHM website for both UK and overseas fees).

2.3 External students are also welcome to register with OTHM.

### 3. We require full completion of the application form including:

3.1 A passport photograph

3.2 Date of Birth

3.3 Nationality

3.4 Home address (UK) or overseas if studying with a non-UK OTHM centre

3.5 College stamp and signature

The form and registration fee will need to be forwarded via your OTHM study centre. External Students may register with OTHM and complete fees directly with OTHM.



## PROCESSING

4. OTHM will endeavour to offer a 5 working day service from receipt of your application form and payment.

You will receive:

- 4.1 An OTHM letter confirming your student registration
- 4.2 OTHM – Promotional Literature
- 4.3 Examination entry form (includes fees)
- 4.4 Examination Assessment Instructions
- 4.5 OTHM ID card
- 4.6 OTHM Student Login

Special Note: Please check the OTHM website for relevant registration fees – dependant on your level of study and country of study.

### 5. OTHM Fees

Students should refer to the OTHM website for both UK and overseas fees [www.othm.org.uk](http://www.othm.org.uk) and go to 'Student Area'.

### Special notes:

1. Registration fees include administration fees, literature, login, access to OTHM Today magazine, postage/courier charges.
2. Examination fees, assist with covering costs of: examination paper and assessment setting, marking schemes, invigilation, print, marking, examination board, publishing of results, transcripts and awards.
- 3 Additional fees are applicable for: replacement transcripts or awards ID cards, Appeals Board.





### Choosing the right centre of study

Please see the OTHM website for a full listing of recognised centres. The centre details will also show if they are accredited with British Accreditation Council (BAC), Accreditation Service for International Colleges (ASIC) or Ofsted. From March 2010 this is now a pre-requisite under the new Tier 4 system that has been introduced by the UK Border Agency (Home Office) (BIA/UKBA) Tier 4 listing. OTHM centres offering the Post Graduate Diploma are also listed on the OTHM website. Students are encouraged to research study centres on-line and, if UK based, visit study centres to check suitability.

#### OTHM Centres 2012

The UK government now requires all UK colleges (England, Wales & Northern Ireland) to be audited and accredited by the QAA (Quality Assurance Agency) or ISI (Independent Schools Inspectorate). Centres recruiting international students requiring entry clearance - must also aim to be HTS (Highly Trusted Sponsors) see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

#### Student Checklist

When studying an OTHM programme

1. Are you registered as an OTHM student with OTHM?
2. Has OTHM provided you with a student number, ID card and Welcome Pack & OTHM Student login?
3. All students will be provided with a student login and password.
4. Have you organised your examination entry for the next OTHM examination cycle?
5. Have you completed your OTHM –ILP (Individual Learning Plan)with your study centre?
6. Have you checked that your centre is listed or accredited by OTHM? Check OTHM website [www.othm.org.uk](http://www.othm.org.uk).
7. UK centres will also need to be accredited by either BAC or ASIC and from 2012 QAA or ISI (Please note language schools are separately registered with the British Council). International students wishing to study OTHM in the UK – needing a student visa may only register with OTHM United Kingdom Border Agency (UKBA-Home Office Immigration) Tier 4 registered centres – see OTHM listed centres on the OTHM website [www.othm.org.uk](http://www.othm.org.uk) and the UKBA sponsors website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)
8. If you are commencing The OTHM Level 7 (Post Graduate Diploma), only upgraded OTHM centres are eligible to teach The OTHM Level 7 Diploma. Please check the OTHM website to confirm that your centre is approved for this course.



## Quality checks on your OTHM teaching centre.

OTHM centres are pre-checked prior to being listed. However, students should ensure that they are provided with:

A Student Handbook covering your OTHM study programme.

Your handbook should include:

### OTHM Information

- Subject aims & objectives
- Your full OTHM syllabus
- Period of study
- OTHM reading lists
- Schemes of work
- Sample exam papers
- Student good answers
- Professional Higher Diploma Project guidelines and mailing grid.
- OTHM examination and registration dates and deadlines
- OTHM examination entry form
- OTHM members Code of Practice
- OTHM ILP form

### Centre Information

- Centre time-table
- List of centre lecturers
- College rules and regulations
- College complaints procedure
- College extra-curricula activities
- Progression information – using OTHM qualifications to join a British university Masters' and BA Hons programmes in Tourism and Hospitality

**Special Note:** Your student login now allows you access to the majority of the above information.



## Study Period

### How long will my studies take?

The following is a guideline for length of study. Centres may operate on a semester basis but they should be able to provide guidelines.

