



V I L L A R S

PALACE ACADEMY

SWISS HOSPITALITY & LEADERSHIP SCHOOL

VET
BY  EHL

FULL PROFESSIONAL DIPLOMA PROGRAMME



FULL PROFESSIONAL DIPLOMA PROGRAMME

In summary:



Who is it for?

Graduating students from 17 years old, looking for a short, hands-on programme before starting a career at a mid-leader position in the Hospitality industry.



When does it take place?

Intakes occur twice per year, in February and August



Where does it take place?

In the heart of the Swiss Alps at the Villars Palace Academy, Villars-sur-Ollon



What is the programme about?

- Develop the **knowledge, abilities and mind-set** required to be fully operational across multiple departments of a hotel, with a focus on administrative duties
- Acquire professional skills through more than **2'000 hours of experience through practical classes & internships** in 3 different hotels and 7 different bars & restaurants on the Villars Alpine Resort.
- Cultivate the **future soft skills** needed in the employment world of tomorrow such as creativity, critical thinking or problem solving
- Develop knowledge of **professional English & French**
- Experience **adventures of a lifetime** through unique expeditions



What certifications do students gain?

- Hotel Administration professional diploma (certified VET by EHL)
- Future skills certifications
- Diploma of Professional French for Tourism, Hospitality & Catering (B1 level minimum)
- Work references certificates



What next?

- Seek a mid-manager position
- Create your own business
- Carry on with a University degree



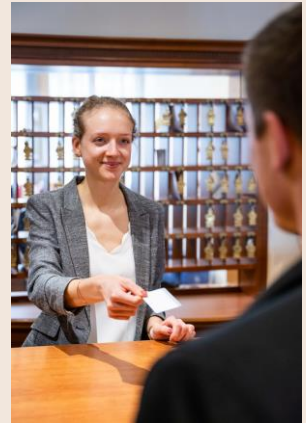
WHY CHOOSE VPA'S FULL PROFESSIONAL DIPLOMA PROGRAMME?



- Students graduating from our programme will have the capacity to successfully work independently in various departments of a Hotel and be well-equipped to enter the industry to reach a supervisory position in a short period of time. The graduate will also be well-positioned for an administrative role within the management team of a hospitality operation.

- Villars Palace Academy, licensed VET by EHL, has created an environment where students can experience all facets of the hospitality industry, in a short period of time.

Students will be involved not only with the operations of the food, service or rooms departments, but will also become accustomed to working in a professional & sustainable environment and develop the attitude and guest-centred mindset needed for their future career.



- All students are given the opportunity to consolidate, develop and reinforce the skills and knowledge acquired during their courses by placing them into realistic practice.
- The internships taking place at the heart of our unique Edu-resort are designed as an integral part of the programme.

It not only allows students to put theory into practice but also to accept a large share of the responsibility for their own skills development.

- Villars Palace Academy helps students develop future and transformational skills that will help them deal with the everchanging world of tomorrow.
- Our training programme is designed with a student-centred approach and a spiral progression, in the view to broaden the students' knowledge, competencies and mindset in the area of soft skills while enhancing their active learning strategies and personal growth, alongside their hospitality- training programme.



PROGRAMME BREAKDOWN

VPA's programme consists of **4 progressive semesters**, including theoretical & practical skills, as well as internship periods on site the Villars Alpine Resort.

- **1 week of induction courses** to welcome students and create team spirit and efficient collaboration.
- **32 weeks of hospitality and leadership courses** (40 hours per week - theoretical and practical) at VPA, mixing VET by EHL courses and Future skills courses (6 to 10 weeks of courses per semester).
- **5 weeks of expeditions:** hiking in the Alps, sailing on the Ocean and living an adventure in Tanzania, to develop life skills such as confidence, resilience, independence, open-mindedness, or decision-making.
- **2 weeks of innovative and sustainable concept development** (Pop up Restaurant)



- **42 weeks of internship on the Villars Alpine Resort, including:**

➔ **4 sessions of practical experience** in different departments of the 3 hotels, on a rotation basis.



