

# Academy of Gastronomy and Tourism

(Akademie hotelnictví a cestovního ruchu)

Pilsen, Czech Republic



## INFORMATION

FOR GRADUATES  
OF PRIMARY SCHOOLS

FOR GRADUATES  
OF SECONDARY VOCATIONAL SCHOOLS

EXTENDED STUDIES  
CONCLUDED WITH STATE EXAM

### Dear pupils and students, Dear parents! Fellow teachers and counselors!

We would like to inform you about our high school to help you with making the choice of the suitable field after completing compulsory education in elementary school, or after successful completion of secondary grammar school.

We know that it is not easy for you to opt for a profession that would totally suit your wishes, expectations and assumptions, and allow you a good application in your lives at the same time. This presentation should be a kind of help during your career choice.

### What should you know about our school?

Our private school has been providing secondary education to graduates from primary schools and secondary vocational schools since the school year 1994/95. Since 1997/98 our school is fully independent and has the legal form of a limited company. In the Pilsen Region we are the only private school that focuses on Hospitality and Tourism.

Our school has 20 teachers and 10 support staff. Half of the teachers is focused on classical secondary education of school pupils, others are experts in the field of tourism, hotel management and restaurant operations, animation programs but also in cooking, preparing meals or bartending and table setting.

We put great emphasis on language training. **English** is taught as a basic language in high quality and students can choose from additional languages, **German, Russian and French**. At the Akademie Hotelnictvi we try to help our students in a successful start to their professional and private lives. Students pass, beyond basic instruction educational program, special program focusing on ethics, environmental responsibility, and especially the training program in entrepreneurship represented by the concept of student companies.

*Our school is located in a traditional school building in Skvrňany district, easily accessible. The school has three computer labs, wi-fi networks for all students, fiber optic cable to the Internet, e-library, fitness, gym and a tatami room. Practical training in our well-equipped kitchen and a special classroom for table setting practice is used for students. Our school canteen under the guidance of training masters allows students to prepare meals not only for themselves, but also for the students of other schools in the neighborhood. We regularly organize for our students training seminars in cold dishes preparation, Christmas and Valentine's Day baking, Italian cuisine, pig-slaughtering feast, sommelier courses and series of lectures focusing on travel, ethics and environmental responsibility. The pupils of our school under the guidance of expert teachers are often invited as attendance for various social events in and around Pilsen, organized by the authority of counties and municipalities, community organizations and private companies. These are mainly catering for conferences and seminars, banquets and receptions during the exhibition opening, opening of commercial establishments, promotion events by leading companies in the region, etc.*

At the beginning of the school year we organize for the first-year students an adaptation stay in recreational facilities. Furthermore we organize an annual winter ski course. Since 2004, students take part in training courses in the Mediterranean.

Since the founding of our school more than 1,000 students got a quality secondary education in four-year programs of **Hospitality and Tourism**, the three-year study field **Cook and Waiter** and extension courses in **Business Studies**. Choosing our training programs ensures our graduates very good chances in the labor market and career advancement.

Some of our graduates have gained due to quality language preparation well-paid jobs abroad. Many of our former students continue studying at universities and colleges with various focuses.

### Our Educational Fields in Offer:

#### 1. Hospitality

Accreditation for four-year field of study concluded by a General Certificate of Secondary Education 65-42-M / 004 **Hospitality and Tourism** was granted to our school by the Ministry of Education in December 2000. Since 2009/10 it is being taught based on School Educational Program (SEP) 65-42-M / 01. **Hospitality. Tourism** is taught separately.

Except for general subjects (especially foreign languages - English and German) education is aimed at teaching economics, accounting, management and marketing services, tourism geography, as well as the technology of food preparation and service techniques and services. The last two subjects are taught in a school training kitchen and school table setting classroom. The practice in restaurants and hotel facilities is a part of the students' preparation.

This field of study is finished with leaving examination (State Exam) according to current applicable standards and provides **full secondary vocational education**. Graduates will be applied in a wide field of gastronomy, hospitality and tourism. After passing the graduation exam graduates can continue studying at university or college.

#### 2. Tourism

Our School has got additional accreditation for four-year study 65-42-M / 02 called **Tourism** concluded by General Certificate of Secondary Education by a decision of the Ministry of Education in 2008.

Except for general subjects (especially foreign languages - English and German) education is focused on teaching economics, management and marketing services, accounting, computer science, geography, tourism, as well as guide services and history of culture. Part of the student's preparation is the practice in travel agencies, tourist information centers in the region, accommodation and spa facilities and resorts.

This field of study is finished with leaving examination according to current standards and provides **full secondary vocational education**. Graduates can work in a variety of tourist facilities. After completing practice according to the Trade Act they can build their carrier as an entrepreneurs in this promising area. After passing the graduation exam graduates can continue studying at university or a higher vocational school.

### **3. Possibility of Apprenticeship**

Since 1999/2000, our secondary vocational school offers to pupils, who completed primary school and are interested in cooking and service in catering establishments and hotels, the possibility of a **three-year** apprenticeship in the field 65-51-H / 01 **Cook-Waiter**. It is a field of service with long tradition that has a very good perspective in the current economic conditions.

