



Trinidad and Tobago
Hospitality and Tourism Institute

PROGRAMME APPLICATION GUIDE

Dear Prospective Student,

Thank you for considering the Trinidad and Tobago Hospitality and Tourism Institute (TTHTI) on your journey to career and educational advancement.

This document is designed to answer your questions on the application and admission process and to assist you in selecting the best program to achieve your goal.

We look forward to your enrollment into the Trinidad and Tobago Hospitality and Tourism Institute where learning is a rewarding experience.

Regards,
Marketing and Customer Service Department
TTHTI



THTI VISION STATEMENT

THTI will become a world-class hospitality and tourism institution delivering educational and training programs that meet the needs of a global market place.

THTI MISSION STATEMENT

To develop for the Hospitality and Tourism industry, human resources capable of delivering quality products and services at international standards of excellence.



TTHTI QUALITY POLICY

At TTHTI, we are committed to delighting our customers and other stakeholders with a quality of education that exceeds their expectations, and to providing a level of confidence and service that befits our reputation as the market leader in the hospitality and tourism industry in Trinidad and Tobago.

To achieve this, the management of TTHTI is committed to the provision of resources towards the development, maintenance and continual improvement of a Quality Management System which conforms to ISO 9001:2008 and other related statutory and regulatory requirements within the sector.

Everyone at the Institute is responsible for quality, and for the implementation of the Quality Management System.



1. IN WHAT AREA OF HOSPITALITY AND TOURISM ARE YOU INTERESTED?

● Culinary

This area provides an in-depth study of food composition and preparation with an appreciation of nutrient preservation, food technology and food costing. Emphasis is also placed on the mastery of the different techniques in food technology and the development of professional standards and skills in the effective management of a kitchen.

● Food and Beverage

This area focuses on the service of food and beverage within the hospitality and tourism industry. It is a comprehensive study of all aspects of Food and Beverage operations including the areas of wine, the art of dining, bartending and dining room service. It further expands on these fundamentals with an understanding of food and beverage cost control, financial success, service leadership, and human resource management. Study in this area gives the necessary tools to work in, operate, or own establishments such as restaurants, bars and entertainment venues, catering companies or hotel food service operations.

● Hospitality

This area focuses on the study of the operating departments and functions of contemporary hotels and other lodging establishments. It covers areas pertinent to the accommodation experience of guests such as front desk operations, housekeeping, conferencing, marketing and sales, recreation and leisure activities along with food and beverage operations.

● Tourism

Tourism is a dynamic and competitive industry that requires the ability to constantly adapt to customers' changing needs and desires. Customers' satisfaction, safety and enjoyment are the main focus of tourism businesses. It also covers many areas such as planning, development and implementation of tourism policies at national and international levels as well as the development and cultivation of tourist sites, attractions and trends.

● Sport Tourism

This area examines the wide range of issues relevant to the management of persons who travel for the purpose of sport and sporting related activities. It focuses on the hospitality afforded to travelers for this purpose and the amenities and services that must be developed and maintained within this sector.

● **Event Management**

Event management is an exciting and growing industry, as well as a unique career opportunity for anyone with a passion for proper planning and organizing of events. This discipline combines many facets such as research, creative thinking, organizational skills, safety and security, media relations as well as financial and accounting practices.

The main focus of this programme is to impart the skills required to develop the ultimate event from conception to completion.

● **Baking and Pastry**

The creation of pastries and other confectionaries is considered both an art and a science. This area focuses on the technical aspects of the discipline of baking such as cake decorating, dessert and pastry making as well as the skill and professionalism required to work, operate or own a successful business within this sector.

2. WHAT PROGRAMMES AND LEVELS OF EDUCATION ARE OFFERED AT TTHTI?

Bachelor of Science Degree

Culinary Management – Part Time

Associate Degrees

Culinary Management – Full Time and Part Time

Food and Beverage Management – Full Time and Part Time

Hospitality Management – Full Time and Part Time

Tourism Management – Full Time and Part Time

Diplomas

Baking and Pastry Arts – Full Time and Part Time

Culinary Arts – Full Time and Part Time

Events and Conference Management – Full Time and Part Time

Food and Beverage Supervision – Full Time and Part Time

Front Office and Travel Agency Operations – Full Time and Part Time

Modules – Full Time and Part Time

NB: The detailed programme structure including courses to be completed, contact hours and number or credits per course is available on the TTHTI website: www.tthti.edu.tt

3. FOR WHAT LEVEL OF STUDY DO YOU QUALIFY ?

Bachelor of Science Degree:

This is an academic degree awarded for an undergraduate course of study that generally lasts for four years.

