



## OUR ACCREDITATIONS



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## Welcome to Learnkey Training Institute

As a college with different concepts, we encourage our students to look beyond their study periods with us and be ready for the future. We want you to have the best experience in your life and fulfill your ambitions whether your goal is preparing for your professional career or going onto further study at a university.

We pride ourselves on offering excellent teaching and services to all of our students.

We look forward to meeting you!

Learnkey Training Institute.



## INTRODUCTION

Learnkey Italy is one of the pioneer Training Institutes, has been in operation since the early months of 1995. We are an ACCA Gold Centre and accredited by the City & Guilds, OTHM, ECDL, ILM, and the NCFHE.

Our programs give students the management, analytical and leadership skills needed to achieve success in higher education. Currently, we offer a range of courses that will for sure meet student's requirements.

## OUR MISSION

The mission of Learnkey is to provide outstanding educational programs and services that are responsive to our students and diverse communities. We accomplish this mission by:

- Providing high quality teaching and instruction to promote fulfilment of knowledge transfer requirements and encourage academic acquisition in our surrounding communities. Providing skills education and student services programs to help students become successful learners.
- Establishing partnerships with stakeholders as well as other educational institutions to advance economic development.
- Preparing students with the skills to function effectively in the global economy of the 21st century.

## OUR VISION

Offer learners theoretical and practical knowledge mirroring a real-world context. This will enable learners to meet current industry needs. We work with different partners as a learning community.

## OUR VALUES

Our values are built on passion to be shared with learners to shape new worlds as entrepreneurs, leaders and community builders. We value an informed society with the right skills and competencies.

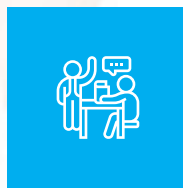
# Reasons to Choose



- City Centre location
- Easy access to the main attractions in the city and transport network



- Excellent facilities and a unique campus atmosphere
- Multilingual team



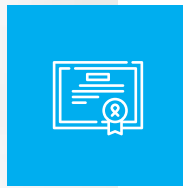
- Expert Teachers
- Wide range of programmes to suit all levels
- Individual attention to each student



- Comfortable student common room
- Study centre and library equipped with computers for self-study



- Experienced and friendly Staff
- Native speakers



- Trusted Certifications
- Associations accreditations which ensure the quality of the college
- Value for money



## Italy the cradle of the renaissance

Italy is a southern European country, part of the European Union (EU).

Its territory consists of the Italian Peninsula and two large islands in the Mediterranean Sea: Sicily and Sardinia. Surrounded in the north by the Alps, it borders France, Switzerland, Austria and Slovenia.

The city of Rome, the capital of Italy, is home to the largest number of historical and architectural monuments in the world, many of them inherited by the Roman Empire, as well as being the cradle of one of the most important periods, the Renaissance.

The climate is Mediterranean on the coast and continental in northern Italy. Spring and autumn are mild and regularly rainy. In northern Italy, summers are warm and dry and winters cold. On the coasts, the climate is temperate in winter; the summer is very sunny and very warm with more than 40°C temperature in some areas.

Italy offers a cultural wealth that makes it an attractive destination to study abroad. The beauty of its landscapes, the cultural richness of its cities and the charisma of its inhabitants complete a unique experience of living.

## LOCATION

Learnkey is located at the address Viale Paolo Mantegazza, 8 - 47921, in Rimini, which is the symbol city of Emilia Romagna's Riviera and of summer tourism in Italy. It is the destination of thousands of Italian and foreign tourists who every year fill their beaches with sand and has the reputation of being the Italian capital of fun in summer.

Between the hills and the sea, near the wonderful towns of Emilia Romagna, also full of tourist and cultural attractions, Rimini is home to quiet family pensions, large hotels and apartments along its coastline that satisfy every taste.

The wide and varied offer makes it the ideal place for all kinds of holidays in summer, both for those looking for tranquility, as for those who are more inclined towards fun, sport or show business and culture.



San Marino

Roma

## FACILITIES

The school is modern, bright and spacious with superb facilities including:

- Large well-equipped classrooms (most with the latest digital technology)
- Study centre and library equipped with computers for self-study
- Casual computer lounge available throughout the day
- Free WiFi throughout the school
- Wheelchair friendly

# Our Courses



othm LONDON GRADUATE SCHOOL

Study:

Online On-Campus Blended

## Tourism and Hospitality Management

### LEVEL 5 DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT

#### OVERVIEW

The objective of the OTHM Level 5 Diploma in Tourism and Hospitality Management qualification is to enable learners' development as managers within the tourism and hospitality industry, with a lifelong-learning orientation. It enables them to critically apply contemporary knowledge and theories to the management of complex problems.

