



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

200
1822 - 2022

Business Skills for the International Hotel Industry Module BMIH4001

Week 1:

Welcome to International
Hotel Management

*Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales*

www.uwtsd.ac.uk



Learning Outcome:

By the end of this session, you should be able to demonstrate an understanding of where to locate key resources and further information.

Before we start...



Group change is not permitted

- As a full-time student you have been made aware that classes will run Monday to Friday (except during placement terms) and that these days could change from a term to another.
- To reassure you, they will remain the same for the full duration of term and the “no group change” approach is applied across the board to ensure consistency.



Lights, Camera, Action!

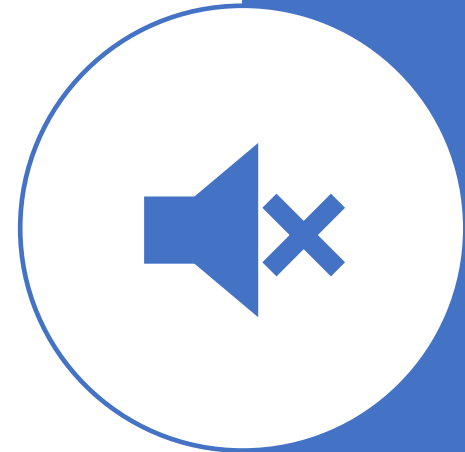
You are required to keep your camera on during lectures and use the Teams University Background to protect your privacy.

Group Activity:

Let's change our
Backgrounds!

Microphone Feedback!

- As there are quite a few of us here, please ensure that your microphone is muted during all teaching until you are asked a question or there is a group discussion - to prevent background noise from interfering with the class.



Access to Online Sessions

- Please ensure you are signed in correctly using your student university account.
- **From week 2**, lecturers are not permitted to allow access to students using their personal email.

You will be given the opportunity to locate and browse through the 'Microsoft Teams Quick Start Guide' later in the session.

*Please contact the IT Service Desk for login issues. Details can be found within the Hospitality and Tourism Complete Induction Guide (more on this later).

Attendance and Engagement

- Please note, if you attempt to join any of your modules via a mobile phone, you will be removed from the session and marked absent.
- You should be using a **desktop or laptop device** with video, speakers and a microphone.
- Please attend on time. Registration will take place at the start of each session.
- You are required to attend every class.
- You should have a private space to do this so that you can concentrate fully on the lesson.

Attendance and Engagement

- If you fail to engage during the sessions, your lecturer will remove you from the meeting and you will be marked absent.
- If you cannot attend, please email your lecturer rather than message via Teams. ***Please note, routine appointments should be made outside your session times.***

Bursaries

- The University offers bursaries that can provide a suitable device and/or contribute towards connectivity costs if you need some financial help with this.
- Please check out the Hospitality and Tourism Induction guide on Moodle for more information (more on this later in the session).

Student email

- You can access this via Moodle or Quick Links (We will take time to locate this during our Moodle Tour later in the session)
- Login with your email address (e.g., 1234567@student.uwtsd.ac.uk)
- Password is based on your date of birth by default (e.g., “dob17.06.87”)

You should check this email address regularly, at least 3 times a week, because this is where we will send all communication to you and it is your responsibility to make sure that you receive and understand what is sent.

Student email

You should use your student email address and not use your personal email address when emailing anyone at the university.

Your lecturers are ***not permitted*** to respond to emails from students' personal email accounts.

- Please ensure that you check your student email regularly for updates or important information. The Team chat is not a substitute for this.
- If you cannot attend, please email your lecturer rather than message via Teams.

Workshops: Key Dates for your Diary!

- Week 1 – Wednesday 26th April 1:30 – 2 pm Welcome to the Hwb
- Week 2 - Wednesday 3rd May 1:30 – 2:30 pm : Digital Skills
- Week 4 - Wednesday 17th May 1:30 – 2:30 pm : Finding and Using Information
- Week 5 - Monday 22nd May Industry Event: Whole Day Event
- Week 6 – Wednesday 31st May 1:30 – 2:30 pm Referencing Skills

***Please note, these sessions are compulsory as they are part of your scheduled learning.**

It's
registration
time! 😊



Now for...Activity Time!





