



GUVON ACADEMY PROSPECTUS

Tourism and Hospitality School of Excellence



ASKARI GAME LODGE & SPA | BUSH WILLOW TENTED CAMP | GLENBURN LODGE & SPA
KLOOFZICHT LODGE & SPA | THE FAIRWAY HOTEL, SPA & GOLF RESORT | UMBHABA LODGE

www.guvonacademy.co.za

YEAR 2017

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A. REGISTRATION STATUS

The Guvon Academy School of Excellence in partnership with Drumbeat Academy as an accredited Further Education Training provider, Registration Number 613/P/000035/2004 provide SAQA accredited national qualifications with success.

Guvon Academy is quality assured by CATHSSETA and QCTO (Quality Council for Trade and Occupation) and in addition it is a member of the Association of Private Providers in Education, Training and Development (APPETD), Federated Hospitality Association of South Africa (FEDHASA), SATSA, SAACI and member of South African Chefs Association.

B. VISION AND MISSION

Vision

In our endeavours to become a renowned academy in the Tourism and Hospitality Industry, we are committed to student success and excellence by enhancing education through work integrated learning and will continue empowering learners to enrich the social, cultural, and economic vitality within the Tourism and Hospitality Industry.

Mission

The mission of Guvon Academy, which focuses on the hospitality and tourism industry, is to provide quality, professional and effective education, training and development opportunities for employed and unemployed students that emphasize relevant knowledge, skills and competencies and also supports the educational and lifelong learning needs of a multicultural community. The Academy is committed to excellence in helping students reach their full potential by developing their tourism and hospitality skills, academic competencies, critical thinking skills and communication and assisting them in clarifying and pursuing their professional and educational goals.

C. BOARD OF DIRECTORS AND ACADEMIC BOARD

The Board of Directors and Academic Board of Guvon Academy is represented by members of the Tourism and Hospitality Industry, academics from Public Higher Institutions, Further Education and Training providers, Industry experts and developers in the Tourism, Hospitality, Sport Education and Training Authority (CATHSSETA). The Academic Board is the highest academic decision-making authority of the Academy. It oversees all of the academic quality assurance processes to ensure that students receive the necessary knowledge, skills and expertise needed to meet the demands of the Tourism and Hospitality Industry and excel within a certain dynamic and ever-changing working environment. The highly qualified members of Guvon Academy, Academic Board and their established training and program development committee ensure that the content and quality of the programmes, supporting guides and training material is current and in line with progressive Tourism and Hospitality standards and developments.

The Academic Board of Guvon Academy is committed to the following ethos:

- ✦ To acknowledge and recognize that learner-centered education of the highest standard is the way to improve quality of life and development of learners. To align all Guvon Academy policies and procedures in line with the Tourism and Hospitality Industry to ensure that each learner achieves competency in operation.

D. WHY CHOOSE A CAREER WITH GUVON ACADEMY?

With an industry so diverse, Tourism and Hospitality offers a long-term career fit for enthusiastic individuals wanting to put their education and skills to work in an exciting and varied environment. The more knowledge, aptitude and energy you have, the more chance you have of succeeding as an entrepreneur and securing employment with Guvon Hotels.

Therefore, studying at the Guvon Academy is a wise choice, as all its qualifications are nationally and internationally recognized.

Guvon Academy delivers outstanding education in Tourism, Events and Hospitality and once you have achieved a formal or non-formal qualification full time, online or via distance learning you can enter the business world and follow a career in a variety of fields such as:

- | | |
|---|---|
| - Hospitality Management | - Hotel Manager |
| - Management Development Programme | - Junior /Middle Management |
| - Food and Beverage Service/Management | - Menu planning& Food costing |
| - Events Management and Function Planning | - Accommodation Services and Housekeeping |
| - Conference Management and Operation | - Front of House Operations |
| - Tourism Guiding: Nature and Culture | - Restaurant Management |
| - Guest House Management | - Executive Waiter and Barman |

A successful career in Tourism and Hospitality requires one to be creative, self-motivated, flexible, innovative and dedicated.

E. WHY THE GUVON ACADEMY SCHOOL OF TOURISM AND HOSPITALITY?

The Guvon Hotel Group proved success over the past eight years through the development of its employees and students within Tourism and Hospitality.

