
Qualification Specification

**CTH Level 3 Certificate in
Hospitality & Tourism**

September 2020

QAN: 603/6598/5



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1. Introduction

Overview

The objective of this qualification specification is to provide an overview of the **CTH Level 3 Certificate in Hospitality & Tourism** qualification.

This document includes the aim, size, level, structure and content including learning outcomes and assessment criteria for each unit, together with sample assessment/s.

There is guidance relating to the centre approval requirements, and delivery and assessment for this qualification, and details of grading criteria and the grading of units.

Further details regarding this qualification are available from CTH and contained within the more comprehensive Delivery and Assessment Handbook.

Purpose of the Qualification

The purpose is to provide a qualification that:

- Provides students with an understanding of the Hospitality & Tourism Industry and of the key functions within the sector.
- Provides for an effective academic progression route.
- Enables students to gain credits towards higher education.
- Enables students to progress into entry level jobs within the hospitality and tourism industries.

Access and Entry Requirements

The entry requirements below are intended for guidance only as applicants may apply with a wide variety of backgrounds and qualifications.

Approved CTH Centres are responsible for ensuring students meet the recommended admission requirements below, prior to admission and enrolment, and are deemed able to fulfil the demands of the course and successfully complete the qualification.

CTH would also expect approved Centres to undertake an initial assessment of each student prior to the start of their programme to ensure they are able to provide the student with any necessary additional support.

Requirements		Recommended Admission Requirements
All Students	Minimum Age	16 at enrolment.
	English Language	<p>All students without English as a first language must hold at least IELTS 5.0 or other evidence of competence in English at this level.</p> <p>The course is taught in English and assessed by written assignments and examinations in the English language.</p>
	Education	<p>This is an open access qualification with admission at the discretion of approved CTH Centres for students they consider able to successfully complete the qualification.</p> <p>However, all students should have completed full time secondary education up to age 16, and it is expected that most will have achieved a recognised qualification at Level 2 in some subjects (UK GCSE level or overseas equivalent).</p>

2. Centre Approval Requirements

Centre Approval

Prospective Centres should apply to become an approved CTH Centre in order to deliver this qualification. Please see the 'About CTH' page at the end of this specification for advice on the CTH approval process or if you wish to discuss your curriculum requirements.

The CTH Approval Committee will consider applications from centres against a set of criteria, including the availability of suitable teaching accommodation and staffing, experience of delivering qualifications at a similar level, and evidence of expertise in academically-related areas, including planning the delivery of courses leading to regulated qualifications, quality assurance and preventing malpractice and maladministration. An online video conversation with CTH academic and quality staff will form part of the initial accreditation application process.

Teaching Rooms

Suitable teaching rooms and IT facilities should be available to students. Accommodation and equipment used for the delivery of the qualification must comply with the relevant legislation relating to Health & Safety.

The approved Centre should ideally also provide an appropriate area and facilities for student relaxation and recreation.

Centre Staffing

Staff delivering this qualification must be able to demonstrate that they meet the following requirements:

- Be occupationally competent or technically knowledgeable in the area for which they are teaching.
- Have recent relevant experience in the specific area that they will be assessing or verifying.
- Hold a teaching qualification as well as a relevant degree.

CTH will review the CV's of all teaching staff when a potential Centre seeks approval to deliver the qualification. Centres must appoint an Internal Verifier (IV) and have a named quality insurance lead.

Continuing Professional Development

Centres must support their staff to ensure that they have current knowledge of the occupational area, and that delivery, assessment and internal verification is in line with current good practice and takes into consideration relevant international regulatory requirements.

3. CTH Support

CTH Delivery and Assessment Handbook

Centres approved to deliver this qualification will be provided with a comprehensive Delivery and Assessment Handbook designed for the qualification delivery team of teaching staff, quality assurance staff and administrators.

CTH Training

New CTH centres are offered a short induction session (delivered online in most cases) to help them prepare, then deliver their courses leading to CTH qualifications.

CTH also offers training for Internal Verifiers, and for teaching staff who may be delivering a unit for the first time.

CTH Members Website and Resources

The CTH Members website resource is available for both Centre teaching staff and students and contains a wealth of resources. Students can access our online resource library including relevant e-books and journals from EBSCO. Teaching staff can download teaching materials including the CTH Learning Toolkits per unit as well as subject specific PowerPoint slides, past exam papers and assessments and examiner reports.

