HOSPITALITY + TOURISM WORK INTEGRATED LEARNING

Work Integrated Learning is an applied approach to learning where learning takes place in the workplace and is completed by the student in their final year of study on the Bachelor of International Hospitality Management (BIHM) and the Bachelor of International Tourism Management (BITM). Students undertake a Work Integrated Learning Placement which includes an applied workplace project alongside academic study focused on writing about and reflecting on their professional experience.

HOW LONG DO STUDENTS SPEND ON THEIR WORK INTEGRATED LEARNING PLACEMENT?
The requirement is for a student to work 300 hours over 12-15 weeks. However, some students have a work placement that is longer than this minimum period. Students undertake a workplace project alongside 20 hours of academic study. Students are required to attend workshops and weekly supervision meetings at AUT. The expectation is that students can undertake a maximum of 25 hours work per week. The semester start dates are in March, July and November.

WHAT TYPE OF WORK COULD I EXPECT A WORK INTEGRATED LEARNING STUDENT TO DO?
Students undertake a wide variety of work placements whereby they experience the complexity of the real world of hospitality and tourism first hand. It is essential that they have “hands on” experience with processes or tasks related to their field of study.

WHAT WILL THE STUDENT REQUIRE FROM THE WORKPLACE TO MEET THEIR ACADEMIC REQUIREMENTS?
Students will focus on a workplace project which forms the foundation of their academic requirement. The next page lists examples of workplace projects, generally the project will take one of three formats: Analysis of existing company information, resource development or a career development plan.

WHAT IS THE ROLE OF THE WORKPLACE MENTOR?
There are two parts to mentoring students. The first is to oversee the student in the workplace and to give the proper guidance on the requirements of the job. The second mentoring activity is to provide on-going constructive feedback about work performance and discuss the specific workplace tasks the student is focused on for their project. Brief weekly meetings between the workplace mentor and student to discuss progress are encouraged.

WHO DO I CONTACT FOR FURTHER INFORMATION ABOUT HOSPITALITY + TOURISM WORK INTEGRATED LEARNING IN GENERAL?
If you would like to discuss the potential for Work Integrated Learning and the types of projects further please contact the Work Integrated Learning Leader.

HOSPITALITY: Yvonne Wood, 921 9999 extn 8667, yvonne.wood@aut.ac.nz
TOURISM: Megan Roberts, 921 9999 extn 5144, megan.roberts@aut.ac.nz
TELL ME ABOUT THE WORKPLACE PROJECT

Previous employers have mentored students who have:

1. Worked with existing company information from:
   - Sales reports
   - Marketing promotion information
   - Reviewing current resources / manuals / processes
   - Existing customer information

If a student is to analyse existing information, the organisation determines the type of information and reports they are willing to share, and may discuss with the Work Integrated Learning Leader any concerns about confidentiality or how they would like the workplace projects presented.

2. Developed a resource in the format of a:
   - Training manual (or assist with training activities)
   - Social Media marketing strategy
   - Marketing plan
   - Proposal for facilities improvement

If a resource is to be developed, guidance on the type of resource will need to be provided, with either examples of previous resources or if this is a new resource you may consider inviting the student to meet with other staff who will make use of the final product.

3. Established a career portfolio with a focus on:
   - Taking on a new role with a development plan and written mentor feedback
   - Volunteering for a selection of events

If the focus of the student project is on developing skills to enhance their career portfolio, time to discuss their progress and regular feedback on performance will need to be documented. This style of report requires the highest level of independent learning and creativity.

THE STUDENT VIEW OF THE PROCESS:

IDENTIFY LEARNING ObjECtIVES

 INDUSTRY Discussion

 INDUSTRY Feedback

 ACADEMIC Discussion

 ACADEMIC Feedback

 Approach employers to secure a Placement Agreement & Industry Mentor

 Identify report style and write a project proposal

 Work/Volunteer for ideally 12 weeks 25hrs p/w

 Study 20 hours per week

 Review associated theory (Literature)

 Write reports:

 Reflect on feedback from Industry Mentor