

CERTIFIED INSTITUTE OF HOSPITALITY TOURISM AND MANAGEMENT

Exploring new horizon
A guide to membership



Welcome

Tourism has continued to assume tremendous growth in recent years. Throughout the world, more people than it was ever thought possible travel for pleasure, business and the like within their own country and abroad. The impact of tourism felt all over the world, either as a generator or receiver of tourists or both has made tourism a catalyst for economic development and social well-being of the people. However, the full potentials of tourism cannot be realized without adequately trained manpower and professionalization of the industry.

It is in view of the above that the Certified Institute for Hospitality Tourism and Management, the apex institution and professional career ladder for the hospitality tourism and Management industry in Nigeria and the West Africa sub-region was established in and incorporated. The agreement for the establishment of the Institute was sealed between American, Nigerian and Polish professionals.

The Institute is modelled on the lines of premier professional international institutions. An autonomous institute, it endeavours to carve out a niche for itself and gain pre-eminence as an Institution dedicated to the synergistic blend of theory and practice, professional, academics and administration, education and employability, national and global factors, traditional and modern concepts and issues for today, tomorrow and beyond and to transform itself to become the apex body for holistic development of all related sectors coming under the Tourism and Hospitality industry through provision of education, training, research and consultancy services.

The Institute is determined to mould the members and students for a global environment, to instill character and values required for a responsible decision making in all professional and personal activities. The meticulously designed curriculum which is revised from time to time as the Industry warrants enables the members and students to develop skills in communications, critical thinking, ethics, interpersonal relationships, leadership and technology that are assimilated and applied in the professional courses of the Mona Institute of Hospitality Tourism and Management at the Postgraduate Diploma, Advanced Diploma, Diploma and Certificate level programmes in affiliation with some tertiary institutions.

 **ABOUT US**

CIHTM is an international learning solutions Institute that commenced its certification, education and training business in 2012. Certified Institute of Hospitality Tourism and Management is a professional body in Nigeria empowered by law to train well as examine all its students and members. Besides, it is a professional body having the absolute power to advance the science of hospitality tourism and management in Nigeria and beyond. The Institute was established to promote knowledge of the science and art of Hospitality Tourism and Management, ICT and multimedia, Logistics and Transport and to provide a source of authoritative views for communication to government, industry and the community at large .

The Certified Institute of Hospitality Tourism and Management the professional body with education and training programs reflecting the national environment which would meet internationally accepted standards. It was born out of a burden shared by a number of well meaning Nigerians for a home grown and home spun professional body. It sought a thoroughly Nigerian and community based approach to the definition of hospitality tourism and management standards and practices.

The Certified Institute of hospitality tourism and management (CIHTM) a division of mona institute of hospitality tourism and management was established Under Companies and Allied Matters Act 1990 and also approved by Federal Ministry of Education , as a professional body to regulate the training and dedicated to the practicing of hospitality, tourism and management within the membership framework throughout Nigeria and beyond. CIHTM offers certifications, individual training courses in hospitality, tourism, logistics, transport, ICT and networking, multimedia & animation, aviation, banking, finance and management in collaboration with some tertiary institutions and other professional bodies.

Certified Institute of Hospitality Tourism and Management is dedicated to promote and advance the science and practice of hospitality tourism and management in West Africa and fosters professionalism in the management of hospitality tourism and management around the world.

Certified Institute of Hospitality Tourism and Management is working to help in obtaining and exchanging academic, industrial research and technical knowledge in the field of hospitality tourism and management

Certified Institute of Hospitality Tourism and Management conducts examinations and granting membership of the Institute; to test the competency of persons engaged in hospitality tourism and management and to grant certificates of competency in the respective field, publications on matters of professional interest and any such other means.

The Institute is confident that her members will continue to play a critical role in helping Nigeria and its international communities to achieve its Vision goals and objectives and also move the economies of other African markets to world class status.

Certified Institute of Hospitality Tourism and Management was established with the aim of becoming an international leading and foremost professional body training institution in Africa. Our focus is to foster the best practices in hospitality tourism and management professionalism; through academic and training

programs. Our main courses are offered under the banner of our accredited training schools 'College of Hospitality Tourism and Management the institute postgraduate college.

