

INTERNSHIP REGULATIONS

Dipl. Hoteliere-Gastronomin HF

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TABLE OF CONTENTS

1	General	1
2	Sense and purpose	1
3	Requirements for the internship company	2
4	Time constraints	2
4.1	Duration and timing.....	2
4.2	Absences and termination	3
5	Content specifications	3
5.1	Semester 2 Internship Gastronomy	3
5.2	Semester 4 Internship Hotel Industry	4
5.3	Leadership experience	4
6	Internship contract	4
6.1	Approval of the contract.....	4
6.2	Contracts with companies abroad.....	5
6.3	Content specifications	5
7	Work permit	5
8	Training contribution	6
9	Entry into force	7

Based on Clause 1.6, Paragraph 2 of the School Regulations, the Board of Trustees issues the following Internship Regulations.

1 GENERAL

- 1) In accordance with Clause 1.3 of the School Regulations, students complete one internship semester each in the corresponding subject area following Semester 1 Gastronomy and Semester 3 Hospitality and gain at least six months of management experience following Semester 5 Business Administration. The internship semesters are a compulsory part of the HF course, the compulsory management experience is a speciality of the SHL in accordance with point 7 of the internship regulations.
- 2) The internship semesters are governed by Art. 10 of the Ordinance of the Federal Department of Economic Affairs (FDEA) on Minimum Requirements for the Recognition of Degree Programmes and Postgraduate Studies of Colleges of Higher Education (MiVo HF), by Chapter 4 of the Framework Curriculum for the Degree Programme HF Hospitality and Gastronomy on Accompanied Internships and by Clause 1.3 Para. 4 of the School Regulations.
- 3) The internship semesters according to these internship regulations are internships within the meaning of Art. 11 of the National Collective Labour Agreement for the Hospitality Industry (L-GAV). An activity in the industry which is designated as an internship but does not meet the requirements of these regulations is not an internship within the meaning of Art. 11 of the L-GAV. For such an activity, the minimum wages according to Art. 10 L-GAV are applicable.
- 4) Students without relevant professional experience in the hotel and gastronomy industry in Switzerland of at least 6 months complete at least one internship in Switzerland.
- 5) The school directorate issues internship guidelines (internship assignment) and other directives which regulate the details of the internship semesters within the framework of the specifications of these internship regulations.
- 6) The school directorate designates a person who accompanies the students during an internship as internship supervisor.

2 SENSE AND PURPOSE

The purpose of the internship semesters following semesters 1 and 3 are:

- ▀ Putting theory into practice
- ▀ Training in independent professional work, dealing with superiors, employees and guests as well as working in a team
- ▀ Getting to know the production and work processes in operational practice
- ▀ Identify own professional and social strengths and areas of development as well as personal professional preferences
- ▀ Implementing the practical assignments and learning content of the generic competences

3 REQUIREMENTS FOR THE INTERNSHIP COMPANY

- 1) Every gastronomy business, regardless of size and classification, may employ SHL students in the respective subject area. Students choose their own internship companies. There are no cooperation agreements with companies. To find suitable students for an internship, SHL provides interested employers with an online job exchange.
- 2) The company appoints a traineeship supervisor who has one of the following qualifications in his/her field:
 - a) Tertiary level qualification (namely higher technical college, professional examination, higher technical examination or comparable foreign education).
 - b) Training course for vocational trainers or
 - c) at least 3 years of management experience in the relevant field.
- 3) Those responsible for internships in the company support, supervise and encourage interns with suitable measures to achieve the training objectives.
- 4) After completion of the specialised internships and the leadership experience, the internship company shall issue a work certificate without being asked to do so.

4 TIME CONSTRAINTS

4.1 DURATION AND TIMING

- 1) The two internship semesters are completed within the framework of a fixed-term and non-terminable employment contract and last at least 43 weeks (divided into two internship semesters).
- 2) An internship semester can be shortened to at least 4 months if it is completed in a seasonal company and the beginning of the season (opening of the company) and the end of the season (closing of the company) coincide exactly with the duration of the contract.
- 3) The internship semester as well as the leadership experience must be completed after completion of the corresponding semester and before entry into the next semester. Before entering the following semester, the internship semester must be successfully passed by submitting all required documents according to the practical assignment.
- 4) Relevant professional activities completed before the semester in question do not exempt students from the corresponding internship semester after the semester, even if they are designated as internships.

4.2 ABSENCES AND TERMINATION

- 1) Absences during the internship of more than one week due to military service, accident or illness will result in the internship semester being extended accordingly. SHL must be notified immediately of any such absence.
- 2) Insofar as an internship extension is not possible for operational or other reasons, the school management decides together with the student whether a further internship semester can or must be completed.
- 3) If a student discontinues an internship semester in a company before the end of the contract, then the student must complete another internship semester. As a rule, the time of the first internship semester is not credited. The school directorate decides on exceptions.

5 CONTENT SPECIFICATIONS

- 1) Students may choose one of the areas of assignment listed below for the internship semesters or leadership experience.
- 2) Areas of work or permanent positions not listed must be agreed in advance with the Head of Internships.
- 3) Students may only be assigned tasks that are related to their education within the respective department.

