

Information

Regarding the employment of interns
EHL Swiss School of Tourism and Hospitality

February 2021

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1 General Information

EHL SSTH, 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 SSTH is part of the prestigious Ecole hôtelière de Lausanne, the world's number one hotel management school and maintains several school programs:

College of Higher Education

College of Higher Education in hospitality and gastronomy, German Program
College of Higher Education in hospitality and gastronomy, English Program

Preparation for the College of Higher Education

Professional Internship Foundation (PIF)

Bachelor of Science in International Hospitality Management (following the College of Higher Education)

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

Vocational Training for Hospitality and Hotel Business

Operational apprenticeship

In this document, you will find an internship an overview of all internships offered by EHL SSTH. 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
- Education permit within the company
- 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
For questions and support, contact EHL SSTH Career Services Team

2 College of Higher Education

2.1 College of Higher Education in hospitality and gastronomy, German

Study/Education	College of Higher Education in hospitality and gastronomy, German
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"> • General Qualification for University Entrance (e.g. International Baccalaureate), completed 3-year apprenticeship or equivalent degree • Good language skills in English, French or Italian • German mother tongue or very good German language skills • Passing the admission procedure
Training/education at EHL SSTH	<p>Contents of the 1st and 2nd Semesters:</p> <ul style="list-style-type: none"> • Kitchen: theory and practice, including food hygiene • Service: theory and practice, including beverage service • F&B Controlling • Reception: including. Front Office Systems (Fidelio V8/Suite8) • Housekeeping management • Marketing: financial accounting, economics • Communications, including special correspondence, German and English
<ul style="list-style-type: none"> • Before the internship in semester 3: 	<p>Contents of the 4th and 6th Semesters:</p> <ul style="list-style-type: none"> • Organization theory • Project management • Financial management, including business mathematics • Jurisprudence • Tourism management • Human resources management • Business plan
<ul style="list-style-type: none"> • Before the internship in semester 5: 	<ul style="list-style-type: none"> • Nationality: Swiss or Foreign • Age: 19 – 35 years • Language: Very good German, good English and French or Italian
Interns	2 - 8 months
Internship	<ul style="list-style-type: none"> • Beginning of June • Mid-December
Duration of Internships	<p>Gastronomy, minimum 2 months (operational)</p> <ul style="list-style-type: none"> • Service • Kitchen <p>Rooms Division, minimum 2 months (operational)</p> <ul style="list-style-type: none"> • Reception • Housekeeping <p>Management, minimum 3 months</p> <ul style="list-style-type: none"> • F&B Assistant • Event Management • Administration • Controlling • Marketing • Sales • Human Resources • Management Training
Start of Internships (usually)	According to L-GAV standards CHF 2'212/month 200.- CHF/Month plus taxes for Sponsorship contribution to EHL SSTH
Subjects (Operational Internships are preferably completed in combination)	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.
Internship wage and sponsorship contribution	Not necessary
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.
Education permit within the company	Ms. Renate Blaser Internship Advisor Tel. +41 81 255 17 00 E-Mail: renate.blaser@ssth.ch
Rating	
Contact	

