



REPUBLIC OF GHANA



MINISTRY OF TOURISM, ARTS AND CULTURE (MOTAC)



**HOTEL, CATERING AND TOURISM TRAINING
INSTITUTE (HOTCATT)**

STUDENT HANDBOOK

PREPARED BY:

HOTEL, CATERING AND TOURISM
TRAINING INSTITUTE (HOTCATT)

DATE:

August 1, 2024

TABLE OF CONTENT

LIST OF TABLES Table	iii
ABBREVIATIONS AND ACRONYMS	iv
1.0 BACKGROUND OF HOTCATT.....	1
1.1 Mission Statement of HOTCATT.....	2
1.2 Values of HOTCATT.....	2
1.3 Functions of HOTCATT.....	2
1.4 HOTCATT Specific Training Programmes or Areas.....	2
2.0 PURPOSE OF THE HANDBOOK.....	4
3.0 STUDENT ADMISSION AND ON-DEMAND TRAINING POLICY.....	5
3.1 Admission Principles.	5
3.2 Equal Opportunities Statement	5
3.3 Roles and Responsibilities.....	6
3.4 General Admission Requirements.....	6
3.5 Selection Policies, Procedures, and Deadlines.....	6
3.5.1 Application Method	6
3.5.2 Program Start Dates	6
3.5.3 Regular Programs	6
3.5.4 Special Circumstances:	6
3.5.5 Selection.	7
3.6 Offer and Contract of Admission.	7
3.7 Interaction between HOTCATT and Applicants.	7
3.8 On-Demand Training	8
4.0 ADMISSION CATEGORIES	9
4.1 CTVET Programs.	9
4.2 Short Certificate Courses.	9
4.3 On-Demand Training	10
5.0 ACADEMIC ENTRY REQUIREMENTS	11
5.1 CTVET Programs	11
5.1.1 National Proficiency 1.	11
5.1.2 National Proficiency 2	11
5.1.3 National Certificate I	11
5.1.4 National Certificate II	12
5.2 Short Certificate Courses.	12
5.3 On-Demand Training.	12
6.0 APPLICATION PROCESS.....	13
7.0 ACADEMIC POLICIES.	14
7.1 CTVET Programs.	14
7.2 Short Certificate Courses	14
7.3 On-Demand Training	14
7.4 Grading System	14
7.5 Progression and Graduation Requirement	15
8.0 STUDENT SERVICES	16
8.1 Orientation.....	16
8.1.1 Campus Tour	16

8.1.2 Academic Overview.....	16
8.1.3 Meet and Greet	16
8.1.4 Student Life	16
8.2 Counseling and Support Services.	16
8.2.1 Academic Advising.	16
8.2.2 Career Counseling	16
8.3 Career Services	16
8.3.1 Internship Placement	16
8.3.2 Job Fairs.	16
8.3.2 Alumni Network	16
9.0 CODE OF CONDUCT	17
9.1 Student Responsibilities	17
9.1.1 Respect Others	17
9.1.2 Maintain Academic Integrity	17
9.1.3 Attend Classes Regularly	17
9.1.4 Participate Actively	17
9.2 Academic Integrity	17
9.2.1 Plagiarism	17
9.2.2 Cheating	17
9.2.3 Fabrication	17
9.2.4 Consequences	17
9.3 Disciplinary Procedures	17
9.3.1 Investigation	17
9.3.2 Hearing	17
9.3.3 Outcome	17
10.0 FINANCIAL INFORMATION	18
10.1 Tuition and Fees	18
10.1.1 CTVET Programs	18
10.1.2 Short Certificate Courses	18
10.1.3 On-Demand Training	18
10.2 Payment Methods	18
10.2.1 Bank Transfer	18
10.2.2 Mobile Money	18
10.2.3 Cash	18
11.0 HEALTH AND SAFETY	19
11.1 Campus Security	19
11.1.1 Security Personnel	19
11.1.2 Emergency Procedures	19
11.1.3 ID Cards	19
11.2 Health Services	19
11.2.1 First Aid	19
11.2.2 Health Insurance	19
11.3 Safety Guidelines	19
11.3.1 Follow Safety Protocols	19
11.3.2 Report Hazards	19
11.3.3 Emergency Contacts	19
12.0 CONTACT INFORMATION	20
12.1 Administrative Offices	20
12.2 Key Contacts	20

