Introduction
Blue Mountains International Hotel Management School Pty Limited (BMIHMS PL) trading as Blue Mountains International Hotel Management School (BMIHMS) to be known as ‘the School’ is governed by the Higher Education Board (HEB), and is committed to ensuring that all students are industry ready and as such will provide support to assist them to achieve the skills and knowledge required to meet industry expectations.

The BMIHMS Industry Placement (IP) Passport is designed for students with advanced standing in the Applied Units and who also wish to complete an Industry Practicum.

The IP Passport ensures:
- Students skills and knowledge meet Australian and International industry expectations and training standard;
- Students are able to identify any skills gaps and refresh their skills.

Scope
This procedure applies to Australian campuses only.

Responsibilities

**IP Passport Operations Group:** has been established to include members from Career Development and the Applied Training departments (Food and Beverage, Housekeeping and the Front Office) to:
- facilitate the implementation of the IP passport program,
- ensure input of student data, attendance and training is recorded and maintained,
- recommend student suitability for Food and Beverage and/or Rooms Division placements,
- provide feedback to the Deputy Head of School on the IP Passport process.

**Career Development (Industry Learning Managers) will:**
- coordinate and conduct initial student interviews and skills audit,
- provide students with an IP Passport,
- record and disseminate this information to the departments via the IP Passport folder on the Staff & Student Information System (SSIS),
- meet with the students to evaluate and determine their progress to IP preparation stage.

**Applied Trainers will:**
- provide skills and knowledge test sessions/applied workshops relating to Food and Beverage Service, Housekeeping and Front Office operations.
- to advise students of their options who do not complete IP Passport requirements.

**Students:**
- are responsible for attending all scheduled training sessions and ensuring their IP Passport is signed off at the completion of their training session by WEEK 4 prior to progressing to industry placement.
Procedure

For a student to meet industry skills requirements and standards, a series of training workshops and feedback sessions are delivered by Food & Beverage and Rooms Division departments. The workshops will include a skills assessment to evaluate the student’s level of industry readiness in the applied training areas.

1. Students will attend a one on one interview with Career Development in ‘O Week’ to confirm previous training, industry experience, communication skills and placement options.

2. Students will be enrolled in and attend either IP101, IP201 or MHC609 depending on their level of entry and program mapping.

3. Students will attend all scheduled skills audits and/ or workshop sessions in accordance with the Applied Training departments as required. Number of sessions will differ depending on individual student capability.

4. The IP Passport process is to be completed by end of Week 4 of the relevant term.

5. Students who successfully complete the IP Passport Program will continue to prepare for Industry Placement as per all other students.

6. In order to successfully complete IP Passport, students must demonstrate capability in 4 out of the 5 practical exercises in the relevant discipline, and 80% in the relevant IP Passport quiz.

7. Students who do not successfully complete the relevant IP Passport Program by the end of week 4 and must complete a placement in order to gain the qualification, will be counseled by the Deputy Head of School and enrolled in an intensive IP Passport skills Development Program in the related Applied area to enable the student to gain the relevant skills. This program will be delivered over two days (not necessarily concurrently) at a cost of $350.

8. Students who do not successfully complete the relevant IP Passport Program by the end of week 4, and who already have sufficient placement evidence from previous study to complete the qualification, but have chosen the Australian based IP as an optional addition to their study at BMIHMS, will be given the option of withdrawing from the Australian based Industry Placement component.