The successful completion of this qualification will equip learners with the specialist skills and technical terminology to develop their management skills and to progress to further study or employment.



### ENTRY REQUIREMENTS

For entry onto the OTHM Level 5 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 4 Diploma or equivalent
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- Learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit English Language Expectations page in this website.

### EQUIVALENCES

OTHM qualifications at RQF Level 5 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Foundation Degrees, Higher National Diploma (HND) and Year 2 of a three-year UK Bachelor's degree.

### QUALIFICATION STRUCTURE

The OTHM Level 5 Diploma in Tourism and Hospitality Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

For entry onto the OTHM Level 5 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Contemporary Issues in Tourism and Hospitality (20 credits)
- Marketing Management (20 credits)  
Customer Relations Management (20 credits)
- Operations Management (20 credits)  
Finance Management (20 credits)
- Human Resource Management (20 credits)

### DURATION AND DELIVERY

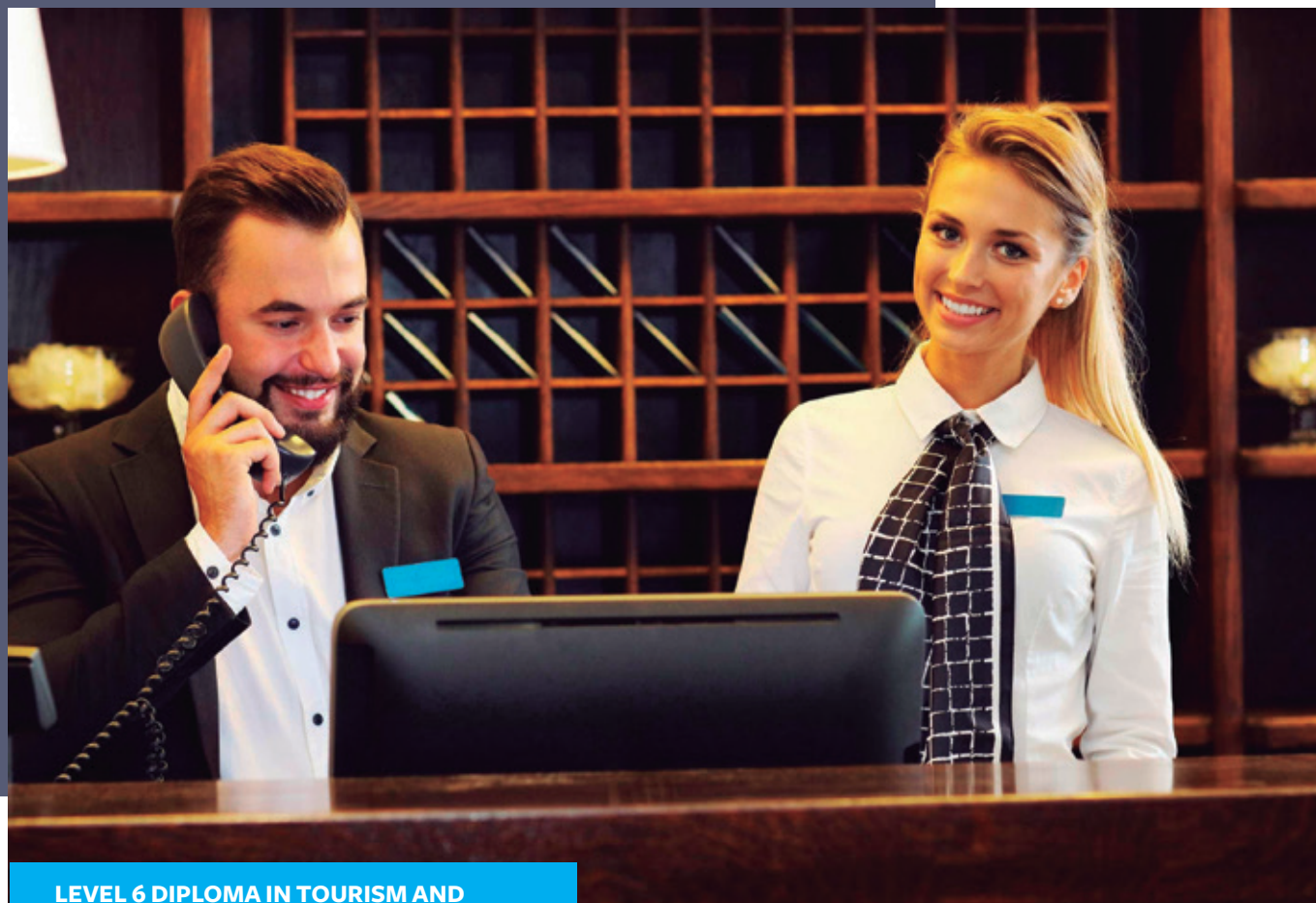
The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENTS AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes. To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor. The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSION

