



Sri Lanka Institute  
Of  
Tourism & Hotel Management  
Since 1966

# Prospectus

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## **HOTEL & TOURISM INDUSTRY**

Tourism is world's number one industry in terms of the turnover and employment. It has a gross output of US \$3,500 billion a year and employs 204 million people all over the world.

Modern tourism in Sri Lanka commenced in 1966. Since then it has become a premiere industry providing employment to over 150,000 persons. The industry is a model employer providing employees with many fringe benefits. If you like working with people and enjoy meeting people from all parts of the world, Tourism Industry is an ideal opportunity for a bright career.

The Sri Lanka Institute of Tourism & Hotel Management is the stepping stone for any individual interested in employment in the Hospitality Industry where you will receive a sound training.

## **THE INSTITUTION**

The Sri Lanka Institute of Tourism & Hotel Management (SLITHM) is the premiere training institution established by the Government in 1966 by an Act of Parliament to train young men and women in the complex field of Hospitality and Travel Industry, and is managed by the National Tourism Organization i.e. the Ceylon Tourist Board.

With the boom in tourism and the consequent development of the Travel & Tourism Industry in Sri Lanka, the SLITHM had provided the much needed professional training for the fast developing hospitality industry with impetus. For the first 10 years, the trend had been focused on training personnel for top and middle management positions to the industry, supplemented with a programme of short courses at craft level, which provided the manpower for the various departments of the Hospitality Trade.

The current programme has now been re-oriented to fit into the changing needs of the industry and the new scheme of training introduced is more intensive and provides diverse opportunities. It also recognizes prior learning, which benefits to those who have gained knowledge and experience in the industry and who wish to develop their professionalism.

## **OBJECTIVE**

To be the premiere learning institute responsible for the promotion of global tourism through provision of excellent service providers.

Thus, be the benchmark of Hotel Schools in the SAARC region.

Our endeavor in this task is to develop knowledge, skills and attitudes of students to be professionally competent in the ever changing Hospitality Trade.

## **TRAINING FACILITIES**

The training facilities of the schools include well equipped Training Kitchens, Modern Lecture Rooms, Audio Visual Facilities, Restaurant & Bar, Housekeeping Demonstration Room, Computer Laboratory, and Library. The main school in Colombo boasts of an Auditorium that could accommodate 250 people. The SLITHM pursue an educational philosophy of assisted learning where students learn at self pace and Lecturers act as facilitators of learning, creating opportunities for students to develop personal strength.

## **FACULTY**

The faculty of the school is comprised of Lecturers professionally qualified to nurture students who wish to pursue studies in Professional Cookery, Food & Beverage Operations, Front Office Operations and Hotel Housekeeping with Visiting Lecturers covering Foreign Languages i.e. English, German & French and other related subjects such as Principles of Management, Financial Management, Hotel Law & Legislation, Maintenance, Computer Literacy, Hotel Sales & Marketing, Nutrition, Food Costing, Environmental Studies, Tourism, Wine Studies, Interior Decoration and Laundry Operations.

## **COURSE OF STUDY**

In order to give students a sound technical background, training has been so designed as to enable a person to obtain professional training in one's selected field to gain the adequate knowledge, skills and attitudes necessary to be a productive employee of the Travel & Tourism Industry.

The curriculum is designed for technical training commencing at Certificate Level. Management studies are introduced together with a higher level of technical training in the Intermediate/Advance Level Courses and in the 03 year Diploma in Hospitality Management Course. Students who started with Basic Level Courses (i.e. those who began to follow courses at SLITHM prior to the commencement of the Certificate Level Courses in the year 2006); by completing requisite module/s and possessing adequate experience with positive remarks in the IT report, one could specialize in a particular field or obtain a full diploma in Hotel & Catering Operations accordingly.

All courses are structured in a manner that will enable a student to seek employment in the industry with the appropriate knowledge and skills required at different levels. Courses provided are constantly upgraded to meet the changing needs of the sector.

