



The Organisation for Tourism and Hospitality Management

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Email: information@othm.org.uk www.othm.org.uk

28th June 2010

To whom it may concern,

Re: Course duration, OTHM Level 4 Professional Certificate in Tourism & Hospitality Management; OTHM Level 5 Professional Diploma in Tourism & Hospitality Management; OTHM Level 6 Professional Higher Diploma in Tourism & Hospitality Management.

The existing OTHM Level 4 Professional Certificate in Tourism & Hospitality Management is a popular first step in the OTHM study pathway which leads to the OTHM Level 6 Professional Higher Diploma, which in turn can provide access to the final year of London South Bank University (LSBU)'s BA (Hons.) Tourism & Hospitality Management. This whole study pathway takes most OTHM students a minimum of three and a half years to complete: two/three and a half years' study at a recognised OTHM teaching centre, followed by one year's study at LSBU.

The programme consists of four units at level 4, six units at level 5 and six units at level 6. OTHM-registered centres are required to provide a minimum of 45 hours' tuition per unit. **Please note: this is a minimum requirement only, as approved by the original team of unit writers and as articulated with OTHM's key academic partner, LSBU.** The writers set the minimum teaching hours according to British Higher Education standards of independent study and research methodology – before Tier 4 rules dictated a minimum of fifteen hours' teaching per week for international students. The writers therefore agreed that the Level 4 Certificate should be covered by 6- to 12-months' higher-level study, depending on the range of abilities within each class, and on the college's approach to timetabling, independent study, etc.; the writers did not focus on the amount of direct input that degree-level students may or may not require on a weekly basis.

According to technical restrictions within Ofqual's Web-Based Accreditation (WBA) however, "minimum guided learning hours (GLH)" *must be equal to* "maximum guided learning hours", and so it is the minimum recommended learning hours that appear on Ofqual's National Database of Accredited Qualifications (NDAQ). Ofqual defines GLH as "supervised or directed study time"; the relevant UKBA definition, referring to a minimum of 15 hours' study per week, is "organised (i.e. classroom) daytime study". We are as yet unaware if the UKBA and Ofqual have confirmed that these definitions match or otherwise.

OTHM are in the process of submitting new units and qualifications onto the new Qualifications & Credit Framework. All new qualifications will attempt to address UKBA and Ofqual directives concerning GLH. In the meantime for colleges planning courses on the OTHM pathway (for all students registering in or before Spring 2011), the number of exams that students are required to sit, and the set dates for those exams, are of more direct relevance than the above discussion of learning hours. Please see overleaf.





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Due to examinations, *a student entering the OTHM study pathway at Level 4 should remain with their OTHM-registered centre for a minimum of two-and-a-half to three years.* This is equivalent to the first three years of the LSBU BA honours programme.

The following is a summary of OTHM's exam requirements, for the Level 4-6 study pathway:

- Each year there are two exam cycles: June and December.
- The Level 4 Certificate comprises of four units.
- Students commonly sit exams for three units per cycle.
- A pass in **two units** is required in order for students to progress from Level 4 to Level 5
- Outstanding units and/or resits can be completed in the subsequent exam cycle, **after** the student has progressed to Level 5, but before the student can be awarded the final Level 5 Certificate. **A pass in all four Level 4 units is therefore not a necessary requirement for progression to Level 5.**
- The Level 5 Certificate comprises of six units.
- Students commonly sit exams for three units per cycle.
- A pass in **four units** is required in order for students to progress from Level 5 to Level 6
- Outstanding units and/or resits can be completed in the subsequent exam cycle, **after** the student has progressed to Level 6, but before the student can be awarded the final Level 6 Certificate. **A pass in all six Level 5 units is therefore not a necessary requirement for progression to Level 6.**
- The level 6 Diploma consists of six further units.
- The sum total of units for the Level 4-6 pathway is 16 units.
- **Most students entering the study pathway at level 4 will thus require a minimum of two-and-a-half to three years' study,** before they achieve the Level 6 qualification.
- After achieving the Level 6 qualification, students are encouraged to apply for direct entry to the final year of LSBU's BA Honours programme. In such cases, the university would become the student's sponsor, and a new CAS would have to be issued by the university.

I hope this information is of some use. If I may be of any further assistance, please do not hesitate to contact me at the OTHM office, or directly at sburgess@othm.org.uk.

Stephen Burgess
Curriculum & Qualifications Manager

