



TTHTI

Trinidad and Tobago
Hospitality and Tourism Institute

Programme Application Guide



Dear Prospective Student,

Thank you for considering the Trinidad and Tobago Hospitality and Tourism Institute (THTI) on your journey to career and educational advancement in this exciting industry.

This document is designed to answer your questions on the application and admission process of the Institute. We hope that the information provided assists you in choosing the best programme to help you achieve your goal.

Regards,
*Marketing and Customer Service Department,
THTI*

THTI Vision Statement

THTI will become a world-class hospitality and tourism institution delivering educational and training programs that meet the needs of a global market place.

THTI Mission Statement

To develop for the Hospitality and Tourism industry, human resources capable of delivering quality products and services at international standards of excellence.

A photograph of two hikers from behind, walking up a rocky mountain trail. The hiker in the foreground is wearing a purple long-sleeved shirt, grey leggings, and a large grey backpack with a green sleeping bag on top. They are using black trekking poles. The hiker in the background is wearing a blue jacket and a backpack. The trail is made of loose stones and is bordered by a wire mesh fence on the left. The surrounding landscape is a lush green mountain slope with dense vegetation and some white flowers in the foreground. In the distance, more mountains are visible under a clear sky.

TTHTI

Quality Policy

At TTHTI, we are committed to delighting our customers and other stakeholders with a quality of education that exceeds their expectations.

TTHTI is committed to the development, maintenance and continual improvement of a Quality Management System that conforms to statutory and regulatory requirements within the sector.

Everyone at the Institute is responsible for quality, and for the implementation of the Quality Management System.

What Area Of Hospitality And Tourism Are You Interested In?

Culinary

This area provides an in-depth study of food composition and preparation with an appreciation of nutrient preservation, food technology and food costing. Emphasis is also placed on the mastery of the different techniques in food technology and the development of professional standards and skills in the effective management of a kitchen.

Food and Beverage

This area focuses on the service of food and beverage within the hospitality and tourism industry. It is a comprehensive study of all aspects of Food and Beverage operations including the areas of wine, the art of dining, bartending and dining room service. It further expands on these fundamentals with an understanding of food and beverage cost control, financial success, service leadership, and human resource management. Study in this area gives the necessary tools to work in, operate, or own establishments such as restaurants, bars and entertainment venues, catering companies or hotel food service operations.

Hospitality

This area focuses on the study of the operating departments and functions of contemporary hotels and other lodging establishments. It covers areas pertinent to the accommodation experience of guests such as front desk operations, housekeeping, conferencing, marketing and sales, recreation and leisure activities along with food and beverage operations.

Tourism

Tourism is a dynamic and competitive industry that requires the ability to constantly adapt to customers' changing needs and desires. Customers' satisfaction, safety and enjoyment are the main focus of tourism businesses. It also covers many areas such as planning, development and implementation of tourism policies at national and international levels as well as the development and cultivation of tourist sites, attractions and trends.

Sport Tourism

This area examines the wide range of issues relevant to the management of persons who travel for the purpose of sport and sporting related activities. It focuses on the hospitality afforded to travelers for this purpose and the amenities and services that must be developed and maintained within this sector.

Event Management

Event management is an exciting and growing industry, as well as a unique career opportunity for anyone with a passion for proper planning and organizing of events. This discipline combines many facets such as research, creative thinking, organizational skills, safety and security, media

relations as well as financial and accounting practices. The main focus of this programme is to impart the skills required to develop the ultimate event from conception to completion.

Baking and Pastry

The creation of pastries and other confectionaries is considered both an art and a science. This area focuses on the technical aspects of the discipline of baking such as cake decorating, dessert and pastry making as well as the skill and professionalism required to work, operate or own a successful business within this sector.

What Programmes And Levels Of Education Are Offered At THTI?