Course Title	Suggested Length	Examination	Coursework Assessments
OTHM Level 3 Award in Tourism and Hospitality Management (QCF)	3-6 months	1 x 2 hour exam multiple choice and theory questions	N/A
OTHM Level 4 Diploma in Tourism and Hospitality Management (QCF)	1 academic year	6 x 3 hour exams	N/A
OTHM Level 5 Diploma in Tourism and Hospitality Management (QCF)	1 academic year	6 x 3 hour exams	N/A
OTHM Level 6 Diploma in Tourism and Hospitality Management (QCF)	1 academic year	5 x 3 hour exams	1x Project
OTHM Level 6 Extended-Diploma in Tourism and Hospitality Management (QCF)	2 academic years	11 x 3 hour exams	1x Project
OTHM Level 7 Diploma in Tourism and Hospitality Management (QCF)	1 or 2 academic year	6 units – a combination of examinations & course work	Part Assessment Units 1, 3 & 4

### Progression between OTHM levels

3.1 If students commence a OTHM Level 3 then they must pass the unit plus obtain the relevant English language requirement to commence OTHM Level 4 (Diploma)

3.2 Students who have passed 2 or more Diploma Level 4 papers are entitled to study and to enter exams at Diploma Level 5. Students are also expected to have gained relevant industry experience.

3.3 Students who have passed all of the OTHM Professional Certificate and successfully passed a minimum of 4 papers on the OTHM Professional Diploma are eligible to study and to enter examinations for the Professional Higher Diploma Level. Students are also expected to maintain relevant industry experience.

3.4 Students on the new syllabus for OTHM Level 4 Diploma (Ofqual/QCF) who pass all papers successfully and/or pass a minimum of 4 papers on the OTHM Level 5 Diploma are eligible to study and to enter examinations for the OTHM Level 6 Diploma. Students who have passed all of the OTHM Professional Higher Diploma or OTHM Level 6 Diploma (QCF) plus relevant work experience may join the OTHM Level 7 Diploma (Post Graduate Diploma).

# Entry Requirements

OTHM Qualifications	Entry Requirements
Level 3 Award	5 x GCSE (grade A-C) or overseas equivalent as recognised by UK-NARIC or proof of two years' work experience within the travel, tourism and hospitality industry.
Level 4 Diploma	The OTHM Level 3 Award in Tourism and Hospitality Management (QCF) or An accredited British Level 3 Award in Tourism and Hospitality Management (NQF or QCF) or overseas equivalent(s) as recognised by UK-NARIC or an accredited British Level 3 Award in Tourism and Hospitality Management (NQF or QCF) or 5 x GCSEs (grade A-C) PLUS 1 x 'A' Level (grade A-C) or Proof of a minimum of three years' work experience within the travel, tourism and hospitality industry.
Level 5 Diploma	The OTHM Level 4 Diploma in Tourism and Hospitality Management (QCF) or the OTHM Professional Certificate (Level 4 QCA/NQF) or An accredited British Level 4 Diploma in Tourism and Hospitality Management (NQF or QCF) or Overseas equivalent(s), as recognised by UK-NARIC, or an accredited British Level 4 Diploma in Tourism and Hospitality Management (NQF or QCF) or Proof of a minimum of five years' work experience within the travel, tourism and hospitality industry, including one year's experience at team-leader or manager level.
Level 6 Diploma	The OTHM Level 5 Diploma in Tourism and Hospitality Management (QCF) or The OTHM Professional Diploma (Level 5 QCA/NQF) or an accredited British Level 5 Diploma in Tourism and Hospitality Management (NQF or QCF) or Overseas equivalent(s), as recognised by UK-NARIC or an accredited British Level 5 Diploma in Tourism and Hospitality Management (NQF or QCF) or Proof of a minimum of eight years' work experience within the travel, tourism and hospitality industry, including three year's experience at team-leader or manager level.
Level 6 Extended Diploma	Level 6 Diploma 2 academic years. Entry requirements same as Level 5- see above.
Level 7 Diploma	See progression between Levels and Entry requirements on the <a href="http://www.othm.org.uk">www.othm.org.uk</a> or the OTHM Level 7 Brochure.

