



# *The Apprentice Firm Pvt. Ltd.*

CREATING PROFESSIONALS WITH OUR CURRICULUM



*Come Aboard*  
**The World, Your Classroom!**



## *The Managing Director say...*

Today it is not right to postpone investing in children further education until they become adults, nor wait till they reach Teen hood. In fact early learning is a vital phase of life in terms of their intellectual, emotional and social development. The lack of exposure and interaction during growing years can also negatively impact their development.

The enrolment in The Apprentice Firm can be rewarding, not only the educational sense, but there's the opportunity to visit foreign destination, get international exposure, experience new culture, meet and interact with people from around the world, and make lifelong friends. And if you seek growth, you'll find and you can chart a rewarding career not only in land but also in cruise line Industry.



When most of us think about hospitality, we imagine our favorite restaurant or hotel. However, we don't think about a potential career in that industry. Careers do not only include working in hotels and restaurants, but also on cruise ships, in casinos, as well as retail shops. At The Apprentice Firm - GSTA Career Academy, our Hotel and Restaurant Management Program will prepare you for a career in the hospitality industry.

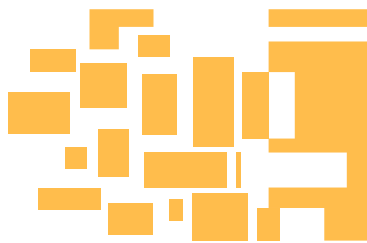
Our program focuses on more than just the tactile skills you will need. In this program you will explore the business side of the service industry. As a student in the Hospitality Management program, you will study topics including sales management, marketing, personnel management and hospitality fundamentals. You will learn to process payments, handle emergencies, anticipate needs and organize large quantities of information and materials. Since work experience and on-the-job learning are a vital component to being successful in the hospitality industry, you will practice skills in the simulated hotel classroom and through work experiences such as internships.

Why you should consider a career in the service industry. There are many reasons why a career in hospitality may be for you!

The industry is stable. People will always need to eat, drink, and have somewhere to sleep. Even in an economy that may not be doing very well, the hospitality industry will still be secure. You also don't have to worry about your degree becoming obsolete, because the hospitality industry will be around during the course of your lifetime (and beyond).

You also have ability to be a "people pleaser." No matter how large or small your role in the industry is, you will be interacting with people and have the ability to make everyone happy.





## *The Apprentice Firm Nepal's Establishes Hotel & Cruise Hospitality Training*

We are Nepal's recognised Hotel & Cruise line hospitality training institute, Our Institute not only enhances the technical skills of its students but also ensures their intellectual, emotional and social development and also their employability

The Apprentice Firm for Hotel & Cruise Hospitality & Culinary Arts was established in 2012, and is Nepal's established Hotel & Cruise hospitality institute specifically focused towards providing training for potential Hotel & Cruise line employment and can justifiably ensure of almost 100% placement track record. AHCTC started in Nepal & has ventured to international linkages and partnered with Genting-Star Tourism Academy in delivering the culinary and hospitality programs.

The Apprentice Firm program offers the best in Hotel & cruise line training and remains determined in providing short-term, hands-on practical courses to upgrade the technical skills of not only cooks and chefs to meet the recruitment standards but also potential recruits for Galley Stewarding, Laundry, Bakery & Pastries, F&B Services, Front Office, Casino, Tours, Cruises & Entertainment, Retail, Health & Spa, Security & Housekeeping departments. GSTA's affiliates and industry partners such as Genting, Star Cruises, Resort World, NCL, Marriott, Maxims and Remington Hotel continues to support on campus.