Bachelor of Science Degree

Culinary Management

Part Time

Associate Degrees

Culinary Management

Full Time and Part Time

Food and Beverage Management

Full Time and Part Time

Hospitality Management

Full Time and Part Time

Tourism Management

Full Time and Part Time

Sport Tourism Management

Full Time and Part Time

Diplomas

Baking and Pastry Arts

Full Time and Part Time

Culinary Arts

Full Time and Part Time

Events and Conference Management

Full Time and Part Time

Food and Beverage Supervision

Full Time and Part Time

Hospitality and Tourism Operations

Full Time and Part Time

Certificate

Culinary and Baking Skills

Full Time and Part Time

Hospitality Skills

Full Time and Part Time

NB: The detailed programme structure including courses to be completed, contact hours and number or credits per course is available on the THTI website www.thti.edu.tt

What Level Of Study Do You Qualify For?

Bachelor of Science Degree:

This is an academic degree awarded for an undergraduate course of study that generally lasts for four years.

Qualifications required:

- Persons wishing to complete the Bachelor's Programme must first be holders of a TTHTI Associate Degree in Culinary Management, or an equivalent programme, with a minimum cumulative GPA of 2.5. Persons whose degree is not in Culinary Management, must complete all the required prerequisites.

Non-english speakers should have:

- ESL (English as a Second Language) Certificate
- TOEFL (Test of English as a Foreign Language) Certificate

OR

- Attended a registered local Language Institution for 3 months prior to admission

Associate Degree:

This is an academic degree awarded for post secondary/tertiary study that generally lasts for two (2) years.

Qualifications required:

- a. Five (5) GCE/CXC O'Level (English and Math compulsory)

OR

- b. Four (4) GCE/CXC O'Levels (English and Math compulsory) and at least one (1) year's work experience in the Hospitality Industry

OR

- c. At least five (5) year's work experience in the Hospitality and Tourism Industry and successful completion of TTHTI Pre qualifying Program

Non-english speakers should have:

- ESL (English as a Second Language) Certificate
- TOEFL (Test of English as a Foreign Language) Certificate

OR

- Attended a registered local Language Institution for 3 months prior to admission

Diploma:

This is an academic certification awarded for post secondary/tertiary study that generally lasts for one (1) year.

Qualifications required:

- a. Three (3) GCE/CXC O'Level (English and Math compulsory)

OR

- b. Craft Level Certificate and at least one (1) year's work experience in the Industry and successful completion of TTHTI Pre qualifying Program

Non-english speakers should have:

- ESL (English as a Second Language) Certificate
- TOEFL (Test of English as a Foreign Language) Certificate

OR

- Attended a registered local Language Institution for 3 months prior to admission

Certificate:

This is an academic certification awarded for post-secondary/tertiary study that generally lasts for one (1) year.

Qualifications required.

- a. School Leaving Certificate, at least one (1) year's significant work experience in the Industry

NON-ENGLISH SPEAKERS should have:

- ESL (English as a Second Language) Certificate
- TOEFL (Test of English as a Foreign Language) Certificate

OR

- Attended a registered local Language Institution for 3 months prior to admission

*Please note that all applicants must be successful at the interview stage of the application process.



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What Timeframe Of Study Is Best For You?

Full Time:

The full time academic year begins in September of each year and classes are generally held Monday to Friday during the hours of 7:00 am to 5:00 pm.

The duration of full time programmes:

Associate Degrees — Two (2) years, consisting of six (6) semesters

Diplomas — One (1) year, consisting of four (4) semesters Certificates -

One (1) year

Part Time:

The part time academic year begins in February of each year.

Classes are generally held Monday to Friday during the hours of 5:00 pm to 8:00 pm and Saturday and/or Sunday from 7:00am to 5:00 pm.

The duration of part time programmes:

Bachelor's Degree – Four (4) years, consisting of 14 semesters

(Applicants with an Associate Degree from TTHTI complete five (5) semesters)

Associate Degree – Two and a half (2 ½) years, consisting of eight (8) semesters

Diplomas – One and a half (1 ½ years), consisting of six (6) semesters

Certificates – One and a half (1 ½ years) seven (7) semesters

When Should You Apply?

February – Part time study

Persons applying for the part time academic year must submit online applications **no later than the last working day in AUGUST the previous year.**

September – Full time study

Persons applying for the full time academic year must submit online applications **no later than the last working day in MARCH of that year.**



What Is Gate?