LIST OF TABLES

Figure 1: Sector Structure.....1

ABBREVIATIONS AND ACRONYMS

BECE	Basic Education Certificate Examination
CTVET	Commission for Technical and Vocation Education Training
GDP	Gross Domestic Product
GHA	Ghana Hotels Association
GHATOF	Ghana Tourism Federation
GIMPA	Ghana Institute of Management and Public Administration
GOG	Government of Ghana
GTA	Ghana Tourism Authority
GTDC	Ghana Tourism Development Company
GTEC	Ghana Tertiary Education Accreditation Commission
HND	High National Diploma
HOTCATT	Hotel Catering and Tourism Training Institute
IELTS	International English Testing System
IT	Information Technology
ILO	International Labour Organization
MoTAC	Ministry of Tourism, Arts and Culture
NTDP	National Tourism Development Plan
TOEFL	Test of English as a Foreign Language
UNDP	United Nations Development Programme
UNWTO	United Nations World Tourism Organization
VR	Virtual Reality
WASSCE	West African Certificate Examination

1.1 BACKGROUND OF HOTCATT

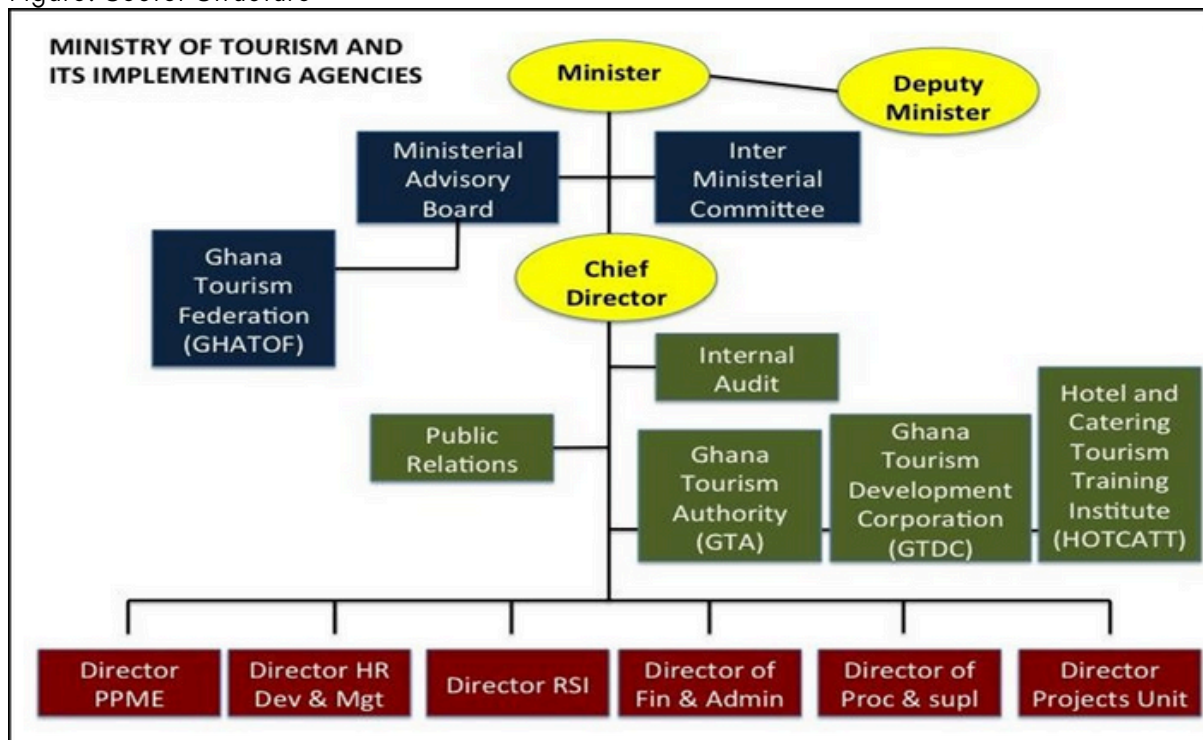
The Hotel and Catering Tourism Training Institute (HOTCATT) was established in 1991, just before the formulation of the National Tourism Development Plan, with financial support from the United Nations Development Programme (UNDP) and the International Labour Organization (ILO). Its objective is to develop and enhance qualified manpower in the tourism industry. At the time of the plan, the Institute was located at interim premises. The training focuses on tourism, hotel, and catering operations of the Front Office, Housekeeping, Food Production, Food and Beverage Service, and Tour Guiding.