5.1 SEMESTER 2 INTERNSHIP GASTRONOMY

Possible areas of use in the kitchen

- Cold cuisine/hot cuisine (à la carte)
- Patisserie
- Production kitchen
- Catering/Banquet
- Purchasing/quotation planning

Possible areas of application in restoration

- Restaurant (à la carte)
- Banquets
- Breakfast service
- Bar
- Room Service
- Events and catering (in the operational area)
- System gastronomy

5.2 SEMESTER 4 INTERNSHIP HOTEL INDUSTRY

- Front Office/Reception
- Night Audit
- Guest Services/Concierge Services
- Reservation
- Housekeeping
- Facility Management
- Rooms Division

5.3 LEADERSHIP EXPERIENCE

SHL students gain leadership experience in various positions: They lead employees, manage a project, are responsible for a department, pursue a specialisation in a subject area or launch their own start-up. Employment takes place within the hotel/catering industry and can only be transferred to another trade if professional months have already been acquired.

- Operational assistance
- Chef de Service/Deputy Restaurant Manager
- Assistant Front Office Manager/Deputy Front Office Manager
- Management Trainee Finance
- Management Trainee HR
- Management Trainee Marketing/Sales
- Assistant Event/Seminar/Banquet
- Founding your own start-up within the hotel industry/ gastronomy trade
- etc.

6 INTERNSHIP CONTRACT

6.1 APPROVAL OF THE CONTRACT

- 1) A written internship contract must be concluded between the internship company and the SHL student, which is specified by SHL and fulfils the conditions of these internship regulations. In-house contracts are only accepted from internship companies abroad or after consultation with the Head of Internships.
- 2) The contract is signed by the internship company and the student and must be submitted to the Head of Internships for confirmation and countersignature before starting the internship. The student is responsible for this. This also applies in the case of an extended internship or a permanent position approved by the Head of Internships.
- 3) Subject to the following provisions, the internship company must pay a training contribution in accordance with Clause 8.

- 4) The Head of Internships is entitled to reject a contract with an internship company if it is obvious that the company does not offer any guarantee that the internship semester can be completed in accordance with these regulations and the guidelines.

6.2 CONTRACTS WITH COMPANIES ABROAD

- 1) Students with relevant professional experience in the hotel and catering industry in Switzerland of at least 6 months may complete internship semesters abroad. Unless these internship regulations provide otherwise, the same provisions apply as for internship semesters in Switzerland.
- 2) Students who complete the internship abroad are not bound by the SHL internship contract, as the conditions of the L-GAV are not valid abroad.

6.3 CONTENT SPECIFICATIONS

- 1) The internship contract specifies the contractual agreements (parties, type of internship, duration, salary). The person responsible for the internship in the company must be named.
 - a) The student and the internship company must agree on at least the salary according to Art. 11 L-GAV.
 - b) If the internship semester is completed abroad, the customary and legal regulations of the country must be observed. The provisions of the L-GAV are not applicable abroad.
- 2) The internship company is obliged to draw up objectives and an internship history together with the student. At the same time, the internship company is obliged to carry out an external assessment for the intern. At the same time, the intern completes a self-assessment, which is to be discussed with the person responsible for the internship in the form of a final interview.
- 3) The Head of Internships issues a model contract, the corresponding instruments for setting objectives/internship progression and external and self-assessment.

7 WORK PERMIT

- 1) Work permit for foreign students from EU/EFTA countries
 - a) Foreign students of SHL Schweizerische Hotelfachschule Luzern who originate from EU/EFTA countries are entitled to a work permit in accordance with the provisions on the free movement of persons Switzerland - EU/EFTA.
- 2) Work permit for foreign students from non-EU/EFTA countries
 - a) Foreign students of the SHL Schweizerische Hotelfachschule Luzern from non-EU/EFTA countries are entitled to a work permit of 6 months per internship (without quota claim).

- b) The work permit must be applied for by the internship company at the Office for Migration of the respective canton. For this purpose, the student must provide the employer with the following documents:
- Copy of the internship contract
 - School confirmation of SHL Schweizerische Hotelfachschule Luzern
 - Copy of the student's identity card

8 TRAINING CONTRIBUTION

- 1) The Swiss internship companies make a one-off contribution of CHF 1,800 (excl. VAT) per student and internship to SHL Schweizerische Hotelfachschule Luzern and thus support the training of qualified young managers.
- 2) The training contribution shall be invoiced directly to the internship company by SHL and may not be deducted from the student's salary (Art. 11 No. 2 L-GAV).
- 3) If students have applied to the Head of Internships for a permanent position on the basis of several months of work experience in a subject area and the application has been approved, the training contribution of CHF 1,800 (incl. VAT) will be invoiced to the students by SHL.
- 4) The training contribution is not offset for internships abroad.

9 ENTRY INTO FORCE

These internship regulations were adopted by the Foundation Board on 29 June 2022. They come into force on 29 August 2022 and replace the internship regulations of 6 December 2021.

Lucerne, 29 August 2022

SHL Schweizerische Hotelfachschule Luzern

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