# Study Period

## Qualification OTHM Level 7 Diploma OTHM Qualification Entry Requirements

### OTHM Route

- The OTHM Professional Higher Diploma (Level 6 QCA/NQF)
- The OTHM Level 6 Diploma (QCF) Tourism and Hospitality degree route
- An honours degree in Tourism and Hospitality Management from a UK university or
- An honours degree in Tourism and Hospitality Management from an overseas university as confirmed by UK NARIC or
- An accredited British Level 6 Diploma in Tourism and Hospitality Management (NQF or QCF)
- Overseas equivalent(s) as recognised by UK NARIC or an accredited British Level 6 Diploma in Tourism and Hospitality Management

### Business Degree Route

- Proof of one year’s management-level work experience within the travel, tourism and hospitality industry plus one of the following:
- An honours degree in a business-related subject from a UK university or
- An honours degree in a business-related subject from an overseas university, as confirmed by UK NARIC or
- An accredited British Level 6 Diploma in a business-related subject (NQF or QCF) or
- Overseas equivalent(s) as recognised by UK NARIC or an accredited British Level 6 Diploma in a business -related subject

### Industry Experience Route

- Proof of five years’ work experience within the travel, tourism and hospitality industry at management-level

All students must be a minimum of 18 years old on the commencement date of their course. All students must be able to demonstrate competence in English at the necessary level as detailed below:

Level 3	Level 4-6	Level 7
IELTS 5.0 or equivalent	IELTS 5.5 or equivalent	IELTS 6.0 or equivalent

Entry requirements are based on UK-taught and equivalent degrees.  
Please refer to UK NARIC to check recognition of your qualification.  
[www.naric.org.uk](http://www.naric.org.uk)

\*If English is not your first language, please consult the college where you wish to take your course or your local British Council regarding English language competency



## Work Experience Placement

### Part-time students

Mature students in full-time work have the opportunity to study part-time at selected OTHM centres. This may take the format of evening classes, full or half-day release, Saturday schools or blended learning with a combination of home study and tutorials.

The most important factor is that students or existing workers in the industry have the opportunity to use their working experience to undertake OTHM project assessments or use their industry knowledge to offer practical examples and solutions on an examination paper.

### Full-time students

Students undertaking full-time studies are advised to seek work placement (when possible) to gain some practical experience during their OTHM studies. Work experience may be paid or unpaid but please note many employers may offer you a trial period (unpaid) followed by an offer of paid part-time work or a future internship. Arrangements must be agreed in advance with your college (Work Placement officer) and the potential employer.

### New Work Based OTHM units

New OTHM units are in process (proposed launch 2012) and will require students to undertake work placement/experience to write the projects/assessments. OTHM aims to have three units on level 4 and three units on level 5 that will give you the opportunity to undertake work based project assessment.

(Please refer to OTHM website for any further updates).





## OTHM Qualifications

Official Title including recognised QCF level	Qualification Type	QCF Ref. No	QCF Guided Learning Hours	Credit Value	Operational Start Date
OTHM Level 3 Award in Tourism and Hospitality Management	QCF	600/3323/X	90 Hours 3-6 Months study	9	10-Oct-2011
OTHM Level 4 Diploma in Tourism and Hospitality Management	QCF	600/3322/8	540 Hours 1 Academic year	54	10-Oct-2011
OTHM Level 5 Diploma in Tourism and Hospitality Management	QCF	600/3320/4	540 Hours 1 Academic year	54	10-Oct-2011
OTHM Level 6 Diploma in Tourism and Hospitality Management	QCF	600/3319/8	600 Hours 1 Academic year	60	10-Oct-2011
OTHM Level 6 Extended Diploma in Tourism and Hospitality Management	QCF	600/3321/6	1140 Hours 2 Academic years	113	10-Oct-2011
OTHM Level 7 Diploma in Tourism and Hospitality Management	QCF	600/3318/6	1200 Hours 1 or 2 Academic years	120	10-Oct-2011

# Progression

## How can I progress further academically?

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OTHM offers a comprehensive range of professional membership qualifications from Foundation Level 3 to Post Graduate Level 7.

A bonus for OTHM award holders is that apart from industry recognition and the usefulness of our qualifications for career progression or entering the world of Tourism and Hospitality, you can also 'Top-up' with a BA or MSc in Tourism and Hospitality Management at one of our partner universities.

OTHM students have however, also gained 'Top-up' places with other universities including Bournemouth and Anglia Ruskin.

Special Note: Recognition of OTHM qualifications for academic purposes is not an issue as they are officially listed on the Ofqual QCA/NQF and the Ofqual/QCF websites.