Icebreaker... Animal Magic!

- If you could become an animal for the day, what would you choose to be and why?
- Post your responses to the chat and share some likes...or dislikes!

A warm welcome
from Level 4
Lead Lecturer
Deborah Lloyd



d.lloyd@uwtsd.ac.uk

Working hours Monday - Friday

8:30am – 5:30pm

Communication will be responded to within 48 hours*

*of the working week

Deborah Ann Lloyd PGDip, BA(Hons), PGCE (PCET), FHEA

Level 4 Lead

Module Lead – Business Skills

Academic Misconduct Coordinator

Lletygarwch a
Rheolaeth Twristiaeth
Hospitality &
Tourism Management



Break Time... Let's
take 10 minutes to
relax.



Welcome Back...

Moodle...how do we get there? I'm now going to take you on a Moodle Tour!

(If you need) a quick recap - how to locate and login to Moodle



Find UWTSD Quick Links on

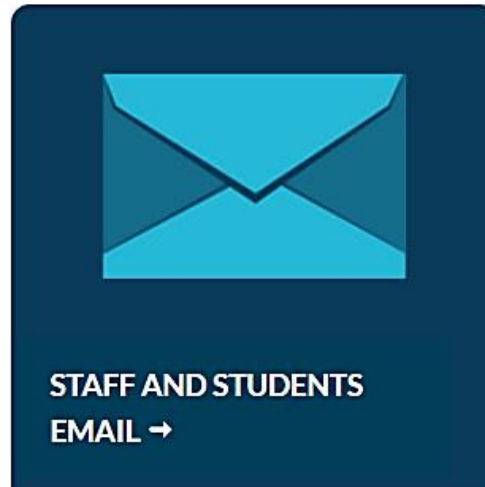


<https://www.uwtsd.ac.uk> :

UWTSD Home | UWTSD

The **University of Wales Trinity Saint David** is a university with three main campuses in Lampeter, Carmarthen and Swansea.

Quick Links



Login to UWTSD Moodle

- Access through MyTSD, Quick Links or Hwb
- Login with your **Student email address**
123456@student.uwtsd.ac.uk
- Password is based on your date of birth by default (e.g., “dob17.06.87”)





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[Calendar](#)

[Email](#)

[Library & Learning Resources](#)

[MyTSD](#)

[Hwb](#)

[I.T.Service Desk](#)

Module Search

Go

My modules



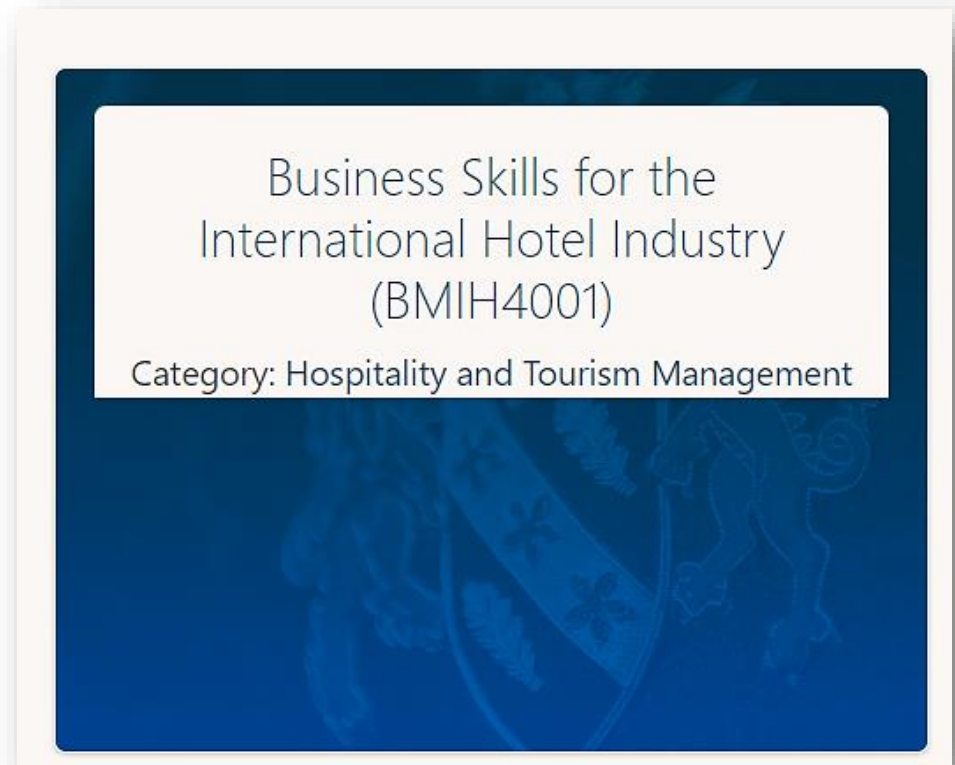
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Accessing Your Modules