## COURSES AVAILABLE

<u>Certificate Level Courses</u>	<u>Duration</u>
CL/1. Cookery	05 months
CL/2. Restaurant & Bar Service	05 months
CL/3. Housekeeping	05 months
CL/4. Reception	05 months
<u>Intermediate Level Courses (Only in Colombo)</u>	
IL/1. Professional Cookery	06 months
IL/2. Food & Beverage Operations	06 months
IL/3. Front Office Operations (FO)	06 months
IL/4. Hotel Housekeeping Operations (HK)	06 months

After the successful completion of the Intermediate Level Course one receives eligibility to follow the respective Advanced Level Course.

<u>Advance Level Courses (Only in Colombo)</u>	
AL/1. Professional Cookery	03 months
AL/2. Food & Beverage Operations	03 months
AL/3. Accommodation Operations (FO & HK)	03 months

ML/1. 03 Year Diploma in Hospitality Management (Only in Colombo)

## MODULES NECESSARY FOR PROFESSIONAL QUALIFICATIONS

Hereinafter BL refers to the Basic Level Certificate;

- BL/1. Professional Cookery
- BL/2. Restaurant & Bar Service
- BL/3. Hotel Reception
- BL/4. Hotel Housekeeping

a) Management Diploma in Hotel & Catering Operations (04 years)

BL/1            BL/2            BL/3            BL/4            PLUS

IL/1 & AL/1 or IL/2 & AL/2 or IL/3 & AL/3 or IL/4 & AL/3

One has to successfully complete all the four Basic Level Modules plus the Intermediate and Advance Level Modules of his/her choice of specialization in order to receive the Management Diploma in Hotel & Catering Operations.

b) Management Diploma in Professional Cookery (03 years-Specialized Diploma)

BL/1            BL/2            IL/1            AL/1

c) Management Diploma in Food & Beverage Operations (03 years-Specialized Dip.)

BL/1            BL/2            IL/2            AL/2

d) Management Diploma in Front Office Operations (03 years-Specialized Diploma)

BL/3            BL/4            IL/3            AL/3

e) Management Diploma in Hotel Housekeeping (03 years-Specialized Diploma)

BL/3            BL/4            IL/4            AL/3

As regards a, b, c, d, and e : Two Industrial Training (IT) Reports (with positive comments) is mandatory in the related areas of his/her specialization, which reports should reach the Registrar in Colombo under confidential cover.

IT Report Forms: collection must be done by the students one week before the end of the course:

- Colombo students            - from the Registrar office
- Satellite School Students - from the Lecturer-in-Charge of that school.

IT period should cover a minimum of five months duration in a star class hotel; if it's in Sri Lanka, the Hotel must be approved by the Ceylon Tourist Board.

## **QUALIFICATIONS FOR ADMISSION**

### **Age:**

Between 17 and 24 years for first entry at Certificate Level or to follow the 03 year Diploma Course in Hospitality Management.

### **Educational Qualifications (Certificate course):**

G. C. E. (O/L) with six subjects in not more than two sittings including a 'Pass' in Mathematics and English and three 'Credit' passes.

Direct applicants from the industry; in lieu of age & the entry qualifications, two years experience in the area s/he is applying for is essential.

**Educational Qualifications (Management course):**

Two (02) Passes at G.C.E.(A/L) from the main 03 subjects in one sitting; 'Pass' in English is required if the applicant doesn't possess a 'Credit' for English at the G.C.E.(O/L).

**Foreign Student's Admission to Any Course:**

Should possess educational qualifications and/or experience equivalent to the required criteria. Educational qualifications are subjected to the certification by the Department of Examinations, Sri Lanka. The age requirement, however, will not be strictly imposed.

<b>SELECTION FOR ADMISSION</b>
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Applications for first entry in to the Institution will be called for by advertisement in the government published newspapers. For certificate level the panel will look for evidence of aptitude, interest in the course, career in hoteliering and give consideration to the following attributes - poise, personality, appearance, self reliance and competence in spoken english whereas for intermediate level the panel will look for language fluency, presentation skills, confidence, leadership qualities, intelligence and subject knowledge. The selection panel appointed by the Institution will strictly base selections on the performance of the individuals at the interview/s.

