

BMIH6002, BMIH6003 & BMIH6004



Welcome to Placement September 2025



HOSPITALITY
AND
TOURISM
MANAGEMENT

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



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

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



Jessica Newport BA (Hons), MBA
Lecturer
Placement Module Lead

Email J.newport@uwtsd.ac.uk
Working Hours
Monday – Thursday 8.30am – 5.00pm
Friday 8.30am – 4.30pm
Emails will be responded to within 48 hours*

*of the working week

HOSPITALITY
AND
TOURISM
MANAGEMENT

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

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



Daniel Payne BA (Hons)
Module Lead

Email D.payne@uwtsd.ac.uk
Working Hours
Monday – Thursday 8.30am – 5.00pm
Friday 8.30am – 4.30pm
Emails will be responded to within 48 hours*

*of the working week

HOSPITALITY
AND
TOURISM
MANAGEMENT

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

Introduction

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

200
1822 - 2022



k.roberts@uwtsd.ac.uk

Working hours Monday - Friday
8:30am – 5:00pm
Communication will be responded to within 48 hours*

*of the working week

Kathryn Roberts
BA(Hons) QTS
Module Tutor

Athrofa
RHEOLAETH
ac IECHYD
Rheolaeth Gweith
Rheolaethol

Institute of
MANAGEMENT
& HEALTH
International Hotel
Management

Ysgol Llysocharch a
Rheolaeth Turistiaeth
School of Hospitality &
Tourism Management

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

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



Ben Chong BA (Hons) MSc
Module Lead

Email K.Chong@uwtsd.ac.uk
Working Hours
Monday – Thursday 8.30am – 5.00pm
Friday 8.30am – 4.30pm
Emails will be responded to within 48 hours*

*of the working week

HOSPITALITY
AND
TOURISM
MANAGEMENT

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

Over to you.....

HOSPITALITY
AND
TOURISM
MANAGEMENT

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



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

Expectations (As discussed June 2025)

- Mandatory - **16 hours per week, for 10 weeks** – a variety of shifts will be required – there is no set shift pattern to placement.
- You must complete 160 hours of placement to pass the modules and term.
- You will be treated like a hotel employee to gain the full experience of working in a hotel.
- Rotas will be issued by hotels, please speak to them on induction.
- Be punctual, smart and eager to participate.

Get the Most Out of the Placement

- Start to think about what you want to achieve from placement, set some objectives that will help you with your reflective writing for the assignments.
- Start to reflect on your experience from the beginning.



Support Whilst on Placement

- Support from the placement tutor and the professional mentor throughout
- Sickness procedure
- Financial Bursary
- Email contact
- Biweekly meetings
- Student support on the HWB
- Support request form to access Wellbeing - [UWTSD Wellbeing Service](#)

Support Whilst on Placement

The Placement tutor (Me)

- Meet with the student bi-weekly as a minimum.
- Support students with queries and provide assignment information.
- Regularly communicate with the professional mentor and record attendance.

The Professional Mentor role:

- Induct the students to the property and its procedures.
- Meet with the student when required.
- Facilitate the rota to support the department rotations, which best suits the property.
- Communicate regularly with the University tutor, with weekly attendance confirmation.

Placement Hours

YOU should keep a record of when you work so you can keep track of hours.

If you are offered employment during the placement, then you will still need to complete your placement hours unpaid.

If you are unable to attend a shift/day of placement due to unforeseen circumstances:

There are two ways this can be dealt with:

- If you are allocated a shift and are unable to attend, please reach out to your hotel mentor and Placement tutor and offer an alternative day where you are confident you will be able to do that shift.
- If you come across a situation where you will have to miss a shift for health reasons for example; notify your Placement tutor as soon as possible so we can discuss the situation with you and offer some support.

Absence Due to Sickness

In case of absences,

These are the steps you need to take:

- Call hotel directly to advise you will not be attending your shift
- Email your tutor **and** the Hotel Mentor about your absence and the reason
- You must then work with the Hotel Mentor on making up for the hours lost
- In case of more than a week's absence, a **sick note must be provided as soon as possible to your tutor**
- Please have in mind that the placement is **mandatory** so the more hours you lose, the more hours you will have to make up for.

In case you have any questions about absence or if you find yourself struggling with making up your hours, please let your tutor know immediately **via email**, so that we can work on an action plan for you.

