

## **Information**

Regarding the employment of interns

**EHL Swiss School of Tourism and Hospitality**

February 2021

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## 1 General Information

**EHL Swiss School of Tourism and Hospitality** in Passugg offers federally recognized training and continuing education courses for hotels, restaurants and tourism in German and English. EHL EHL SSTH is part of the prestigious Ecole hôtelière de Lausanne, the world's number one hotel management school and maintains several school partnerships:

### **Colleges of Applied Science**

Colleges of Applied Science in hospitality and gastronomy, German Program

Colleges of Applied Science in hospitality and gastronomy, English Program

### **Preparation for the Colleges of Applied Science**

Professional Internship Foundation (PIF)

**Bachelor of Science in International Hospitality Management** (following the College of Applied Science)

Curriculum of Ecole hôtelière de Lausanne (last 3 academic semesters)

In this document, you will find an overview of all internships offered by EHL. The individual descriptions provide you with the following basic information:

- Completion and duration of the training
- Requirements for training
- Education/training at EHL SSTH before the internship
- Specific to interns (age, nationality, language)
- Duration of the internship
- Start of the internship
- Fields of application during the internship
- Internship wage and sponsorship fee
- Internship contract and training program
- Assessment of the intern
- Contact details of responsible internship supervision

For detailed questions about the individual internships, please contact the responsible Internship Advisor directly.

### **Vacancies**

Internship positions may also be reported to the school directly by email: [placement@ssth.ch](mailto:placement@ssth.ch)

For questions and support, contact EHL SSTH Career Service Team

## 2 College of Applied Science

### 2.1 College of Applied Science in hospitality and gastronomy, German

<b>Study/Education</b>	<b>College of Applied Science in hospitality and gastronomy, German</b>
Completion and duration of training	Swiss Professional Degree "Dipl. Hôtelière-Restauratrice/Hôtelier-Restaurateur HF" (3 years, federally recognized)
Requirements for training	<ul style="list-style-type: none"> <li>• General Qualification for University Entrance (e.g. International Baccalaureate), completed 3-year apprenticeship or equivalent degree</li> <li>• Good language skills in English, French or Italian</li> <li>• German mother tongue or very good German language skills</li> <li>• Passing the admission procedure</li> </ul>
Training/education at EHL SSTH <ul style="list-style-type: none"> <li>• Before the internship in semester 3:</li> </ul>	<p>Contents of the 1st and 2nd Semesters:</p> <ul style="list-style-type: none"> <li>• Kitchen: theory and practice, including food hygiene</li> <li>• Service: theory and practice, including beverage service</li> <li>• F&amp;B Controlling</li> <li>• Reception: including. Front Office Systems (Fidelio V8/Suite8)</li> <li>• Housekeeping management</li> <li>• Marketing: financial accounting, economics</li> <li>• Communications, including special correspondence, German and English</li> </ul>
<ul style="list-style-type: none"> <li>• Before internship in semester 5:</li> </ul>	<p>Contents of the 4th and 6th Semesters:</p> <ul style="list-style-type: none"> <li>• Organization theory</li> <li>• Project management</li> <li>• Financial management, including business mathematics</li> <li>• Jurisprudence</li> <li>• Tourism management</li> <li>• Human resources management</li> <li>• Business plan</li> </ul>
<b>Interns</b>	<ul style="list-style-type: none"> <li>• Nationality: Swiss or Foreign</li> <li>• Age: 19 – 35 years</li> <li>• Language: Very good German, good English and French or Italian</li> </ul>
<b>Internship</b>	2 - 8 months
Duration of Internships	<ul style="list-style-type: none"> <li>• Beginning of June</li> <li>• Mid-December</li> </ul>
Start of Internships (usually)	<p><b>Gastronomy, minimum 2 months (operational)</b></p> <ul style="list-style-type: none"> <li>• Service</li> <li>• Kitchen</li> </ul> <p><b>Rooms Division, minimum 2 months (operational)</b></p> <ul style="list-style-type: none"> <li>• Reception</li> <li>• Housekeeping</li> </ul> <p><b>Management, minimum 3 months</b></p> <ul style="list-style-type: none"> <li>• F&amp;B Assistant</li> <li>• Event Management</li> <li>• Administration</li> <li>• Controlling</li> <li>• Marketing</li> <li>• Sales</li> <li>• Human Resources</li> <li>• Management Training</li> </ul>
Subjects (Operational Internships are preferably completed in combination)	In Switzerland according to L-GAV standards (ca. US\$ 2'212) and abroad negotiated between parties
Internship wage	The internship contract is usually issued and signed by EHL SSTH. An integral part of the internship contract is a training program or job description. The targets for the internship are set between the company and the intern and controlled by EHL SSTH.
Contract and training program	The internship company gives an evaluation about the performance in the internship and issues an acceptable work certificate at the end of the internship.
Rating	Ms. Renate Blaser Internship Advisor Tel. +41 81 255 17 00 E-Mail: rene.blaser@ssth.ch
<b>Contact</b>	