Over the years the Institute has demonstrated a mixed performance. It has had some degree of success, training over 10,228 persons across the country and setting up mobile teams to provide training in the workplace for industry. HOTCATT was a sole Training Crews and Air Hostess, Professionals in the Government Hotels and Guesthouses and wide range of Tour Guards at the time. Adoption of Technical and Vocation Training using CTVET models is priority of HOTCATT.

HOTCATT is transitioning to a more COMPETITIVE, PROFESSIONAL, STANDARD AND ROBUST training and human capacity-building status. However, these could only be achieved by ameliorating present bottlenecks including staffing, logistics, infrastructure, technology, and branded facelifts. The student population is currently extremely low due to infrastructure, publicity and attractiveness. The financing gap is large. HOTCATT is an Agency under the Ministry of Tourism Arts and Culture (MOTAC) and the structure is as follows.

Ministerial Structure Subsumed HOTCATT

Figure: Sector Structure



1.1 Mission Statement of HOTCATT

To offer the tourism industry the best human resource development opportunities in performance standards, techniques and knowledge (internationally recognized) in hospitality, catering and tourism that will enhance Ghana's tourism product and ensure Ghana as a competitive tourism destination thus bringing substantial socio-economic growth and sustainable development.

1.2 Values of HOTCATT

Together with our Vision and Mission, our core values explain who we are and what we stand for as a hospitality and tourism training institute. The core values guide our strategies and influence our actions. The values are as follows:

- Professionalism
- Integrity
- Excellence Service
- Competency
- Teamwork
- Trustworthy

1.3 Functions of HOTCATT

- To develop and enhance qualified manpower in the tourism and hospitality industry
- To Review and update programs to meet industry needs and global standards.
- To collaborate with hotels, restaurants, and tourism operators for internships, mentorship, and job placement.
- To Faculty Development: Provide training and workshops for faculty to enhance teaching and industry skills.
- To expand and modernize facilities (e.g., kitchens, restaurants, hotel simulations).
- To develop a robust marketing strategy to attract students and partners. Develop a Strategic Plan and Service Delivery Standard to guide training within the sector
- Organize training for lower to middle-level Staff in the tourism and hospitality industry
- Organize mobile training for lower to middle-level Staff in the tourism and hospitality industry

1.4 HOTCATT Specific Training Programs or Areas

- Focus on practical training in value chain of culinary, events, hospitality and tourism.
- Mandated to train all professionals in the industry, and all those into customer services in other sectors, including all receptionists
- Training for pre-professionals including students

- Mandated to develop or train in organizing Events and Banqueting
- Mandated and focused on training tour guiding
- Specific courses:
 - Kitchen Skills;
 - Front Office Skills;
 - Tour Guiding;
 - Restaurant Management;
 - Food and Beverage Skills;
 - House Keeping Skills; and
 - Conference, Banqueting and Events Management.

2.0 PURPOSE OF THE HANDBOOK

This handbook is designed to serve as a comprehensive resource for all students at HOTCATT. It contains important information regarding the academic and administrative policies, procedures, and services available to you. Whether you're a new or returning student, this handbook will help you navigate your academic journey at HOTCATT, ensuring you are aware of your rights, responsibilities, and the support available to you.