2.2 College of Higher Education in hospitality and gastronomy, English

Study/education	College of Higher Education in hospitality and gastronomy, English
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"> • General Qualification for University Entrance (comparable to Matura e.g. International Baccalaureate), completed 3-year apprenticeship or equivalent degree • Very good knowledge of English • Passing the admission procedure
Training/education at EHL SSTH	Contents of semester 1 and 2 in English: <ul style="list-style-type: none"> • Kitchen: theory and practice, including Food hygiene • Service: theory and practice, including Beverage Service • F&B controlling • Reception, including Front Office Systems (Fidelio V8 / Suite8) • Housekeeping Management • Marketing, financial accounting, economics • Communication, including specialist correspondence German and English
<ul style="list-style-type: none"> • Before the internship in semester 3: 	Contents of semester 4 and 6 in English: <ul style="list-style-type: none"> • Organization theory • Project management • Financial management, including business mathematics • Jurisprudence • Tourism management • Human resources management • Business plan
<ul style="list-style-type: none"> • Before the internship in semester 5: 	
Intern	<ul style="list-style-type: none"> • Nationality: Foreign and Swiss • Age: 19 – 35 years • Hold an L-Permit • Health insurance from EHL SSTH (except for Swiss) • Language: Very good English, basic German and at least one other language
Internship	
Duration of Internship	2 – 8 months
Start of Internship (usually)	<ul style="list-style-type: none"> • Beginning of June • Mid-December
Subjects (Operational internships are preferably completed in combination)	<p>Gastronomy, minimum 2 months (operational)</p> <ul style="list-style-type: none"> • Service • Kitchen <p>Rooms Division, minimum 2 months (operational)</p> <ul style="list-style-type: none"> • Reception • Housekeeping <p>Management, minimum 3 months</p> <ul style="list-style-type: none"> • F&B Assistant • Event Management • Administration • Controlling • Marketing • Sales • Human Resources • Management Training
Internship wage and sponsorship contribution	According to L-GAV standards CHF 2'212/Month 200.- CHF/Month plus taxes for Sponsorship contribution to EHL SSTH
Contract and training program	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.
Education permit within the company	Not necessary
Evaluation	The internship company gives an evaluation about the performance in the internship and issues an acceptable work certificate at the end of the internship.
Contact	Mr. Frank Giannotti Internship Advisor Tel. +41 79 565 51 75 E-Mail: frank.giannotti@ssth.ch

3 Professional Internship Foundation (PIF)

Study/education	Professional Internship Foundation
Completion and duration of training	Preparatory year for the education at the College of Higher Education English (1 or 2 semester)
Requirements for training	<ul style="list-style-type: none"> • National Diploma comparable to Matura • very good knowledge of English • Passing the admission procedure
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"> • Kitchen: practice, including Food hygiene • Service: practice • Housekeeping: practice • Intensive German course, level A1
Intern	<ul style="list-style-type: none"> • Nationality: Foreign • Age: 17 – 20 years • Hold an L-Permit • Health insurance from EHL SSTH • Language: Very good English and at least one more language
Internship	
Duration of Internship	6-7 months
Start of Internship	<ul style="list-style-type: none"> • Beginning of June • Mid-December
Subjects	<p>Versatile in all areas of hotel</p> <p>Especially in:</p> <ul style="list-style-type: none"> • Kitchen • Housekeeping <p>Depending on the level of required language skills too</p> <ul style="list-style-type: none"> • Service • Reception
Internship wage	In Switzerland according to L-GAV standards (ca. US\$ 2'190) 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.
Contact	<p>Mr. Frank Giannotti Internship Advisor Tel. +41 79 565 51 75 E-Mail: frank.giannotti@ssth.ch</p>

4 Vocational Training

4.1 Federal Diploma of Vocational Education and Training in Hospitality-Communication (6 month internship, Service and Kitchen)

Study/Education Completion and duration of training	EHL SSTH Swiss School of Tourism and Hospitality Federal Diploma of Vocational Education and Training in Hospitality-Communication (3 Years)
Requirements for training	<ul style="list-style-type: none"> • Obligatory schooling complete • Approved admissions process • One year studying a foreign language is recommended
Study/Education at EHL SSTH Before the internship in Semester 2	<p>Content of the 1st semester:</p> <ul style="list-style-type: none"> • Kitchen: Theory and practice including food hygiene • Service: Theory and practice including Beverage service • English, French or Italian, German • General education ABU
Interns	<ul style="list-style-type: none"> • Nationality: Swiss, Liechtenstein or Foreigner with appropriate permit • Age: 16 - 19 years old • Language: Very good German, good English, French or Italian
Internship Duration of internship	6 Months
Start of internship	<ul style="list-style-type: none"> • Between the middle of December and the beginning of February
Departments	<ul style="list-style-type: none"> • Service, 4 Months • Kitchen, 2 Months
Internship wages and sponsorship fee	<p>1'400.- Francs per Month (the interns are subject to the OR / apprenticeship agreement and not to the L-GAV)</p> <p>Sponsorship fee for EHL SSTH 1'200.- Francs for 6 Months (200.- per internship month) excl. MwSt.</p>
Contract and training program	The internship contract is issued by EHL SSTH and approved by the Graubünden Vocational Training Office. A training plan with the company performance goals is part of the internship contract.
Work permit	The internship company must be in possession of a training license for a hospitality profession (HOKO, HOFA, REFA, Koch) or apply for this at the latest when the internship position is approved by the responsible office for vocational training.
Evaluation	The internship company completes an educational report on the performance of the intern. At the end of the internship, the company issues a corresponding work certificate.
Contact	<p>Frau Manuela Villinger Praktikumsbetreuerin HoKo Tel. +41 81 255 18 58 E-Mail: manuela.villinger@ssth.ch</p>