## 2.2 College of Applied Science in hospitality and gastronomy, English

<p><b>Study/education</b> Completion and duration of training</p>	<p><b>College of Applied Science in hospitality and gastronomy, English</b> Swiss Professional Degree "Dipl. Hôtelière-Restauratrice/ Hôtelier-Restaurateur HF" (3 years, federally recognized)</p>
<p>Requirements for training</p>	<ul style="list-style-type: none"> <li>• General Qualification for University Entrance (comparable to Matura e.g. International Baccalaureate), completed 3-year apprenticeship or equivalent degree</li> <li>• Very good knowledge of English</li> <li>• Passing the admission procedure</li> </ul>
<p>Training/education at EHL SSTH</p> <ul style="list-style-type: none"> <li>• Before the internship in the 3rd semester:</li> </ul>	<p>Contents of the 1st and 2nd semester in English:</p> <ul style="list-style-type: none"> <li>• Kitchen: theory and practice, including Food hygiene</li> <li>• Service: theory and practice, including Beverage Service</li> <li>• F&amp;B controlling</li> <li>• Reception, including Front Office Systems (Fidelio V8 / Suite8)</li> <li>• Housekeeping Management</li> <li>• Marketing, financial accounting, economics</li> <li>• Communication, including specialist correspondence German and English</li> </ul>
<ul style="list-style-type: none"> <li>• Before the internship in the 6th semester:</li> </ul>	<p>Contents of the 4th and 6th semester in English:</p> <ul style="list-style-type: none"> <li>• Organization theory</li> <li>• Project management</li> <li>• Financial management, including business mathematics</li> <li>• Jurisprudence</li> <li>• Tourism management</li> <li>• Human resources management</li> <li>• Business plan</li> </ul>
<p><b>Intern</b></p>	<ul style="list-style-type: none"> <li>• Nationality: Foreign and Swiss</li> <li>• Age: 19 – 35 years</li> <li>• Hold an L-Permit</li> <li>• Health insurance from EHL SSTH (except for Swiss)</li> <li>• Language: Very good English, basic German and at least one other language</li> </ul>
<p><b>Internship</b> Duration of Internship Start of Internship (usually)</p>	<p>2 – 12 months</p> <ul style="list-style-type: none"> <li>• Beginning of June</li> <li>• Mid-December</li> </ul>
<p>Subjects (Operational internships are preferably completed in combination)</p>	<p><b>Gastronomy, minimum 2 months (operational)</b></p> <ul style="list-style-type: none"> <li>• Service</li> <li>• Kitchen</li> </ul> <p><b>Rooms Division, minimum 2 months (operational)</b></p> <ul style="list-style-type: none"> <li>• Reception</li> <li>• Housekeeping</li> </ul> <p><b>Management, minimum 3 months</b></p> <ul style="list-style-type: none"> <li>• F&amp;B Assistant</li> <li>• Event Management</li> <li>• Administration</li> <li>• Controlling</li> <li>• Marketing</li> <li>• Sales</li> <li>• Human Resources</li> <li>• Management Training</li> </ul>
<p>Internship wage</p>	<p>In Switzerland according to L-GAV standards (ca. US\$ 2'212) and abroad negotiated between parties</p>
<p>Contract and training program</p>	<p>The internship contract is usually issued and signed by EHL SSTH. An integral part of the internship contract is a training program or job description. The targets for the internship are set between the company and the intern and controlled by EHL SSTH.</p>
<p>Evaluation</p>	<p>The internship company gives an evaluation about the performance in the internship and issues an acceptable work certificate at the end of the internship.</p>
<p><b>Contact</b></p>	<p>Mr. Frank Giannotti Internship Advisor Tel. +41 79 565 51 75 E-Mail: frank.giannotti@ssth.ch</p>

