

Overview of EHL Passugg internships abroad

Information regarding the employment of interns
of EHL Hotel School Passugg Ltd.

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1 General information

The **EHL Hotel School Passugg** (EHL Passugg) offers federally recognized training and continuing education courses for the hotel and catering industry in German and English. The school is part of the prestigious EHL Group, the world's number one hotel management school, and maintains several school programs:

College of Higher Education

HFd: Höhere Fachschule/College of Higher Education, German program

HFe: College of Higher Education, English program

Preparation for the College of Higher Education

PIF: Professional Internship Foundation

Vocational Education and Training

HoKo: Federal Diploma of Vocational Education and Training in Hotel-Communication

Bachelor of Science in International Hospitality Management

(following the College of Higher Education)

Curriculum EHL Hospitality Business School (3 academic semesters)

In this document, you will find an overview of all internships offered by EHL Passugg. The individual descriptions provide you with the following basic information:

- Completion and duration of the training
- Requirements for training
- Education/training at EHL Passugg before the internship
- Specific information of the interns (age, nationalities, languages)
- Duration of the internship
- Start of the internship
- Areas of application during the internship
- Internship salary and sponsorship contribution
- Internship contract and training program
- Training permit
- Evaluation of the intern
- Contact details of the responsible internship coordinator

For detailed questions about the different internships, please contact the responsible internship coordinator directly.

Vacancies

Internship positions can be reported directly to the school by e-mail: placement.passugg@ehl.ch.

For questions and support, please contact the Career Service Team.

2 College of Higher Education German (HFd) and English (HFe)

Study/Education	Höhere Fachschule/ College of Higher Education, deutsch (HFd) College of Higher Education, englisch (HFe)
Certificate and duration of training	HFd: Dipl. Hoteliere-Gastronom HF / Dipl. Hotelier-Gastronom HF HFe: Advanced Federal Diploma of Higher Education in Hospitality Management (both 3 years, federally recognized)
Requirements for training	<ul style="list-style-type: none"> Completed 3-year apprenticeship, Matura/International Baccalaureate, commercial diploma or comparable qualification in Switzerland or abroad (general qualification for university entrance) HFd: German mother tongue or very good knowledge of German (B2) HFe: English mother tongue or very good knowledge of English (B2) Good foreign language skills in English Passing the admission procedure
Training/education at EHL Passugg	<p>Contents of semester 1 and 2 (HFd in German / HFe in English)</p> <ul style="list-style-type: none"> Kitchen: theory and practice, incl. food hygiene Service: theory and practice, incl. beverage management Rooms division incl. front office systems (Fidelio V8/Suite8) Facility management Hospitality sales & marketing F&B controlling/Financial management/Statistics Project management Communication/Business English/ICT Affective Hospitality Host/Communicator <p>Contents of semester 4 and 6 (HFd in German / HFe in English)</p> <ul style="list-style-type: none"> Economy and law Revenue management/Digital marketing International hotel management/Strategic management Organisational and quality management Human resources/Employee experience design Entrepreneurship & Innovation Sustainability & environmental management Affective Hospitality Entrepreneur/Networker
Interns	<ul style="list-style-type: none"> Nationality: Swiss or foreign Age: 19 - 35 years HFd languages: very good German, good English and knowledge of a further language HFe: very good English, basic German and knowledge of a further language
Internship	<p>Duration of internships (usually)</p> <p>3 - 6 months, extension up to 12 months possible (depending on the previous experience of the students)</p> <p>Start of internships (usually)</p> <ul style="list-style-type: none"> Beginning of June Mid-December <p>Areas/departments (operational internships are preferably completed in combination)</p> <p>Mandatory internship food and beverage, min. 3 months (operational)</p> <ul style="list-style-type: none"> Service and/or Küche <p>Mandatory internship rooms division, min. 3 months (operational)</p> <ul style="list-style-type: none"> Reception and/or Housekeeping <p>Optional internship management</p> <ul style="list-style-type: none"> Administration Controlling/Finance Sales/Marketing/Events Human resources Management trainee program
Internship salary	Salary in Switzerland according to L-GAV standards (ca. USD 2'600.- per month), abroad negotiated between parties.
Sponsorship contribution	Sponsorship contribution (ca. USD 220.- per internship month) borne by the student or negotiated between parties.

