

Information

regarding the employment of interns
EHL Swiss School of Tourism and Hospitality

February 2023

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1 General Information

EHL SSTH Swiss School of Tourism and Hospitality in Passugg offers federally recognized training and continuing education courses for hotels, restaurants and tourism in German and English. EHL SSTH is part of the prestigious Ecole hôtelière de Lausanne, the world's number one hotel management school and maintains several school programs:

College of Higher Education

College of Higher Education in hospitality and gastronomy, German Program
College of Higher Education in hospitality and gastronomy, English Program

Preparation for the College of Higher Education

PIF Professional Internship Foundation

Bachelor of Science in International Hospitality Management

(following the College of Higher Education)
Curriculum of Ecole hôtelière de Lausanne (last 3 academic semesters)

Vocational Training for Hospitality and Hotel Business

Operational apprenticeship

In this document, you will find an internship an overview of all internships offered by EHL SSTH. The individual descriptions provide you with the following basic information:

- Completion and duration of the training
- Requirements for training
- Education/training at EHL SSTH before the internship
- Specific to interns (age, nationality, language)
- Duration of the internship
- Start of the internship
- Fields of application during the internship
- Internship wage and sponsorship fee
- Education permit within the company
- Internship contract and training program
- Assessment of the intern
- Contact details of responsible internship supervision

For detailed questions about the individual internships, please contact the responsible Internship Advisor directly.

Vacancies

Internship positions may also be reported to the school directly by email: placement@ehl.ch. For questions and support, contact EHL SSTH Career Services Team.

2 College of Applied Science

2.1 College of Applied Science in hospitality and gastronomy, German

Study/Education	College of Applied Science in hospitality and gastronomy, German
Completion and duration of training	Swiss Professional Degree «Dipl. Hoteliere-Gastronomin/Hotelier-Gastronom HF» (3 years, federally recognized)
Requirements for training	<ul style="list-style-type: none"> • General Qualification for University Entrance (e.g. International Baccalaureate), completed 3-year apprenticeship or equivalent degree • Good language skills in English, French or Italian • German mother tongue or very good German language skills • Passing the admission procedure
Training/education at EHL SSTH	<p>Contents of the 1st and 2nd semester</p> <ul style="list-style-type: none"> • Kitchen: theory and practice, including food hygiene • Service: theory and practice, including beverage service • Rooms Division including front office systems (Fidelio V8/Suite8) • Facility Management • Hospitality Sales & Marketing • F&B Controlling/Financial management/Statistics • Project Management • Communication/Business English/ICT • Affective Hospitality Host/Communicator <p>Contents of the 4th and 6th semester</p> <ul style="list-style-type: none"> • Economy and law • Revenue Management/Digital Marketing • International Hotel Management/Strategic Management • Organisational and Quality Management • Human Resources/Employee Experience Design • Entrepreneurship & Innovation • Sustainability & Environmental Management • Affective Hospitality Entrepreneur/Networker
<ul style="list-style-type: none"> • before internship in semester 3: • before internship in semester 5: 	
Interns	<ul style="list-style-type: none"> • Nationality: Swiss or Foreign • Age: 19 – 35 years • Language: Very good German, good English and knowledge in other languages
Internship	
Duration of Internships	3 - 12 months (depending on the previous experience of the students)
Start of Internships (usually)	<ul style="list-style-type: none"> • Beginning of June • Mid-December
Subjects (Operational Internships are preferably completed in combination)	<p>Mandatory internship Gastronomy, min. 3 months (operational)</p> <ul style="list-style-type: none"> • Service • Kitchen <p>Mandatory internship Rooms Division, min. 3 months (operational)</p> <ul style="list-style-type: none"> • Reception • Housekeeping <p>Optional internship Management, min. 3 months</p> <ul style="list-style-type: none"> • Administration • Controlling/Finance • Sales/Marketing • Human Resources • Management Training
Internship wage	In Switzerland according to L-GAV standards (ca. US\$ 2'303 per month) and abroad negotiated between parties
Contract and training program	The internship contract is usually issued and signed by EHL SSTH. An integral part of the internship contract is a training program or job description. The targets for the internship are set between the company and the intern and controlled by EHL SSTH.
Rating	The internship company gives an evaluation about the performance in the internship and issues an acceptable work certificate at the end of the internship.
Kontakt	Ms. Eliane Gassner Internship Advisor Tel. +41 81 255 17 00 E-Mail: eliane.gassner@ehl.ch