Bursary For Travel Costs

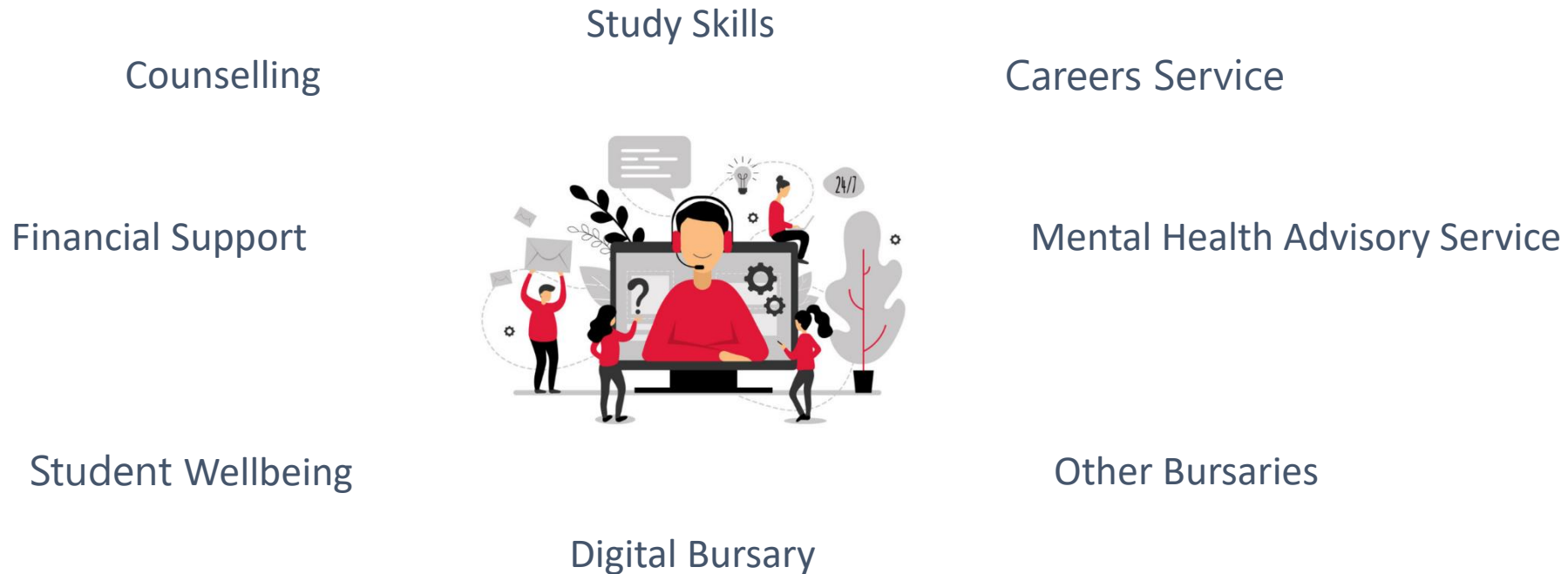
To assist with costs associated with compulsory placement activity

- Up to £250 to support students undertaking compulsory placement activity as part of their course.
This bursary is usually awarded as reimbursement on the submission of purchase receipts.
- Where students are unable to meet costs in advance then applications to Student Financial Support Fund is encouraged.
- Whilst students can make more than one application where the support requested is less than £250, the maximum aggregate amount that can be awarded for any student in one academic year is £250.
- Award Amount: Up to £250
- Additional Information: Application to include an outline of the placement and a breakdown of costs

Please note that the bursary payment usually occurs towards the end of term.

The teaching team are not authorised any access to the bursary and so cannot assist with any queries

Accessing Help & Support



More information: <https://www.uwtsd.ac.uk/student-services/>

Moodle Handbooks

Level 6 Placement - Managing Food & Beverage Operations (BMIT6002)

Category: Hospitality and Tourism Management

Level 6 Placement - Managing Guest Service Operations (BMIT6003)

Category: Hospitality and Tourism Management

Level 6 Placement - Managing Hotel Administration (BMIT6004)

Category: Hospitality and Tourism Management

Assessment	Resits & Reworks	Week 1	Week 2 - Reflective Wri...	Week 3	Week 4	Week 5
ASSESSMENT	RESITS & REWORKS	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Week 6	Week 7	Week 8	<u>Week 9</u>	Week 10	Week 11	Content Library
WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	CONTENT LIBRARY
Last Term						External Examiner / Mo...
LAST TERM						EXTERNAL EXAMINER / MODULE REVIEW

