Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

LEVEL 4

MODULE CODE: M4X 01917
BUSINESS SKILLS FOR INTERNATIONAL HOTEL INDUSTRY

ASSESSMENT TYPE: **WRITTEN ASSIGNMENT**

ASSESSMENT COMPONENT: **2**

COMPONENT WEIGHTING: **100 %**

WORD COUNT: **3000 words ± 10%**

SUBMISSION DETAILS:

- **Make sure that Your Name, Your Student Number, Your Module Title, Assignment Title and Your Module Lecturer's Name are clearly shown on the front page of your assignment.**
- **All assignment submissions must be uploaded to Moodle via Turnitin.**
- **Details of your submission deadlines will be provided by your Module Lecturer.**
- **DO NOT put this form into Turnitin or it will match many similarities with other students' submissions.**

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CERTIFICATE OF HIGHER EDUCATION ASSIGNMENT SPECIFICATION (SOAC)

Programme:	**Certificate of Higher Education in International Hotel Management**		
Assignment Title:	**BMSK4001: Business Skills for International Hotel Industry, Assessment Component 3**		
Hand Out Date:	**The 2nd Week of Term**	**Submission deadline:**	**Section 1 – 19/07/2019** **Section 2 – 31/07/2019**

• **Referencing:**	In the main body of your submission you must give credit to authors on whose research your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have read or quoted in order to complete this assignment (e.g. for books: surname of author and initials, year of publication, title of book, edition, publisher: place of publication).

Late submission will result in a late penalty mark, as follows:
Up to one week late, maximum mark of 40% for first attempts and 0% for resubmissions. No work will be accepted more than one week after the submission deadline
[Academic Quality Handbook 2019/19 7.5 (5)]

AIM(S)

- To provide students with the underlying communication skills to prepare them for the range of written and oral presentations required by the hotel industry by studying a range of business-related material that has been especially designed to develop their knowledge and reading and writing skills.
- To provide students with the underlying numeracy and IT skills to prepare them for the range of work that will be required by the hotel industry
- To outline and provide students with an understanding of key legislation affecting the operation of a hotel.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to demonstrate the ability to:
Apply the written, numeracy and IT skills necessary to fulfil all that will be required of them during their placement in the hotel;

Understand the main legal risks that the hotel industry faces

READING
Three essential texts will be provided to students:
Cottrell, S. (2008) Study Skills Handbook, 3rd Ed., Palgrave Macmillan: Basingstoke

Migdal, N. Taylor & Francis (2015) Hotel Law: Transactions, Management and Franchising, Abingdon Press

Sherman, J. (2009) IT Skills for Office, Hodder Education

SUGGESTED FURTHER READINGS

Cottrell, S. (2003) Skills for Success: The Personal Development Planning Handbook (Palgrave Study Guides), Palgrave Macmillan: Basingstoke

Cox, J., Frye C. & Preppernau, J. (2008) Microsoft Office Home and Student 2007 Step by Step Book/CD Package

McMillan, K. & Weyers, J. (2007) The Smarter Student: Study Skills & Strategies for Success at University, Prentice Hall: Harlow

Piscitelli, S.V. (2009) Study Skills: Do I Really Need This Stuff? 2nd Ed., Prentice Hall: Harlow

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Price, G. & Meier, P. (2007) Effective Study Skills: Essential skills for academic and career success, Prentice Hall: Harlow

Sinfield, S & Burns, T. (2008) Essential Study Skills: The Complete Guide to Success at University, 2nd Ed., Sage Publications Ltd

Additional reading will be recommended by your module lecturer and linked via your module's Moodle page.

ASSESSMENT

Assessment Component 2 – 100% of Module Marks

Two written reports – 3000 words ± 10% each

TASK DESCRIPTION

Over the course of the term, you will produces a portfolio of work on a range of topics that demonstrates their ability to write reports, use their mathematical and IT skills to interpret and present basic data to support their written report. You will be asked to comment on the legal risk of a number of scenarios related to the hotel . Each component would have identical weightings and different deadlines as mentioned below:

Section	Deadline	Submission	Description	Size
1	**19/7/2019**	*Moodle Upload* *Via Turnitin*	*Using your SWOT and PDP, prepare a report, in which you analyse your current Academic and employability skills and outline how you intend to use these skills to find employment in the hotel and hospitality industry.*	*1500 words*
2	**31/7/2019**	*Moodle Upload*	*Prepare a report using what you have learned from the module, and analyse the legal legislative risk that managers and employees need to consider in the hotel industry. Areas to consider are;* ***liability, data protection, health and safety, food hygiene, risk management, licensing, including key provisions within Hotel Proprietors Act 1956****.*	*1500*

Please remember that, in addition to your written work for submission, you are expected to read, research, engage with learning materials and study in your own time.