4.2 Federal Diploma of Vocational Education and Training in Hospitality-Communication (12 month internship, Reception, Administration, Housekeeping)

<p>Study/Education</p>	<p>EHL SSTH Swiss School of Tourism and Hospitality</p>
<p>Completion and duration of training</p>	<p>Federal Diploma of Vocational Education and Training in Hospitality-Communication (3 Years)</p>
<p>Requirements for training</p>	<ul style="list-style-type: none"> • Obligatory schooling complete • Approved admissions process • One year studying a foreign language is recommended
<p>Study/Education at EHL SSTH Before the internship in Semester 4 and 5</p>	<p>Content of the 1st semester:</p> <ul style="list-style-type: none"> • Housekeeping: Theory and practice • Reception, Accounting, Marketing • Front Office Systems (Fidelio V8/Suite 8) • Swiss computer science certificate SIZ II • English, French or Italian, German • General education ABU
<p>Interns</p>	<ul style="list-style-type: none"> • Nationality: Swiss, Liechtenstein or Foreigner with appropriate permit • Age: 16 - 19 years old • Language: Very good German, good English, French or Italian
<p>Internship</p>	
<p>Duration of internship</p>	<p>12 Months</p>
<p>Internship start</p>	<ul style="list-style-type: none"> • Between the middle of December and the beginning of January
<p>Departments</p>	<ul style="list-style-type: none"> • min. 2 Months Housekeeping • min. 5 Months Reception • min. 3 Months Administration(Accounting, Marketing, HR)
<p>Internship wages and sponsorship fee</p>	<p>1'700.- Francs per Month (the interns are subject to the OR / apprenticeship agreement and not to the L-GAV)</p> <p>Sponsorship fee for EHL SSTH 2'400.- Francs for 12 Months (200.- per internship month) excl. MwSt.</p>
<p>Contract and training program</p>	<p>The internship contract is issued by EHL SSTH and approved by the Graubünden Vocational Training Office. A training plan with the company performance goals is part of the internship contract.</p>
<p>Work permit</p>	<p>The internship company must be in possession of a training license for a hospitality profession (HOKO, HOFA, REFA, Koch) or apply for this at the latest when the internship position is approved by the responsible office for vocational training.</p>
<p>Evaluation</p>	<p>The internship company completes an educational report on the performance of the intern. At the end of the internship, the company issues a corresponding work certificate.</p>
<p>Contact</p>	<p>Frau Manuela Villinger Praktikumsbetreuerin HoKo Tel. +41 81 255 18 58 E-Mail: manuela.villinger@ssth.ch</p>

5 Services provided by EHL SSTH internship supervisors

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 the necessary documents for the work permits
- Contact with the authorities

Support during the internship

- Contact for companies and interns
- Visit of the companies and interns

Support after the internship

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

Further services

- Arranging of temporary staff for service and kitchen for large events, on weekends or during the summer and winter holidays. Contact: **ladina.moen@ssth.ch**

6 Services provided by the internship companies

Conditions

- Give the intern 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 College of Higher Education. 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.