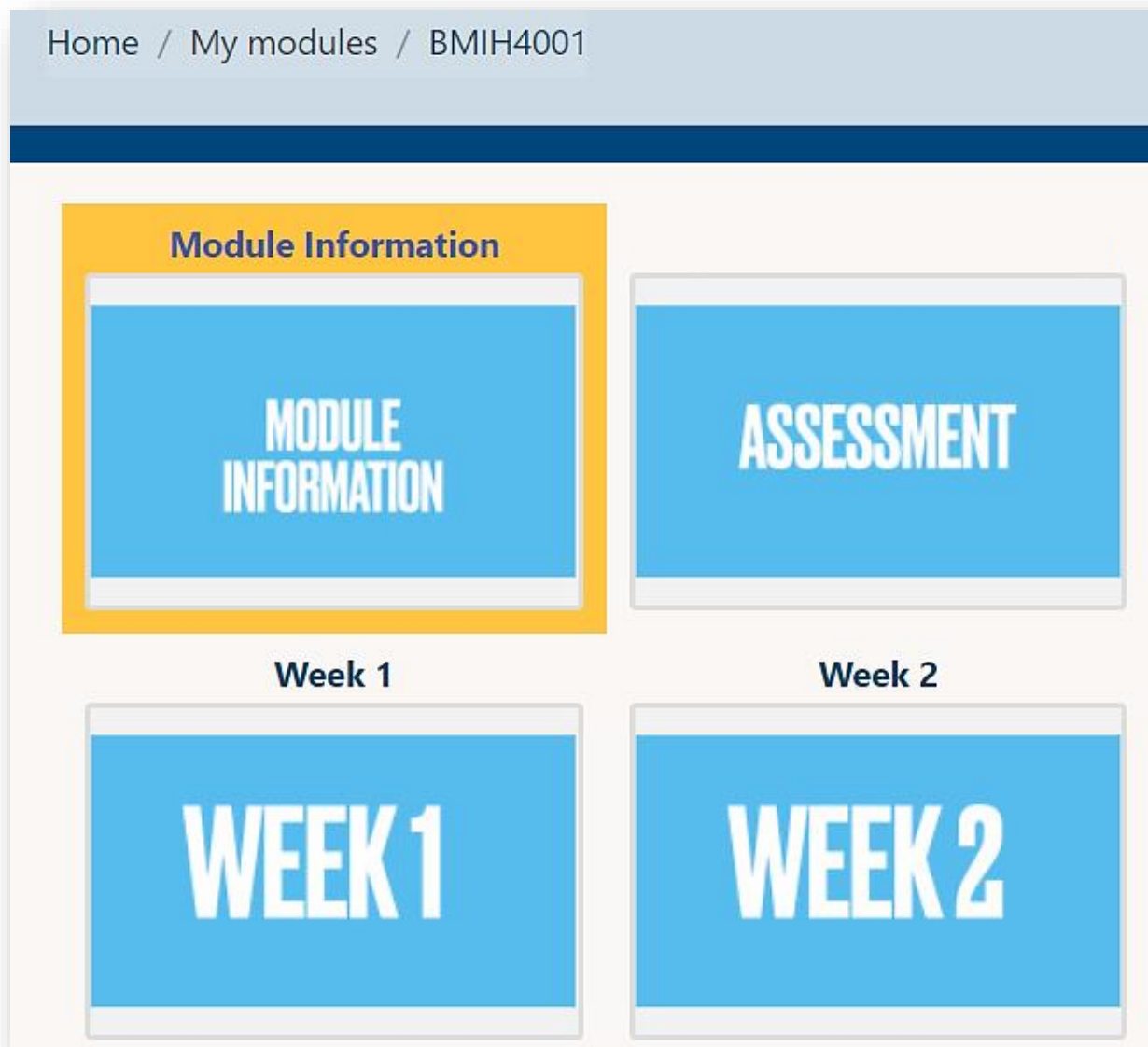
- Modules that you're currently enrolled on will appear in **My modules**
- Select '**Business Skills for the International Hotel Industry (BMIH4001)**' for this Module