Assessment Opportunities

CTH offers up to four assessment opportunities each year, with associated Exam Boards and Certification. Contact CTH or see the CTH website for more details.

Assessment Responsibilities

Centres must:

- Register students as CTH Members no later than 4 weeks after starting to teach the course.
- Register students for each assessment submission within the timescales stated on the CTH website.
- Hold at least two (maximum of three) progress tutorials with each student per assignment unit which must be fully documented and signed by the centre marker and the student.

- Ensure students understand how to avoid academic dishonesty and check that work in progress and that submitted to CTH is the students' own.
- Centres are responsible for the marking and internal verification of assessments using the mark sheets provided.
- Send the following assessment evidence to CTH electronically via the CTH Hub: student assignments (Word versions only), completed mark sheets, signed student & centre marker declarations of authenticity, and compulsory progress tutorial record forms.
- Prepare students for examinations via worked questions in class and mock exams.

CTH:

Assignments:

- CTH produces all assignment briefs and makes these available to centres.
- CTH uses Turnitin to check all assignments for similarity, then moderates student work.

Examinations:

- All examinations are set by CTH, who distributes these electronically to Centres.
- Student exam scripts are returned to CTH, with attendance sheets, seating plans and any other documentation including special consideration forms, invigilators reports, suspected malpractice reports.
- CTH staff mark and also moderate all exam scripts.

The CTH Exam Board meets four times a year to review all moderated assessment results, taking into consideration special considerations and mitigating circumstances, reports from the Malpractice Panel, and other information including previous results over time. The Exam Board will ratify all results before publication.

Internal Verification

An internal verifier (IV) is a designated person, internal to the centre, who has responsibility for verifying and signing off the assessment outcomes and providing feedback to the assessors. They should have a good understanding of the units/qualifications being assessed.

The Centre internal verifier assures the quality of the assessment process within the Centre. Internal verifiers must sample assessment decisions using a sampling plan, which takes into account a risk assessment which has been conducted as part of the centre's internal QA strategy.

Internal verifiers should also plan the observation of centre markers during any practical assessments, especially to support new centre markers, and provide constructive feedback.

4. Qualification Level, Size and Structure

The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England. The CTH Level 3 Certificate in Hospitality and Tourism is a vocationally related qualification on the Ofqual Regulated Qualification Framework (RQF), and adheres to the regulations set out in the Ofqual Handbook.

Ofqual regulated qualifications are recognised and trusted by parents, employers and educational establishments globally due to the stringent controls and quality assurance requirements Ofqual places on awarding organisations, qualifications and approved delivery centres.

Qualification Size

The qualification is designed to be delivered in 600 hours of TQT (Total Qualification Time) of which 300 are Guided Learning Hours (GLH). TQT is the total amount of time, in hours, expected to be spent by a student to achieve a qualification.

Definitions:

- **Guided Learning Hours – GLH**
This is the amount of time the average student is expected to spend in supervised learning and practice but may vary by student.
- **Total Qualification Time – TQT**
TQT is made up of Guided Learning Hours plus all other time taken in preparation, study or any form of participation in education and training but not under the direct supervision of a lecturer or centre marker.

The following activities are indicative of those included in TQT:

- Guided Learning (GLH) when the lecturer is present, e.g. formal classes, lectures, seminars, tutorials, supervised assessment such as exams or observed practice.
- Independent and unsupervised learning or research.
- Unsupervised coursework or directed activity.
- Watching pre-recorded webinars or podcasts.
- Work placement, self-study, visits to hospitality or tourism outlets, revision and time spent on written assignments.

Students completing this qualification should be able to demonstrate their ability as independent learners.

Qualification Level

This qualification is at

- Level 3 on the Regulated Qualifications Framework in England (RQF).

CTH qualifications comply with level descriptors set by Ofqual, which are divided into two categories:

- Knowledge and Understanding.
- Skills.

The descriptors below set out the generic knowledge and skills associated with the typical holder of a qualification at that level.

Level 3 Knowledge descriptor:

The holder...

- Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine.
- Can interpret and evaluate relevant information and ideas.
- Is aware of the nature of the area of study or work.
- Is aware of different perspectives or approaches within the area of study or work.

Level 3 Skills descriptor

The holder can...

- Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine.
 - Use appropriate investigation to inform actions.
 - Review how effective methods and actions have been.
-



Qualification Structure

The qualification, units and sizing information for the CTH Level 3 Certificate in Hospitality & Tourism are set out in the following table. Further details of each unit are included later in the specification.

CTH Level 3 Certificate in Hospitality and Tourism						
Students must achieve the 2 mandatory units, providing 60 credits, all at level 3.						
Credit Value (CV): 60				QAN: 603/6598/5		
Guided Learning hours (GLH) for Qualification: 300				Total Qualification Time (TQT) for Qualification: 600		
Mandatory Units						
Unit Code	Unit Title	L	CV	GLH	URN.	Assessment Method
THI	Tourism and Hospitality Industry	3	30	150	M/504/4384	Assignment
ETHO	Essentials of Tourism and Hospitality Operations	3	30	150	T/504/4385	Assignment or work-based assessment
Certificate Total (2 units)			60	300		

This qualification provides for progression to other qualifications, for example the CTH Level 3 Foundation Diploma in Hospitality and Tourism, where exemptions for two units in this certificate would be applied.

5. Qualification Grading Criteria

Individual units can be graded either as fail, pass, merit or distinction. The qualification is also graded. In terms of certification, this means that students will receive a transcript of their results showing the grades for each unit successfully completed, plus the Certificate Award that recognises their level of achievement.

The following table explains the generic grading criteria that should be used by centres in conjunction with the unit mark sheets to assess all students' work.

Level 3		
To achieve a pass, students must:	To achieve a merit grade (60% to 69%) students must:	To achieve a distinction grade (70%+) students must:
<ul style="list-style-type: none"> Meet the requirements of the assessment criteria and learning outcomes. 	<ul style="list-style-type: none"> Meet the requirements of the assessment criteria and learning outcomes. Demonstrate a level of understanding of key issues in the area of study. Interpret and evaluate correctly key concepts and models. Apply a range of theories relevant to the area of study. Use a range of research and investigative techniques. Produce work that is well presented, clear and well structured, with sources clearly referenced. 	<ul style="list-style-type: none"> Meet the requirements of the assessment criteria and learning outcomes. Demonstrate in depth understanding and knowledge of relevant issues and their implications in the area of study. Provide a good level of interpretation and evaluation of concepts and models. Show some evidence of original thinking. Apply a range of theories in different contexts. Use a range of research and investigative techniques to solve problems. Make well-argued conclusions or recommendations. Present work that is neat, clear, well-structured and coherent, with sources clearly referenced.

6. Assessment Methodology

Given the broad and highly varied nature of the Hospitality & Tourism business, assessment of knowledge purely by examination is not generally felt to be an appropriate assessment method. Students need to demonstrate their higher-level skills and qualities specified in the learning outcomes within a vocational context where investigative assignments and presentations are more appropriate.

Assessment of students' work for this qualification will be carried out by written assignments. Students' work will be measured against the specified learning outcomes and assessment criteria of each unit. Mark schemes are provided for each unit and grading criteria are set out to assist centre markers in allocating marks.

See Section 8 for specimen assessment materials applicable to this qualification.

7. Qualification Units

Tourism and Hospitality Industry

Ofqual Unit Ref No.	M/504/4384	CTH Unit Ref:	THI	
Unit Purpose and Aim(s)	This unit aims to introduce students to the tourism and hospitality industry. Students will understand the types and characteristics of different hotel and food service providers. Students will also understand the roles and functions of different delivery channels operating within the industry and will be able to gain an insight into how the industry has developed and is likely to develop in future.			
Unit Level	3			
Unit Size	Guided Learning Hours (GLH)	150 Hours	Credit Value: (1 credit is 10 hours total study/TQT)	30 Credits
Unit Assessment is by:	Assignment.			
Learning Outcome 1	Understand the hospitality industry.			

Assessment Criteria

- 1.1 Outline the history, the size, scope, growth and economic importance of the hospitality industry.
- 1.2 Identify the different types of food and beverage businesses.
- 1.3 Explain the hotel grading and classification systems.
- 1.4 Assess the internal and external factors that may have an impact on the success of a hospitality business.
- 1.5 Identify the influences on the success of the hospitality industry.

