CAN I GET AN EXEMPTION FOR MY HOSPITALITY INDUSTRY PLACEMENT?

DO I MEET THE CRITERIA TO APPLY FOR AN INDUSTRY YEAR EXEMPTION?

HAVE I:
* undertaken full time continuous employment for 12 months or longer, with 1 or 2 employers maximum during this time?
* gained a range of experiences?
* preferably gained some supervisory experience?

DO I MEET THE CRITERIA TO APPLY FOR A ONE SEMESTER EXEMPTION?

HAVE I:
* undertaken full time continuous employment for 6 months or longer, with 1 employer during this time?
* gained a range of experiences?
* preferably gained some supervisory experience?

NOTE:
1. Students undertaking part time and casual work are not eligible to apply for exemptions.
2. Full time work = a 36 hour week

If you answered **YES** to the above statements, then you may apply for an exemption, by following the instructions on the reverse side of this sheet.
HOSPITALITY

INDUSTRY PLACEMENT EXEMPTIONS
Bachelor of Applied Science
(Hospitality Management) & (Hospitality Studies)

Industry Placements

EXEMPTION DEADLINES
Placements Mid Year – submit by 31st May
Placements Next Year – submit by 31st October this year

CRITERIA
The student must demonstrate an ongoing participation in professional full time employment, and the work performed must be regarded as professional by the Hospitality Industry.

HOW TO APPLY
Students can apply for an exemption by providing the following:

1. Written Statement
   (a) demonstrating that the work involved professional tasks and responsibilities. ie: a detailed position description
   (b) demonstrating that the student understands the organisational structure and operation of the business.
   (c) demonstrating that the student understands the key issues that could impact on the particular part of the hospitality industry, in which they worked.

2. Documentation
   Student must submit documentation which demonstrates the students employment status. ie: an employment contract, a letter from the employer, a reference from the employer.

3. Subject Exemption Form
   Attach an "Application for Single Subject Exemption Form", to written statement & documents.

4. Submit Application
   Please submit application to
   Ms Judi Moore
   Level 3, 555 Latrobe St, Melbourne
   (Cnr King & La Trobe Sts)
   Ph: 9606 3632 Fax :9606 3601
   Email: judi.moore@rmit.edu.au

If you wish to discuss your eligibility for exemption you may contact Judi Moore on 9606 3632 prior to submitting your application. All applications are reviewed by the course co-ordinators and their teams.

Judi Moore
Industry Co-ordinator
Department Hospitality, Tourism & Leisure