GUIDANCE FOR STUDENTS IN THE COMPLETION OF TASKS

General Submission Guidance

1. All of your submissions must include a title page that clearly states your name, your student number, the module code and title, your lecturer's name, and your assignment title.
2. All of your submissions should be typed in Arial font, size 11.
3. All of your submissions should be typed with 1.5 line spacing.
4. All of your submissions should have an appropriate structure, include page numbers, and have a reference list.

NOTE: The guidance offered below is linked to the five common assessment criteria. There are no specific percentages allocated to different sections of the report. All grading criteria will be marked across the report as a whole.

Research-informed Literature

Your work must be informed and supported by scholarly material that is *relevant* to and *focused* on the task(s) set. You should provide evidence that you have accessed a wide *range* of sources, which may be academic, governmental and industrial; these sources may include academic journal articles, textbooks, current news articles, organisational documents, and websites. You should consider the *credibility* of your sources; academic journals are normally highly credible sources while websites require careful consideration/selection and should be used sparingly. Any sources you use should be current and up-to-date, mostly published within the last five years or so, though seminal/important works in the field may be older. You must provide *evidence* of your research/own reading throughout your work, using in-text citations in the main body of your work and a reference list that is alphabetical at the end of your work. Please use the Harvard referencing system.

Knowledge and Understanding of Subject

Your work must demonstrate the growing extent of your knowledge and understanding of concepts and underlying principles associated with the subject area. *Knowledge* relates to the facts, information and skills you have acquired through your learning. You demonstrate your *understanding* by interpreting the meaning of the facts and information (knowledge). This means that you need to select and include in your work the concepts, techniques, models, theories, etc. appropriate to the task(s) set. You should be able to explain the theories, concepts, etc. meaningfully to show your understanding. Your mark/grade will also depend upon the *extent* to which you demonstrate your knowledge and understanding; ideally each should be complete and detailed, with comprehensive coverage.

Analysis

Your work must contain evidence of logical, analytical thinking, evaluation and synthesis. For example, to examine and break information down into parts, make inferences, compile, compare and contrast information. This means not just describing What! but also justifying: Why? How? When? Who? Where? At all times, you must provide justification for your arguments and judgements. Evidence that you have reflected upon the ideas of others within the subject area is crucial to you providing a reasoned and informed debate within your work. Furthermore, you should provide evidence that you are able to make sound judgements and convincing arguments using data and concepts. Sound, valid conclusions are necessary and must be derived from the content of your work. There should be no new information presented within your conclusion. Where relevant, alternative solutions and recommendations may be proposed.

Practical Application and Deployment

You should be able to demonstrate how the subject-related concepts and ideas relate to real world situations or a particular context. How do they work in practice? You will deploy models, methods, techniques, and/or theories, in that context, to assess current situations, perhaps to formulate plans or solutions to solve problems, some of which may be innovative and creative. This is likely to involve, for instance, the use of real world examples and cases, the application of a model within an organisation and/or benchmarking one organisation against others based on stated criteria. You should show awareness of the limitations of concepts and theories when applied in particular contexts.

Skills for Professional Practice

Your work must provide evidence of the attributes expected in professional practice. This includes demonstrating your individual initiative and/or collaborative working. You must communicate effectively in a suitable format, which may be written and/or oral, for example, essay, management report, presentation. Work should be coherent and well-structured in presentation and organisation.

Essential Resources:

- Resources listed on the lecture schedule and on Moodle
- Programme of Study Handbook.

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MARKING CRITERIA AND STUDENT FEEDBACK

This section details the assessment criteria. The *extent* to which these are demonstrated by you determines your mark. The marks available for each criterion are shown. Lecturers will use the space provided to comment on the achievement of the task(s), including those areas in which you have performed well and areas that would benefit from development/improvement.

Common Assessment Criteria Applied	**Marks available**	**Marks awarded**
1. Research-informed Literature Extent of research and/or own reading, selection of credible sources, application of appropriate referencing conventions.		
	20	
2. Knowledge and Understanding of Subject Extent of knowledge and understanding of concepts and underlying principles associated with the topics discussed in class. Content and its relevance to the assignment brief.		
	20	
3. Analysis Analysis, evaluation and synthesis; logic, argument and judgement; analytical reflection; organisation of ideas and evidence.		
	20	
4. Practical Application Application of concepts, deployment of methods, materials, tools and theories, formulation of innovative and creative solutions to solve problems.		
	20	
5. Skills for Professional Practice Written and presentational quality of the report, deployment of correct layout conventions, style, structure, grammar, spelling, etc.		
	20	
TOTAL	100	

Assignment Mark (Assessment marks are subject to ratification at the Exam Board. These comments and marks are to give feedback on module work and are for guidance only until they are confirmed.)	**Late Submission Penalties (tick if appropriate)**		**%**
	Up to one-week late	40 Max	
	Over one week late	Fail	