

#### 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.

#### Diploma in Tourism and Hospitality Management

The 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 and hospitality industry. On successful completion of this Diploma programme, students may proceed to the higher academic level Advanced Diploma in Tourism and Hospitality Management offered by YEC, and further progression 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. Besides being a qualification on its own, the course 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 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 equip students with the knowledge and skills that will enable their academic progression to the Advanced Diploma in Tourism and Hospitality Management.
- To provide students with the necessary theoretical and practical knowledge of the various fundamental concepts of Tourism and Hospitality Management at the foundation level.
- To develop students' competencies and values related to the social role of companies.

#### Course Structure

Course consists of 6 modules and a practicum:

1. Accounting  
This module introduces accounting theories and practices, providing students with basic accounting knowledge and concepts, as well as the general industry practices covering the concepts of business accounting.
2. Principles of Management  
This module introduces management functions and principles as applied to organisations. It identifies the needs and realities of the manager in the working world and managing responsibilities such as planning, organizing, leading, controlling, interviewing, selecting, training, motivating, developing and appraising employees.
3. Food and Beverage Operations  
Provides students with the understanding of the factors impacting the success and failure of the restaurant business as well as in identifying the common denominators of restaurants.
4. Fundamentals of Marketing  
This module imparts knowledge and skills to students on the principles of marketing and its environmental factors impacting effective marketing for hospitality, tourism and events management.
5. International Business/ Events  
This module provides students with basic knowledge about international business and its implications on organizations' strategies, structure and functions, particularly in the era of rapid globalization of the tourism and hospitality sectors.

6. Housekeeping  
Imparts knowledge and skills to students on housekeeping service delivery of guests' needs and preferences. This module covers basic operations and inventories management of the housekeeping department, encompassing scheduling of staff, assignment of tasks and stock control.
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

Diploma in Tourism & Hospitality Management	International Students	Singaporeans/ PRs Students	Intakes*
Full-Time	10 months	10 months	February, August, October
Part-Time	NA	12 months	March, July, October

\* 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 Diploma in Tourism and Hospitality Management to students who have successfully passed and achieved the assessment requirements of all the course modules.

### Academic Progression

Diploma in Hospitality and Tourism Management (Full-Time: 10 months; Part-Time: 12 months) → 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"> <li>• AGE: 17 years old and above</li> <li>• 2 GCE 'A' Level passes or</li> <li>• YMCA Certificate in Business</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Year 12 of formal education or</li> <li>• YMCA Certificate in Business</li> </ul>
Singaporean/ PR matured Applicants: Minimum 30 years of age with 8 years' work experience and completed Secondary Education	

**English Proficiency** – IELTS 4.5 or C6 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	8,004.90	6,718.90	
Administrative Fee	374.50	374.50	
Fee Protection Scheme	85.60	85.60	
<b>Total (Inclusive GST)</b>	<b>9,000.00</b>	<b>7,500.00</b>	

\*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)	1070.00	856.00	
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](mailto:contactus@ymca.edu.sg)  
Website : <http://ymca.edu.sg/ymca/en/ymca-higher-education/>



YMCASchool



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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.*