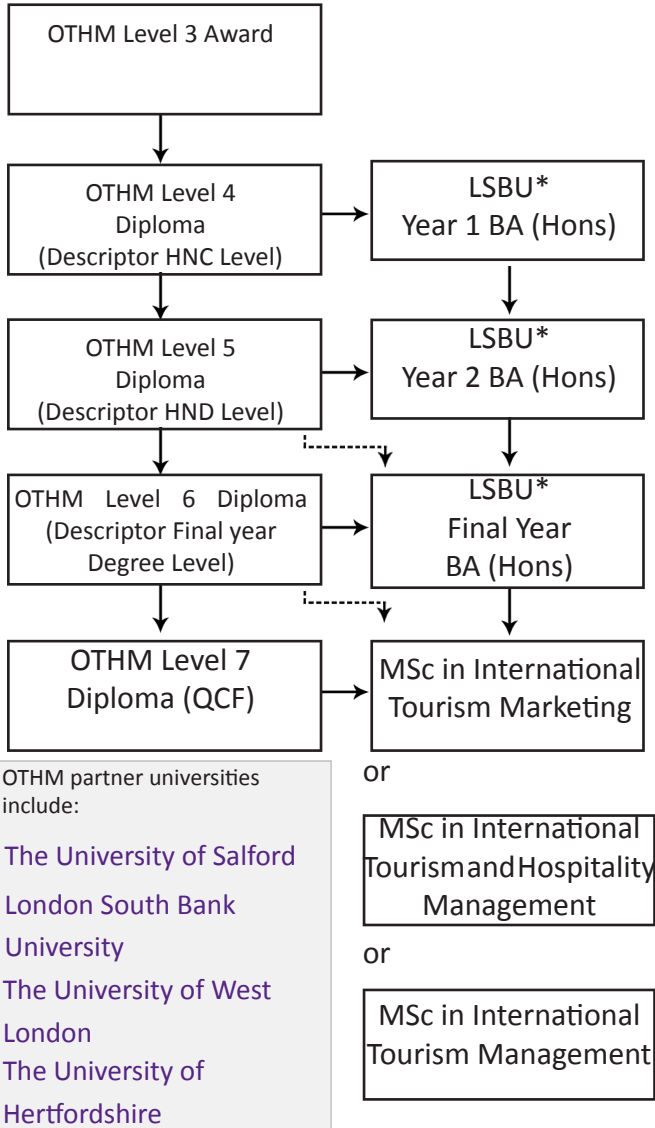
For example: OTHM students holding either the OTHM Level 5 Diploma or Level 6 Diploma may apply for direct entry into a final year degree (BA Hons) in Tourism and Hospitality Management. Holders of the 120 credits-OTHM Level 7 Diploma (QCF) (Post Graduate Level) are eligible to apply directly for the final part (Dissertation) on an MSc in Hospitality or MSc in Tourism and Hospitality Management.





## OTHM Progression Diagram

### Professional Pathway (QCF) Academic Pathway



# Summary

## Summary of Units

OTHM qualification (QCF)	Job Profile	Academic Descriptor
OTHM Level 3 Award in Tourism and Hospitality Management	Entry Level	Foundation 3-6 Months study
OTHM Level 4 Diploma in Tourism and Hospitality Management	Team Leader	HNC 1 Academic year
OTHM Level 5 Diploma in Tourism and Hospitality Management	Supervisor	HND 1 Academic year
OTHM Level 6 Diploma in Tourism and Hospitality Management	Manager	Final Year Degree 1 Academic year
OTHM Level 6 Extended Diploma in Tourism and Hospitality Management	Manager	Final Year Degree 2 Academic years
OTHM Level 7 Diploma in Tourism and Hospitality Management	Senior Management	Post Graduate 1 or 2 Academic years

### OTHM Level 3 Award in Tourism and Hospitality Management (QCF)- 3-6 months study

Assessment via examination

### OTHM Level 4 Diploma in Tourism and Hospitality Management (QCF)- 1 Academic year

1. Understanding the Tourism and Hospitality Industry
2. Understanding the Tourism and Hospitality Business Environment
3. Understanding Communication and Customer Care in the Tourism and Hospitality Industry
4. Understanding Accounting and Finance in the Tourism and Hospitality Industry
5. Academic and Employability Skills
6. Understanding Events Management in Tourism and Hospitality

### OTHM Level 5 Diploma in Tourism and Hospitality Management (QCF)- 1 Academic year

1. Managing Marketing Objectives in Tourism and Hospitality
2. Managing Marketing Planning in Tourism and Hospitality
3. Managing Human Resources in a Tourism and Hospitality Organisation
4. Managing Operations in Tourism and Hospitality
5. Managing Financial Accounts in Tourism and Hospitality
6. Managing Customer Relations in Tourism and Hospitality

## OTHM Level 6 Diploma in Tourism and Hospitality Management (QCF)- 1 Academic year

1. Marketing Communications for Tourism and Hospitality
2. Working in the International Tourism and Hospitality Business Environment
3. Analysing Tourism and Hospitality Business
4. Using Management Information Systems for Tourism and Hospitality
5. Strategic Human Resources Management in Tourism and Hospitality
6. Researching Tourism and Hospitality Operations (Written Project)