**Re-Admission to the Certificate Course**

Any past student is eligible to apply. Re-admission will be competitive and thus based on merit.

**Admission to Intermediate Level**

Entry into an intermediate level course will be based on the results after a trade test and/or subject related written test and/or group discussion or IQ test and an interview. Preference will be given to those who demonstrate potential management abilities.

The following will be eligible to apply for the intermediate level courses:

- Students who have successfully completed 2 or 3 or 4 basic level courses in one sitting with a minimum aggregate of 55% and above in each course and with at least one IT report in the related field  
OR
- Students who have successfully completed one basic level course in one sitting with a minimum aggregate of 55% and above and with its IT report plus with

another two years experience in the same field at a supervisory level or five years experience in the same field.

### **Admission to Advance Level**

Only those students who successfully complete the intermediate level examination will be eligible for entry into the advance level course of that particular specialization.

### **CALENDER**

The dates of commencement of the courses of study will be advertised in the press. Courses at all levels are programmed to commence in January. Each year the 2<sup>nd</sup> intake for the certificate level courses are taken in during the month of June. Those students who successfully complete the intermediate level courses will gain eligibility to follow the advance level courses in August.

### **COURSE FEES PER MONTH**

<u>Certificate Level Courses</u>	<u>Sri Lankan Students</u>	<u>Foreign Students</u>
Cookery	Rs.3000/-	\$60
Restaurant & Bar Service, Reception, Housekeeping	Rs.2500/-	\$50
<u>Intermediate Level Courses</u>		
Professional Cookery	Rs.3500/-	\$70
Food & Beverage - Front Office - Housekeeping Operations	Rs.3000/-	\$60
<u>Advanced Level Courses</u>		
Professional Cookery	Rs.4000/-	\$80
Food & Beverage - Front Office - Housekeeping Operations	Rs.3500/-	\$70
<u>Management Course</u>	Rs.5000/-	\$100
Students are exempted from paying course fees during the Industrial Training period of service months.		
Registration fees	Rs.500/-	Rs.500/-
Final examination fees	Rs.500/-	Rs.500/-
Re-correction (per subject)	Rs.500/-	Rs.500/-
Re-sitting (per subject)	Rs.500/-	Rs.500/-
Re-following	Normal course fee	

Course fee is subjected to 15% VAT. At a commencement of a course, the receipt issued for the payment of fees should be submitted to the Lecturer-in-Charge of that course on day one. Fees must be paid on or before the 10<sup>th</sup> of each month thereafter. Fees applicable are subject to change without any notice. Fees once paid will not be refunded.

## EXAMINATIONS, CERTIFICATES

The information on certificates will be as follows:

<b>Certificate Course:</b>	<u>For Each Subject</u>	<u>Final Grading</u>
<u>General Marking Scheme</u>	D (Distinction):75% and above	A : 75% and above
Assessments - 25%	C (Credit) :60%-74.9%	B : 60%-74.9%
Final Exam - 75%	P (Pass) :40%-59.9%	C : 40%-59.9%

All subjects: The pass mark is 40%.

### **Intermediate, Advanced Level & 03 Year Diploma in Hospitality Management Course:**

<u>For Each Subject</u>	<u>Final Grading</u>	<u>Final Grading: 4 Year Diploma and 3 Yr. Management Course</u>
D (Distinction):75% & above	<u>Specialized Diploma</u>	First Class : 75% & above
C (Credit) : 60%-74.9%	Distinction: 75% & above	2 <sup>nd</sup> Class Upper: 67%-74.9%
P (Pass) : 45%-59.9%	Merit : 60%-74.9%	2 <sup>nd</sup> Class Lower: 60%-66.9%
	Pass : 45%-59.9%	Pass : 45%-59.9%

All subjects: The pass mark is 45%.