2.2 College of Applied Science in hospitality and gastronomy, English

Study/Education	College of Applied Science in hospitality and gastronomy, English
Completion and duration of training	Swiss Professional Degree «Dipl. Hoteliere-Gastronomin/Hotelier-Gastronom HF» (3 years, federally recognized)
Requirements for training	<ul style="list-style-type: none"> • General Qualification for University Entrance (e.g. International Baccalaureate), completed 3-year apprenticeship or equivalent degree • Very good language skills in English • Passing the admission procedure
Training/education at EHL SSTH <ul style="list-style-type: none"> • before the internship in semester 3: • before internship in semester 5: 	<p>Contents of the 1st and 2nd semester</p> <ul style="list-style-type: none"> • Kitchen: theory and practice, including food hygiene • Service: theory and practice, including beverage service • Rooms Division including front office systems (Fidelio V8/Suite8) • Facility Management • Hospitality Sales & Marketing • F&B Controlling/Financial management/Statistics • Project Management • Communication/Business English/ICT • Affective Hospitality Host/Communicator <p>Contents of the 4th and 6th semester</p> <ul style="list-style-type: none"> • Economy and Law • Revenue Management/Digital Marketing • International Hotel Management/Strategic Management • Organisational and Quality Management • Human Resources/Employee Experience Design • Entrepreneurship & Innovation • Sustainability & Environmental Management • Affective Hospitality Entrepreneur/Networker
Interns	<ul style="list-style-type: none"> • Nationality: Swiss or Foreign • Age: 19 – 35 years • Hold an L-Permit • Health insurance from EHL SSTH (except for Swiss) • Language: Very good English, basic German and at least one other language
Internship	
Duration of Internships	3 - 6 months (depending on the previous experience of the students)
Start of Internships (usually)	<ul style="list-style-type: none"> • Beginning of June • Mid-December
Subjects (Operational Internships are preferably completed in combination)	<p>Mandatory internship Gastronomy, min. 3 months (operational)</p> <ul style="list-style-type: none"> • Service • Kitchen <p>Mandatory internship Rooms Division, min. 3 months (operational)</p> <ul style="list-style-type: none"> • Reception • Housekeeping <p>Optional internship Management, min. 3 months</p> <ul style="list-style-type: none"> • Administration • Controlling/Finance • Sales/Marketing • Human Resources Management Training
Internship wage	In Switzerland according to L-GAV standards (ca. US\$ 2'303 per month) and abroad negotiated between parties
Contract and training program	The internship contract is usually issued and signed by EHL SSTH. An integral part of the internship contract is a training program or job description. The targets for the internship are set between the company and the intern and controlled by EHL SSTH.
Rating	The internship company gives an evaluation about the performance in the internship and issues an acceptable work certificate at the end of the internship.
Contact	Mr. Frank Giannotti Internship Advisor Tel. +41 81 255 17 06 E-Mail: frank.giannotti@ehl.ch

3 Professional Internship Foundation (PIF)

Study/education	Professional Internship Foundation (PIF)
Completion and duration of training	Preparatory year for the education at the Colleges of Applied Science English (1-2 Semesters)
Requirements for training	<ul style="list-style-type: none"> • National Diploma comparable to Matura • Good knowledge of English • Passing the admission procedure
Training/education at EHL SSTH Practice oriented preparation at the school on the internship	One semester preparation at the school. Contents of the school program: <ul style="list-style-type: none"> • Kitchen: practice, including Food hygiene • Service: practice • Housekeeping: practice • Intensive German course, level A1
Intern	<ul style="list-style-type: none"> • Nationality: Foreign • Age: 17 – 20 years • Hold an L-Permit • Health insurance from EHL SSTH • Language: Very good English and at least one more language
Internship	
Duration of Internship	6-7 months
Start of Internship	<ul style="list-style-type: none"> • Beginning of June • Mid-December
Subjects	Versatile in all areas of hotel Especially in: <ul style="list-style-type: none"> • Kitchen • Housekeeping Depending on the level of required language skills too <ul style="list-style-type: none"> • Service • Reception
Internship wage	In Switzerland according to L-GAV standards (ca. US\$ 2'303 per month) and abroad negotiated between parties
Contract and training program	The internship contract is issued and signed by EHL SSTH. An integral part of the internship contract is a training program which is created by the company.
Evaluation	The internship company gives an evaluation about the performance in the internship and issues an adequate certificate of employment at the end of the internship.
Contact	Mr. Frank Giannotti Internship Advisor Tel. +41 81 255 17 06 E-Mail: frank.giannotti@ehl.ch

4 Services provided by EHL SSTH internship supervision

Preparation of students / interns for the internship

- Facilitating job requests
- Information about the requirements of the internship companies
- Guidance with the desired jobs and companies
- Recruitment

Job placement at the various companies

- Advice on the selection of interns
- Reference information
- Information about the course of the internship

Administrative

- Issuing the employment contracts and necessary documents for work permits
- Communication with local authorities

Support during the internship

- Contact for companies and interns
- Teams call with the interns

Support after the internship

- Instructions for the preparation of the internship report
- Evaluation of all written and oral reports

5 Services of the internship company

Conditions

- Give the trainee the opportunity to put the learned knowledge into practice and gain new theoretical and practical knowledge
- Ensure education follows existing training guidelines
- Allocation of a training supervisor who undertakes the training and is available as a contact person in case of ambiguity or problems

Training plan

Job descriptions including individually tailored target agreements are formulated at the Colleges of Applied Science. The training plan is an integral part of the internship contract and thus binding.

Please note, that an intern can never replace a fully trained worker. The students and learners perform the practical training facilitated with support from both the company and the school.