Qualifications required:

Persons wishing to complete the Bachelor's Programme must first be holders of a TTHTI Associate Degree in Culinary Management, or an equivalent programme, with a minimum cumulative GPA of 3.0.

Persons whose degree is not in Culinary Management, must complete all the required prerequisites.

NON-ENGLISH SPEAKERS should have:

- ESL (English as a Second Language) Certificate
 - TOEFL (Test of English as a Foreign Language) Certificate
- OR**
- Attended a registered local Language Institution for at least 3 months prior to admission

Associate Degree:

This is an academic degree awarded for post secondary/tertiary study that generally lasts for two (2) years.

Qualifications required:

- a) Five (5) GCE/CXC O'Level (**English and Math compulsory**)
- OR**
- b) Four (4) GCE/CXC O'Levels (**English and Math compulsory**) and at least one (1) year's work experience in the Hospitality Industry
- OR**
- c) At least five (5) year's work experience in the Hospitality and Tourism Industry and successful completion of TTHTI Pre qualifying Program

NON-ENGLISH SPEAKERS should have:

- ESL (English as a Second Language) Certificate
 - TOEFL (Test of English as a Foreign Language) Certificate
- OR**
- Attended a registered local Language Institution for at least 3 months prior to admission

Diploma:

This is an academic certification awarded for post secondary/tertiary study that generally lasts for one (1) year.

Qualifications required:

- a) Three (3) GCE/CXC O'Level (**English and Math compulsory**)
OR
- b) Craft Level Certificate and at least one (1) year's work experience in the Industry and successful completion of TTHTI Pre qualifying Program

NON-ENGLISH SPEAKERS should have:

- ESL (English as a Second Language) Certificate
- TOEFL (Test of English as a Foreign Language) Certificate
OR
- Attended a registered local Language Institution for at least 3 months prior to admission

Modules:

These are individual courses offered within each programme of study.

No academic qualifications are required.

At TTHTI, persons who do not meet the entry requirements for the Bachelor's Degree, Associate Degrees or Diploma Programmes, can apply for Modules.

4. WHAT TIMEFRAME OF STUDY IS BEST FOR YOU?

Full Time:

The full time academic year begins in September of each year and classes are generally held Monday to Friday during the hours of 7:00 am to 5:00 pm.

The duration of full-time programmes:

- **Associate Degrees** – Two (2) years, consisting of six (6) semesters
- **Diplomas** – One (1) year, consisting of four (4) semesters
- **Modules** – One semester (15 weeks)

Part Time:

The part time academic year begins in January of each year. Classes are generally held Monday to Friday during the hours of 5:00 pm to 8:00 pm and Saturday and/or Sunday from 7:00am to 5:00 pm.

The duration of part time programmes:

- **Bachelor's Degree** – Four (4) years, consisting of 14 semesters (Applicants with an Associate Degree from TTHTI complete five (5) semesters)
- **Associate Degree** – Two and a half (2 ½) years, consisting of eight (8) semesters
- **Diplomas** – One and a half (1 ½) years, consisting of six (6) semesters
- **Modules** – One Semester (15 weeks)

5. WHEN SHOULD YOU APPLY?

September – Full time study

Persons applying for the full time academic year must submit applications **no later than the last working day in MARCH of that year.**

January – Part time study

Persons applying for the part time academic year must submit applications **no later than the last working day in AUGUST the previous year.**

6. HOW MUCH WILL IT COST TO STUDY AT TTHTI?

Average cost per year for local students – Full Time:

Cost of tuition per year for local students:

\$8,400.00 (\$4,200.00 per semester) - this fee is GATE approved

Average cost of all other fees per year:

- **Associate Degree** – Culinary Management - \$5,300.00
- **Associate Degree** – Food and Beverage - \$3,700.00
- **Associate Degree** – All other programmes - \$3,500.00
- **Diploma** – Baking and Pastry Arts - \$5,700.00
- **Diploma** – Culinary Arts - \$5,700.00
- **Diploma** – Events and Conference Management - \$3,500.00
- **Diploma** – Food and Beverage Supervision - \$4,600.00
- **Diploma** – Front Office and Travel Agency - \$3,400.00

**Please be advised that the above costings are quoted in TT dollars and are only a guide. These costs do not include Culinary and Food and Beverage uniforms or tools. Costs are subject to change.*

Average prices per year for CARICOM students – Full Time:

Cost of tuition per year for CARICOM students:

\$9,800.00 (\$4,900.00 per semester)

Average cost of all other fees per year:

- **Associate Degree** – Culinary Management - \$5,300.00
- **Associate Degree** – Food and Beverage - \$3,700.00
- **Associate Degree** – All other programmes - \$3,500.00
- **Diploma** – Baking and Pastry Arts - \$5,700.00
- **Diploma** – Culinary Arts - \$5,700.00
- **Diploma** – Events and Conference Management - \$3,500.00
- **Diploma** – Food and Beverage Supervision - \$4,600.00
- **Diploma** – Front Office and Travel Agency - \$3,400.00

NB: Persons who are not citizens of CARICOM countries must pay International fees.