Each module page on Moodle contains:

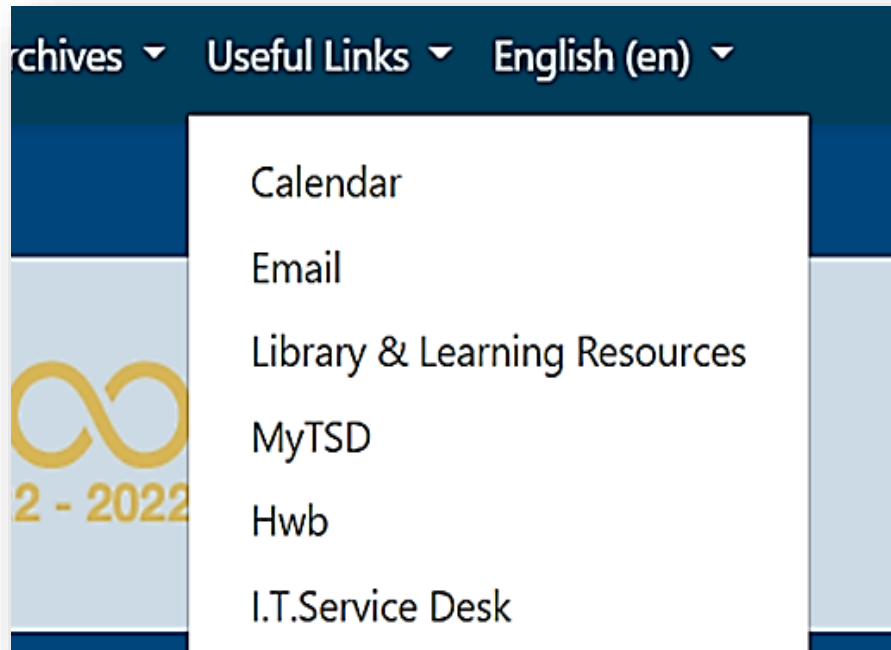
- Details of course lecturer/s
- Module Handbook
- Level Guidebook
- Assessment submission links
- Lecture content and supporting materials
- Useful links

Let's explore the Business Skills module:



Accessing Useful Links via Moodle

Click on 'Useful Links' at the top of the Moodle page.



Activity Time – Individual Task

- The following documents can be found within the Module Information Tab on our Business Skills Moodle Page.
- Please take time to browse through – we will resume in 60 minutes.



Complete Induction Guide for Tourism, Events and Hospitality Students



Microsoft Teams and Online Classes Quick Start Guide

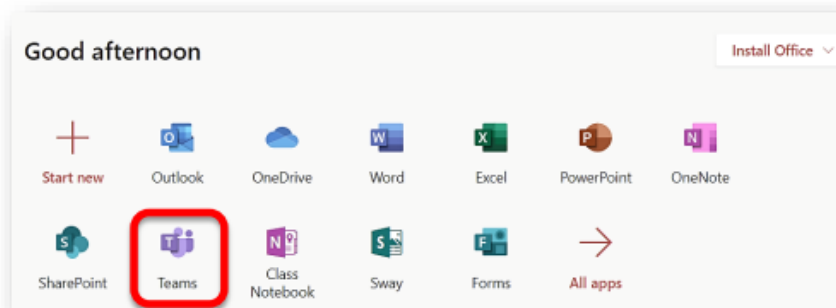


Table of Contents

Accessing Microsoft Teams	2
Laptop or MacBook	2
Teams on HWB	4
Hwb App	4
Login to Teams	4
Microsoft Authenticator	5
Download Teams for Desktop	5
Student Account	5
Group Team	6
Online Classes	7
Overview of Team Basics	8
.....	8
.....	9
.....	9
.....	10
.....	10
.....	11

Welcome Back

Any Questions?

