



# New Zealand Diploma in Hospitality Management (Level 5)



**Domestic fee:** \$6,355

**International fee:** \$23,480

Compulsory student levy >  
StudyLink >

\*Fees are approximate, subject to change and exchange rates

Location	Dunedin
Duration	One year full-time
Delivery	On campus with practical sessions in our training restaurant

Credits	120
Level	5
Start	February
Apply	By 30 November. Late applications are accepted based on availability of places.

## Want to work in a hospitality management role?

Gain the skills and attributes you need to tackle junior/trainee, supervisor or team leader roles across a range of hospitality sectors such as restaurants, bars, cafés, accommodation/hotels or catering. Our on-site training kitchen, café and restaurant will provide the perfect environment for you to gain hands-on, practical experience so you can build work-ready skills.

You will graduate from this programme as a highly capable individual with a standard of professional practice that will enhance your employment opportunities. You will be able to confidently and competently provide for the needs of your customers. In addition, you will be able to work independently in a variety of hospitality environments with some responsibility for the management and learning of others.

## Skills required

- > The ability to work well under pressure
- > To have a good work ethic
- > A desire to constantly update your skills.

## Entry requirements

- > NCEA Level 2 OR equivalent.
- > We also prefer that you have one of the following:
  - > A relevant hospitality qualification at Level 4, OR
  - > Two years' relevant work experience.
- > International students will be individually assessed to ensure you meet the entry requirements.
- > If English is not your first language, you must provide:
  - > New Zealand University Entrance OR
  - > Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
  - > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

## Additional requirements

You must supply certified copies of proof of identity and proof of residency (where appropriate).

Please include your academic records with your application (English translations required if not in English):

- > For those attending secondary school or recent school leavers - NCEA results or equivalent. If still at secondary school, please also list what subjects you are studying this year and at what level.
- > For other applicants - copies of relevant results and/or qualifications.

If you have not completed a relevant Level 4 Hospitality qualification, you also need to provide:

- > A CV detailing your qualifications/academic records, your interests and hobbies and details of your work experience.
- > A cover letter (max. 500 words) which explains:
  - > why you have chosen to study this Diploma
  - > your expectations of the programme
  - > your career goals in the hospitality industry
  - > the steps you have already taken to progress your career goals to improve your chances of being accepted into the programme.

You may also have to undertake an interview.

## Selection process

If the number of applicants who meet the requirements exceeds the available places, a waitlist will be used to ensure preference is given to applicants in the order that they applied.

## Want your existing skills recognised?

If you have extensive knowledge and skills due to practical experience in this area, enquire about our recognition of prior learning process at Otago Polytechnic. You may have already gained credits towards this qualification. Phone 0800 762 786 or email [info@op.ac.nz](mailto:info@op.ac.nz).

## You will learn

Your learning will include how to manage facilities, inventory and supplies; how to monitor and maintain operations and staffing; and how to plan budgets and rosters. In addition, you will discover sales and promotion techniques and how to market a service product.

The programme will be offered full-time over one year. The structure comprises of seven courses.

First semester (courses studied in the order they are listed)

- > Introduction to Hospitality Management
- > Marketing Fundamentals and Finance
- > Human Resources.

Second semester (courses studied in the order they are listed)

- > Operational Management and Work Experience

> Applied Management in Action.

In addition, work experience runs through part of the second semester.

This structure allows you to take your learning from the classroom and to apply it in a work-based context within Otago Polytechnic's commercial operations and within industry placements. You will compare/contrast your class learning to your workplace learning, implement the skills you have learned, and reflect on their progress. This will help cement your newly acquired skills into lifelong learning patterns that will help you to succeed in the workplace.

#### Health and Safety

There are a number of Occupational Safety and Health (OSH) issues associated with practical work in areas specific to a commercial kitchen, café and restaurant environment. These include, but are not limited to, burns from hot liquids or hot objects and cuts from sharp instruments.

Alcohol tasting and consumption may be a risk for some individuals. In compliance with the Sale and Supply of Alcohol Act 2012, parental consent for alcohol consumption as tastings in line with curriculum specifications must be obtained if you are under 18 years of age. Risks will be outlined in more detail during the programme.

Please note: Consumption of alcohol is NOT a compulsory part of the course and other methods of identifying and obtaining knowledge of products can easily be employed on request.

#### Additional costs

During your induction day, you have the opportunity to purchase your full uniform from Otago Polytechnic's preferred supplier. You should expect to spend approximately \$100 on programme-specific equipment. This will be covered by the 'Course-Related Costs' section of your student loan (if you are eligible - see Student Loans and Allowances section below) .You may already have some or all of the required uniform and equipment.

#### Student loans/allowances

Student loans and allowances are for domestic students only. For information about student loans and allowances please visit the Studylink website. It is important to apply for your student loan/allowance at the same time as you apply for this programme, due to the length of time Studylink take to process.

Loan/allowance applications can be cancelled at any time if you decide to withdraw your programme application or if it is unsuccessful.

#### Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

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