Excellent outcomes-based education allows you to study by means of work integrated and distance learning and in addition you can receive tuition support, career counseling and personal development at the Academy.

The focus of Guvon Academy is to provide Tourism and Hospitality skills through nationally recognized certificates. Benefits of registering with Guvon Academy for your Tourism and Hospitality education include the following:

- You will receive a SAQA-registered program in partnership with accredited providers.
- You will acquire a qualification that is sought after throughout Southern Africa.
- You will enjoy the convenience of studying towards a qualification from Guvon Academy anywhere, anytime through distance/online/E- learning option.
- You will receive training from qualified industry educators.
- You will receive a certificate of achievement and/or attendance after completion of your qualification.
- You will have the opportunity to develop and operate as part of the Guvon Hotel Group.
- You will have the opportunity to apply for work in America.

WORK INTEGRATED LEARNING

All activities, both in the workplace and formal classrooms, are based on learning by experience. It is systematic integration of both formal learning and workplace learning and therefore encourages employed and unemployed students to achieve success in their careers.

Guvon Academy is in partnership with all Guvon Hotels and Lodges and provides support and mediation between practical experience and theoretical knowledge. The work integrated learning ensures integration of formal learning and workplace experience components.

To ensure success Guvon Hotels provide the student with appropriate supervision and training in the work environment to allow him/her to achieve the relevant competency.

DISTANCE/ONLINE/E-LEARNING OPPORTUNITY

Guvon Academy provides the opportunity and convenience of distance/online learning to its students. Students can register directly with Guvon Academy and can study towards a qualification from anywhere nationally.

The benefits of distance learning allows you to study in your own time and at your own pace with no timetabled classes to attend, so you can combine achieving a qualification with work or family commitments. Through self-directed learning, students can manage their learning and control of their learning processes to reach their desired goals, as they are able to monitor, evaluate and regulate their cognitive learning strategies.

Another benefit for distance learning through Guvon Academy is that our facilitators give you help and support by means of study guides, tutorial letters, structured contact hours and practical work integrated learning at a workplace of your choice. Further information available on request.

The benefits Guvon Academy E-Learning:

- Access to a personal online facilitator for Module related queries and assistance.
- Real time live chats and Google class room sessions.
- Online assessments with immediate results.
- Links to video clips, articles and case studies.
- E-mail reminders, news flashes and bulletin boards, notifications and regular deadlines will all keep you on track and focused while achieving your objectives.
- Additional to the E-Learning (on-line) material, chats and contact sessions we offer Culinary Arts workshops to enhance your skills and to improve creativity (refer to page 6 for detail)

Study Material, Assessments and Examinations:

- Each student will receive their learning material on The Guvon Academy e-learning platform and can be downloaded and saved on your computer or smart device.
- Should any student require a printed copy of the learning material, additional printing and courier costs will be incurred.
- Most of the programs and courses require the student to complete an examination at The Guvon Academy campus and a Portfolio of Evidence will have to be completed.

The overview of all our courses:

60% Work Integrated learning/Practical Component, broken up in the following categories:

- Live Chats
- Skype Sessions
- Contact classes at Guvon Academy (face to face, class room)
- Practical hours in the industry
- Portfolio of Evidence
- Logbook (to complete while in the industry doing practical hours)

40% Online Theory, broken up in the following categories:

- Self-study online
- Assignments
- Quizzes and Tests

SUPPORT SYSTEM

The following learner support systems optimize success in the development of the student:

- Learning program orientation and understanding of SAQA Qualifications and the National Qualifications Framework.
- Understanding of workplace policies, procedures and standard operation procedures.
- Learner performance development and personal development plan.
- Support during the training and assessment process.
- The progress of each student will regularly be reviewed. Feedback, support and pre-exit guidance will be given and the student will be continually involved in this process.
- During the learning period guidance and support services will assist students in choosing the learning pathway best suited to their needs.
- Counseling regarding learning problems, illness, injury on duty and occupational health and safety aspects may be provided to students by educators and qualified counselors. Case details and action plans will be documented.
- The aftercare service will provide future career guidance, personal development plan support and assistance with finding employment.