Objectives

The main objectives of the Certified Institute for Hospitality Tourism and Management includes:

- To provide improved and quality service in the hospitality tourism and management industry by introducing professional, technical and specialized training as well as post-graduate course in the travel and tourism and hospitality fields.
- To provide short and long term managerial and supervisory training for the development of specific skills as well as to enhance the quality and efficiency of senior functionaries in the hospitality and tourism industry.
- To co-operate with relevant bodies to organize and facilitate staff development programmes for teachers and supervisors in polytechnics, universities and the tourism industry.
- To co-operate with relevant bodies in developing and updating international training curriculum for all levels of personnel in the industry.
- To provide a forum at which representatives of both public and organized private tourism sectors and tourism institutions could exchange ideas and information on development in the industry.
- To keep and maintain a register of Travel and Tourism Accredited training institutions, their training programmes, subjects, locations standards, durations and type.
- To develop a learning resource center for the production of audio visual aids, collection and dissemination of learning materials.
- To source funds and technical assistance for the promotion of its objectives

OUR VISION & MISSION

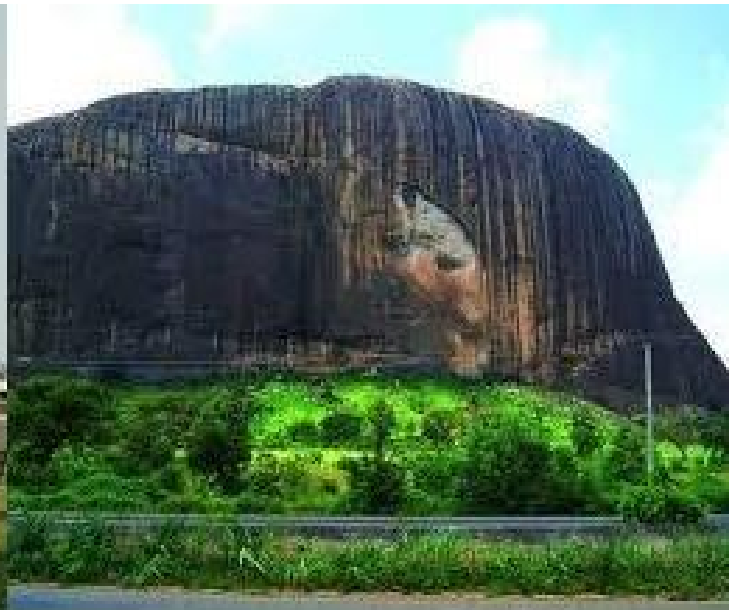
TO BE THE PREFERRED INSTITUTE LEARNING SOLUTIONS PROVIDER GLOBALLY.

To advance the science of hospitality tourism and management in Nigeria, pioneering a multi-disciplinary emphasis in the production of well rounded, well blended, and well-honed professionals, profound in knowledge, skillful in practice, and ethical in conduct.

All hospitality tourism and management graduates with B.Sc. and HND from Nigerian Universities and Polytechnics, are eligible to apply for direct membership and those with qualification from other field to apply for Conversion training programme to qualify with the Institute and earn the designation Associate, Fellow, Full Member, Corporate and Affiliate Member. The Institute also accepts specific overseas professional qualifications which are recognized under CIHTM. All students aspiring to become members of the Institute must attend the Mona Institute of Hospitality Tourism and Management, Abuja or other accredited training centres in preparation for the Institute's conversion programme , consisting of Foundation, Intermediate, Six Papers Professional I Course A streams I (PE I) and SIX PAPERS at Professional II Course B Stream II (PEII) details of which are contained in the syllabus.

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A NETWORK YOU'LL WANT TO BE PART OF

Becoming a member of CIHTM

Organisations are hungry for new ideas and processes that will give them a competitive advantage in today's increasingly global market place. Inevitably, this has created growing demand for knowledgeable and professionally qualified managers who can control costs and build valuable partnerships with vital suppliers and deliver good service to customers.

And that's where CIHTM comes in With more than 10,000 members worldwide the voice and guardian of the hospitality tourism and management profession, helping individuals, organisations and the wider business community to grow and to make the most of the opportunities that are out there.

We lobby governments and business leaders on your behalf so that they understand the contribution you and your colleagues make to corporate, national and international prosperity, offer study programmes that are recognised around the world and promote a Code of Ethics that has become the international benchmark for hospitality tourism and management practice.

Understandably, we're very proud of these achievements and were pleased to be granted the Incorporation, affirming our success in developing high professional standards within the hospitality, tourism and management profession.

Enhancing your career Membership will enhance your status as a hospitality tourism and management practitioner and give you the backing of a well-informed professional body. In fact, our research shows that CIHTM members enjoy higher salaries than their non-member colleagues in similar hospitality tourism and management roles. We believe this is because organisations value the support CIHTM can bring to their business.

As a member, you'll be part of a professional body that gives you direct access to valuable information on the most effective hospitality tourism and management tools and techniques. Whilst our seminars, conferences and local events provide opportunities to exchange ideas and contacts with other hospitality tourism and management professionals.

