

# OTHM

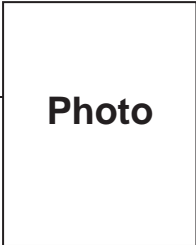
The Organisation for Tourism and Hospitality Management

## New Student Application Form

## New OTHM QCF Syllabus 2012

Updated January 2012

# Student Member Application



This form should be completed by all those who are following a course of study leading to an OTHM qualification. Please complete all sections in **BLOCK CAPITALS** using black ink.

## Section 1 - Personal Details

Title (eg Mr Mrs Miss Ms) \_\_\_\_\_

Forename(s)

Surname

**Please note: First Name, Initials and Surname will be used on all certification documents.**

Passport Number (Please provide a copy with your application)

Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_\_ Nationality \_\_\_\_\_

Student Address

Post Code

Country

Telephone

Mob.

Email

**If you have been previously registered or if you have an OTHM Pre-UK Entry number, please enter your number:** \_\_\_\_\_

## Section 2 – Study Centre and Course

Which OTHM qualification do you intend to study? – please tick

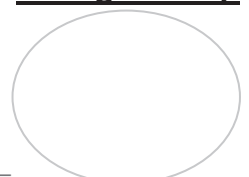
- |   |  |
|---|--|
| <input type="checkbox"/> OTHM Level 3 Award in Tourism and Hospitality Management (QCF)   | <input type="checkbox"/> OTHM Level 6 Diploma in Tourism and Hospitality Management (QCF)                      |
| <input type="checkbox"/> OTHM Level 4 Diploma in Tourism and Hospitality Management (QCF) | <input type="checkbox"/> OTHM Level 6 Extended Diploma in Tourism and Hospitality Management (QCF)             |
| <input type="checkbox"/> OTHM Level 5 Diploma in Tourism and Hospitality Management (QCF) | To Apply for OTHM Level 7 in Tourism and Hospitality Management (QCF) please refer to the Level 7 Diploma Form |

Name of the education centre where you intend to take your course \_\_\_\_\_

**College Stamp**

Country \_\_\_\_\_

Start date \_\_\_ / \_\_\_ / \_\_\_\_\_ Completion date \_\_\_ / \_\_\_ / \_\_\_\_\_



- Applicants without a college stamp, signature and student photograph will NOT be processed (see page 3).**

# Student Member Application

## Section 3 – Qualifications Held

Study period	Title of Qualification	Qualification Level	Units/Subjects Completed	Awarding Body

## Section 4 – Relevant Work Experience

Date(s)	Job Title	Main Duties	Name and Address of Employer





## OTHM Student Enrolment Equal Opportunities Monitoring Form

### Equal Opportunities Monitoring

The Organisation for Tourism and Hospitality Management (OTHM) is committed to equal opportunities. To achieve this aim, it is necessary to regularly monitor our Student enrolment process in order to assess the impact of our equality policies, identify potential areas of discrimination, set objectives and to measure progress.

To enable us to do this we rely on your support in completing the following information.

On receipt, this form will be separated from your student enrolment application form. The information provided will be treated in the strictest confidence and will only be used for the purposes of monitoring. Information provided relating to any declared disabilities will be used in the assessment process in order to meet commitment to dealing with Reasonable Adjustment and Request for special consideration. Thank you for your co-operation.

Gender: <b>Male</b> <input type="checkbox"/>		<b>Female</b> <input type="checkbox"/>		Marital status: <b>Married</b> <input type="checkbox"/>		<b>Civil Partnership</b> <input type="checkbox"/>	
				<b>Single</b> <input type="checkbox"/>		<b>Other</b> <input type="checkbox"/>	
What is Your Ethnic Group?							
White		Mixed		Asian or Asian British		Black or Black British	
British <input type="checkbox"/>		White and black Caribbean <input type="checkbox"/>		Indian <input type="checkbox"/>		Caribbean <input type="checkbox"/>	
Irish <input type="checkbox"/>		White and black African <input type="checkbox"/>		Pakistan <input type="checkbox"/>		African <input type="checkbox"/>	
Any other White background <input type="checkbox"/>		White and Asian <input type="checkbox"/>		Bangladeshi <input type="checkbox"/>			
		Any other Mixed background <input type="checkbox"/>		Any other Asian background <input type="checkbox"/>		Any other Black background <input type="checkbox"/>	
						Chinese or Other Ethnic Group <input type="checkbox"/>	
						Any other ethnic group <input type="checkbox"/>	

Do you consider yourself to have a disability?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes , please describe the nature of your disability;			
Learning disability – specific (e.g. dyslexia or dyspraxia)	<input type="checkbox"/>	Cognitive impairment	<input type="checkbox"/>
Mental health condition	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>
Visual impairment	<input type="checkbox"/>		
Other disability (please state)	<input type="checkbox"/>		

**Please send your completed enrolment application to Human Resources Manager, OTHM, SBC House, Restmor Way, Wallington, Surrey, SM6 7AH**

**Name:** .....

# Student Member Application

## Notes : Upgrade of Student Membership

Once a Student Member has passed the **OTHM Level 5 Diploma (QCF)** qualification he or she may apply to upgrade his or her membership to Associate Member status but only if the Member is able to supply evidence that he or she has 6 months' relevant industrial experience.

Similarly, an Associate Member who passes the **OTHM Level 6 Diploma (QCF)** may apply to upgrade their membership to Full Member status if he or she is able to supply evidence that he or she has one year's relevant industrial experience – that is, six months' experience since obtaining Associate Member status.

Industrial experience may be in the form of part-time work done while studying. The member must indicate how many hours of work they have done in support of his or her application. The application for upgrade should be in the form of a letter accompanied by supporting evidence.

## Membership Grades and Requirements

Grade	Examination Track		Professional Track
	Examination	Experience	
<b>Student</b>	Open to those studying for an OTHM qualification		
<b>Associate</b>	Level 5 Diploma (QCF)	6 month's relevant industry experience	4 year's experience and equivalent qualification
<b>Full Member</b>	Level 6 Diploma (QCF)	1 year's relevant industry experience	8 year's experience and equivalent qualification
<b>Practitioner</b>			Open to those who work in the industry

## Qualification Entry Requirements

Qualification	Entry Requirements
Level 3 Award (QCF)	Individuals who wish to commence or have commenced work in the Tourism and Hospitality Industry
Level 4 Diploma (QCF)	<ul style="list-style-type: none"> <li>• 5 GCSE's or 5 O'Levels or equivalent</li> <li>• Holders of OTHM Level 3 Award</li> <li>• Equivalent academic qualifications</li> </ul> + English Language Competency (recommended IELTS 5.5)
Level 5 Diploma (QCF)	<ul style="list-style-type: none"> <li>• Holders of OTHM Level 4 Diploma or equivalent</li> <li>• Mature students with a minimum of 8 year's experience including 3 year's management experience</li> </ul> + English Language Competency (recommended IELTS 6-7) * Holders of OTHM Diploma can apply for Associate Member status
Level 6 Diploma (QCF)	<ul style="list-style-type: none"> <li>• Holders of OTHM Level 5 Diploma or equivalent</li> <li>• 1st Degree or HND/HNC or equivalent</li> </ul> + English Language Competency (recommended IELTS 6-7) * There are no module exemptions at the Higher Diploma level