CAREER GUIDANCE FOR SCHOOL LEAVERS (Value added service to all students)

Career Counseling and Psychometric Testing can assist you to make an effective career choice:

- Knowledge about yourself. This would imply knowledge about your personality, interests and aptitudes.
- Knowledge about the world of work. Researching the various field of work and the jobs within all career fields.
- The Guvon Academy School of Excellence will support each learner after successful completion with assistance in finding employment, CV and interview preparations. Guvon Academy students and graduates looking for employment opportunities within the Hospitality and Tourism Industry may contact the Guvon Hotel Human Resources or Sonia at the Guvon Academy.

F. PROGRAMMES OFFERED BY GUVON ACADEMY

CERTIFICATE PROGRAMMES – FORMAL QUALIFICATIONS

Admission Criteria

Further Education and Training Certificate (FET) Qualifications

- ✦ Senior Certificate (Grade 12) or equivalent, including an achievement rating of at least (40 - 49%) in English as first or second language and Mathematics NQF level 3 will be an advantage.
- ✦ Hospitality experience will be an advantage.
- ✦ Hotel Keeping or Tourism as subject will be an advantage, but not compulsory.
- ✦ A CV is required from prospective students over 23 years of age, who have no Senior Certificate.

**Further Education and Training Certificate (FET) Events Support: Level 4 : 12 months (Credits 149)
(SAQA 64407/67461)**

The course covers the following key topics:

- ✦ Event planning, organization and project management.
- ✦ Planning and manage of social events such as weddings, birthday parties and year end functions
- ✦ Conference planning and operation
- ✦ Sport Events planning and set-up.
- ✦ Events phases to follow when planning an event.
- ✦ Organizations of events within Hotels, Events companies and Private Event Companies.
- ✦ Communication to the client that book the event.
- ✦ Customer service which will ensure that every event is a success.
- ✦ Event role players.
- ✦ Event operations, logistics and administration.
- ✦ Event design and execute Event Support functions.
- ✦ Event Marketing and sponsorship.
- ✦ Financial management of events
- ✦ Décor, venue selection and set-up of social, business and sport events.
- ✦ Catering, banqueting, safety and security.
- ✦ The importance of organising and using transport, technical utilities and the legislation compliance
- ✦ Entertainment during the event.
- ✦ Risk management.
- ✦ Evaluation and sustainability of events.

Who should enrol?

- ✦ Persons who would like to plan and organize a variety of events
- ✦ Persons who want to start a career in Event Management or who would like to start their own company
- ✦ Persons who want to develop skills in planning and organizing functions and events
- ✦ Persons who want to build up their skills qualifications in Hospitality and Events Industry

Admission Criteria

National Certificate Qualifications

- ✦ Senior Certificate (Grade 11 or 12) or equivalent, including an achievement rating of at least (40 - 49%) in English as first or second language and Mathematics NQF level 3 will be an advantage.
- ✦ Hospitality experience will be an advantage.
- ✦ Hotel Keeping or Tourism as subject will be an advantage, but not compulsory.
- ✦ A CV is required from prospective students over 23 years of age, who have no Senior Certificate.

**National Certificate in Professional Cookery Level 4 : 18 months (SAQA Credits 162), SAQA (14111).
ADD the Executive Skills and Internship/Experiential learning (Practical workshops at Guvon Hotels) to complete a 2 year course.**

The course covers the following key topics:

- ✦ Maintain health, hygiene and professional appearance in the workplace.
- ✦ Understand the layout, services and facilities within a hotel, lodge, guest house and fast food operation.
- ✦ Customer service and communication skills within the hospitality environment.
- ✦ Process of incoming and outgoing telephone skills as part of effective communication.
- ✦ Maintain a safe and secure working environment. Provide First Aid.
- ✦ Maintain hygiene in food preparations, cooking and storage areas.
- ✦ Clean food production areas, equipment and utensils.
- ✦ Maintain data in a computer system and perform effective stock calculations.
- ✦ Handle and store frozen and dry food supplies.
- ✦ Prepare and cook basic soups and sauces.
- ✦ Prepare and cook basic fish dishes.
- ✦ Prepare and cook basic meat, poultry, game and offal dishes.
- ✦ Prepare and cook starch.
- ✦ Prepare and cook basic fruit dishes.
- ✦ Prepare and cook basic egg dishes.
- ✦ Prepare and cook pastry and dough products.
- ✦ Prepare, bake and decorate basic cakes and biscuits.
- ✦ Prepare and cook basic cold and hot desserts.
- ✦ Cook and freeze food.
- ✦ Develop self within the job role and within the career as Executive Chef.