****Please be advised that tuition costs for CARICOM and international students are not covered by GATE. The prices listed are quoted in TT dollars and are only a guide. These costs do not include Culinary and Food and Beverage uniforms or tools. Prices are subject to change.***

Average cost per year for International students – Full Time:

Cost of tuition per year for international students:

\$12,400.00 (\$6,200.00 per semester)

Average cost of all other fees per year:

- **Associate Degree** – Culinary Management - \$5,300.00
- **Associate Degree** – Food and Beverage - \$3,700.00
- **Associate Degree** – All other programmes - \$3,500.00
- **Diploma** – Baking and Pastry Arts - \$5,700.00
- **Diploma** – Culinary Arts - \$5,700.00
- **Diploma** – Events and Conference Management - \$3,500.00
- **Diploma** – Food and Beverage Supervision - \$4,600.00
- **Diploma** – Front Office and Travel Agency - \$3,400.00

**** Please be advised that tuition costs for regional and international students are not covered by GATE. The above prices are quoted in TT dollars and are only a guide. These costs do not include Culinary and Food and Beverage uniforms or tools. Costs are subject to change.***

Average cost per year for local students – Part Time

Cost of tuition per year for local students:

- **Bachelors:** \$18,728.00 (\$9,364.00 per semester) - this fee is GATE approved
- **Associate Degree:** \$6,300.00 (\$2,100.00 per semester) - this fee is GATE approved
- **Diploma:** \$6,300.00 (\$2,100.00 per semester) - this fee is GATE approved

Average cost of all other fees per year:

- **Bachelors Degree** – Culinary Management - \$6,500.00
- **Associate Degree** – Culinary Management - \$5,300.00
- **Associate Degree** – Food and Beverage - \$3,700.00
- **Associate Degree** – All other programmes - \$3,500.00
- **Diploma** – Baking and Pastry Arts - \$5,700.00
- **Diploma** – Culinary Arts - \$5,700.00
- **Diploma** – Events and Conference Management - \$3,500.00
- **Diploma** – Food and Beverage Supervision - \$4,600.00
- **Diploma** – Front Office and Travel Agency - \$3,400.00

****Please be advised that the above prices are quoted in TT dollars and are only a guide. These costs do not include Culinary and Food and Beverage uniforms or tools. Prices are subject to change.***

7. WHAT IS GATE?

The Government Assistance for Tuition Expenses Programme (GATE) is managed by the Funding and Grants Administration Unit of the Ministry of Science, Technology and Tertiary Education. GATE is offered to all **CITIZENS** of Trinidad and Tobago pursuing undergraduate and post-graduate programmes at an approved tertiary level institution (TLI).

8. WHAT ARE THE REQUIRED DOCUMENTS TO BE SUBMITTED WHEN APPLYING FOR GATE?

- a) Copy of bio data
- b) Copy of travel details
- c) TD 4
- d) Copy of assessment notice
- e) Statement of contribution.

NB. These documents are to be submitted upon request to the Admissions/Registration Department of TTHTI.

9. HOW DO YOU APPLY TO TTHTI?

- a) Obtain a programme application form by either downloading one from TTHTI's website www.tthti.edu.tt or collecting one at the receptionist at TTHTI's Campus in Chaguaramas.
- b) Complete the application form.
- c) Submit the completed application form with the requested documents attached to TTHTI's Campus in Chaguaramas.
- d) Pay the application fee of \$50.00.

NB: Applications must be submitted by the deadline dates stated in question five (5). **ONLY** fully completed application forms, along with **ALL** relevant documents attached will be accepted.

