



YMCA Education Centre

Education service has always been an integral part of the YMCA movement worldwide. In each of the 1,700 YMCAs around the world, there are assorted education courses, enrichment programmes and professional workshops.

YMCA Education Centre began in 1913 as the YMCA Technical Education unit. Courses in Building Construction, Architecture, Mathematics, Theoretical Mechanics, Surveying, Electrical Engineering, Machine Construction and Drawing were arranged to train recruits for various government offices.

Currently, the centre operates a not-for-profit education service of the Young Men's Christian Association (YMCA) of Singapore, offering non-higher (YMCA School) and higher education (YMCA Higher Education) programmes.

Advanced Diploma in Tourism and Hospitality Management

The Advanced Diploma in Tourism and Hospitality Management offered by YMCA Education Centre (YEC) aims to provide students with a good grounding of knowledge and understanding in managing the fundamental concepts of the tourism, events and hospitality industry. Besides being a qualification on its own, the Diploma in Hospitality and Tourism Management provides opportunities for students to obtain professional diploma qualification as well as to progress to the 3rd year of Bachelor of Arts in Tourism Management (Top-up) programme offered by the University of the West of Scotland, at the YEC. This course also prepares students, planning to enter the workforce, with confidence of their capability in basic understanding of the hospitality, events and tourism industry.

Course Objectives

The advanced diploma course equips students with a broad introduction to the hospitality, events and tourism business disciplines and programmes and an enhanced understanding of foundational issues and principles in these environments.

- To provide students with the requisite knowledge and skills of managing the various aspects of the tourism and hospitality industry that will enable them to progress to the 3rd year of an undergraduate degree programme.
- To lay the foundation for future and continuing professional development
- To develop the students' competencies and values related to the social role of companies.

Course Structure

Course consists of 6 modules and a practicum:

1. **Managing Front Office Operations**
This module equips the student with the knowledge and understanding of the various aspects of Front Office operations, such as reservation procedures, occupancy and room rates, and how a Property Management System (PMS) works to electronically manage inventory and communication amongst departments related to Front Office.
2. **Marketing of Service Industry**
This module introduces general concepts of services in the hospitality, tourism and events industry. Topics include differences between goods and services; measurement of customer satisfaction and service quality and understanding services management issues.
3. **International Marketing**
Marketing strategies in the competitive hospitality industry is fundamental in building a brand, alluring new customers and maintaining loyalty. This module offers learners tools to develop marketing strategies in a diverse cultural, political and economic environment.
4. **Tourism Planning and Development**
Tourism planning and development very much involve the analysis of motivations and expectations of today's savvy clientele, to deliver successful hospitality and tourism experiences. This module covers development of tourism products; sustainability concept in tourism and distinguishing principles of sustainable tourism and managing tourism destinations and products.

5. Hospitality Industry (Food & Beverage, Rooms, Events)
This module examines the various key issues, trends and inter-supporting roles of the highly competitive hospitality industry; distinguishing principles of sustainable tourism into developing and managing tourism destinations and products.
6. Managing Travel Agency
This module introduces the intricate roles travel agencies plays in creating and managing stay and travel experiences and how modern technology impact this industry. Different types of accommodation, tourist attractions and destinations are topics discussed.
7. Project/ Practicum
This module provides experiential learning for the students and an opportunity to practice their understanding of the knowledge learned in managing various basic issues pertaining to events, tourism and hospitality management. Students will be attached to the YMCA of Singapore volunteer programmes and the various hotel operational departments for service learning experience. Students will be given a project to complete after their practicum.

Course Duration and Intake

Advanced Diploma in Tourism & Hospitality Management	International Students	Singaporeans/ PRs Students	Intakes*
Full-Time	10 months	10 months	January, June, September
Part-Time	NA	12 months	March, August, November

* Intakes may be subject to changes. Kindly contact us for updated schedule.

Course Assessment

All modules will be assessed through the combination of the followings:

- Assignment/ Coursework
- Presentation
- Written examination

Student must attain a total assessment mark of 50%, and within the total marks, a minimum of 30% written examination to pass the module.

Award of Achievement

YMCA Education Centre awards the Advanced Diploma in Tourism and Hospitality Management to students who have successfully passed and achieved the assessment requirements of all the course modules.

Academic Progression

Advanced Diploma in Hospitality and Tourism Management (Full-Time: 10 months; Part-Time: 12 months) → Bachelor of Arts in Tourism Management (Top-Up; Full-Time/ Part-Time: 12 months) → Master of Science in International Management (Top-Up; Full-Time/ Part-Time: 12 months)

Degrees are awarded by University of the West of Scotland. The Diploma courses are conducted at YMCA Education Centre, Singapore.

Entry Requirements

Singaporean/ PR Applicants	International Applicants
<ul style="list-style-type: none"> • AGE: 18 years old and above • YMCA Diploma in Tourism and Hospitality Management 	<ul style="list-style-type: none"> • YMCA Diploma in Tourism and Hospitality Management
Singaporean/ PR matured Applicants: Minimum 30 years of age with 8 years' work experience and completed Secondary Education	

English Proficiency – IELTS 5.0 or C5 at GCE 'O' Level or pass YMCA English proficiency test if English is not the language of study.