- **12 weeks at Foundation level** in one or more of the following positions: *Housekeeping Room attendant / Busser – coffee shop / Waiter/ress / Guest relations attendant / Telephone operator.*
- **10 weeks at Intermediate level** in one or more of the following positions: *Telephone operator / Front-office receptionist / Housekeeping floor supervisor / Guest relations executive assistant / Jr. Concierge.*
- **12 weeks at High intermediate level** in one or more of the following positions: *Housekeeping floor supervisor / Concierge / Guest relations executive / Reservations attendant.*
- **8 weeks at Advanced level** in one or more of the following positions: *Executive assistant of head of departments / Purchasing-receiving supervisor / F&B cost control / Sales associate.*

PROGRAMME BREAKDOWN

- 9 weeks of intensive French for Tourism, Hospitality & Catering lessons leading to official B1 or B2 exams and certification.

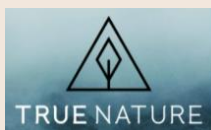


- The opportunity to attend Future skills workshops with renowned partners to develop further the skills of tomorrow's successful leaders, including topics such as:

- Practical Resilience
- Mindfulness leadership
- Ecology & Sustainability awareness
- Future of food – Plant-based cooking & Entomophagy
- Permaculture & Apiculture knowledge
- Creative Intelligence
- Team spirit & Self-confidence
- Entrepreneurship: creating a successful, sustainable business
- Intercultural communication & competences
- Management of people & projects
- Cultural Intelligence & customer service skills
- Fundamentals of Leadership
- Green Marketing & Digital branding
- Developing a Global mind-set to lead Global talents

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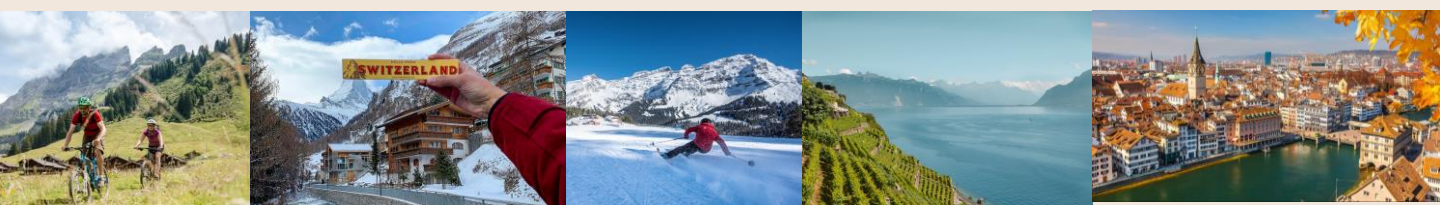
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Leadership Institute



- 8 weeks of holidays (2 weeks per semester)
- Evening and weekends Opt-in activities to discover the richness of Switzerland's landscape & culture.



OVERVIEW OF OUR CONTENT & PROGRESSION

Each semester, VPA’s students alternate between hospitality theoretical and practical classes, future skills courses, French language classes and internships.