Learning Outcome 2

Understand the tourism industry.

Assessment Criteria

- 2.1 Outline the history, the size, scope, growth and economic importance of the tourism industry.
- 2.2 Define tourism indicators and patterns of demand.
- 2.3 Explain the growth of emerging forms of tourism.
- 2.4 Explain the importance of transport, accommodation, attractions and events to tourism.
- 2.5 Identify the influences on the success of the tourism industry.

Learning Outcome 3

Understand the role of tour-related functions.

Assessment Criteria

- 3.1 Define the terms “tourist” and “tourism”.
- 3.2 Describe the purpose and responsibilities of a tour operator, taking into account specialist markets.
- 3.3 Describe the purpose and responsibilities of a travel agent.
- 3.4 Describe the purpose and responsibilities of a tour guide.



Essentials of Tourism and Hospitality Operations

Ofqual Unit Ref No.	T/504/4385	CTH Unit Ref:	ETHO
Unit Purpose and Aim(s)	This unit aims to introduce students to a range of functions within the tourism and hospitality industry ie front office, housekeeping, food and beverage operations, destination analysis and tour guiding operations.		
Unit Level	3		
Unit Size	Guided Learning Hours (GLH)	150 Hours	Credit Value: (1 credit is 10 hours total study/TQT) 30 Credits
Unit Assessment is by:	Assignment or work-based assessment.		
Learning Outcome 1	Understand front office operations within a hospitality or tourism business.		

Assessment Criteria

- 1.1 Define the role and responsibilities of front office operations (reception, advance reservations, cashiering, guest relations, switchboard, concierge, portering).
- 1.2 Describe the links between front office staff and other departments.
- 1.3 Describe the concept of the “guest cycle” and customers’ varying needs.
- 1.4 Describe the use of manual and electronic systems to support reservation, reception and cashiering functions.
- 1.5 Describe banking procedures including the different pre-payment methods for making reservations.
- 1.6 Explain check-in and check-out procedures and settling bills.

Learning Outcome 2

Understand housekeeping operations within a hospitality or tourism business.

Assessment Criteria

- 2.1 Define the organisational structure and roles of a housekeeping and accommodation department.
- 2.2 Describe the standards of furnishing in a hospitality or tourism business.
- 2.3 Describe the standards of cleanliness in a hospitality or tourism business.
- 2.4 Describe the procedures for the inspection, control and storage of clean and dirty linen.
- 2.5 Describe the procedures for fire safety, security standards and the maintenance of a hospitality or tourism business.
- 2.6 Describe how a hospitality or tourism business could develop environmentally friendly policies.

Learning Outcome 3

Understand food and beverage operations within a hospitality or tourism business.

Assessment Criteria

- 3.1 Describe different types of food operations and their requirements.
- 3.2 Describe different types of food production systems and their requirements.
- 3.3 Define different methods of cookery and their requirements.
- 3.4 Explain the legal requirements of food hygiene, health, safety and personal presentation when working with food or beverages.
- 3.5 Describe the requirements of food and beverage storage.
- 3.6 Define different methods of food and beverage service and their requirements.

Learning Outcome 4

Understand destination analysis within the hospitality or tourism industry.

Assessment Criteria

- 4.1 Describe the features of different types of destination and the factors that affect a tourist's choice of a destination.
- 4.2 Describe the social, cultural and political features that may affect a destination.
- 4.3 Describe the information needed to audit a destination.
- 4.4 Explain the use and significance of the Tourism Area Life Cycle (TALC).

Learning Outcome 5

Understand travel agency and tour guiding operations.

Assessment Criteria

- 5.1 Describe the role of a travel agent and tourism-related stakeholders.
- 5.2 Describe the range of travel agency products and services.
- 5.3 Describe the legal considerations associated with travel agencies.
- 5.4 Identify transport issues associated with tourist travel.
- 5.5 Identify the features of a successful tour.
- 5.6 Describe the role of travel geography and the tourist appeal of different geographical and geological features.