Enhance your competency by specializing in the following Executive skills and work at Guvon Hotels for an additional 6 months:

- ✦ Patisserie: wedding cakes and decoration, pastry, creams, fillings and glazes
- ✦ Chocolate and sugar work
- ✦ Sushi and specialized snacks
- ✦ Cuisine of the world and fine dining
- ✦ Menu and financial planning
- ✦ Kitchen and staff management

Who should enrol?

- ✦ Persons who would like to work with the preparation of food in restaurants, hotels, lodges, guesthouses etc.
- ✦ Persons who want to develop skills in the Hospitality Industry and specialized as Executive Chef.

National Certificate in Food and Beverage Service: Level 4 : 12 Months (SAQA Credits: 156) SAQA (14113)

The course covers the following key topics:

- Maintain health, hygiene and professional appearance in the workplace.
- Understand the sectors in the Hospitality Industry such as services and facilities within a hotel, lodge, guest house and fast food operation.
- Manage the Food and Beverage department or Restaurant.
- Customer service and communication skills within the hospitality environment.
- Process of incoming and outgoing telephone skills as part of effective communication between the customer and food and beverage service.
- Maintain data in a computer system and perform effective stock calculations.
- Prepare and clear areas for table and drink service.
- Prepare for table and drink service in the restaurant and bar.
- Provide A 'la Carte, buffet, carvery and silver service in the restaurant.
- Supervise the running of a function or event.
- Wine service.
- Prepare and serve cocktails, spirits and liqueurs.
- Clean and restock drink machines/equipment.
- Maintain cellars and beverage storage.
- Develop self within the job role.
- Plan, organize and monitor work in own area of responsibility.

Who should enrol?

- Persons who would like to work with the serving/supervision/managing of food within in restaurants, hotels, lodges, guesthouses etc.
- Persons who want to develop skills in the Hospitality Industry
- Persons who want to build up their skills qualifications in the Hospitality and Tourism Industry

National Certificate in Hospitality Accommodation Services level 2 : 12 Months (SAQA Credits 137) SAQA (14110)

The course covers the following key topics:

- Maintain health, hygiene and professional appearance in the workplace.
- Understand the layout, services and facilities within a hotel, lodge, guest house and housekeeping operation.
- Manage the housekeeping department as executive housekeeper.
- Customer service and communication skills within the hospitality environment.
- Process of incoming and outgoing telephone skills as part of effective communication.
- Maintain the housekeeping service, prepare rooms, self-catering areas and bathrooms.
- Maintain a safe and secure working environment.
- Handle mail, messages and written communications.
- Store and handle customer and establishment property.
- Provide a collection and delivery service.
- Analyze a business and determine the way it functions.
- Clean and maintain public areas.
- Provide a housekeeping service and maintain housekeeping supplies.
- Provide a valet service.
- Operate a computer and perform basic calculations.
- Deep clean floors and soft coverings.

- Handle and store cleaning equipment and materials.
- Develop self within the job role.

Who should enrol?

- Persons who would like to work in back of house operations in hotels, lodges, guesthouses etc.
- Persons who want to develop skills in the Hospitality Industry
- Persons who want to build up their skills qualifications in the Hospitality and Tourism Industry

The National Certificate in Hospitality Accommodation Services must be completed within 12 months.

National Certificate in Hospitality Reception level 4 : 12 months (SAQA Credits 143), SAQA (59790)

The course covers the following key topics:

- Maintain health, hygiene and professional appearance in the workplace.
- Understand the layout, services and facilities within a hotel, lodge, guesthouse and hospitality operation.
- Manage of any reception area or front desk
- Customer service and communication skills within the hospitality environment.
- Process of incoming and outgoing telephone skills as part of effective communication.
- Maintain data in a computer system.
- Handle mail, messages and written communications.
- Maintain effective working relations with other members of staff.
- Operate a payment point and process payments.
- Provide customer information and book external services.
- Deal with the arrival of customers.
- Receive and process reservations.
- Maintain a booking system.
- Prepare customer accounts and deal with departures.
- Exchange foreign cash and travellers cheques.
- Develop self within the job role.