## OTHM Level 6 Extended Diploma in Tourism and Hospitality Management (QCF)- 2 Academic years

1. Managing Marketing Objectives in Tourism and Hospitality
2. Managing Marketing Planning in Tourism and Hospitality
3. Managing Human Resources in a Tourism and Hospitality Organisation
4. Managing Operations in Tourism and Hospitality
5. Managing Financial Accounts in Tourism and Hospitality
6. Managing Customer Relations in Tourism and Hospitality
7. Marketing Communications for Tourism and Hospitality
8. Working in the International Tourism and Hospitality Business Environment
9. Analysing Tourism and Hospitality Business
10. Using Management Information Systems for Tourism and Hospitality
11. Strategic Human Resources Management in Tourism and Hospitality
12. Researching Tourism and Hospitality Operations

## OTHM Level 7 Diploma in Tourism and Hospitality Management (QCF) 1 or 2 Academic year

(Descriptor Post Graduate Diploma 120 Credits)



1. Managing Operations and Marketing for Tourism and Hospitality Organisations



2. Destination Management: Policy, Planning and Promotion



3. Contemporary Management in Tourism and Hospitality Scheme of Work



4. Ethics, Risk and Decision Making in the Tourism and Hospitality Industry



5. Tourism and Hospitality Business Strategy Scheme of Work



6. Advanced Research Methods for Tourism and Hospitality

# Work Based Units & Individual Certificates

The following Units are in process of being uploaded (awaiting QCF listing)

## OTHM Level 4 Diploma in Tourism and Hospitality Management with Work Placement (QCF) – 1 academic year

1. Understanding the Tourism and Hospitality Industry
2. Understanding Communication and Customer Care in the Tourism and Hospitality Industry
3. Understanding Accounting and Finance in the Tourism and Hospitality Industry
4. Understanding the Tourism and Hospitality Business Environment with work placement – Work Based
5. Academic and employability skills with work placement – Work Based
6. Understanding Events Management in Tourism and Hospitality – Work Based

## OTHM Level 5 Diploma in Tourism and Hospitality Management with Work Placement (QCF) – 1 academic year

1. Managing Marketing Planning in Tourism and Hospitality
2. Managing Operations in Tourism and Hospitality
3. Managing Financial Accounts in Tourism and Hospitality
4. Managing Marketing Objectives in Tourism and Hospitality – Work Based
5. Managing Human Resources in a Tourism and Hospitality Organisation – Work Based
6. Managing Customer Relations in Tourism and Hospitality – Work Based

## OTHM Level 4 Individual Certificate Awards (QCA/NCF)

Each module is available in addition to the established OTHM Level 3 Award and Level 4 Diploma, Level 5 Diploma, Level 6 Diploma and Level 7 Diploma

### Target Groups:

1. Existing OTHM students at listed OTHM centres
2. Other Business Studies students who wish to take one or more of the six certificates
3. Individuals currently working in the Tourism and Hospitality Industry.
4. OTHM members seeking CPD Training



**Eligibility:**

All candidates need to be registered with OTHM either as a student or be a current OTHM Practitioner, Associate or Full Member. Existing OTHM students must be on Level 4, Level 5 or Level 6. OTHM students on Level 3 Award must first pass the Award to apply for examination entry to the Management Certificate.

**Exam fees:**

Please see the OTHM website for fees.

**Academic level:**

The aims, objectives and learning outcomes are positioned at a similar level to the OTHM Level 4 Diploma. However, these are specialist operational areas that will require some additional commitment and reading from students and other candidates.

**Module Titles: (Exisiting QCA/NQF programmes final exams sitting December 2012)**



The OTHM Hygiene, Health & Safety Management Certificate



The OTHM Food & Beverage Management Certificate



The OTHM Front Office Management Certificate



The OTHM Sustaining Tourism & Eco – Management Certificate



The OTHM Conferences & Event Management Certificate



The OTHM Tourism Geography & Tour Management Certificate

**Special Note for Centres:**

OTHM centres who wish to offer these new units may purchase the power points on an individual basis or as a package of six units. Please see the OTHM website for fees and further information.

Please contact: [info@othm.org.uk](mailto:info@othm.org.uk)

# Membership

## OTHM Membership

OTHM Membership allows individuals to become a part of a body for professionals in the industry who meet to exchange ideas, contacts and set standards of good practice for the industry.