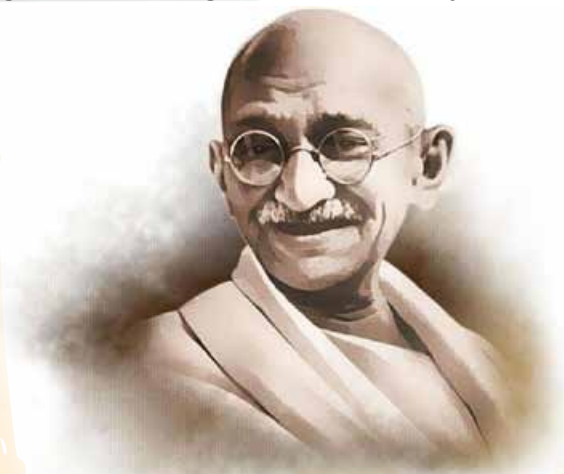
Enrolment in The Apprentice Firm for Hotel & Cruise Hospitality & Culinary Arts can be rewarding, not only the educational sense, but there's the opportunity to visit foreign destination, get international exposure, experience new culture, meet and interact with people from around the world, and make lifelong friends. And if you seek growth, you'll find you can chart a rewarding career not only in land but also in cruise line Industry.

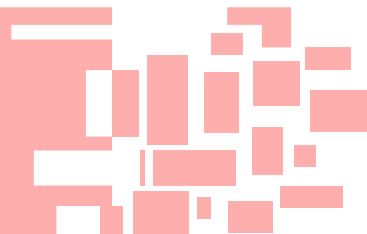
The Apprentice Firm for Hotel & Cruise Hospitality & Culinary Arts in partnership with GSTA gives Nepalese youth an opportunity to get an international certificate such as that of the Technical Education & Skills Development Authority (TESDA) of the Philippines.

So what are you waiting for? Pack your bags and get ready for an educational adventure of learning and fun with the Apprentice Firm for Hotel & Cruise Hospitality & Culinary Arts together with Genting-Star Tourism Academy.

“A man is but the product of his thoughts. What he thinks, He becomes.”

-Mahatma Gandhi





## Apprentice Firm Hotel & Cruise Training Center (AHCTC)-Offer Short Duration Hospitality Crash Courses

### *Programme: Food and Beverage Services Exposure*

*Curriculum (Outline):* F&B Operations and Its Systems, New Systems and Technologies, Restaurant Concepts, Bar Concept, Crew Training and Development, Policies and Procedures, Soft Skills.

### *Programme: Front Office Section Exposure*

*Curriculum (Outline):* Front Office Orientation, Basic Equipment/Computer System Operations, Operational Procedures, Soft Skills, Cashiering, Review on Safety-Related Procedures

### *Programme: Housekeeping Section Exposure*

*Curriculum (Outline):* Housekeeping Orientation, Operational Procedures and Practices, Skills Training on Cabins and Public Areas, Cabin Category, Laundry and Linen Room Visual.

### *Programme: Art of Commercial Cooking*

*Curriculum (Outline):* Enhances the knowledge, skills and attitude of kitchen staff in the art on safe food preparation. Includes training to improve competencies in cleaning kitchen areas, cooking hot and cold meals, preparing portioned and plated meat or food for guests in hotels, restaurants, resorts and luxury cruise liners

### *Programme: Stewarding Section Exposure*

*Curriculum (Outline):* Stewarding Introduction, Machines & Equipments, Chemical Familiarization, Cleaning and Sanitizing Procedures, Galley Equipment Cleaning Procedures, Garbage Handling & Job Safety and Security

### *Programme: Hotel & Club Security Section Exposure*

*Curriculum (Outline):* Security Introduction, Various Security Levels, Security Duties, Report Writing, Equipment Knowledge, Soft Skills.

### *Programme: Laundry Section Exposure*

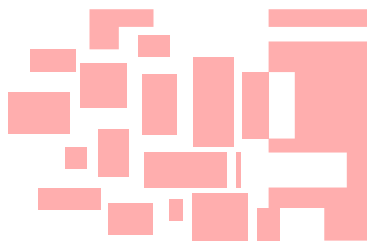
*Curriculum (Outline):* Laundry Introduction, Machines & Equipments, Chemical Familiarization, Handling and Storing, Washing Machine, Dryer Machine and its Functions, Washing and Extraction, Dry Cleaning Procedure & Guest Laundry Service.