*Students in this field learn all the skills needed to prepare meals in hot and cold dishes and manage maintenance service and other related activities. They become familiar with the principles of good nutrition, can assemble menu and wine list, and get information about food and drink. They will learn to operate the technical equipment in catering establishments. Lessons are held alternately one week in school premises and the other week on contractual workplace with a qualified professional guidance. In relation to the primary school pupils learn **English and German**.*

By successful completion of the study and passing the final examination graduates reach vocational **secondary education** and obtain a certificate of apprenticeship for the performance of their profession. After the necessary incorporation of the graduate they can apply in all kinds and types of business entities in their field. They also have the opportunity to attend our school extension study field **Business Studies** and thus achieve **full secondary vocational education**.

### **4. To be apprenticed is not enough today!**

Increased competition in the labor market and the need for further education leads more and more young people to obtain full secondary education finished by graduation. Many employers give better possibilities to graduates with English knowledge, those who are computer literate with the ability of typing with all ten on the computer keyboard.

We provide to successful graduates of secondary vocational schools who want to improve their skills the ability to study at universities or colleges, extension courses to acquire **full secondary technical education** in the field of 64-41-L / 54 **Business Studies**. **Daily extension study lasts two years** (it is especially suitable for fresh graduates of vocational courses). **Distance learning study lasts three years** (only physical education lessons are omitted), the study takes the form of consultations once a month - pupils perform the same curriculum subjects as pupils in the full-time education. Conditions for acceptance into the extension study is **vocational certificate** or certificate of final examination.

**Extension study** is focused not only for deepening of the knowledge gained in the previous study in vocational schools but is mainly focused on teaching general education subjects, foreign languages, and business education and information and communication technology. *The aim of the extension study is to prepare linguistically well-equipped graduate who can navigate with an overview in the market environment, thoroughly dominates his profession and knows the basic of modern management methods and techniques. Passing leaving examination entitles them to study at any high school or college.*

Extension study ends with **graduation exam** in the following subjects:

- Czech language and literature
- foreign language
- economics
- accounting

### **5. Retraining and Partial Qualifications**

By the decision of the Ministry for Regional Development (MMR) dated 29. 4. 2008, our school received authorization to perform the exams to obtain partial qualifications in the fields of **cold and hot dishes preparation, meal preparation, simple guest operation , complex guest service and Sommelier**. The first applicants passed these tests in the spring of 2009. After passing three tests of partial qualifications in Hot Dishes, Cold Dishes and Complex Guests Operation a certificate of apprenticeship in the field Cook – waiter can be obtained after passing the final exam. By the decision of MMR from 2010, we were also given the authorization for qualifying examination in the field **Tourist Guide**. Future plans are to extend the number of authorizations for another attractive qualifications such as Bartender etc.

For those interested we prepare preliminary consultations that will guide the participants of the course through the field issue and will prepare them for the final exams.

### **General Information**

School curricula of all branches of study being taught are drawn according to the appropriate general educational programs of Ministry of Education, the school has accreditation from the Ministry of Education, Youth and Sports of the Czech Republic and is included in the network of schools.

School work is controlled by the Czech School Inspectorate. The school is a member of the **Association of Private Schools** in Bohemia, Moravia and Silesia.

*Practical training is partly carried out on our own workplace, partly on professionally supervised workplaces.*

**Students or their parents pay part of the cost of tuition in the form of tuition fees.** The layout of the installments can be arranged individually according to the repayment schedule. The relationship between the student and private high school is a private law relationship based on contract and not a decision by the Administrative Procedure.

**Applications for study** according to the selecting field of education is available in your schools (elementary or secondary school), or do not hesitate to ask us about it - for example by phone. The electronic version of the application for download is at the following address: <http://www.hotelova-skola-plzen.cz/ke-stazeni>

### **Dining Options**

The part of the school is a school canteen, where pupils eat quality and healthy meals. We signed up to the concept of „Truly Healthy Schools“. Due to the changes that we have started to perform beginning holidays 2014, our school has been evaluated as silver in the project „Truly Healthy School“.

We are involved in this project because we would like to share with our current boarders, but also future ones, recently made changes in our school canteen and kitchen:

- we do not cook from glutamate
- we prepare dishes using fresh seasonal ingredients
- we have connected cooking lessons of our students to our canteen
- each student will learn the basics of healthy eating
- every month we organize educational events concerning quality gastronomy
- we are the centre of healthy eating for the whole neighborhood
- our standard is a possibility to choose from 4-6 meals
- we hold polls for boarding on our site
- parents can recommend favorite dishes for our school menu

Healthy eating should be a priority for all of us, and for the hotel school's a basic mission. Our next step is to increase the share of organic food especially in the school cafeteria.

### **Possibility of Accommodation**

Pupils of daily studies who do not live in Pilsen have the option of accommodation in youth homes in the area of vocational schools in Vejprnická Street 56, located just three tram stops away from our school (tram stop „Internaty“, tram line No. 2). Those aged over 18 years can be accommodated even on Saturday and Sunday. Applicants for accommodation must log in time due to the limited capacity.

For students staying in youth homes following is ensured: -day meals in the cafeteria on site SOU.

You can find us in **Nade Mží 1 Street, 318 00 Plzeň-Skvrňany**, on the right side from the #2 tram stop called „Přední Skvrňany“. For more information, please visit our school in any working day. It is appropriate to arrange a visit in advance by calling **+420 377 381 141** or email **info@hotelovka-plzen.cz** so that we can pay you full attention and to enable you to explore our school.

You are welcome to join our School Open Days - the dates are listed on the school website **[www.hotelova-skola-plzen.cz](http://www.hotelova-skola-plzen.cz)**.