Successful completion of Level 5 Diploma in Tourism and Hospitality Management provides learners the opportunity for a wide range of academic progressions including OTHM Level 6 Diploma in Tourism and Hospitality Management. As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into Final year of a three-year UK Bachelor's degree programme.



## LEVEL 6 DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 6 Diploma in Tourism and Hospitality Management qualification is to develop learners' management knowledge and skills within the tourism and hospitality industry.

Learners will critically evaluate contemporary knowledge and theories and use these to propose solutions to complex management problems. Successful completion of the qualification will equip learners with the specialist skills and knowledge they need to plan and manage their work areas, to make effective decisions, and to adapt effectively to the needs of a range of tourism and hospitality organisations.

### ENTRY REQUIREMENTS

For entry onto OTHM Level 6 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Relevant NQF/QCF/RQF Level 5 diploma or equivalent recognised qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- The learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency.
- For more information visit English Language Expectations page in this website.



### EQUIVALENCES

OTHM qualifications at RQF Level 6 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Bachelor's Degrees with Honours, Bachelor's Degrees, Professional Graduate Certificate in Education (PGCE), Graduate Diplomas and Graduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 6 Diploma in Tourism and Hospitality Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

For entry onto the OTHM Level 5 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- Strategic Marketing (20 credits)
- Tourism Policy and Planning (20 credits)
- Organisational Behaviour and Performance (20 credits)
- Technology in the Tourism and Hospitality Industry (20 credits)
- Tourism and International Development (20 credits)
- Researching Tourism and Hospitality Management (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes. To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor. The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSION

Successful completion of Level 6 Diploma in Tourism and Hospitality Management qualification provides learners the opportunity for a wide range of academic progressions including relevant OTHM Level 7 Diplomas. This qualification has been developed with career progression and professional recognition in mind. As the Level 6 Diploma in Tourism and Hospitality Management qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into relevant Master's degree programmes.





## LEVEL 7 DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT

### OVERVIEW

The objective of the OTHM Level 7 Diploma in Tourism and Hospitality Management qualification is to provide tourism industry professionals with the specialist knowledge needed to advance their careers, or for graduates entering the tourism and hospitality sector to gain the skills needed to manage business operations.

The qualification provides learners with a contemporary, critical, and international programme that supports their development as managers with a lifelong-learning orientation.

It enables learners to analyse complex management problems and to apply and adapt specialist skills and technical terminology to propose solutions to these problems informed by best practice and contemporary research. Successful completion of this qualification will enable learners to progress into or within employment and/or continue their study towards a relevant Master's programme with advanced standing.

### ENTRY REQUIREMENTS

For entry onto the OTHM Level 7 Diploma in Tourism and Hospitality Management qualification, learners must possess:

- An honours degree in related subject or UK level 6 diploma or an equivalent overseas qualification
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- The learner must be 18 years or older at the beginning of the course
- English requirements: If a learner is not from a majority English-speaking country must provide evidence of English language competency.

### EQUIVALENCES

OTHM qualifications at RQF Level 7 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Master's Degrees, Integrated Master's Degrees, Postgraduate Diplomas, Postgraduate Certificate in Education (PGCE) and Postgraduate Certificates.

### QUALIFICATION STRUCTURE

The OTHM Level 7 Diploma in Tourism and Hospitality Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 600 Guided Learning Hours (GLH) for the completed qualification.