Who should enrol?

- Persons who would like to work in the front office in hotels, lodges, guesthouses etc.
- Persons who want to develop skills in the Hospitality Industry
- Persons who want to build up their skills qualifications in the Hospitality and Tourism Industry

The National Certificate in Hospitality Reception must be completed in 12 months.

Please note: All classes are subject to numbers.

SKILLS PROGRAMMES, SHORT COURSES AND WORKSHOPS

Admission Criteria

Skills Programmes

- ✦ A minimum of Grade 10 or equivalent and an achievement rating of at least (40 - 49%) in English as first or second language.
- ✦ A CV is required from prospective students over 23 years of age, who have no Senior Certificate.

SKILLS PROGRAMMES

ASSISTANT CHEF PROGRAMME: 12 Months

This short course is designed for the aspiring individual who is passionate about being a Chef. At the end of this short course you will be able to specialize in basic Chefs skills within the kitchen at hotels, lodges and guest houses.

Start with the Assistance Chef Program and continue your career path enrolling to the National Qualification Professional Chef

FOOD AND BEVERAGE SERVICE: 8 Months

This short course is designed for the aspiring individual who is passionate about the food and beverage service industry. At the end of this short course you will be able to specialize in Restaurant service skills within restaurants, hotels, lodges and guest houses.

Start with Table, Bar Attendant and continue to the National Qualification Food and Beverage Service

ASSISTANT HOUSEKEEPER PROGRAMME: 8 Months

This short course is designed for the aspiring individual who is passionate about the accommodation offered in the hospitality industry. At the end of this short course you will be able to specialize in housekeeping skills within hotels, lodges and guest houses. Start your career as Assistant Housekeeper and continue to the National Qualification Accommodation Service.

HOSPITALITY RECEPTION PROGRAMME: 8 Months

This short course is designed for the aspiring individual who is passionate about the hospitality industry. At the end of this short course you will be able to specialize in reception skills within hotels, lodges and guest houses.

PUBLIC AREA CLEANER PROGRAMME: 8 Months

This short course is designed for the aspiring individual who is passionate developing within the hospitality industry. At the end of this short course you will be able to specialize in cleaning and service skills within hotels, lodges and guest houses.

EVENT SUPPORT ASSISTANT: OPERATION MANAGEMENT PROGRAMME: 8 Months

This short course is designed for the aspiring individual who is passionate about the Events and Conference operation. At the end of this short course you will be able to specialize in Events operation and planning skills within hotels, lodges and events companies.

SPA PROGRAMMES: Swedish Massage, Manicure and Pedicure: 12-18 Month program

This short course is designed for the aspiring individual who is passionate about Beauty and Nail technology. At the end of any of this short course you will be able to specialize in SPA treatment and nail technology skills within hotels, lodges and private SPA operations.

All the above courses include practical work integrated learning.

** Formally assessed and credit bearing towards a full qualification.

Short Courses and Workshops

- ✦ **A minimum of Grade 12 or equivalent and an achievement rating of at least (40 - 49%) in English as first or second language is required for the management courses.**
- ✦ **A minimum of Grade 10 or equivalent is required for the other short courses.**
- ✦ **Work experience in a management position is essential for the Fundamental and Advanced Management course**
- ✦ **Domestic worker course require no previous qualification. Work experience can be an advantage**

Workshops

- ✦ **No previous qualification criteria required. Work experience can be an advantage.**

SHORT COURSES AND WORKSHOPS

By combining short learning programmes you can accumulate credits towards a skills programme or Full qualification!

Enhance your skills and competency and enrol for any of the short courses or workshops available.

SHORT COURSES

MANAGEMENT PROGRAMS: Fundamental and Advanced Management Program

In a highly competitive work environment we all need to develop basic as well as advanced management and leadership skills. Improve your managerial and leadership capacity with Guvon Academy's help, as they assist your learning process by focusing on skills such as communication and interpersonal skills, stress, conflict and time management, motivation and delegation.