### 3 Professional Internship Foundation (PIF)

<b>Study/education</b>	<b>Professional Internship Foundation (PIF)</b>
Completion and duration of training	Preparatory year for the education at the Colleges of Applied Science English (1-2 Semesters)
Requirements for training	<ul style="list-style-type: none"> <li>• National Diploma comparable to Matura</li> <li>• very good knowledge of English</li> <li>• Passing the admission procedure</li> </ul>
Training/education at EHL SSTH Practice oriented preparation at the school on the internship	<p>One semester preparation at the school. Contents of the school program:</p> <ul style="list-style-type: none"> <li>• Kitchen: practice, including Food hygiene</li> <li>• Service: practice</li> <li>• Housekeeping: practice</li> <li>• Intensive German course, level A1</li> </ul>
<b>Intern</b>	<ul style="list-style-type: none"> <li>• Nationality: Foreign</li> <li>• Age: 17 – 20 years</li> <li>• Hold an L-Permit</li> <li>• Health insurance from EHL SSTH</li> <li>• Language: Very good English and at least one more language</li> </ul>
<b>Internship</b> Duration of Internship	6-7 months
Start of Internship	<ul style="list-style-type: none"> <li>• Beginning of June</li> <li>• Beginning of December</li> </ul>
Subjects	<p>Versatile in all areas of hotel</p> <p>Especially in:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Housekeeping</li> </ul> <p>Depending on the level of required language skills too</p> <ul style="list-style-type: none"> <li>• Service</li> <li>• Reception</li> </ul>
Internship wage	In Switzerland according to L-GAV standards (ca. US\$ 2'212) and abroad negotiated between parties
Contract and training program	The internship contract is issued and signed by EHL SSTH. An integral part of the internship contract is a training program which is created by the company.
Evaluation	The internship company gives an evaluation about the performance in the internship and issues an adequate certificate of employment at the end of the internship.
<b>Contact</b>	<p>Mr. Frank Giannotti            Internship Advisor            Tel. +41 79 565 51 75            E-Mail: frank.giannotti@ssth.ch</p>

## **4 Services provided by EHL SSTH internship supervision**

### **Preparation of students / interns for the internship**

- Facilitating job requests
- Information about the requirements of the internship companies
- Guidance with the desired jobs and companies
- Recruitment

### **Job placement at the various companies**

- Advice on the selection of interns
- Reference information
- Information about the course of the internship

### **Administrative**

- Issuing the employment contracts and necessary documents for work permits
- Communication with local authorities

### **Support during the internship**

- Contact for companies and interns
- Skype call with the interns

### **Support after the internship**

- Instructions for the preparation of the internship report
- Evaluation of all written and oral reports

## 5 Services of the internship company

### Conditions

- Give the trainee the opportunity to put the learned knowledge into practice and gain new theoretical and practical knowledge
- Ensure education follows existing training guidelines
- Allocation of a training supervisor who undertakes the training and is available as a contact person in case of ambiguity or problems

### Training plan

Job descriptions including individually tailored target agreements are formulated at the Colleges of Applied Science. The training plan is an integral part of the internship contract and thus binding.

**Please note,** that an intern can never replace a fully trained worker. The students and learners perform the practical training facilitated with support from both the company and the school.