The Government Assistance for Tuition Expenses Programme (GATE) is managed by the Funding and Grants Administration Unit of the Ministry of Science, Technology and Tertiary Education. GATE is offered to all CITIZENS of Trinidad and Tobago pursuing undergraduate and post-graduate programmes at an approved tertiary level institution (TLI).

How Do You Apply To TTHTI?

- a. Visit our TTHTI's website www.tthti.edu and click on the APPLY NOW link.
- b. Complete the online application form and upload all supporting documents to the website.
- c. You will receive the date and time of your interview via the online application portal.
- d. Pay the application fee on the day of your scheduled interview.
- e. Frequently check your online application portal for regular updates on the status of your application

NB: Applications must be submitted by the deadline dates stated in question five (5). ONLY fully completed online applications with ALL relevant documents uploaded to the website will be accepted.

*To apply for the BBA in THM "Top Up" programme please contact the Recruitment Officer at ajackson@tthti.edu.tt for assistance.

What Are The Requested Documents That Are To Be Uploaded To The Online Application Portal?

- a. Passport photo.
- b. One (1) form of National Identification, either
 - i. National ID CardOr
 - ii. Passport
- c. Your electronic Birth Certificate and/or Affidavit or Deed Poll if present name is different from that on the birth certificate.
- d. Your CXC/GCE certificate (Grade Slips accepted only in cases where certificates are not yet available) and/or any Professional certificates, Diplomas and School Transcripts that you hold.
- e. Two (2) letters of reference (These must be typed, dated and signed by recommender). These should be dated not more than six (6) months from the date of submission and must be from non-family members and from one of following:
 - i. Minister of Religion, registered by law to perform marriages
 - ii. Managing Director of Banks or Companies (Endorsement of stamp is necessary)

- iii. Professional (University Graduate)
 - iv. Member of Parliament, Mayor, Borough, City or Councillor
 - v. Senior Public Servant
 - vi. Police Officer vii. Principle, Vice Principle, Lecturer
 - viii. Justice of the Peace/Notary Public
- f. The originals of all uploaded documents must be submitted for verification purposes on the day of your interview.

What Happens After Online Applications Are Submitted?

- a. Approximately six (6) to eight (8) weeks after the deadline date for applications prospective students' interview dates are posted via the online application portal.
- b. Candidates who were successful at the interview stage are communicated with via the online application portal approximately two (2) weeks after the interview for:
 - i. Retrieving their acceptance letters
 - ii. Retrieving their provisional acceptance letters and dates for the Pre-qualifying programme
- c. Unsuccessful candidates will be notified via the online application portal.

Why Are Prospective Students Interviewed?

To determine applicants' suitability for the programme and also to ensure that the applicant's choice of programme is relevant to his/her career goals.

What Is The Pre Qualifying Programme?

The pre-qualifying programme is designed for persons who are:

- a. Not holders of certificates in CXC/GCE Mathematics and/or English,
- b. Candidates awaiting results of CXC/GCE examinations,
- c. Applying using the mature entrance route of years of experience in lieu of academic qualifications,
- d. Applying with craft level and school leaving certification ONLY.

How Long Does The Prequalifying Programme Last?

The pre-qualifying programme lasts for five (5) weeks and consists of courses in Mathematics and English.

Is There A Cost To Complete The Pre Qualifying Programme?

Yes, there is a fee to complete each course offered at pre-qualifying.

For further information, please contact our Admissions and Registrations Department.



Is There Living Accommodation For Students On The THTI Campus?

Yes, THTI offers accommodation on campus; however this facility is limited to female students ONLY and accommodates 50 persons. If you are interested in accommodation on the campus, please fill out the accommodation application form, which can be found on the THTI website.

Does THTI Offer Scholarships Or Financial Assistance To Applicants?

THTI established a Scholarship Fund to assist new and returning students who are unable to meet the financial requirements and who excel academically.

Should you have any additional questions, please contact the Marketing and Customer Service Department at 634-4250/4456/1315/2144/6 ext. 4006/4007 or send queries via email to info@tthti.edu.tt, or visit our website www.tthti.edu.tt