Should you need a detailed outline or customized proposal, we would love to meet with you to discuss your specific needs. This will enable us to submit a proposal that is in line with your expectations, your industry and your budget.

Restaurant supervisors program

This course is designed for the individual who is passionate and work within the restaurant of any hotel, business or guest house and would like to improve their skills as supervisor.

The course is the first step towards the Fundamental Management course.

Customer service excellence program

This course is designed for any individual who is really passionate about service, guests and communication. At the end of this course you will be able to anticipate all your guests' needs and be an excellent communicator on all levels.

Barman skills and bar operation program

This course is designed for any individual that is passionate about customer service, cocktail service, wine service and running your own bar.

Executive waiter program

This practical course and training enables the student to become a highly skilled waiter: learn how to set a table, serve guests with a smile, gain knowledge of wine and the way to serve and prepare various drinks.

Store room control/management program

This non-formal short course is designed for individuals who would like to gain a greater knowledge on how to manage their Kitchen Storeroom according to Hospitality standards and cost effective.

The course covers the following key topics:

Health, hygiene and secure working environment

Accept and Store food deliveries, handle and store food

Handle and record refunds and supply levels

Food production quality control systems, procedures and specifications on how to manage a store room

Domestic worker course

Hands on, informative domestic worker course conducted in Zulu and English.

Training includes meal planning, basic breakfast, lunch and dinner, making lunchboxes with the focus on healthy eating, basic table setting and service, morning tea service and snacks, using of chemicals, kitchen, bedrooms and bathroom cleaning, personal grooming, telephone skills and timekeeping.

Your domestic worker will be empowered by newly acquired skills to make your household environment so much more pleasant. With boosted confidence, your domestic worker will be motivated, and will feel like a significant member of the family.

WORKSHOPS

Culinary Arts workshops

Cooking Classes

Corporate Team Building Cooking Experience workshops

*** The above short courses and workshops is for your own professional and personal development purpose!

Not formally assessed courses.

After completion you will receive a certificate of achievement

ALL THE GUVON ACADEMY PROGRAMMES CAN BE OFFERED AS FULL TIME, DISTANCE OR ONLINE / E-LEARNING TO THE STUDENTS.

FOR FURTHER INFORMATION CONTACT THE GUVON ACADEMY OFFICE.

G. ASSESSMENT PROCESS

The assessment process for the full qualifications, skills programmes and online/distance learning is made up of three components: Portfolio of evidence, examinations and work integrated learning/ assessments.

1. Portfolio of Evidence

The assignments form part of the portfolio of evidence and will be completed after each module. The outcomes of each assignment will be discussed with the students during theoretical sessions. The assignments allow students to assess their progress, compile assignments related to their theoretical and practical knowledge, while feedback enables each student to ascertain where they may need to focus before summative assessment takes place.

Assignments must be submitted to the Guvon Academy office on or before the specified date. It is the student's responsibility to ensure that the Guvon Academy office has received his/her assignment/s on or before the specified date. The marks for each assignment will be released two weeks after assessment date, or as per arrangement with assessor.

2. Examinations

Examinations will include theoretical and practical knowledge.

3. Work Integrated Learning/Assessment

Continued workplace experience monitoring and assessment will take place and noted in the Learner Logbook.

Workplace formative assessment will take place after completion of each integrated Unit Standard (Module). Summative assessment will take place after completion of 50% of the modules and after 100% completion of the qualification.

The student will have the opportunity to work as part of the Work Integrated Learning at Guvon Academy Restaurant, Glenburn Lodge, Kloofzicht Lodge, Askari Game Lodge, Umbhaba Lodge, All suite on 14th, and the Fairway Hotel.

The student will prove competency and understanding of the outcomes through the implementation of the theoretical knowledge within the workplace.

Mark Allocation

Portfolio of Evidence:	
Formative Assignments & Practical work	20%
Summative Assignments & Practical work	10%
Examinations	30%
Practical Work Integrated Learning within Guvon Hotels	40%
Total	100%

Students wishing to complete their summative assessment and write the final examinations must:

- ✦ Have all fees fully paid.
- ✦ Have completed and submitted the Portfolio of Evidence.

