

WEIP Letter to OTHM Students

Dear Student,

We wish to take this opportunity to introduce you to the Work Experience Introduction Programme offered by OTHM.

We have launched the WEIP to assist students gain *bona fide* work experience in the Tourism and Hospitality supply chain, during your studies.

OTHM does NOT charge the employer, but does require a registration fee of £75 to cover a twelve month period for the service. You will need to state your first, second and third choices of employer. [eg: Restaurant, Bar, Non- alcoholic beverages, Accommodation, Event Management, Conference Centre, and Travel]

How does it work? Well, you have three possible options:

- **Option A.** When you complete the WEIP form, it needs to be endorsed by your College, who will forward the form to OTHM along with your registration fee [cheque paid to OTHM Ltd by your College- not you the student]. OTHM then searches our employer data base for vacancies and introduces you to a potential employer, who organises the interview.
- **Option B.** OTHM works with your College on the work placement, but you still complete the OTHM WEIP form to gain a work experience Verification Certificate from OTHM.
- **Option C.** You may already be working in the Tourism and Hospitality supply chain, but require official verification of your work experience. Again, you complete the OTHM WEIP form, plus contact details of your employer and your job title and submit it via your college to OTHM. We will then contact your employer to verify your work.

Verification means that we will confirm dates of employment, your area of work experience and any training courses you may have attended. You will then receive an **OTHM Certificate of Work Experience Verification** for use in your CV or to assist your application on the BA [Hons] or Masters Programme.

Yours sincerely

Tim Murari

CEO and Director of Marketing and Planning OTHM