Assignments

Reflective Practice

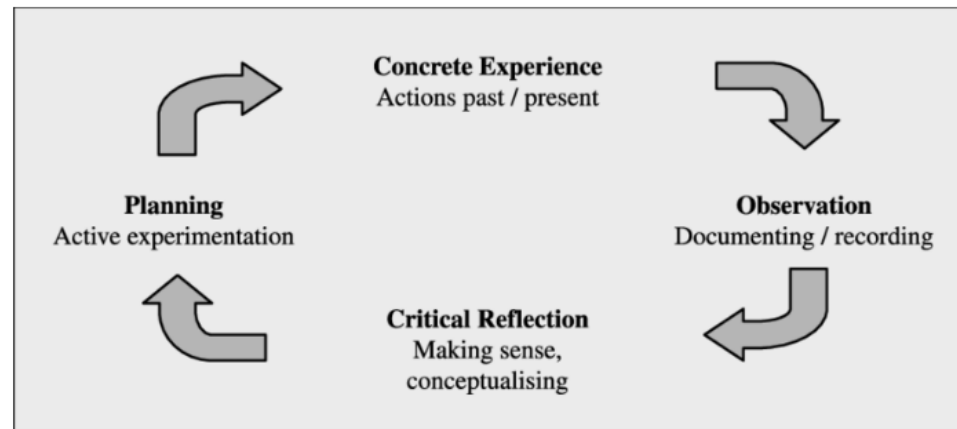
Reflecting on work placement is important because it promotes self-awareness, identifies learning opportunities, enhances problem-solving skills, improves future performance, builds resilience, and enhances professional practice. By engaging in reflection, individuals can make the most of their work placement experiences and continue their growth and development in their chosen field.

Gibbs Reflective Cycle



Adapted Gibbs' Reflective Cycle

KOLB's Learning Cycle 1984



Kolb's experiential learning cycle. Source: Adapted from Kolb (1984)

Schön

REFLECTION IN ACTION

Reflecting as something happens

- Consider the situation
- Decide how to act
- Act immediately

REFLECTION ON ACTION

Reflecting after something happens

- Reconsider the situation
- Think about what needs changing for the future

Image by Said Nasser Al-Amrani (2021) used under fair dealing for educational purposes.

Linking Modules

As you near the end of your degree journey, with only one more term after this one, it is important to consider your studies as a whole, and how these individual modules link together overall.

This will help to prepare you further for industry and enable you to apply theory in practice. The placement modules are a great opportunity to test this out, and this is why we are tasking you with linking to previously studied modules in your placement assignments. This will solidify your learning and demonstrate your progress and understanding on a deeper level.

It is advised that you carefully read through the assignment tasks in each handbook, access the relevant materials for each assignment task and refresh your memory on this. By doing this early on, you can ensure you are asking the right questions whilst on placement, applying the correct theoretical aspects in practice, and you can determine if there are any areas of your previous studies that you require some guidance on from your placement tutor.

Planning in advance will ensure the best chance of success and the most fulfilling placement experience overall.

Modules

Level 6 Placement - Managing Food & Beverage Operations (BMIH6002)

Category: Hospitality and Tourism Management

Level 6 Placement - Managing Guest Service Operations (BMIH6003)