NOTE:

- ✦ The learning programme and practical Work Integrated Learning schedule will be discussed during the orientation week.

**H. ACADEMIC AND EVENTS CALENDAR FOR CERTIFICATE PROGRAMS -FORMAL QUALIFICATIONS
2017/2018*****

Date	Activity
August 2016 January 2017	Registration
14 January 2017	Official Open Day
6 - 10 February 2017	Student orientation week
8 February 2017	Late registration (with penalty)
13 February 2017	Classes commence
24 April – 2 May 2017	Easter recess
14 - 21 June 2017	Study leave
22 June 2017	Theory Summative Assessment (Examination) Paper 1 - Fundamentals
23 June 2017	Submit Portfolio of Evidence – 2 nd year students
23 June 2017 – 10 July 2017	Winter recess
15 July 2017	Annual Graduation Ceremony Class of 2016
12 August 2017	Official Open Day (Presented by 2017 Students)
18 – 24 October 2017	Study leave
25 October 2017	Theory Summative Assessment (Examination) Paper 2 – Core and Electives
1 November 2017 – Jan 2018	Work Integrated Learning (Groupings)
15 – 25 December 2017	Summer Recess Group A
15 – 25 December 2017	Work Integrated Learning Group B
26 December 2017 – 8 January 2018	Summer Recess Group B
26 December 2016 – 8 January 2018	Work Integrated Learning Group A

10 January 2018	Classes Commence
25 – 28 January 2018	Practical Summative Assessment (Practical Examination)
31 January 2018	Start of six months Specialized work Integrated learning for Professional Chef students 2017
31 January 2018	Internship or Additional Qualifications for Student Class of 2017

***Subject to change

Timelines will be adjusted for: Skills Programs and Second Years

Please note: The Compulsory Academic Formative and Summative Function Program will only be handed out in February, also subject to change.

I. PAYMENT PROCEDURES FOR FULL QUALIFICATIONS AND SKILLS PROGRAMMES

(2017 Fee Structure for Full time or Distance/Online/E-Learning available on request)

NOTE:

- 20% of the qualification fee should be paid upon enrolment.
- The balance of 80% should be settled on a monthly basis depending on duration of program.
- CASH PAYMENT: Qualify for a 5% discount on class fees or as per Guvon Academy special offer
- Online or Distance learning fee and payment structure is available on request.

J. APPLICATION/REGISTRATION AND PAYMENT PROCEDURE

- Complete the enquiry detail on the Guvon Academy website: www.guvonacademy.co.za and we will call you as soon as possible.
- Contact the Guvon Academy campus for the application form, programme prices and fee structures detail.
- On acceptance we will send you a Registration form and a reference number which will enable you to pay your deposit.
- The person/s or company responsible for the payment of the fees have to complete and sign the student registration form and send back to the Guvon Academy office as soon as possible.
- Once the deposit is paid you will receive a student number and information pack (orientation program, year program, training material format request, uniform requirement and order form).

Personal Detail policy

The onus is on the student to inform the Guvon Academy Office of any change of contact details. Change of details must be emailed to sonia@guvonacademy.co.za or academy2@guvonacademy.co.za

Change of course and Refund Policy

The student have the option to change his/her course within the first month of class commencement. A request in writing to the Academic Board must be submitted before the student are allowed to change course detail.

Once students have completed their qualification with Guvon Academy, any credit balances on their accounts will be refunded in full.

Should a student cancel his/her studies before completion of his/her qualification, the person/company who sign and take responsibility of the students fee will be liable for all outstanding fees.
(Refer to Registration form)

Please note that no fees will be refunded.

K. CONTACT DETAILS

GUVON ACADEMY (Pty Ltd)

HONYDEW RIDGE

(Next to Eagle Canyon Estate)

ROODEPOORT

2024

Telephone 011- 6681621 / 8 or 011 - 5684967

OR

ADMINISTRATOR : 0797726886

EXECUTIVE CHEF :0827795697

DIRECTOR :0829502999

GPS Coordinates: S26 ° 04.910' EO27 ° 55.549'

E-MAIL CONTACT DETAIL:

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