3.0 STUDENT ADMISSION AND ON-DEMAND TRAINING POLICY

This policy provides an overarching framework for all admissions to the Hotel, Catering, and Tourism Training Institute (HOTCATT). It outlines the principles and procedures that govern admissions across the various departments and programs offered at HOTCATT. The policy applies to the admission of all categories of students into accredited programs, including CTVET programs, short certificate courses, and on-demand training in the hospitality and tourism sectors.

3.1 Admission Principles

HOTCATT is dedicated to maintaining a fair and transparent admission process for all its programs. The admission policies and procedures are guided by the following principles:

1. **Commitment to Equality:** HOTCATT ensures that all students are selected based on their individual merits, abilities, and aptitudes. Admission offers are made impartially, free from bias, patronage, and unlawful discrimination, reflecting HOTCATT's commitment to equality in education.
2. **Promote Diversity:** Attract applicants from various social, cultural, and educational backgrounds who demonstrate the academic ability and skills required to succeed in their chosen fields.
3. **Provide Clear Guidance:** Offer transparent advice and guidance to prospective students, helping them make informed decisions and apply to programs that align with their interests, qualifications, and potential.
4. **Select Candidates for Success:** Ensure that admission offers are extended to candidates who possess the background and abilities to succeed in their chosen programs and who are likely to benefit from the training provided.

3.2 Equal Opportunities Statement

HOTCATT is committed to a policy of equal opportunities and does not discriminate against any individual from the first point of contact through to program completion.

Selection for entry into HOTCATT's programs is based on academic requirements, academic ability, motivation for study, interest in the subject area, and the potential to benefit from the training and to contribute to the HOTCATT community during the program.

3.3 Roles and Responsibilities

1. **The Admissions Unit:** The Academic Board at HOTCATT is responsible for approving all academic practices and policies.
2. **Academic and Student Services Unit:** This unit ensures that student recruitment and admissions policies and procedures are operated fairly and consistently, in alignment with HOTCATT's strategic aims, objectives, and relevant legislation.

3.4 General Admission Requirements

HOTCATT strives to admit students who are passionate about hospitality and tourism, and who show potential for success in this dynamic industry. The general admission requirements are as follows:

- **Academic Qualifications:** All applicants must possess a minimum of a Basic School Certificate with pass in core subjects such as English, Mathematics, and Integrated Science or Social Studies.
- **Age Requirement:** Applicants must be at least 18 years old at the time of admission.
- **Language Proficiency:** Proficiency in English is required. International students must provide proof of English proficiency through standardized tests such as IELTS or TOEFL if English is not their first language.
- **Relevant Experience:** While not mandatory, applicants with prior work experience in the hospitality or tourism industry may have an added advantage during the selection process.

3.5 Selection Policies, Procedures, and Deadlines

3.5.1 Application Methods

Applicants to HOTCATT may apply using either online or paper application forms. All applications for admission to our programs should be submitted to the Admissions Office at HOTCATT or via our official website.

3.5.2 Program Start Dates

3.5.3 Regular Programs:

Most programs at HOTCATT begin in September/October or January/February of each year.

3.5.4 Special Circumstances:

Under certain conditions, specific programs may start at different times of the year. Prospective students are encouraged to check the specific deadlines and start dates for the program they are interested in and apply accordingly.

3.5.5 Selection

Every applicant is considered individually in a holistic assessment using all the information available. Detailed selection criteria vary from subject to subject but in all Schools and Faculties decisions will be guided by:

- academic record
- academic ability and potential,
- motivation and suitability for the chosen course,
- commitment and self-discipline

3.6 Offer and Contract of Admission

HOTCATT will notify successful applicants through an official letter, which will include details regarding registration, orientation, charges, and fees. Any conditions attached to an offer of admission will be clearly stated and specific. The names of selected applicants will also be published on HOTCATT's official website.

Acceptance of the admission offer is confirmed by the payment of the stipulated fees and charges as outlined in the admission offer. Failure to pay the required fees will indicate that the applicant has declined the offer of admission.