10. WHAT ARE THE REQUESTED DOCUMENTS THAT ARE TO BE ATTACHED TO A COMPLETED APPLICATION FORM?

- a) Two (2) passport sized photos with your name in BLOCK LETTERS at the back of each photo.
- b) Two (2) copies of one (1) form of National Identification, either
 - I. National ID Card
 - Or**
 - II. Passport

- c) Two (2) copies of your electronic Birth Certificate and/or Affidavit or Deed Poll if present name is different from that on the birth certificate.
- d) Two (2) copies of your CXC/GCE certificate (Grade Slips accepted only in cases where certificates are not yet available) and/or any Professional certificates, Diplomas and School Transcripts that you hold.
- e) Two (2) letters of reference. These should be dated not more than six (6) months from the date of submission and must be from non-family members.
- f) The originals of all copies submitted for verification purposes

NB: International and CARICOM applicants ONLY are invited to submit their copies by Post to THTI addressed to the Customer Service Representative. Please do not send original certificates, IDs or cash through the mail. THTI Mailing address: PO Box 41, Carenage, Trinidad and Tobago.

11. WHAT HAPPENS AFTER AN APPLICATION FORM IS SUBMITTED?

- a) Approximately six (6) to eight (8) weeks after the deadline date for applications prospective students are contacted via telephone and given their interview date.
- b) Candidates that were successful at the interview stage are contacted approximately two (2) weeks after the interview for:
 - I. Full acceptance and dates for collection of acceptance packages,
 - II. Provisional acceptance and dates for Pre-qualifying programme,
 - III. Non-acceptance notification.

12. WHY ARE PROSPECTIVE STUDENTS INTERVIEWED?

To determine applicants' suitability for the programme and also to ensure that the applicant's choice of programme is relevant to his/her career goals.

13. WHAT IS THE PRE QUALIFYING PROGRAMME?

The pre-qualifying programme is designed for persons who are:

- a) Not holders of certificates in CXC/GCE Mathematics and/or English,
- b) Candidates awaiting results of CXC/GCE examinations,
- c) Applying using the mature entrance route of years of experience in lieu of academic qualifications,
- d) Applying with craft level and school leaving certification **ONLY**.

14. HOW LONG DOES THE PREQUALIFYING PROGRAMME LAST?

The pre-qualifying programme lasts for **six (6) weeks** and consists of courses in Mathematics, English, and Hospitality and Tourism Awareness.

15. IS THERE A COST TO COMPLETE THE PRE QUALIFYING PROGRAMME?

Yes, each course offered for pre-qualifying participants is at a cost of approximately **\$330.00 per course***.

** Please note that the price is subject to change*

16. IS THERE LIVING ACCOMMODATION FOR STUDENTS ON THE TTHTI CAMPUS?

Yes, TTHTI offers accommodation on campus; however, due to space limitations, this facility can accommodate **50 persons** only. If you are interested in accommodation on the campus, please fill out the accommodation application form, which can be found on the TTHTI website.

17. WHAT IS THE COST OF LIVING ACCOMMODATIONS AT TTHTI?

OCCUPANCY	RATES*		
	Local	Regional	International
Single	\$650.00	\$780.00	\$1,300.00
Double	\$500.00	\$625.00	\$ 940.00
Triple	\$450.00	\$500.00	\$ 815.00
Quadruple	\$315.00	\$440.00	\$ 750.00

**Rates are MONTHLY and quoted in TT dollars. These prices are subject to change.*



18. DOES TTHTI OFFER SCHOLARSHIPS OR FINANCIAL ASSISTANCE TO APPLICANTS?

TTHTI established a Scholarship Fund to assist new and returning students who are unable to meet the financial requirements. This facility will be available from the beginning of the full-time Academic Year, September 2010.

19. WILL THERE BE ANY ADDED PROGRAMMES THAT WILL ASSIST ME TO FURTHER MY EDUCATION AT THE TTHTI?

Yes. The TTHTI is constantly reviewing its offerings to our clients. At present, we are seeking to add another avenue for entry. This programme will address the learning needs of students who may not possess the academic background required for entry but have a strong desire to become professionals in various fields within the hospitality and tourism industry. We are set to put this programme into place for January 2012.

20. WHAT IS THE NAME OF THE PROGRAMME AND HOW DOES IT WORK?

The ACCESS Programme is designed to assist student to develop their english language, mathematical skills and study skills. When an application is received, the applicant will be asked to do an assessment of prior leaning. This test will provide information about the applicant's needs. Once accepted to the Institute, the new student will then be placed in courses that will assist in improving skills in the areas mentioned.

Should you have any additional questions, please contact the Marketing and Customer Service Department at 634-4250/4456/1315/2144/6 Ext 308 or send queries via email to info@tthti.edu.tt, or visit our website www.tthti.edu.tt





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