Each application is assessed on experience within the industry and relevant qualifications. Once assessed members will be informed and advised on how to apply for an upgrade. Membership is valid for 12 months and must be renewed on an annual basis.

### Benefits include:

- International recognition – OTHM is an international brand with international recognition
- Certificate of Membership and Designation (Associate, Full Member or Fellow)
- Members will receive a copy of 'OTHM Today' magazine online
- Discounts on workshops delivered by OTHM
- Invitations to annual dinner and award ceremonies
- Networking and forum platforms
- OTHM Members & Centre Forum

Grade	Requirements
Corporate	Open to organisations involved in the industry
Practitioner	Open to those who work in the industry
Student	All students studying OTHM qualifications become student members on registration
Associate (AOTHM)	4 years relevant experience (supervisory or management level) and equivalent qualification or OTHM Level 5 Diploma and 6 months relevant industry experience (supervisory or management level)
Full Member (MOTHM)	8 years relevant experience (supervisory or management level) and equivalent qualification or OTHM Level 6 Diploma and 1 year's relevant industry experience (supervisory or management level) or Level 7 Diploma
Fellow (FOTHM)	By invitation only – criteria based on experience and contributions made to the industry

## Key Benefits for OTHM Students

Access to MSc International Tourism & Hospitality Management or MSc International Tourism Management via OTHM Post Graduate Diploma (NQF) in International Tourism & Hospitality Management (UH valuation 60 credits) or the new OTHM Level 7 Diploma (QCF) 120 credits.

- Access to London South Bank University Degree programmes and other recognised British universities.
- International recognition. Ideal for a career in any part of the Industry Supply Chain.
- OTHM is a successfully expanding membership and examination body in the UK.
- A policy of ethical trading and re-investment in new courses and members services.
- CPD training for OTHM members and centres.
- Opportunities to network for students and members.
- Professional membership service for qualifying and qualified students.
- Unique articulation relationship between OTHM and London South Bank University (LSBU) – in design and development of OTHM programmes.
- Unique recognition and co-operation agreement with the University of Hertfordshire on the OTHM Level 7 (Post Graduate Diploma) in International Tourism and Hospitality Management.
- OTHM Examination Board with LSBU representation and independent examiners.
- High academic standards, respected by employers and universities.
- University verification and acceptance of OTHM standards and processes.
- Clear pathways to access graduate and post graduate degree programmes.
- Student access to LSBU Resource Centre in London.
- High quality invigilation & quality control of examinations by British Council & OTHM.
- International network of OTHM study centres.
- Opportunity for students to gain international work experience during OTHM studies.



- High level of marketing and publicity to promote OTHM to employers and stakeholders.
- Strict Quality Control procedures to monitor and audit OTHM listed centres.
- Compulsory Induction Training for ALL OTHM centres. OTHM policy of Train the Trainers.
- New listing service for Agents and Education Consultants to minimise student risk & improve quality.
- OTHM training for Agents and Consultants in the UK and Overseas.
- OTHM fund-raising for eco-tourism and animal protection projects.
- Clear and close working relationship with key industry stakeholders – British Accreditation Council (BAC), ASIC, relevant British High Commissions and Embassies overseas, British Council offices, Home Office, UK Border Agency (UKBA) and employers.
- College Compliance Partnership Group (CCPG). OTHM Today members' magazine which is circulated to the British Council, British High Commissions and stakeholders.

### Employment areas:

Tourism, Leisure and Hospitality is the largest industry in the world with over 200 million employed. A number of markets including the BRIC economies (Brazil, Russia, India and China) are expanding rapidly with infrastructure and accommodation development. Britain and Europe are currently experiencing slow growth rates but hoteliers, restaurateurs and transport still seem to be expanding the industry often requiring to provide a 24/7 service.

OTHM qualified individuals therefore have an excellent opportunity for work experience and also full-time career pathways in a number of areas. We have highlighted a few to give you an indication of your opportunities along with relevant (UK based websites) offering employment.

### Employment area examples:

Airlines, Cruise lines, Conservation and Management of Historic Sites & Buildings, Eco Tourism, Education and Training, Event Management, Front Office, Leisure Centres, Housekeeping, Hotels, Human Resource Management, Marketing Communications, Promotions, Public Relations, Restaurants, Tourist Boards, Tour Operations, Travel Agency Management, Theme Parks.



### Nadezda Ryabova

I am a Russian student, studying the Diploma level with OTHM. I joined the programme in July 2009 and since then I have completed the Certificate level and 3 units in the Diploma course. I received 3 'A's and 1 'B' in Certificate level and even won a prize for the Business Finance Unit!