3.7 Interaction between HOTCATT and Applicants

HOTCATT is committed to maintaining a professional, courteous, and respectful interaction with all applicants during the admissions process. Applicants are also expected to communicate with HOTCATT in a respectful and appropriate manner.

HOTCATT will not tolerate any inappropriate behavior or language directed towards its staff or members of the HOTCATT community during the admissions process. Hostile, aggressive, or otherwise inappropriate conduct, whether verbal or written, will be taken seriously and may negatively impact the consideration of an application, appeal, or complaint.

In cases of inappropriate behavior, HOTCATT will typically issue a warning to the applicant, indicating that their conduct is unacceptable and that action may be taken. However, if the behavior is particularly severe, HOTCATT reserves the right to take immediate action without prior warning, which may include the withdrawal of an offer or the rejection of an application. Any conduct that constitutes a criminal offense will be referred to the relevant authorities.

3.8 On-Demand Training

The On-Demand Training Programs at HOTCATT are designed for current professionals in the hospitality, catering, and tourism industries who seek to upgrade their skills or acquire new competencies. These flexible programs are tailored to meet the specific needs of employers and employees, ensuring relevance and immediate applicability in the workplace.

These programs are customized based on industry requirements and can range from advanced technical skills to leadership and management training. Developed in partnership with industry stakeholders, the curriculum ensures that participants receive training that aligns with the latest industry standards and practices.

Objectives

The On-Demand Training at HOTCATT aims to:

- Enhance the skills and knowledge of tourism and hospitality industry workers.
- Provide industry-relevant training that addresses specific needs and challenges faced by businesses.
- Support continuous professional development and career advancement for industry workers.
- Foster a culture of excellence in service delivery within the tourism and hospitality sectors.

Training Programs

The On-Demand Training programs are tailored to meet the specific needs of the requesting organization or individual participants. These programs cover a wide range of topics, including but not limited to:

- Customer service excellence
- Front desk operations
- Food and beverage service
- Housekeeping and maintenance
- Leadership and supervisory skills
- Health, safety, and sanitation practices

Training Delivery Method

Training programs can be delivered through various formats depending on the needs of the participants, including:

- **In-Person Training:** Conducted at HOTCATT's facilities or on-site at the client's location.

Eligibility Criteria: Applicants must be employed in the hospitality or tourism industry and be nominated or sponsored by their employer.

Program Flexibility: These programs are tailored to the needs of the employer and may be conducted on-site or at HOTCATT facilities. They are designed to fit within the working schedules of participants.

4.0 ADMISSION CATEGORIES

4.1 CTVET Programs

The CTVET Programmes at Hotel, Catering and Tourism Training Institute (HOTCATT) are designed to provide students with essential vocational and technical skills tailored to the hospitality, catering, and tourism industry. Accredited by the Commission for Technical and Vocational Education and Training (CTVET), these programmes emphasize hands-on training and practical experience, ensuring graduates are job-ready and equipped with the competencies required by employers.

The programs cater to various skill levels, from foundational courses for beginners to advanced training for those seeking specialized expertise. The curriculum is developed in consultation with industry professionals to remain relevant and up-to-date with current trends and demands.

Eligibility Criteria: Applicants must have completed at least a basic education (Basic Education Certificate Examination) and should possess relevant work experience in the hospitality or tourism field or an equivalent qualification recognized by the CTVET.

Training Delivery Methods

Training programs can be delivered through various formats depending on the needs of the participants, including:

- **In-Person Training:** Conducted at HOTCATT's facilities or on-site at the client's location.
- **Online Training:** Virtual sessions delivered via video conferencing platforms.
- **Blended Learning:** A combination of in-person and online training to provide flexibility and maximize learning outcomes.

4.2 Short Certificate Courses

The Short Certificate Courses at HOTCATT are designed to provide focused, intensive training in specific areas of the hospitality, catering, and tourism industry. These courses are ideal for individuals seeking to enhance their skills, gain new competencies, or obtain professional development in a short timeframe.

These courses are developed to address immediate industry needs and trends, offering participants practical skills that can be immediately applied in their workplaces. The curriculum is dynamic and tailored to meet the specific requirements of different sectors within the industry.