Other qualifications from professional institutes may be considered on a case-by-case basis.

Fee Structure

Description	Full-Time (10 months) Amount (S\$)	Part-Time* (12 months) Amount (S\$)	Remarks
Application Fee	535.00	321.00	Non-refundable and non-transferrable
Course Fee	9,404.90	7,618.90	
Administrative Fee	374.50	374.50	
Fee Protection Scheme	85.60	85.60	
Total (Inclusive GST)	10,400.00	8,400.00	

*Only available to Singapore Citizens and Permanent Residents.

Miscellaneous Fees (Where applicable)

Description	Full Time (10 months) Amount (S\$)	Part Time* (12 months) Amount (S\$)	Remarks
International Students' Pass Application	90.00	NA	Payable to ICA
Medical Examination	50.00	NA	For application of Student Pass Card
Medical Insurance	85.60	NA	Optional for Singapore Citizens/ Permanent Residents
Renewal of Student Pass	120.00	NA	
Re-Examination Fee (Per module)	128.40	128.40	
Course Deferment Fee	374.50	374.50	
Re-Module Fee (Per module)	1,284.00	1,070.00	
Bank Charges for TT	20.00 to 30.00	20.00 to 30.00	Determined and deducted by bank

*Only available to Singapore Citizens and Permanent Residents.

All prices quoted are in Singapore dollars and inclusive of Goods and Services Tax (GST) of 7%.

Payment Mode

Course fees can be paid by:

Credit Card – VISA/ MasterCard | China Union Pay | NETS | Telegraphic Transfer (TT) | Cash | Bank draft | Cheque (made payable to **YMCA Education Centre Limited**).

To avoid disruption to your studies and forfeiture of your enrolment, kindly pay promptly according to our payment schedule. Please approach any YEC staff if you encounter any difficulties.

Enrolment

Singapore Citizens

1. Applicant submits all the required application documents to YMCA Education Centre (YEC) for review. If the application is approved, YEC will issue a Letter of Offer with a Letter of Acceptance.
2. Applicant submits the signed Letter of Acceptance and pays the Application Fee to YEC.
3. Applicant is required to report to YEC to sign the Advisory Note to Students (Form 12) and Standard PEI-Student Contract. Thereafter, applicant pays the full amount of course fees 1 to 14 days before the course commencement date.

Singapore Citizens – Enrolment Documents

1. Photocopy of student's Birth Certificate or NRIC;
2. Photocopy of the most recent transcript;
3. Photocopy of parents' NRIC or passport;

International Passport Holders

1. Applicant submits all the required application documents to YMCA Education Centre (YEC) for review. If the application is approved, YEC will issue a Letter of Offer with a Letter of Acceptance.
2. Applicant submits the signed Letter of Acceptance and pays the Application Fee to YEC. YEC will then apply for Student's Pass (STP) from immigration and Checkpoints Authority of Singapore ([ICA](#)).
3. After the STP is approved in-principle, applicant is required to report to YEC to sign the Advisory Note to Students (Form 12) and Standard PEI-Student Contract. Thereafter, applicant pays the full amount of course fees 1 to 14 days before the course commencement date.

International Passport Holders – Enrolment Documents

1. 2 recent passport-sized photographs (white background);
2. Photocopy of valid passport (bio-data page);
3. Photocopy of Applicant's Birth Certificate*;
4. Photocopy of highest education qualification or proof of recent study*;
5. Photocopy of the most recent transcript*;
6. Photocopy of parents' identity card or passport and household booklet;
7. Photocopy of bank statement (applicable to visa-required countries only);
8. Photocopy of parents' employment statement (applicable to visa-required countries only);
9. Forms to be completed by Applicant and parents:
 - a) Enrolment Form
 - b) Immigration & Checkpoints Authority (ICA) [Forms](#) (Form 16 & V36)
 - c) Letter of Undertaking
 - d) Rules and Regulations Undertaking
 - e) Advisory Note to Applicants (Form 12)
 - f) Standard PEI-Student Contract
 - g) Student Pre-Course Counselling Checklist

**Documents 3, 4 and 5 must be Certified/ Notarised True Copy and translated into English Language. Originals are required for verification upon arrival of Applicant.*

Contact Information

Address : 1 Orchard Road, Level 2, Singapore 238824
Hotline : (65) 6586 2222
Fax : (65) 6336 0064
Email : contactus@ymca.edu.sg
Website : <http://ymca.edu.sg/ymca/en/ymca-higher-education/>



YMCASchool



YMCASchool



YMCA Education Centre



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Operating Hours

Monday – Friday : 9am – 6pm
Saturday : 9am – 1pm
Closed on Sundays and Public Holidays.

The above information is correct at the time of printing and supersedes the content in previously printed brochures. YMCA Education Centre (YEC) reserves the right to make changes without further notice.