	HOSPITALITY THEORITICAL COURSES	Hours	US Credits		HOSPITALITY PRACTICAL COURSES	Hours		FUTURE SKILLS COURSES	Hours	Skills Credits
Semester 1 14 weeks Diploma & Gap year programmes	Foundation level						ADAPTATION & SELF-MANAGEMENT			
	Introduction to Hospitality Operations	15	1		F & B Service Techniques	40	Team-spirit & self-confidence		6	1
	Hygiene & Occupational Health Practices	15	1		Introduction to Front Office	50	Integrated approach to Resilience		16	3
	F & B Service Techniques	20	3				Introduction to the 2030 Sustainable Development Goals		4	1
	Introduction to Front Office	30	3	Housekeeping Operations	40	Nature & Ecological workshops Flexitarianism & Food waste		13	1	
	Housekeeping Operations I	25	3			From sustainability to regeneration <i>Through the lens of tourism and hospitality</i>		14	3	
	Laundry Operations	15	2			Laundry Operations	30	Elementary French Language & culture Introduction to French for Hospitality		120
	Hospitality Elementary skills (Maths, Computer skills, English Essentials)	64	2							
	Total Hours & Credits		184	15	Total Hours		160	Total Hours & Credits		173
Semester 2 10 weeks Diploma Programme only	Intermediate level						INNOVATION & INITIATIVE			
	Verbal & Non-Verbal Communication	20	2		Front Office Operations I	75	Developing creative skills		16	1
	Front Office Operations I	20	4				Permaculture & Apiculture essentials		14	1
	Housekeeping Operations II	20	4				Introduction to Entomophagy		7	1
	Hotel Accounting	24	2	Housekeeping Operations II	75	The Future of food		21	2	
	Excel Fundamentals	24	2			Regenerative sustainability <i>Shifting our mindsets: the living system approach</i>		14	3	
	English for Hospitality, Tourism & Catering	24	1			French for Hospitality & Catering		30	2	
	Total Hours & Credits		132	15	Total Hours		150	Total Hours & Credits		102
	HOSPITALITY THEORITICAL COURSES	Hours	US Credits		HOSPITALITY PRACTICAL COURSES	Hours		FUTURE SKILLS COURSES	Hours	Skills Credits
Semester 3 11 weeks Diploma Programme only	High intermediate level						COMMUNICATION & COLLABORATION			
	Introduction to Nutrition & Dietetics	20	2		Basics of Culinary Art	26	Management skills: Managing People & projects		10	1
	Beverage Knowledge	23	2				Entrepreneurship: From a sustainable idea to a business plan		25	2
	Basics of Culinary Art	13	3				Intercultural Communication: Developing Intercultural competence		8	1
	Purchasing & Inventory System	24	2	Hotel & restaurant Concept foundation (2-week implementation of the Pop-up concept)	64	Green marketing & Digital branding (Green Change)		12	2	
	Cultural awareness	14	1			Regenerative sustainability (ATMA) <i>Creating regenerative impact through hospitality related businesses</i>		14	3	
	Hotel trends & Innovation	24	2			French for Hospitality & Catering		60	4	
	Principals of Accounting & Budgeting	24	2			Total Hours & Credits		129	13	
	Introduction to Rooms sales & Marketing	24	2			Total Hours & Credits		129	13	
	Hotel & restaurant Concept foundation	16	4	Total Hours		90	Total Hours & Credits		129	13
Total Hours & Credits		182	20	Total Hours		90	Total Hours & Credits		129	13
Semester 4 8 weeks Diploma Programme only	Advanced level						GLOBAL LEADERSHIP & SUSTAINABILITY			
	Room Administration Principles	24	2		The Art of Butler Service	30	Fundamentals of leadership		18	2
	People Training & Development	18	2				Managing Philanthropic projects		36	3
	Hospitality Administration & Law	24	2				Regenerative sustainability (ATMA) Ecosystems and communities' regeneration		14	3
	The Art of Butler Service	20	3				French for Hospitality, Catering & Tourism		60	4
	Business English	24	1				Tanzanian expedition preparation (Logistical, Mental & Physical)		18	n/a
	Total Hours & Credits		110	10	Total Hours		30	Total Hours & Credits		146
Overall total of Hours & Credits		608	60	Overall total of Hours		430	Overall total of Hours & Credits		550	50

They cumulate US credits, skills credits and valuable practical experiences that will give them a head-start whether they decide to start their own business, move on with their career or to continue with a university degree upon graduation.

READY TO JOIN US TO START YOUR CAREER?



How much does it cost?

All-inclusive, with our 20% promotional offer for 2022!

Year 1: from CHF 39'120 (Schengen students) to CHF 39'400

Year 2: CHF 39'920 (for all students)



What do our fees include?

- Enrolment fees (non-refundable)
- Standard modern accommodation (Double room) with en-suite bathroom and wi-fi
- Food & Beverage - Full Board
- All classes of theoretical & practical training
- All course materials
- Internship periods
- Uniforms (for practical immersions & internships)
- All extra-curricular activities
- Infrastructures & services fees
- Course completion certificates, diploma & professional references
- Swiss student permit & student visa (when applicable)
- Swiss Insurance package
- Laundry and cleaning service
- Deposit of guarantee (fully refunded at the end of the studies)



➤ Check the details of our General Conditions.



How to apply?

Our programme is open to students from all nationalities and secondary education pathways.

Please apply with our online Admission form:

[Apply here](#)

To apply, you will need:

- To be over 17 years old
- To complete our online Admission form
- To send us the following documents:
 - A video presenting your dream career path
 - A short essay describing a highlight experience making you proud
 - Our reference form completed by one of your schoolteacher
 - Secondary school leaving certificate or most recent grading reports
 - Proof of English qualification (B1 level minimum)
 - Copy of your passport and vaccination record

We will carefully check your application and get back to you within 10 days.
For further information please [visit our website](#) or contact our director of admissions at: celine.gelli@var.ch.