



## INDUSTRY PLACEMENT: Information for Students

All Choice Business College cookery programs have a requirement that student's must gain work experience in the hospitality industry. All students are expected to accrue a specific number of hours of experience per year of full time study.

### About Industry Placement (IP)

All students are required to gain experience in the hospitality industry.

This practical component runs in conjunction with classes. Students attend classes a maximum of three days per week and then complete their work placement the remaining part of the week. Most students work an average of 20 hours per week throughout the year.

### What are the options for IP?

Students have two options to fulfil their IP requirements.

1. The student organises their own industry placement to complete their industry placement hours.

The place and type of work needs to be approved by the College. The industry placement Coordinator is required to enter into a Memorandum of Understanding (MOU) with the workplace for this purpose and approved by the College.

2. The student's IP establishment is organised by the College's Industry Placement Coordinator.

In both cases, the College will assist in the obtaining of a suitable placement free of charge during the student's time at College.

### Is there a criterion for getting my own work placement?

Students may make independent arrangements for casual or permanent part-time employment.

All student placements need to be approved by the college.

### Guidelines of what is an Appropriate Work Placement

All students following full time programs at Choice Business College are required to gain experience in the hospitality industry. This practical component runs concurrently with classes.

Students are expected to accrue a specified number of hours of experience depending on the course enrolled.



## What constitutes a suitable establishment?

- A la carte Restaurant
- Cafe or Bistro
- Tavern
- Club such as Sports, RSL, Surf Life Saving etc
- Hotel or Motel (minimum 3 star)
- Resorts
- Exhibition, Function or Conference Centre
- Events and Meetings Centre

## What operations areas are acceptable?

Most likely, you will be offered an entry-level position in operations areas such as:-

- Kitchen: Kitchen Hand, Cook

## What types of roles are NOT acceptable?

This may be due to the fact that the areas are not within the scope of qualifications offered by Choice Business College such as:

- Fast Food Customer Service Staff
- Take-Away Shop Attendant

If you think you have found appropriate work placement, please talk to the College's Industry Placement Coordinator to arrange an interview. The College may ask you to provide:

- Confirmation of your job offer or appointment
- Tasks or Responsibilities expected of you
- Job Title or Position
- Commencement Date
- Department you will be working in
- Name and Contact Details of your Immediate Manager/ Supervisor (If available)