### MANDATORY UNITS

The OTHM Level 5 Diploma in Business Management consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

- Strategic Management and Marketing (20 credits)
- Destination Management (20 credits).
- International Tourism Policy and Development (20 credits)
- E-Tourism and Social Media (20 credits)  
Advanced Research Methods (20 credits)
- Organisational Behaviour in International Contexts (20 credits)

### DURATION AND DELIVERY

The qualification is designed to be delivered over one academic year for full-time study but it is also flexible in its delivery in order to accommodate part-time and distance learning. The qualification is delivered face-to-face, through lectures, tutorials, seminars, distance, online by approved centres only.

### ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor. The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

### PROGRESSION

The OTHM Level 7 Diploma in Tourism and Hospitality Management qualification enables learners to progress into or within employment and/or continue their further study.

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to progress to Master's top-up programmes at many universities in the UK and overseas with advanced standing.



## BA (HONS) TOURISM AND HOSPITALITY MANAGEMENT (TOP UP)

The BA (Hons) in Tourism and Hospitality Management will give you a sound understanding of the tourism sector that will stand you in good stead as you progress in a career in the industry.

### PROGRAMME OVERVIEW

Within this framework business you will explore the following:

- The concepts and characteristics of tourism and hospitality as an area of academic and applied study in relation to business, management and wider social science, and at local, national and global levels;
- The operation and management of resources;
- The management and development of people within organisations;
- The use and management of finance, and the use of accounting information;
- The development, management and exploitation of information systems;
- The development of appropriate policies and strategies within the context of the external environment
- Issues in relation to the global environment, including issues of sustainability, ethics, and the use of technology

This top-up programme is rigorous, challenging and builds on your prior OTHM Level 5 Diploma studies.

### MODULE INFORMATION AND DELIVERY

- International Business (20 credits)
- Business Strategy (20 credits)
- Tourism Policy and Planning (20 credits)
- Business Communications (20 credits)
- Tourism and International Development (20 credits)
- Tourism and Hospitality Research (20 credits)

The programme is delivered over one academic year using a blended learning approach. You will benefit from:

- Online teaching in small groups which is central to the delivery of the programme.
- The ability to study 24/7 at your own pace and times convenient to you
- Emphasis on a supportive environment that enables you to master the challenge of Level 6 study
- Professional focus to the programme underpinned by an innovative, practice-based assessment.

### ENTRY REQUIREMENTS AND INTAKES

To apply for this course, you need to possess both OTHM Level 4 Diploma in Tourism and Hospitality Management and OTHM Level 5 Diploma in Tourism and Hospitality Management qualifications total 240 credits.

### AWARDING INSTITUTION

The BA (Hons) Tourism and Hospitality Management programme is validated and awarded by University of Chichester.



# Social Activities



Learkey Training Institute has designed an extensive range of social programmes to make student's lives in Italy as exciting as possible, where students will be able to make the most out of their time in the city, meet fellow international students, learn about life and culture in their study destination.

# Student Services

Our team is organized to provide a range of services to our students beyond their study programmes.

The College will not charge for support services it supplies or referring students to external support services. Students will have to pay any fees charged by external support services that they use.

Our individual student services include:

- Accommodation placement
- Student counselling
- Airport pick-up and drop-off service
- Local insurance
- Employment assistance
- Indoor and outdoor activities
- Orientation programme

| YOUR CLASSES   |   |  |  |
|--|---|--|--|
| <b>YOUR FIRTS DAY</b>  | <b>TUTORIALS</b>  | <b>PROGRESS TEST</b>   | <b>YOUR OUTCOMES</b>   |
| <b>CLASS PLACEMENT</b>   | Lessons are all face-to-face but teachers use modern technology, including the latest digital resources to ensure that your lessons are varied, up-to-date and dynamic. | Every Monday you will take a short progress test to revise and assess what you have studied.                 | <b>CERTIFICATES</b>  |
| On your first day at Learnkey Training Institute you will take a placement test and have a spoken interview. |   |  | After successfully passing all exams student will be awarded with a certificate or Diploma, depending on the course they are studying. |
| <b>STUDY PLAN</b>  | <b>SMALL CLASSES</b>  | <b>TUTOTIALS</b>   |  |
| We will also help you to plan your course by advising you on Special Focus Modules and activities.           | We have small classes so that your teacher can give all students the attention they need.   | You will have regular tutorials with your class teacher to discuss your progress and review your study plan. |  |

# Accommodation

Learnkey Training Institute invites you to live in one of our wide range of accommodation options which are designed for students of many different cultures and preference of choices to suit each student's individual budget and needs.