In addition, our structured ladder of qualifications means you can quickly build on your existing experience and qualifications to achieve a CIHTM qualification in hospitality tourism and management.

Most of our members aim for the CIHTM Level 6 Graduate Diploma - a degree-level professional qualification that entitles you to use the prestigious letters MCIHTM after your name. And if you're interested in keeping abreast of developments in the profession, but are not a 'full-time' hospitality tourism and management professional, you can join us as an Affiliatemember

How you can benefit

As a member of CIHTM, you'll have direct access to advice and services designed to enhance your career prospects and make your organisation more competitive.

Information and practical advice - all the help you need to identify and research hospitality tourism and management techniques that could benefit your own organisation. Download information from www.cihtm.org or contact the CIHTM Professional Practice Team by phone or email for further guidance.

Free subscription to 'Tourism World' - our fortnightly magazine brings you news and features from many different market sectors, a diary of events, and case studies on topics such as eco-tourism. We mail it to your home or workplace free of charge.

Informative website - your membership number gives you full access to the members' area of the website which includes downloadable study materials and professional resources such as "CIHTM Knowledge Works" to help in your day-to-day role.

Training portfolio - we provide an extensive range of training courses to suit hospitality tourism and management professionals at all levels, plus seminars and conferences. Members pay less for our world-class courses and training (1 to enhance your skills

Bookshop - the CIHTM bookshop is the only place you'll ever need to visit for hospitality tourism and management -related publications. As a member you are entitled to discounts on selected books, including the authoritative CIHTM course books, published for all our qualifications. It can be accessed online or by phone.

Continuing Professional Development (CPD)

- CPD describes the whole range of learning experiences, both formal and informal, which enhance and develop your career-related knowledge, understanding, skills and competences. As a member, we'll validate your CPD activities free of charge, providing you with positive proof of your commitment to self-improvement and self-development.

Recruitment - you can contact our recruitment team, CIHTM-GPA, for advice on how to develop your career. If you're looking for your next move, be it a permanent role or as an interim project or assignment, simply call us or check out our up-to-date list of opportunities on the website - www.cihtm.org

Networking opportunities - CIHTM has a network branches nationwide and beyond. Throughout the world we've got members in about 14 countries. Branch activities include both social and business events where you can meet like-minded people and exchange ideas, experiences and information

Different types of membership

The five categories of CIHTM membership (Student, Associate, Full, Fellow and Affiliate) reflect different levels of experience and qualifications, and every category entitles you to the full range of CIHTM benefits, services and activities.

Student

Student members pay a reduced membership subscription fee and gain the full range of CIHTM membership benefits.

This category of membership is for members working towards one of the following:

- Level 5 Advanced Diploma in Hospitality Tourism and Management.
- Level 4 Foundation Diploma in Hospitality Tourism and Management.
- Level 3 Certificate in Hospitality Tourism and Management.
- International Certificate and Advanced Certificate
- N/SVQ level 3 in Hospitality and Tourism • CIHTM accredited first degree.

Associate members pay a reduced membership subscription fee and gain the full range of CIHTM membership benefits. This category of membership is open to those working towards one of the following:

- Level 6 Graduate Diploma in hospitality tourism and management
- CIHTM Personal Development Plan (PDP)
- An accredited post-graduate programme
- N/SVQ level 4 in Hospitality and Tourism/SCNI or if you have completed

- Level 5 ('Diploma in Hospitality Tourism and Management.

Full Member (MCIHTM) Full membership allows members to use the letters MCIHTM after their name. They are also entitled to vote at CIHTM General Meetings and in elections to the Council.

This category of membership is open to those who have achieved one of the following:

- CIHTM Graduate Diploma or Level 6 Graduate Diploma
- Degree accredited by CIHTM
- N/SVQ level 4 in Hospitality Tourism and Management, with an appropriate level of experience

- CIHTM Personal Development Programme (PDP).

To become MCIHTM, members must have three years' relevant experience in a position of responsibility in Hospitality Tourism and Management.

Fellow (FCITM) This is the most senior grade of membership and an honour conferred on existing members of CIHTM who have demonstrated a high level of achievement in hospitality tourism and management. Fellows can use the letters FCITM after their name, and can also vote at CIHTM General Meetings and in elections to the Council.

Affiliate This membership category is designed for people who want to keep up to date with developments in hospitality tourism and management. but would rather not study for professional qualifications.