Evaluation of a student's performance will be made throughout the course and a final examination will be held at the end of the course. **A certificate will be awarded only on the successful completion (essential to pass in all subjects) of each course.** Any student gaining a total less than the pass mark for a particular subject as the final score, will have to successfully complete that subject at a time that exam is next scheduled (e.g. if the subject includes assessments, they need be attended to; however, in such subject/s if one obtains 40% as the final score even from the final exam, then s/he is considered to have passed that subject) in order to receive the certificate for that course.

Any student who has obtained the required aggregate or more but has scored less than pass marks for any subject (which subject/s will be marked as 'WEAK') would be considered referred in the particular subject/s. In such an instance, at the request of the student, a detail letter (indicating subjects, grading etc) will be issued from the Registrars Office if the student so desires. Such students may re-sit the referred subject/s at a later examination to qualify for the certificate.

**Re-sitting:** It is mandatory that re-sitting takes place within a period of two (02) years after the release date of such results and only one attempt is permitted; all re-sitting subjects must be completed at one sitting. It is the responsibility of the student to communicate in writing with the Registrar SLITHM as regards this matter latest by before the lapse of two (02) weeks after the commencement of the relevant course . At the time of re-sitting if the particular subject is not offered, the responsibility in setting up

such a question paper will be at the discretion of the SLITHM; the student will also receive exemptions from any new subjects offered.

Students who fail to attend an assessment / final examination will receive the next opportunity only at the time the same assessment / exam in that particular course is held next. In such an instance, if a student so desires to re-sit, a written request to this effect must be forwarded to the Registrar at least two (02) weeks after the commencement of the new course.

In the event of a successful re-sitting, irrespective of the new aggregate, the student will be considered to have gained only a 'Pass' in the final grading.

**Re-correction:** Any student is eligible to apply for re-correction of any paper. A written request to this effect must be addressed to the Registrar SLITHM, Colombo within a period of one (01) month of the release of such results.

**Exemptions on Subjects:** On a written request made to the Registrar, an exemption to a particular subject may be considered to be granted for those who have successfully completed a full time course at the SLITHM. Approval for same has to be sought within two (02) weeks of the commencement of lessons on that subject.

## POLICIES

**Rules of the Institution:** A copy of the Rules of the Institution will be enclosed along with the letter of selection. Rules of the Institution should be strictly adhered to; violation of the same will result in disciplinary action being initiated.

**Breach of Discipline:** Breach of discipline on the part of the student; any misbehavior in particular tarnishing the image of the SLITHM amounting to misconduct whether inside or outside the premises during any of the SLITHM duties/activities will lead to the cancellation of his/her studentship thereafter, subsequent to an inquiry.

**Copying:** Any student found copying/copied shall be subjected to an immediate suspension from the Institution for a period not less than six (06) months. Where documentary proof is available, an immediate inquiry shall be called forthwith to obtain necessary statements by the student and the invigilator/s (if copying is detected at the time of marking answer scripts, statement/s of invigilator/s may be considered not necessary). If the student refuses to co-operate an ex-parte inquiry shall be held. Inquiries are to be headed by the Registrar and in the case of satellite schools by the LIC assigned, who will thereafter make recommendations to the Principal SLITHM who subsequently

will make the final decision (the Principal SLITHM may arrive at the final decision with a separate committee appointed by him). In the absence of the head of the inquiry, any person of authority under the instructions of the Principal will take charge of the inquiry. Final decision shall be notified to the student within a period of two (02) weeks and if found guilty, the premises of all schools will be out of bounds to this student during the stipulated period of suspension unless otherwise permission is granted in writing (copy to be sent to the respective school charge hand) to the student to enter a premises for a valid reason by the Principal/Acting Principal. Once the suspension is justified the whole exam of the student would be considered null & void. The suspension period will be effective from the date of the incident.

**Pilferage:** Students should refrain from taking out any property belonging to the institution or any individual when they leave the premises. Any such act will lead to the cancellation of the studentship after a due inquiry.

**Scholarships:** Scholarships when available will be offered on merit at the sole discretion of the authorities. Scholarships will be offered to only certificate level students at satellite schools.