| HOMESTAY   | STUDENT RESIDENCE   | HOSTELS   | STUDIO FLATS   |
|--|---|---|--|
| <p>Homestays are the best option to experience the culture deeper and learn further about local people. This is highly recommended for students who want to feel closer to the Italian life style, including home cooking and the opportunity of practicing the language through the conversation.</p> <p>The student can also experience living in a very typical environment, which enriches their immersion in the local culture.</p> | <p>Our houses are intended for individuals who really want to enjoy the student accommodation experience.</p> <p>All of our residences are located in safe areas of the city and most of them are very close to the College. These residences are well equipped with all standard conveniences such as TV, washing machine, dishwasher, microwave, cooker and central heating. Free broadband internet access is available.</p> | <p>We hold very solid partnerships with hostels around the college area as we believe that many students look for budget accommodation options in addition to a good place to socialize with people coming from all over the world.</p> <p>Our hostels are previously checked and approved to receive our students.</p> | <p>We can also provide self-catering studio flat private or shared for students looking for independent living.</p> <p>Studios are also suitable for professional people and small families.</p> |
|   |    |   |   |
| <p>Single or twin room shared family bathroom breakfast and evening meal every daylight laundry facilities</p>   | <p>Single, twin and multi-bedded room</p>   | <p>Single, twin, triple and multi-bedded room with breakfast included</p>   | <p>Private studio for individual use. Bills and all facilities are included</p>  |





#### PRE ARRIVAL SERVICE

**Airport Pickup:** When requested, the nominated person under the meet and greet programme will greet the student at the airport.

**Insurance for Non EU Students:** In the case of students who require a visa it is necessary to obtain medical insurance which is sufficient to cover any medical emergency such as: hospital care or a doctors visit while in Italy The school can organise medical insurance cover that meets immigration authorities requirements.

**Health Cover for EU/EEA Students:** Students travelling to the school from European Union countries may avail of the European Health Insurance Card (EHIC, formerly E111) from the Health or Social Services departments of your home country.

#### POST ARRIVAL SERVICE

**Meet and greet programme:** After being picked up from the airport, the student will be transferred to either the accommodation arranged by the college or the student's preferred place of stay. A small meeting at the airport and arrangement for transport, living accommodation and initial counselling plays a vital role in making the students transition a more comfortable experience.

**Counselling support:** The college has qualified staff to counsel students who require additional support on a range of issues from academic to personal. All information is treated as confidential and special attention is given to specific challenges international students encounter when adjusting to a new cultural environment.

**Employment Assistance:** The student welfare officer is keen to help students to gain experience while studying at European College of Business and Hospitality.

**Orientation Programme:** We will provide an age and culturally sensitive orientation programme in which students will be provided with relevant information by our staff during face to face sessions, to make their stay enjoyable.



#### USEFUL INFORMATION

- **Public holidays in Italy each year:** New Year's Day, (1st January.) Epiphany / Befana, (6th January.) Easter Sunday, the date varies from late March to April Easter Monday, the day after Easter Sunday Liberation Day, (25th April.) Labor Day, (1st May.) Republic Day, (2nd June.) Day of the Assumption or Ferragosto, (15th August.) Day of the Assumption or Ferragosto, (15th August.) All Saints' Day, (1st November.) Immaculate Conception, (8th December.) Christmas Day, (25th December.) Saint Stephen's Day, (26th December).
- **School Holiday Closure:** School Holiday Closure: from 21st December 2020 to 04th January 2021.
- **School opening hours:** From 9:00 am to 6:00 pm Monday to Friday.
- **How to apply:** Request an enrolment form, complete it and send it back to our College, alternatively you can complete our online enrolment form. We will send an invoice stating the fees to be paid. We will then provide you with the necessary documents you will need for your arrival in Italy.
- **VISA information:** It is important to check if you require a visa to visit Italy for study or as a tourist. In general, students visiting Italy and travelling with a passport issued in European Union (EU) or European Free Trade Association (EFTA) countries do not require a visa to enter the country. Italy does not require that passport holders of a number of other countries obtain a visa before arrival. Refer to this link to get further information about VISA requirements to enter in Italy: <https://www.viajaraitalia.com/visas-y-permisos-para-ingresar-a-italia/>.
- **Payment and refund policy:** All services must be paid in full before the starting date of the course. Please refer to our website to see latest version of our Refund and Cancellation Policy.



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