

DIPLOMA IN HOTEL AND ACCOMMODATION SERVICES

Programme Code: 2020-Dip-36

Programme Fee: \$4,038.00

Commence: 17-Nov-20 to 22-May-21

Course Format: Tuesdays (6:00PM to 10:00PM) and Saturdays (9:00AM to 6:00PM)

SN	Module ID	Competency Skills	Start Date	End Date	Training/Assessment
1	201117-SFOO	Supervise Front Office Operations	17-Nov-20	05-Dec-20	33.5 (32+1.5) hours

Training Session	Session Date	Start Time	End Time
1	Tuesday, November 17, 2020	6:00 PM	10:00 PM
2	Saturday, November 21, 2020	9:00 AM	6:00 PM
3	Tuesday, November 24, 2020	6:00 PM	10:00 PM
4	Saturday, November 28, 2020	9:00 AM	6:00 PM
5	Saturday, December 5, 2020	9:00 AM	6:00 PM
Assessment: 1.5 hour(s) – This will be informed at a later date /time slot.			

SN	Module ID	Competency Skills	Start Date	End Date	Training/Assessment
2	210105-SC	Service Challenges	05-Jan-21	16-Jan-21	25 (24+1) hours

Training Session	Session Date	Start Time	End Time
1	Tuesday, January 5, 2021	6:00 PM	10:00 PM
2	Saturday, January 9, 2021	9:00 AM	6:00 PM
3	Tuesday, January 12, 2021	6:00 PM	10:00 PM
4	Saturday, January 16, 2021	9:00 AM	6:00 PM
Assessment: 1 hour(s) – This will be informed at a later date /time slot.			

SN	Module ID	Competency Skills	Start Date	End Date	Training/Assessment
3	210130-SRS	Supervise Reservation Services	30-Jan-21	09-Feb-21	24 (22.5+1.5) hours

Training Session	Session Date	Start Time	End Time
2	Tuesday, February 2, 2021	6:00 PM	10:00 PM
3	Saturday, February 6, 2021	9:00 AM	5:00 PM
4	Tuesday, February 9, 2021	6:00 PM	10:00 PM
Assessment: 1.5 hour(s) – This will be informed at a later date /time slot.			

SN	Module ID	Competency Skills	Start Date	End Date	Training/Assessment
4	210210-ILRP	Implement Loss/Risk Prevention	10-Feb-21	06-Mar-21	23 (22+1) hours

Training Session	Session Date	Start Time	End Time
Elearning	Wednesday, February 10, 2021	6:00 PM	8:00 PM
1	Saturday, February 27, 2021	9:00 AM	6:00 PM
3	Saturday, February 27, 2021	9:00 AM	6:00 PM
2	Tuesday, March 2, 2021	6:00 PM	10:00 PM
Assessment: 1 hour(s) – This will be informed at a later date /time slot.			

SN	Module ID	Competency Skills	Start Date	End Date	Training/Assessment
5	210320-SPI	Service Planning and Implementation	20-Mar-21	27-Mar-21	16 (15+1) hours

Training Session	Session Date	Start Time	End Time
1	Saturday, March 20, 2021	9:00 AM	6:00 PM
2	Tuesday, March 23, 2021	6:00 PM	10:00 PM
3	Saturday, March 27, 2021	9:00 AM	12:00 PM
Assessment: 1 hour(s) – This will be informed at a later date /time slot.			

SN	Module ID	Competency Skills	Start Date	End Date	Training/Assessment
6	210410-CTLO	Contribute Towards a Learning Organisation	10-Apr-21	24-Apr-21	33.5 (32+1.5) hours

Training Session	Session Date	Start Time	End Time
1	Saturday, April 10, 2021	9:00 AM	6:00 PM
2	Tuesday, April 13, 2021	6:00 PM	10:00 PM
3	Saturday, April 17, 2021	9:00 AM	6:00 PM
4	Tuesday, April 20, 2021	6:00 PM	10:00 PM
5	Saturday, April 24, 2021	9:00 AM	6:00 PM
Assessment: 1.5 hour(s) – This will be informed at a later date /time slot.			

<u>SN</u>	<u>Module ID</u>	<u>Competency Skills</u>	<u>Start Date</u>	<u>End Date</u>	<u>Training/Assessment</u>
7	210508-MHO	Manage Housekeeping Operations	08-May-21	22-May-21	33.5 (32+1.5) hours
		<u>Training Session</u>	<u>Session Date</u>	<u>Start Time</u>	<u>End Time</u>
		1	Saturday, May 8, 2021	9:00 AM	6:00 PM
		2	Tuesday, May 11, 2021	6:00 PM	10:00 PM
		3	Saturday, May 15, 2021	9:00 AM	6:00 PM
		4	Tuesday, May 18, 2021	6:00 PM	10:00 PM
		5	Saturday, May 22, 2021	9:00 AM	6:00 PM
Assessment: 1.5 hour(s) – This will be informed at a later date /time slot.					

Note: Commencement of class is subjected to meeting minimum enrollment. For attendance/make-up hour(s) matters, please contact Ms Mazinah: mazinah.yusoff@the-ascott.com or 63500 3346.