

INDUSTRY PLACEMENT: Information for Students

knowledge
experience
humanity



All Kenvale College courses have as a requirement to gain work experience in the hospitality and events industry. All students are expected to accrue a specified number of hours of experience per year of full time study.

How does the Industry Placement (IP) work?

All students are required to gain experience in the hospitality and/or events industry.

This practical component runs concurrently with classes. Students attend College 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 requirement:

1. The student organises their own industry placement to complete their industry placement hours. The place and type of work need to be approved by the College. The Industry Placement Department is required to enter into a Memorandum of Understanding with the College for this purpose and approved by the College.
2. The student's IP Establishment is organised by the College's Industry Placement Department. The Industry Placement Department selects an IP Establishment that has entered into a Memorandum of Understanding with the College for this purpose.

In both cases, the College will assist in the procuring of a suitable placement free of charge in the first year 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 Kenvale College are required to gain experience in the hospitality and events industry. This practical component runs concurrently with lectures (unlike other hotel schools with 'block release' industry program).

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

What constitutes a suitable establishment?

- Minimum 3-star Hotel or Motel
- Fine Dining Restaurant
- Bistro or Café
- Conference, Function or Catering Centre
- Meetings & Events Centre
- RSL Club



- Resorts

What operations areas are acceptable? They may offer one or more products or services listed below:

- Accommodation
- Room Service
- Food & Beverage
- Function & Catering
- Meetings, Events, Conventions, Conferences, Seminars

What types of roles are acceptable? Most likely, you will be offered an entry-level position in operations areas such as –

- Concierge: Porters
- Front Office: Receptionist, Reservation Agents, Guest Service Agents
- Accommodation: Housekeepers, Room Service Attendants
- Food & Beverage: F&B Attendants, Bar Tenders, Wait Staff
- Functions / Events: F&B roles
- Housekeeping: Cleaner, Laundry Staff, General Areas Housekeeper
- 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 Kenvale such as –

- Gaming / TAB Staff or Attendant
- Tour Guide / Tour Coordinator
- Travel Consultant / Ticketing Staff
- Day Spa, Leisure & Recreation Staff
- Fast Food Customer Service Staff
- Take-away Shop Attendant

If you think you found the 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
- job title or position
- department you will be working in
- tasks or responsibilities expected of you
- commencement date
- (If available) name and contact details of your immediate supervisor/ manager.

How does the College "place" a student?

To obtain an Industry Placement, the College will make up to three attempts to place students in the industry establishment.

After this process, if a student is unsuccessful they may retain a place at the College and procure their own employment arrangement