### *Programme: Casino Section Exposure*

*Curriculum (Outline):* Casino Introduction, Casino specific training, Table Games, Standard and Specific Game procedures, Chips handling, Dealing Techniques, Game Protection and Hand Reading. Also learn the physical skills needed to be a dealer, such as Dealing, Shuffling and Spreading cards. Curriculum also comprises all the rules of games. Learn Games Like Blackjack, Baccarat, Roulette, Pontoon, Caribbean Stud Poker, Texas Hold'em Poker, Casino War and Tai Sai followed by Cashier, Slot Attendant and Casino Host, Soft Skills.

### *Added Trainings*

- Basic Soft Skills
- Developing Training Skills
- Crew Upgrade /Enhancement Training
- Personality Development Training
- Developing Managerial Skills
- Pre-Employment Training
- Leadership Training



## AHCTC Provides Higher Diploma Courses

### *Diploma of Hospitality Management in Food & Beverage Operation.*

*Duration: 15 months Including Internship*

Enhances the knowledge, skills and attitude of bar and restaurant staff on food and drinks preparation and service. It includes the efficient link between kitchen and service area, effective food and beverage and room services, and provides significant updates in the food and beverage industry. It will include Bar Operations, Food and Beverage Service, Alcoholic and Non-alcoholic Beverages Preparation & Service, Room Service, Customer Service, Workplace Hygiene and more.



### *Diploma of Hospitality Management in Front Line & Accommodation Services.*

*Duration: 15 months Including Internship*

Covers the knowledge, soft and hard skills and attitude of an effective front office staff in accordance with enterprise standards. It also includes Reservation Receiving and Processing, Computerized Reservation System Operation, Accommodation Reception Services, Financial Transactions Processing, Club Reception Services and Porter Services & more.



### *Diploma of Hospitality Management in Kitchen operation.*

*Duration: 15 months Including Internship*

In-depth knowledge, skills and attitude of kitchen staff in the art on safe food preparation. Includes training to improve competencies in cleaning kitchen areas, cooking hot and cold meals, preparing portioned and plated meat or food for guests in hotels, restaurants, resorts and luxury cruise liners. It will include Food Preparation and Presentation, Methods of Cookery, Meat Preparation and Cooking, Stocks, Sauces and Soups Preparation, Appetizers, Salads and Sandwiches Preparation, Poultry, Meat Cuts, and Sea foods Preparation and Cooking, Hot and Cold Desserts Preparation, Pastry, Cakes, and Yeast-based Products Preparation, Prepared Foodstuffs Packaging, Workplace Hygiene and more







## WELCOME

Be Different and Rise Above the Rest through the World-Class Education from Genting Star Tourism Academy.

### *Genting-Star Tourism Academy*

- Is a Center of Excellence in the delivery of world-class hospitality and professional training programs. With a vibrant spirit and bold vision, the Academy offers accredited certificate courses, corporate and lifestyle classes to professionals as well as fresh graduates.

Owned by Genting Hong Kong, a global leisure, entertainment and hospitality corporation with core competences in both land and sea-based businesses, We also provide work-ready employees to our group and associated companies, including Star Cruises, Norwegian Cruise Line and Resorts World Manila.

Empowered with a topnotch education and training, The Apprentice Firm - GSTA students are confident to meet the discerning requirements to thrive in the hospitality and tourism industry.

### *Vision*

- To be the Center of education in the delivery of quality competency-based hospitality and professional development training.

### *Mission*

- We are committed to provide holistic, experiential industry-based, and high-quality professional and practical training combining proprietary and the best-in-class curriculum.

### *Offerings*

- We offer world-class Training & Certification and short courses to prepare you for an international career in the hospitality and tourism industry.
- We are committed to ensuring that you are ready to make your mark in the world!