Eligibility Criteria: Applicants must have completed at least a basic education (Junior High School Certificate) and should possess relevant work experience in the hospitality or tourism field.

Training Delivery Methods

Training programs can be delivered through various formats depending on the needs of the participants, including:

- **In-Person Training:** Conducted at HOTCATT's facilities.
- **Online Training:** Virtual sessions delivered via video conferencing platforms.
- **Blended Learning:** A combination of in-person and online training to provide flexibility and maximize learning outcomes.

4.3 On-Demand Training

The On-Demand Training Programs at HOTCATT are designed for current professionals in the hospitality, catering, and tourism industries who seek to upgrade their skills or acquire new competencies. These flexible programs are tailored to meet the specific needs of employers and employees, ensuring relevance and immediate applicability in the workplace.

These programs are customized based on industry requirements and can range from advanced technical skills to leadership and management training. Developed in partnership with industry stakeholders, the curriculum ensures that participants receive training that aligns with the latest industry standards and practices.

Eligibility Criteria: Applicants must be employed in the hospitality or tourism industry and be nominated or sponsored by their employer.

Program Flexibility: These programs are tailored to the needs of the employer and may be conducted on-site or at HOTCATT facilities. They are designed to fit within the working schedules of participants.

5.0 ACADEMIC ENTRY REQUIREMENTS

Academic entry requirements vary from programme to programme and are advertised on the Institute's website and in other media. HOTCATT ensures that entry requirements conform to standards set by the Commission for Technical and Vocational Education and Training (CTVET) and other regulatory and professional bodies. HOTCATT's admission requirements are as follows:

5.1 CTVET Programs

Admission to CTVET programs at HOTCATT is competitive, and applicants must meet the following cutoff points:

5.1.1 National Proficiency 1

The National Proficiency I Programme is a bridging programme, allowing progression for people with minimal or no education background into the National Proficiency II Programme. The National Proficiency I Programme focuses on the basic skills, knowledge and understanding within the Technical /Vocational area.

Duration: 6 months -1 year

Academic Requirements: Minimum of three (3) passes in subjects including English Language and Mathematics at the Basic Education Certificate Examination (BECE) or equivalent.

5.1.2 National Proficiency 2

The National Proficiency II Programme allows progression to the National Certificate I Programmes and provide a window of opportunity to technical institutions entrance for appropriate technical/vocational areas.

Duration: 6 months -1 year

Learning Mode: Combination of classroom instruction, hands-on practical training and internships

Academic Requirements: Minimum of National proficiency 1 certificate.

5.1.3 National Certificate I

The National Certificate I Programme allows progression to the National Certificate II Programmes and will provide a window of opportunity to technical institution entrance for the appropriate technical/vocational areas.

Duration: 6 months -1 year

Learning Mode: Combination of classroom instruction, hands-on practical training and internships

Academic Requirement: Entry into the National Certificate I Programme will be through National Proficiency II Level or a pass at BECE in the appropriate subjects and or an equivalent.

5.1.4 National Certificate II

The National Certificate II Programme allows progression to the HND or B. Tech programmes and will provide a window of opportunity to technical /vocational institution entrance for appropriate technical/vocational areas.

Duration:6 months -1 year

Learning Mode: Combination of classroom instruction, hands-on practical training and internships

Academic Requirement: Entry into the National Certificate II Programme will be through a National Certificate I level, or a pass at WASSCE in the appropriate subjects and points total or an equivalent.

5.2 Short Certificate Courses

Basic Culinary Skills

Cutoff Point: Not applicable, but prior experience is preferred

Program Description: A short course designed to introduce students to the fundamentals of cooking, including basic techniques, food hygiene, and kitchen safety.

Advanced Hospitality Management

Cutoff Point: A minimum of diploma or equivalent is required

Program Description: This course is for individuals aiming to take on supervisory or management roles in the hospitality industry. It covers topics such as leadership

5.3 On-Demand Training

Cutoff Points: Not applicable for this category, as training is tailored to industry professionals based on specific needs and requirements set by their employers.