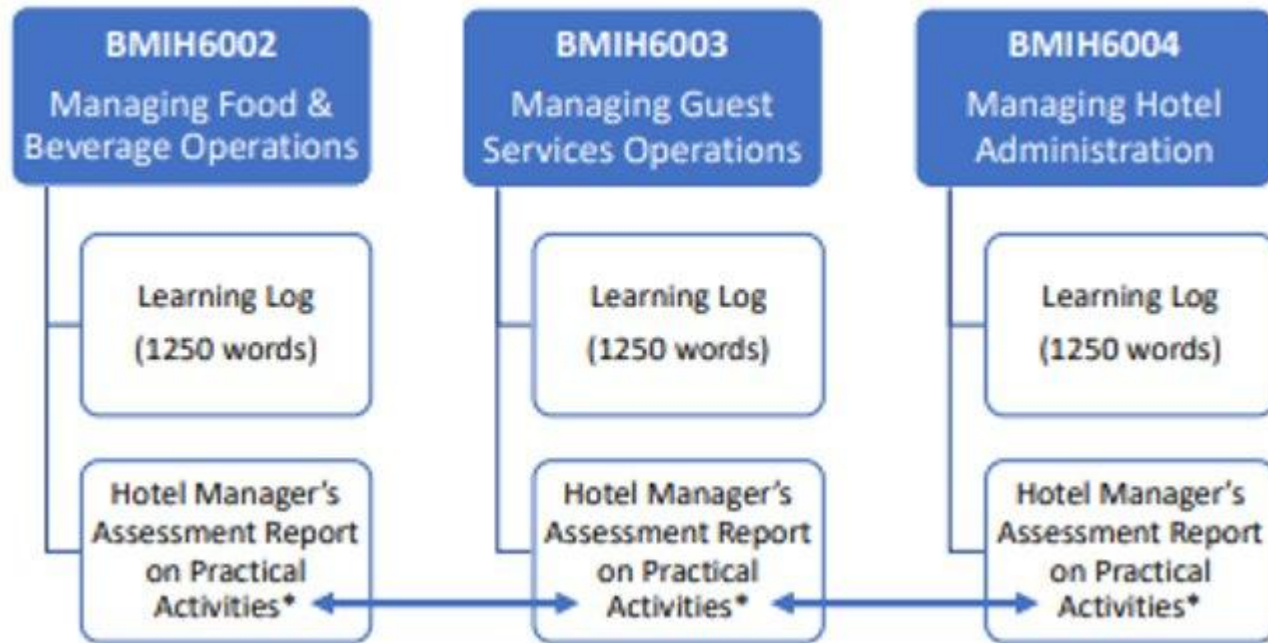
Category: Hospitality and Tourism Management

Level 6 Placement - Managing Hotel Administration (BMIH6004)

Category: Hospitality and Tourism Management

- **BMIH6002 Managing Food and Beverage Operations**
- **BMIH6003 Managing Guest Service Operations**
- **BMIH6004 Managing Hotel Administration**
- **In preparation for next term**
- **BMIH6008 Placement project** – You will have a call with the Placement Project Module Lead towards the end of your placement to prepare you for your placement project next term.

Learning Logs – One per Module



DEADLINE

**Friday 14th November
by 23:59pm**

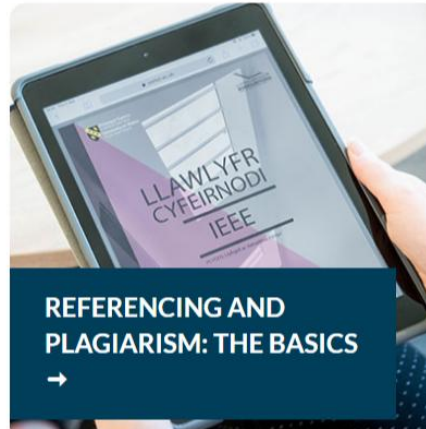
Assignments

- Start reflecting on your experience from the start.
- Read the module handbooks available on Moodle
- Draft deadlines will be 7 working days before the assignment deadline and work will need to be sent via email
- Access the content and reading list on Moodle
- Self learning, motivation and reading is key to succeed this term!

Academic Assistance

InfoSkills

Book now infoskills@uwtsd.ac.uk



Study Skills

Book now studyskillsdistance@uwtsd.ac.uk

A study skills session can assist you with academic writing, avoiding plagiarism, critical thinking, planning and organisation, presentation skills, referencing and researching.

Key Dates

Assessments

Level 6

BMIH6002 – C1 Submission 14th November

BMIH6003 – C1 Submission 14th November

BMIH6004 – C1 Submission 14th November

Placement provider feedback reports
as C2 for all modules due by 17th November

Calls With Tutor Groups (Specific dates/times TBC)

*Bi-weekly

W/C 22 Sept – Induction call

W/C 6 Oct – Assignment
workshop

W/C 20 Oct

W/C 3 Nov

W/C 17 Nov

W/C 1 Dec – debrief

The register will be taken at tutor group calls, and unless you have informed your tutor of non-attendance due to a placement shift and/or another reason, you will be marked as absent.

Any Questions?

HOSPITALITY
AND
TOURISM
MANAGEMENT

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



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