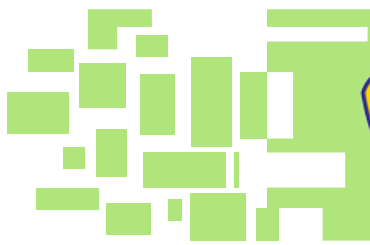
### *Values*

- Commitment to Quality Training and Skills Development
- Professionalism
- Personal Accountability
- Social Responsibility

### *Corporate Legacy*

- GSTA is affiliated with Genting Hong Kong Limited and Travellers International Hotel Group. Inc.





## Certificate II in Food & Beverage Services

*Course Duration: 3 Months + minimum of 400 hours of internship*

Enhances the knowledge, skills and attitude of bar and restaurant staff on food and drinks preparation and service. It includes the efficient link between kitchen and service area, effective food and beverage and room services, and provides significant updates in the food and beverage industry.



### Course Highlights

- Bar Operations
- Food and Beverage Service
- Alcoholic and Non-alcoholic Beverages Preparation & Service
- Room Service
- Customer Service
- Workplace Hygiene



## Certificate II in Accommodation Services (Housekeeping)

*Course Duration: 3 Months + minimum of 400 hours of internship*

Enhances the knowledge, skills and attitude of staff in the art of effective housekeeping.



### Course Highlights

- Housekeeping Services
- Room Preparation
- Cleaning Premises and Equipment
- Valet Service
- Linen and Guest Clothes Laundering
- Occupational Health and Safety





## Certificate II in Front Office

*Course Duration: 3 Months + minimum of 400 hours of internship*

Covers the knowledge, soft and hard skills and attitude of an effective front office staff in accordance with enterprise standards.



### Course Highlights

- Reservation Receiving and Processing
- Computerized Reservation System Operation
- Accommodation Reception Services
- Financial Transactions Processing
- Club Reception Services and Porter Services



## Certificate II in Bread & Pastry Production

*Course Duration: 4 Months + minimum of 400 hours of internship*

Equips participants with knowledge, skills and attitude to safely and creatively prepare pastry and bakery products; and present and serve plated and portioned desserts and petits fours for guests.

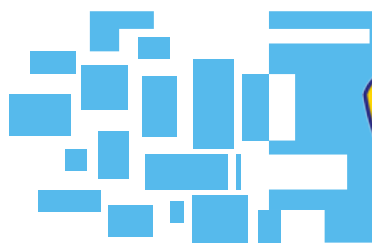


### Course Highlights

- Cakes, bread & Pastry Preparation and Presentation
- Making dough or batter.
- Roll, cut, and shape of dough, pie crusts, tarts, cookies, and related products.
- Cutting, peel, and preparing fruit for pie fillings.
- Baking & cooking
- Mix icings and other toppings and decorate cakes, pastries, and other baked goods.
- Use a variety of kitchen tools, including electric mixers, pans, rolling pins, and cutting tools. Develop new recipes.







## Certificate II in Cookery NC II

*Course Duration: 6 months + minimum of 400 hours of internship*

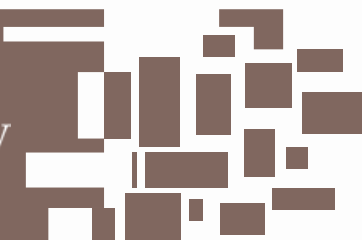
Enhances the knowledge, skills and attitude of kitchen staff in the art on safe food preparation. Includes training to improve competencies in cleaning kitchen areas, cooking hot and cold meals, preparing portioned and plated meat or food for guests in hotels, restaurants, resorts and luxury cruise liners



### Course Highlights

- Food Preparation and Presentation
- Methods of Cookery
- Meat Preparation and Cooking
- Stocks, Sauces and Soups Preparation
- Appetizers, Salads and Sandwiches Preparation
- Poultry, Meat Cuts, and Sea foods Preparation and Cooking
- Hot and Cold Desserts Preparation
- Pastry, Cakes, and Yeast-based Products Preparation
- Prepared Foodstuffs Packaging
- Workplace Hygiene