6.0 APPLICATION PROCESS

6.1 How to Apply

HOTCATT has streamlined the application process to ensure that it is accessible to all prospective students. Applications can be submitted online through our official portal or in person at the admissions office.

Online Application: Visit our website and complete the online application form. Ensure all fields are filled accurately.

Supporting Documents: Upload the following documents:

- Academic certificates
- Proof of English proficiency (for international students)
- Passport-sized photographs (1)

Application Fee Payment: Pay the non-refundable application fee online via mobile money, bank transfer, or credit card. Ensure you receive a receipt or confirmation of payment.

Submission: Review your application carefully before submitting. Once submitted, you will receive a confirmation email with details on the next steps.

Admission Fees

Application Fee: GHS 60.00. This fee is non-refundable and must be paid before the application is processed.

7.0 ACADEMIC POLICIES

HOTCATT's programs are designed to provide a balanced education that includes both theoretical knowledge and practical skills. Each program is structured to meet the demands of the industry, ensuring that graduates are well-prepared for employment.

7.1 CTVET Programs

- **Duration:** Typically, 6 Months to 1 year, divided into two parts.
- **Coursework:** Includes core courses, electives, and practical modules.
- **Internship:** Students are required to complete a mandatory internship to gain real-world experience.

7.2 Short Certificate Courses

- **Duration:** Typically, 3 Months or less.
- **Coursework:** Focuses on specific skills and knowledge areas relevant to the industry.
- **Practical Training:** Includes hands-on training in industry-standard facilities, such as kitchens, restaurants, or hotels.

7.3 On-Demand Training

- **Duration:** Varies from a few weeks to several months.
- **Coursework:** Concentrated training on specific skills or knowledge areas.
- **Certification:** Upon completion, students receive a certificate of achievement or completion, which may enhance their employability or professional development.

7.4 Grading System

HOTCATT uses a standard grading system to assess student performance. Grades are awarded based on the quality of work submitted in assignments, examinations, and practical assessments.

Grade Scale:

- A: 80-100 (Excellent)
- B: 70-79 (Very Good)
- C: 60-69 (Good)
- D: 50-59 (Satisfactory)
- F: Below 50 (Fail)

Assessment Methods: Depending on the program, assessment may include written exams, practical tests, assignments, group projects, and presentations.

7.5 Progression and Graduation Requirements

To progress from one academic year to the next or to graduate, students must meet the following requirements:

Completion of Credits: All required courses and credits must be completed with passing grades.

Attendance: Regular attendance is mandatory for all classes, practical sessions, and internships. Students must attend at least 75% of scheduled classes to qualify for exams.

8.0 STUDENT SERVICES

8.1 Orientation

HOTCATT holds an orientation program at the start of each session in the academic year to welcome new students. The orientation includes:

8.1.1 Campus Tour:

Introduction to the campus facilities, including classrooms, laboratories, library, and student services.

8.1.2 Academic Overview:

Information on program structures, academic expectations, and available resources.

8.1.3 Meet and Greet:

Opportunities to meet faculty members, administrative staff, and fellow students.

8.1.4 Student Life:

Overview of extracurricular activities, student clubs, and how to get involved on campus.

8.2 Counseling and Support Services

HOTCATT is committed to supporting the well-being of its students through a range of counseling and support services:

8.2.1 Academic Advising:

Advisors are available to help with course selection, understanding program requirements, and academic planning.

8.2.2 Career Counseling:

Career services offer guidance on career choices, job search strategies, resume writing, and interview preparation.

8.3 Career Services

HOTCATT's Career Services Office is dedicated to helping students transition from education to employment:

8.3.1 Internship Placement:

Assistance with securing internships that are a required part of the programs.

8.3.2 Job Fairs:

Regular job fairs and networking events connect students with potential employers in the hospitality and tourism sectors.

8.3.2 Alumni Network:

Graduates of HOTCATT have access to an active alumni network that provides mentorship and job opportunities.