- Are you ok accessing the Teams General Channel and the Files Tab? Your lecturers may upload useful information or remind you about upcoming events/workshops via Teams, but all module information and lecture content will only be available to you via our Moodle page.
- *Your lecturers are here to help but you should refer to the Induction Guide regularly for information and links to useful resources.*

Group Activity

- As a group, let's take some time to explore the Digital Support Page on Moodle.

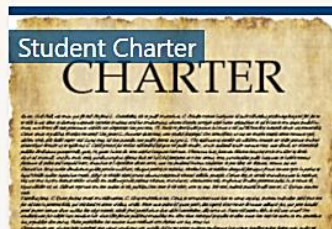
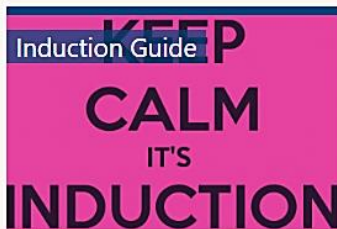


New

Digital Support: Hospitality and Tourism Moodle page

Digital Support: Hospitality and Tourism

Home / My modules / DigiSup-H&T



Digital Support: Hospitality and Tourism

- Some of the essential skills that are so important if you are to be successful in your professional life have also been included, and these will complement your learning in this first module and when you move on next term.
- The tiles contain step by step tutorials, podcasts, videos, information files, short online courses and/or links to the relevant pages on the university website, depending on the topic covered.

Digital Support: Hospitality and Tourism

- The page has been designed as a "One-Stop Shop" for anything you might need in the university outside of your weekly classes, in order to make your university experience as enjoyable and free from stress as possible.
- Each 'tile' covers a different aspect of university services, help and support.

Understanding Assessment and Locating Resources and Further Information



Assessments

- Throughout the academic year you will be expected to submit assessments for all 6 modules. ***Your final mark for each module contributes to your final grade for level 4.***
- You will study two modules each semester so please be aware you may have two assessment deadlines to meet simultaneously.
- ***Failure to submit may result in you being withdrawn from the course.***

Assessments

- The mode of assessment for Business Skills is a portfolio made up of 8 elements (8 small tasks).
- It is advised that you ***take notes during each session and complete tasks on a weekly basis*** to allow for effective time management. Poor planning leads to poorly written assignments and deadlines being missed.

*For guidance, please refer to the pdf “Note Taking and Academic Writing” within the files tab on our Business Skills Moodle page

Extenuating Circumstances:

- Lecturers are not permitted to provide extensions to deadlines. This is a **full-time course** therefore, there is an expectation that you manage your time in order to meet the deadlines throughout the term.
- If there are exceptional circumstances that affect your ability to do the assignment, which can be evidenced (like a hospitalisation, family bereavement or other unforeseen emergencies) then you can apply for Extenuating Circumstances which is reviewed by the Academic Office.

Extenuating Circumstances:

- You can apply for Extenuating Circumstances through MyTSD. Please see the Digital Support Page or the Level 4 Guidebook (p. 30) on Moodle for guidance.
- If you need help with gathering evidence, you can contact the [Students' Union](#) for guidance

Module Handbook

Developing an understanding of the criteria used to assess your work is critical for producing a high-quality piece of work.

You will have a different handbook for each module.

Individual Activity:

Go to your **Business Skills Moodle Page**, click on the **Module Information Tab**, and scroll down to the **Business Skills Module Handbook**.

Take 15 minutes to browse through.

We will then explore the content of this handbook together.

Any Questions?

- *Your lecturers are here to help but you should refer to the module handbook regularly for information about the module, assessments, and assessment criteria.*
- *You will also have the opportunity to ask questions during your learning and development workshops which take place after your Business Skills sessions between 12 -1 pm.*

Preparation is Key!

- ***You should now be able to demonstrate an understanding of where to locate key resources and further information.***

Business Skills Independent Study Time – Week 1

Please ensure you use this time to locate and develop a further understanding of the following:

- The Complete Induction Guide
- Teams and Online Classes Quick Guide
- The Business Skills Module Handbook and Assignment Task Description.

See you next week! 😊