## Admission Requirements

### 1. General Requirements

- Must be 19 to 25 years old
- Must be at least high school graduate
- Must be able to communicate in basic English (for Culinary & Housekeeping candidates) and above average English (for F&B and Front Office) - both oral and written
- Must meet the minimum height requirements
- Should not have any visible Tattoo or Scars

### FRONT OFFICE, FOOD & BEVERAGE and ACCOMMODATION SERVICES

- 5'5 for male
- 5'2 for female

### BREAD & PASTRY PRODUCTION & COOKERY

- 5'0 for both male and female
- Must be physically and mentally fit
- Must have good character
- Must be able to perform basic mathematical computation

### 2. Documentary Requirements

- Photocopy of birth Certificate
- Certified True Copy of High School Diploma (for High School Graduates), Certified True Copy of College Diploma (for college graduates), and Certified True Copy of High School Diploma (for college undergraduates)
- Transcript of Records from recent school
- Certificate of Good Character from Recent School
- Completed Genting-Star Tourism Academy application form
- 2pcs of 2x2 picture with white background
- 1pc. 4R picture (whole body wearing corporate attire with white background)
- Scanned / Photocopy of Passport
- Scanned / Photocopy of Student Visa issued by the Philippine Embassy of Immigration
- Scanned / Photocopy of airline ticket for arrival details

### 3. Entrance Tests and Interviews

- Written Test (Reading Comprehension, English, Logical Comparison & Basic Computation Items)
- Interview

### 4. Medical Requirement

- Medical Certificate from the academy's accredited clinic

### 5. Payment Schemes

- Option 1: Full Payment- cash or check
- Option 2: 2 Installment Plan

## Inclusions

1. Training Fees
2. Accommodation
  - Food
  - Lodging
3. Uniform
4. Internship

Note: The following are also included and to be provided by The Apprentice Firm:

1. Air Ticket
2. Visa
3. Seaman's Training Certificate of Watch keeping Course (STCW)
4. Seaman's Book
5. Crash Courses
6. Job Placement Assistance
7. Medicals
8. Insurance



## Faculty

It is manned by locally and internationally certified trainers who have many years of vast industry-based international experience in the curricular programs they are handling. Trainers are baccalaureate degree holders. Some have gone up to the Master's level and even doctorate (Ph.D.). On top of their academic degrees from the country's top colleges and universities, are their professional certifications (from Certificate to Diploma levels) awarded by international bodies and registered training organizations such as Training Services Australia (TSA), Western Australia (WA) Training, American Hotel and Lodging Association (AH&LA- Educational Institute), Australasian Hotel College, Serv Safe, to name a few.

Furthermore, the Academy has a pool of highly competent resource speakers/visiting faculty members for various corporate trainings, call center personnel development and information technology seminars.

All Our Trainers are Highly qualified and competent trainers with international certifications, and more than 11 years of experience in Hotel & Cruise line hospitality, corporate and academic sectors.



*GSTA-Trainers*



*ACHTC-Trainers*





## WORLD-CLASS facilities

*State-of-the-art , competency-based, industry-standard and well-maintained facilities supporting the internationally-recognized programs facilitated by seasoned trainers. To maximize learning, the Academy has the following major facilities:*

### *For Culinary Arts/Commercial Cooking NC II:*

Fully-equipped, industry-standard kitchen complemented by a fully-equipped kitchen demonstration room Kitchen: High Industry-level Kitchen, Fully Equipped Kitchen Demonstration Room, Industry-level Restaurant.



### *For Housekeeping NC II:*

Maxims Suite and Remington Hotel Mock-URooms.

### *For Front Office NC II:*

Fully-equipped Front Office Laboratory with Front Office Management Systems and Software (e.g. Micros-Fidelio, Opera, etc.)