It was really unexpected and I was very honoured - I am very interested in the OTHM coursework that I am doing. Since I have experience working in the hospitality industry, the OTHM coursework is of special interest to me. I worked as an assistant manager in a restaurant and enjoyed communicating with people. I also like the atmosphere and the environment of a good restaurant. I also want to work in the tourism industry so OTHM helps me a lot in achieving my goal as it provides the programmes for both hospitality and tourism industries.

Update: Nadezda is currently on the Post Graduate Diploma



### Ebrima Manneh

I am a Gambian national, from the heart of the tourism industry in the Gambia where I occasionally used to help out a friend at a beach bar and restaurant prior to training and working as a teacher.

When I came to the UK nine and a half years ago, I frequently worked at hotels and other hospitality organisations through agencies such as Addecco (hotel and catering) as well as Blue Arrow and Task Masters.

I first started studying international tourism and hospitality management with OTHM in 2007, successfully completing the Professional Diploma and the Professional Higher Diploma in 2008, which I won two awards for. I completed the OTHM Post Graduate Diploma in 2010 and found the courses to be quite interesting and can relate the issues to my country.

I chose to study International tourism and hospitality management because my country's economy is heavily dependent on tourism, but lacking a lot of expertise and human resource to make this sector more successful to the economy and the people. I have now been accepted by Hertfordshire University for the MSc.

Update: Ebrima has successfully completed his Masters



### Eva Ikoluot, from Tanzania

I am currently taking the OTHM Professional Diploma course in Tourism and Hospitality Management. I would like to take this opportunity to thank the board of directors, lecturers and all the OTHM team for having made my dream come true. I went on the course not being sure what career path I should take and now I am very confident about my future.

Not only has OTHM helped me to aspire higher academically, it has also opened doors for working in the industry. At the moment I have landed a job of my dreams working for a world recognised brand, The Hilton Hotel Group. I would like also to thank my college who have provided an excellent atmosphere for achieving my academic dreams and for offering support in my endeavours. My target is to achieve the highest position in this industry.

Update: Eva has progressed to Level 6.



### Hina Qadri

Choosing to do an OTHM course was a good decision for me. It has given me an opportunity to earn degree level qualifications from a university, helped me to find direction for my future and helped me to develop skills that I will need in my career.

The OTHM curriculum provides students with a sound understanding of the Travel, Tourism and Hospitality field and skills essential for successful employment in the Industry. OTHM provided all the resources in terms of their professionally prepared lecture notes and guidance for me to successfully complete my Higher Diploma. I passed my Higher Diploma with great results and won BEST OVERALL PERFORMANCE AWARD. I now feel confident and prepared to excel in the Tourism and Hospitality Industry.

Update: Hina is lecturing in tourism and hospitality



### Leon Corriea

I did a twin diploma in Hospitality Management from India and wanted to further increase my knowledge in the hospitality and tourism sector.

OTHM being a Level 5 is just the right platform that I needed. The modules are of a senior management level which helped to boost an individual's leadership skills. Having won an award in the Strategic Human Resource Management module it has practically enhanced my confidence in managing people at work; since I worked as an assistant manager in night front office operations for Marriott International Hotels.

This has further strengthened my self-belief and has eventually provided me with a strong base to achieve my academic vision which will see me as an MBA graduate.



### Milon Mahmud

After finishing my Masters in Accounting I worked for six years as an officer in a five star hotel named Dhaka Sheraton Hotel.

But when I sought to improve my career I chose OTHM, a course for specialised and competitive knowledge. This is a very useful course to make a career path of life. I won four times best student award with

OTHM. With the OTHM Higher Diploma I got the opportunity to take admission to Masters Level (M.A. Hospitality) at Thames Valley University. Thanks OTHM for helping me to choose the right way of study and life.

Update: Milon is working in course management for tourism and hospitality



### Nova Kudan

Leaving my country, the Philippines, and coming to London UK, to study tourism and hospitality management, I had high hopes that doing so would give me a better fighting chance towards a brighter future.

Through OTHM's exceptional mentoring, I have learned a lot about the Tourism and Hospitality industry. The modules are up-to-date and real-life based which will surely give me an edge as soon as I graduate. More importantly, OTHM recognises and advocates professionalism, ethics and environment awareness as core principles for the industry. And so, looking ahead, I'm certain that I'll have a bright future after all. OTHM's for me and I won't settle for anything else!



### Antoinette Karunaratne, from Sri Lanka

The OTHM course is ideal for students like me who aspire to be managers in the Tourism and Hospitality trade, as its subjects cover all these areas. This gives us the opportunity to link basic management theories to our chosen trade, giving us an edge in the workplace. Apart from this, OTHM is being promoted internationally, which means that the Tourism/Hospitality trade worldwide is becoming more aware of the high standards of OTHM qualifications.