9.0 CODE OF CONDUCT

9.1 Student Responsibilities

As a student at HOTCATT, you are expected to:

9.1.1 Respect Others:

Treat faculty, staff, and fellow students with respect and courtesy.

9.1.2 Maintain Academic Integrity:

All work submitted must be your own. Plagiarism and cheating are serious offenses that can result in disciplinary action.

9.1.3 Attend Classes Regularly:

Consistent attendance is crucial for academic success. Notify your instructor if you must miss a class for any reason.

9.1.4 Participate Actively:

Engage in classroom discussions, group projects, and practical sessions. Active participation is key to learning.

9.2 Academic Integrity

HOTCATT has a zero-tolerance policy for academic dishonesty. Academic integrity violations include:

9.2.1 Plagiarism:

Using someone else's work or ideas without proper citation.

9.2.2 Cheating:

Using unauthorized materials or assistance during exams or assignments.

9.2.3 Fabrication:

Falsifying data or research results.

9.2.4 Consequences:

Penalties for academic dishonesty may include failing the assignment, course, or even expulsion from the institute.

9.3 Disciplinary Procedures

If a student is found to have violated HOTCATT's code of conduct, the following steps will be taken:

9.3.1 Investigation: A thorough investigation will be conducted by the disciplinary committee.

9.3.2 Hearing: The student will have the opportunity to present their case at a hearing.

9.3.3 Outcome: Based on the findings, the disciplinary committee will determine the appropriate action, which may range from a warning to suspension or expulsion.

10.0 FINANCIAL INFORMATION

10.1 Tuition and Fees

Tuition and fees are structured based on the program of study. The following is a general guide:

10.1.1 CTVET Programs:

GHS 600.00 per session, payable in installments at the start of each session.

10.1.2 Short Certificate Courses:

Fees vary depending on the course duration and content. Typically, GHS 1,000 per course.

10.1.3 On-Demand Training:

GHS1,000 for the full program, with payment options available.

10.2 Payment Methods

HOTCATT accepts various payment methods for tuition and fees:

10.2.1 Bank Transfer:

Payments can be made directly into HOTCATT's bank account. Ensure you include your student ID number as the reference.

10.2.2 Mobile Money:

Payments via mobile money are accepted. Instructions for making payments are available on the HOTCATT website.

10.2.3 Cash:

Payments can be made by cash at the account's department of HOTCATT.

11.0 HEALTH AND SAFETY

11.1 Campus Security

HOTCATT is committed to maintaining a safe and secure environment for all students, faculty, and staff:

11.1.1 Security Personnel:

Trained security officers patrol the campus 24/7.

11.1.2 Emergency Procedures:

In case of an emergency, students should follow the instructions provided by security personnel and faculty. Emergency contact numbers are displayed throughout the campus.

11.1.3 ID Cards:

All students must carry their HOTCATT ID card at all times while on campus. This card grants access to various facilities and serves as proof of identity.

11.2 Health Services

HOTCATT provides basic health services to ensure the well-being of its students:

11.2.1 First Aid:

Basic first aid is available on campus for minor injuries and illnesses.

11.2.2 Health Insurance:

Students are encouraged to have health insurance. International students must provide proof of insurance upon admission.

11.3 Safety Guidelines

To ensure safety on campus, students are advised to:

11.3.1 Follow Safety Protocols:

Adhere to all safety guidelines, particularly in practical areas like kitchens and laboratories.

11.3.2 Report Hazards:

Immediately report any safety hazards or suspicious activities to security or campus authorities.

11.3.3 Emergency Contacts:

Keep a list of emergency contacts readily available. These should include campus security, the health center, and local emergency services.

12.0 CONTACT INFORMATION

12.1 Administrative Offices

For any administrative inquiries, please contact the HOTCATT office:

Admissions Office: Email: hotcatt.gh@gmail.com | Phone: 0302906081/0302906082

12.2 Key Contacts

Admin: Email: hotcatt.gh@gmail.com | Phone: 0302906081/0302906082



REPUBLIC OF GHANA
MINISTRY OF TOURISM, ARTS AND CULTURE (MOTAC)