### *For F&B NC II:*

Fully-equipped, industry-standard Training Restaurant with Chinese, Western, Continental, and Bar Setups.



### *Software Training Laboratory:*

Computer-aided instruction. With the latest software in hospitality training



### *Multi-purpose Learning Resource Center:*

Wi-Fi Student Lounge with the latest resource holdings.

### *Lecture Rooms:*

Lecture Rooms with built-in Audio-visual Setup



### *Dormitory:*

Dormitory with fully- equipped gym, TV lounge, and laundry facilities



*Accredited by:*



Accredited by Technical Education & Skills  
Development Authority (TESDA)



Accredited Training Center by the  
Department of Tourism



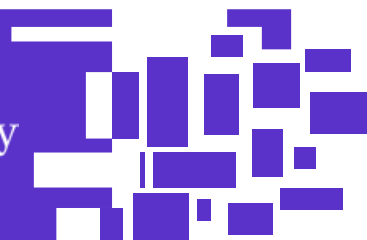
Accredited by the Bureau of Immigration,  
Philippines



Accredited Philippines Board of  
Investments



**PHILIPPINE**  
**BOARD OF INVESTMENTS**



## GSTA's The World-Class Industry Partners



*Star Cruises*, the leading cruise line in Asia-Pacific. Star Cruises, together with Norwegian Cruise Line (NCL), is the third largest cruise operator in the world that owns a combined fleet of 18 ships visiting over 200 destinations in the world, offering approximately 35,000 lower berths.



*Resorts World Manila (RWM)* is Genting Hong Kong's first foray in a land-based attraction. RWM opened its doors to the public in August 2009, and is one of the premier leisure brands under the Genting Group, representing a flagship integrated leisure and entertainment complex featuring 3 hotels including a six star all-suite Maxims Hotel, an iconic shopping mall, 4 high-end cinemas and a multi-purpose performing arts theatre.



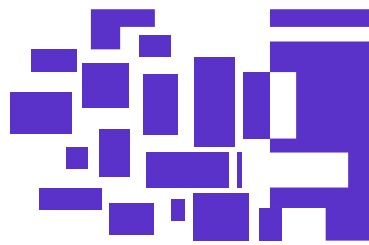
*Maxims Tower* is the all-suite luxury hotel in the Philippines, setting the benchmark for high-end accommodations in the country. Catering to guests with the most discerning tastes, this first-class city retreat is equipped with 172 spacious and lavishly-furnished suites. Complementing the plush amenities is its impeccable, personalized service. Each room is assigned a butler to attend to the guests' every need, from their itinerary to dining reservations, 24 hours a day.



*Remington Hotel* in Pasay City, Philippines incorporates affordability with stylish class and outstanding convenience, providing holidaymakers with a comfortable escape amid the fabulous Resorts World Manila. The 3-star hotel has over 700 rooms designed to transcend guests' expectations by giving them an unruffled haven. Each Room comes complete with Internet access, a generous space for lounging and sleep, and appointments that betray the budget-friendly rates. Additionally, the in-house facilities and services ensure a convenient stay. Set in Metro Manila's newest entertainment complex, the hotel also offers visitors world-class entertainment options, such as a casino, deluxe mall, and cinemas.







## *Graduated Students Claims- The World as their work place*



## *Our New Interns - With their flight to opportunities of Success*



## Our Industry Partners



**Kathmandu Overseas Pvt. Ltd.**  
Baluwatar, Kathmandu, Nepal



**Explore Hotel Management & Tourism Training Center (EMTC)**  
Kalimati, Kathmandu, Nepal



**Genting-Star Tourism Academy**

**Genting-Star Tourism Academy (GSTA)**  
Newport City, Pasay City, Philippines



**Neon Institute of Gaming & Hospitality Training Pvt. Ltd.**  
Chundevi, Ganesh Marga, Maharajgunj, Kathmandu, Nepal



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[www.theapprenticefirm.com](http://www.theapprenticefirm.com)

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