I have completed the Diploma Level with awards and hope to complete my Higher Diploma in December equally well. The workshop for students who were preparing for the project was invaluable and was very insightful as to what was expected from students at this level. The flexibility of taking three subjects at a time has been favourable in my case as I believe this has enabled me to concentrate more on each subject and give it 100%.

I am sure that once I complete the Higher Diploma and Degree, I will be able to return to Sri Lanka and help strengthen the already thriving Tourism/Hospitality industry.

OTHM has been very helpful and supportive throughout the course and I would recommend it to anyone who has an interest in studying Tourism and Hospitality.

Update: Antoinette used her OTHM Level 6 to complete a BA(HONS) in tourism and hospitality with the University of Bournemouth.



## Recognition, Accreditation and Listings of OTHM

**Ofqual**  
**DfES**  
**CCEA**  
**QCA**  
**NQF**  
**QCF**

The regulators of qualifications in England and vocational qualifications in Northern Ireland (Ofqual), qualifications in Wales (DfES) and general qualifications in Northern Ireland (CCEA) confirm that The Organisation for Tourism & Hospitality Management (OTHM) is recognised (from 12th July 2011) to offer QCF qualifications between entry Level and Level 8 in the Travel and Tourism sectors. On 16th November 2009 Ofqual (Office of Qualifications and Examinations Regulation) QCA/NQF (Qualifications and Curriculum Authority) confirmed that OTHM is a recognised UK Awarding Body.

**UKBA**

OTHM qualifications are recognised by UKBA and are acceptable for UKBA purposes will be one which is: Recognised by one or more bodies via a formal articulation agreement with the awarding body. (Section 235 of UKBA Guidance for Sponsor Applications – Tier 2, Tier 4 and Tier 5 of the Points Based System).

OTHM programmes are listed on the Ofqual/QCA the National Qualifications Framework (NQF) and also the Ofqual (QCF) Qualifications and Curriculum Framework as approved units and programmes in Tourism and Hospitality Management.



Special note: OTHM has a formal articulation agreement with the Vice Chancellor's office of the London South Bank University (LSBU) – see OTHM website for further details. The London South Bank University (LSBU) is the original academic partner of OTHM; supporting and advising OTHM on the design and structure of OTHM levels and individual units.



These universities accept OTHM qualified students for direct entry into year one, two or the final year of their BA (Hons) in Tourism & Hospitality or direct entry into Post Graduate and Masters at the university.



The University of Hertfordshire recognises all OTHM programmes as access to their degree and MSc in International Tourism Management and International Tourism and Hospitality Management. OTHM Level 7 Diploma (Post Graduate) is valued at 120 credits.



OTHM has close working relationships with both bodies on matters concerning college compliance, quality control and CPD training activities. People 1st and Federation of Awarding Bodies (FAB).



Since our launch we have always aimed to maintain close relationships with employers both in the UK and overseas. In the UK OTHM students are part of the key labour source for the multinational restaurant chains, food and drink outlets at railway stations and prestigious hotel chains.

A number of students gain valuable work experience with smaller family-owned restaurants, bars and hotels. Working overseas, OTHM team members have conducted a number of training workshops with four and five star hotels and hotel and restaurant associations.

Training and consultancy projects have also been successfully conducted with tourist boards, hotel schools, colleges and universities.



Mount Lavinia Hotel,  
Sri Lanka



Gambian Tourism Authority



Gambia Hotel School



Association des Hôteliers et  
Restaurateurs de l'île  
Maurice, Mauritius



Preskil beach resort,  
Mauritius



Stade Court hotel, UK



The London Cheshire Hotel,  
UK



So Hotels & Apartments, UK

### Studies and Work Experience

As a British professional body, we follow the long-held tradition and belief that qualifications without any relevant work experience, or work experience with no certification, leave gaps in individual's CV. Employers or individuals normally aim to fill the gaps with suitable training and CPD activities

# Registration

## OTHM Registration

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For further details or to register as an OTHM centre, student or member please go to [www.othm.org.uk](http://www.othm.org.uk) and visit the 'Contact OTHM' section.

Useful OTHM contact details:

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Web address: [www.othm.org.uk](http://www.othm.org.uk)

Contact Email: [info@othm.org.uk](mailto:info@othm.org.uk)

Office Hours: Monday - Friday  
9.30am - 5.30pm (GMT)



TRAVEL



TOURISM



HOSPITALITY



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