8. Sample Assessment

Assessment Example

Unit	Tourism and Hospitality Industry.
Unit Ref. No.	M/504/4384
Assessment type	Assignment.

Assignment Instructions

Students are required to prepare a 3,000-word report discussing the tourism and hospitality industry. Students must show their knowledge and understanding of the unit of assessment and any recommended reading.

Assignments Must

- Include evidence that shows that the student meets all the Learning Outcomes and Assessment Criteria of the unit.
- Include a brief introduction to the assignment.
- Include an analysis and evaluation of the topic they discuss and facts should be used to support conclusions and recommendations.
- Make clear connections between theory and practice.
- Provide a demonstration of the practical application of theory in the workplace.
- Cite references in accordance with the Harvard System.
- Be presented in report format.
- Be within 10% of the required word count.

Assignments may also include additional information (e.g. working notes and calculations) which should be added as supplementary appendices to the report.

One electronic copy of the final assignment report should be submitted. This should include a front cover page with the student's and centre marker's declaration.

Outline

Students are required to conduct relevant and adequate primary and secondary research. The student should therefore be able to visit organisations.

The following areas should be evaluated in detail supported by examples quoted from the selected organisations:

Analysis of the Hospitality Industry (Task 1)

- The history, characteristics and importance of the hospitality industry.
- The features of businesses within the industry.
- Characteristics of the hotel grading system.
- The internal and external features that affect the success of a hospitality business.

Analysis of the Tourism Industry (Tasks 2.1 & 2.2)

- The history, characteristics and importance of the tourism industry.
- Patterns of demand and tourism indicators.
- The drivers behind the growth of emerging forms of tourism.
- The importance of transport, accommodation, attractions and events.
- Definitions of 'tourist' and 'tourism'.
- Purpose and responsibilities of tour operators, travel agents and tour guides.

Students should demonstrate the application of theory and knowledge to their chosen organisations and ensure they have addressed the assessment criteria outlined in the following tables.

The analysis should be concluded with detailed and well-justified recommendations; relevant examples can also be used. The secondary research undertaken should be appended to this assignment.



Assignment Tasks

Task Instructions 1 – The Hospitality Industry (40%)

Students must show that they meet the Learning Outcomes (LOs) and Assessment Criteria (AC) of the unit of assessment. Therefore, consideration will be given to whether students achieved the following:

Task	LO/AC Ref	Marks
1.1 Describe the history, characteristics and importance of the hospitality industry, different types of businesses within it, the hotel grading system, the factors that affect the industry and its success.	LO1, 1.1, 1.2, 1.3, 1.4, 1.5	40

The word count is 1,200 words

Task Instructions 2 – The Tourism Industry (60%)

Students must show that they meet the Learning Outcomes (LOs) and Assessment Criteria (AC) of the unit of assessment. Therefore, consideration will be given to whether students achieved the following:

Tasks	LO/AC Ref	Marks
2.1 Describe the history, characteristics and importance of the tourism industry, tourism indicators and patterns of demand, emerging forms of tourism and the importance of transport, accommodation, attractions and events.	LO2, 2.1, 2.2, 2.3, 2.4, 2.5	60
2.2 Define the terms 'tourist' and 'tourism', the purpose and responsibilities of travel agents and tour operators (including those working in specialist markets) and the responsibilities of a tour guide.	LO3, 3.1, 3.2, 3.3, 3.4	

The word count is 1,800 words

The assignment may be presented as two reports or as a single report of 3,000 words.

9. About CTH

CTH, the Confederation of Tourism & Hospitality, is an Ofqual recognised Awarding Organisation established in 1982 specialising in gold standard qualifications for the hospitality, culinary, travel and tourism sectors.

CTH employs specialist staff with experience in these industries and links to current industry partners, as well as education or training experience. They are available to discuss your curriculum requirements or queries concerning this qualification.

In addition to our existing portfolio of qualifications currently available (included in Ofqual's Register of Regulated Qualifications), we can also offer individual unit qualifications, or discuss requirements for new qualifications suitable for local needs.

Policies

CTH policies are available to Approved Centres and learners to refer to in the administration and the delivery of the programme.

Location

CTH's offices are located in central London, United Kingdom, within easy walking distance of underground and bus stops. We always welcome visits from Centres and encourage this wherever possible.

Website

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