College of Higher Education German (HFd) and English (HFe)

Contract and training plan

The internship contract is usually issued and co-signed by EHL Passugg. A training plan or job description is an integral part of the internship contract. The objectives for the internship are defined between the company and the intern and monitored by EHL Passugg.

Training permit

Not required

Support/Evaluation

The internship company supervises the student's practical training and conducts regular feedback and evaluation meetings (at least two). At the end of the internship period, the internship company issues an appropriate work certificate.

Contact

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E-Mail Career Service Team

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3 Professional Internship Foundation (PIF)

Study/Education	Professional Internship Foundation (PIF)
Certificate and duration of training	Preparatory year for the College of Higher Education (HFe) (1 - 2 semesters)
Requirements for training	<ul style="list-style-type: none"> • Matura/International Baccalaureate, commercial diploma or comparable qualification in Switzerland or abroad (general qualification for university entrance) • Good language skills in English • Passing the admission procedure
Training/education at EHL Passugg	
Practice-orientated preparation of the school for the internship	<p>Content of the school program</p> <ul style="list-style-type: none"> • Kitchen: practice, incl. food hygiene • Service: practice • Housekeeping: practice • Intensive German course, level A1
Interns	<ul style="list-style-type: none"> • Nationality: foreign • Age: 17 - 20 years • Languages: very good Englisch, basic German and knowledge of a further language
Internship	
Duration of internships (usually)	2 - 8 months
Start of internships (usually)	<ul style="list-style-type: none"> • Beginning of June • Mid-December
Areas/departments	<p>Versatile in all areas of the hotel.</p> <p>Especially in:</p> <ul style="list-style-type: none"> • Kitchen • Housekeeping <p>Depending on the level of language skills required:</p> <ul style="list-style-type: none"> • Service • Reception
Internship salary	Salary in Switzerland according to L-GAV standards (ca. USD 2'600.- per month), abroad negotiated between parties.
Sponsorship contribution	No sponsorship contribution to EHL Passugg
Contract and training plan	The internship contract is usually issued and co-signed by EHL Passugg. A training plan or job description, created by the company, is an integral part of the internship contract.
Training permit	Not required
Support/Evaluation	The internship company supervises the student's practical training and conducts regular feedback and evaluation meetings (at least two). At the end of the internship period, the internship company issues an appropriate work certificate
Contact	Mr. Frank Giannotti Internship coordinator HFe & PIF +41 81 255 17 06 placement.passugg@ehl.ch

4 Services provided by EHL Passugg internship coordinator

Preparation of students for the internship

- Determining the job requirements
- Information about the requirements of the internship companies
- Guidance with the desired jobs and companies
- Recruitment
- Instructions for the internship tasks

Job placement for the companies

- Publication of internship positions on the school's internal job platform
Send job offers as a link or PDF to placement.passugg@ehl.ch
- Advice on the selection of interns
- Reference information
- Information about the internship program

Administration

- Issuing employment contracts and the necessary documents for work permits
- Communication with local authorities

Support during the internship

- Contact for companies and interns
- Exchange by telephone/online (MS Teams)

Support after the internship

- Evaluation and feedback of written and oral reports

5 Services provided by the internship company

Conditions

- Give the trainee the opportunity to put the learned knowledge into practice and gain new theoretical and practical knowledge
- Guarantee training in accordance with the existing training guidelines (training plan)
- Allocation of a training supervisor or support person who is available in the event of uncertainties or problems
- Regular feedback meetings and documentation in the evaluation form (at least two per internship)

Training plan

There are technical guidelines for the course of the PIF internships, which serve as a template for the company for an individual training plan. Job descriptions including individual agreements on objectives are needed for the College of Higher Education. The training plan or job description is an integral part of the internship contract and is therefore binding.

Please note!

A trainee can never replace a fully trained employee. The students come to the company for practical training and need the appropriate encouragement and support from the company.