

# Vocational Degree

## Accommodation management in International Hospitality



Courses take place in Paris  
Hotel and catering management  
school Guillaume Tirel

237 boulevard Raspail – 75014 Paris

• Lecturer in charge of the training course  
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**CFA SACEF**

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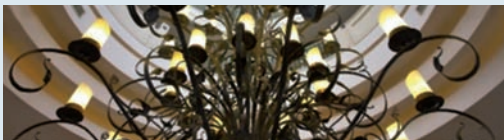
# You are a student, with a 2-year diploma after the baccalaureate

- BTS Accommodation manager, hotel and catering industry (BTS Equivalent to Higher HND in UK)
- BTS or DUT in a tertiary sector
- L2 Foreign languages, geography, town and country planning



## *Your profile*

- You have the sense of service.
- You have the sense of human relationships.
- You are dynamic, self-sufficient and flexible.



## *Your motivations*

- Following a vocational course in accommodation in an environment of international hospitality
- Participating in the management of operational teams
- Deepening your knowledge of international cultures, professional use of foreign languages
- Carrying out a task abroad



## *Your carrier project*

### **Becoming**

- A skilled manager and an expert in hotel management on the international market
- A team and project manager
- A colleague involved in the policy of the firm

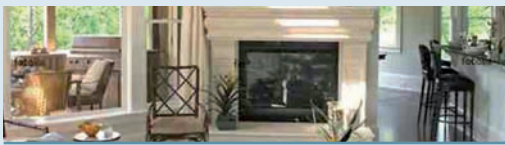
### **Your tasks**

- Leading reception teams or other accommodation departments
- Checking the quality of service
- Following and optimizing the daily activity of the accommodation departments
- Undertaking the welcoming policies adapted to the different guest sectors
- Optimizing the sales of rooms at reception
- Developing national and international guests' loyalty



## *Your future firms*

Hotels with international standards, all categories, part of a renown group or hotel chain



## *Your training course*

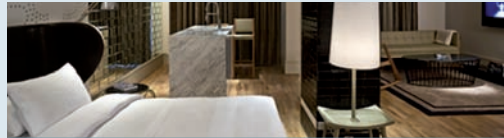
The course part of which is in English

- **Conception and implementation of the accommodation department process**  
Definition and choice of the welcoming policies and offers of service to adopt; information systems; implementation of the methods of welcoming, of service and of maintenance of the rooms; development of guests' loyalty; analysis and forecast of sales.
- **Engineering of the hotels**  
Conception of rooms, determination and adaptation of furnishings and technological facilities available in the welcoming and working areas
- **Management methods and practices applied to the accommodation department**  
Budget management and financial analysis, management techniques and human resources management applied to accommodation, control of the quality of service
- **Marketing of the hotel industry**  
Knowledge of the hotels, of the competitors and of the niches, hotel marketing applied to sales techniques, management of the relationship with the guests

- **International environment of the hotel industry**  
Applied geography and economy of tourism: knowledge of markets, of destinations, knowledge of the clientele, strategy of the hotel chains or groups
- **Foreign languages applied to the accommodation department: English, preparation for the TOEIC, second language: Spanish, German, Italian, French...**
- **Tutorial project**
- **4-week mission abroad**

## *Professional immersion*

- Places of apprenticeship: Paris and Paris area in hotel chains on the international market



## *Location of the training*

Hotel and catering management school Guillaume Tirel  
237 boulevard Raspail - 75014 Paris





# Apprenticeship agreement

## Employee status in a firm

- Work agreement with a two-month trial period. The apprentice has the same rights and duties as any employee in the firm.
- The work is monitored by an apprenticeship master designated by the firm and meeting the criteria of qualification.
- The salary is fixed according to the year of training and the age of the apprentice (see chart). He is exempted from social and income taxes.

His / her gross salary = his / her net salary

Salary chart	18 to 20 years old	21 years old and over
2 <sup>nd</sup> year	49 % of the minimum wages	61 % of the minimum wages

## Student at the IUFM / University of Cergy-Pontoise

- He /she receives 650 hours of teaching in total combined with work experience.
- Courses are part of the working time and are paid by the firm, therefore, attendance at classes is under the responsibility of the firm.

## The CFA and the IUFM / University of Cergy-Pontoise

Created in 1993, the **CFA SACEF** is supported by the team of teachers in the schools which are its partners and by the professional advisers who supervise the apprentices and accompany them during the preparation of the diploma and help them to integrate into the world of work.

The CFA SACEF is also an association of 650 firms.

Today the CFA SACEF offers the following training courses: a Professional baccalaureate in marketing, BTS, diplomas prepared in marketing schools, some university diplomas (University of Saint-Denis, University of Cergy-Pontoise, University of Poitiers), engineer diploma, as well as titles approved in partnership with the AFPA.

The **IUFM** - University institute of teacher's training is part of the University of Cergy-Pontoise. The institute is specialized in the field of education and widened its offer towards jobs in the training and culture fields.

The institute proposes trainings in vocational degrees (corresponding to a 3<sup>rd</sup> year of Bachelor's degree) and Master's degrees providing a preparation for the competitive examinations of the teaching staff of the French Department of Education.

The **university of Cergy-Pontoise** with which the CFA SACEF has been cooperating for years on different apprenticeship programmes offers 166 courses organised in subjects as diverse as law, economy and management, literature, languages, social sciences, sciences and technologies.

# The steps to register

**Contact** the professional counsellor of the CFA : [a.xabrame@cfasacef.fr](mailto:a.xabrame@cfasacef.fr)  
Or lecturer of the training course: [nathalie.montargot@u-cergy.fr](mailto:nathalie.montargot@u-cergy.fr)

**Selection of the applicants** after study of the application forms and interview

**Seminar** organized by the CFA SACEF to help find an apprenticeship agreement thanks to the presentation of the CVs to the firms which have a partnership with the CFA.

**Personalized follow-up** of the future apprentices by a professional adviser.

**Beginning of the course: September**  
**End of the course: October the following year, that is to say 14 months training**

**Your contacts: IUFM** • Lecturer in charge of the training course - Nathalie Montargot: [nathalie.montargot@u-cergy.fr](mailto:nathalie.montargot@u-cergy.fr)

Régine Davroux - Teacher in charge of the lessons: [regine.davroux@u-cergy.fr](mailto:regine.davroux@u-cergy.fr) • Thérèse Daniel - secretary: tel : 00 33 (0) 01 40 47 03 35

**CFA** • Professional adviser - Angéline Xabrame: tel : 00 33 (0) 1 78 09 88 56 - [a.xabrame@cfasacef.fr](mailto:a.xabrame@cfasacef.fr)

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