- Access to CIHTM products and services
- No entry qualifications or experience required'

A choice of study plans

Breathing new life into your career A choice of study plans

Our study programme gives you a clear route to full membership of the Institute. and a choice of learning methods 'u can

- Attend a part-time course at your local college
- Join a distance learning course so that you can study at home or work. with the support of a tutor
- Study at your own pace using the course books available from the CIHTM bookshop at <http://cihtm.org>
- Follow a CIHTM flexible learning or modular programme minimising the time away from work.

For further information on different qualifications. please refer to 'How and where to study. your guide to CIHTM qualifications' or check the website at:

[www.cihtmglobal.org/qualifications/how and where to study](http://www.cihtmglobal.org/qualifications/how_and_where_to_study). Alternatively, call CIHTM on +234-(0) 8176157377, 092929306 for details of CIHTM course providers.

NVQs
Although NVQs are not CIHTM-owned qualifications, they do offer a route through to full membership of CIHTM. So if you're currently studying for one, we'd advise you to follow a progressive route through levels 3 and 4 rather than transfer to the CIHTM academic route. If you're working towards NVQ level 4 in hospitality and tourism. you'll need to have at least three years' experience in a position of responsibility within hospitality, tourism, travel and management to gain CIHTM full membership.

Personal Development Plan

This offers a route to membership for senior hospitality tourism and management professionals

who wish to have their experience and responsibilities recognised professionally, but for whom the examination route is no longer appropriate. Each individual has a Personal Development Plan (PDP) produced, based upon existing knowledge, experience and responsibilities. On receipt of your application, CIHTM will identify whether the PDP route is appropriate and develop your PDP with you.

Undergraduate opportunities

A number of specialist undergraduate programmes have also been accredited by CIHTM'. offering an alternative route to full membership These are usually through conversion programme year full time programmes See our website www.cihtm.org for details.

Postgraduate opportunities

The Graduate Diploma is increasingly becoming a stepping stone for postgraduate studies and there are a number of specialist hospitality tourism and management programmes available which CIHTM graduates may wish to consider. Those accredited by CIHTM offer an alternative route to full membership. Ultimately the decision for acceptance onto such a programme lies with the university authorities and is based, not just upon previous qualification, but other specific criteria. Our website gives details of postgraduate programme providers.

Corporate Award

Organisations may choose to train their personnel in a group and to undertake a CIHTM Corporate Award, which is an accredited programme, tailored to the organisation's specific training needs and leading to MCIHTM.

GUIDING YOU IN A NEW DIRECTION

Where to go now

You can fully complete and return your application form, with the appropriate payment to First Bank A, indicating in Section 11 the specific membership route you wish to follow or go to membership download forms and complete to join.. Membership fees will be on an annual basis and new applicants will also pay a one-off initial assessment fee. You will find current fees listed on your application form or on the website.

If you wish to achieve membership through a CIHTM programme of study

- If you've decided that you'd like to gain membership through a programme of study, you should read 'How and where to study'. CIHTM will give you further information on the content of the different programmes, their entry requirements and the providers offering tuition. As soon as you've found a provider or coordinator, you're advised to contact them directly to find out the timing, cost and enrolment requirements.

- Once you're accepted on the course you should register with CIHTM. Registration will give you membership of the Institute and will ensure you're eligible to enter to your examinations when you're ready. Application forms are available from our office, alternatively; you can apply online through the website,

- If you think you're eligible to apply for exemptions from some units of the programmes, please don't forget to send in your supporting information together with your completed registration form and payment.

- Once we've received your completed registration form, we'll make every effort to process this within 10 working days. However, at busy times of the year (August and September), this may take a little longer, due to the sheer volume of applications.

- As soon as your registration has been completed, you'll receive a welcome pack which will include

your membership number. This pack will also include a guide to studying.

If you wish to achieve membership through a programme recognised by CIHTM

- We recognise a number of programmes, including Advanced Diploma in Hospitality & Tourism (Level 4) and postgraduate and undergraduate programmes,

- If you're embarking on a programme which has been recognised by CIHTM, we'd recommend you register as a member as early as possible. Registration will provide you with access to the membership benefits which will assist you through your study.

- As soon as you've completed your programme you should advise us in writing, providing a copy of your certificate and notification of performance and experience. We'll upgrade your membership as appropriate.

If you wish to achieve membership through the PDP route

- Complete and return the application form, indicating that you'd like to undertake the personal development plan route to membership.

- You'll receive a PDP assessment questionnaire which you should complete and return together with your payment, CV and any other supporting evidence.

- Our PDP Adviser will contact you with information to progress your PDP.

If you wish to register as an Affiliate member, not progressing to full membership Complete and return your application form, with payment, indicating that you'd like to register as an Affiliate member, not progressing to full membership.

Your membership benefits begin!

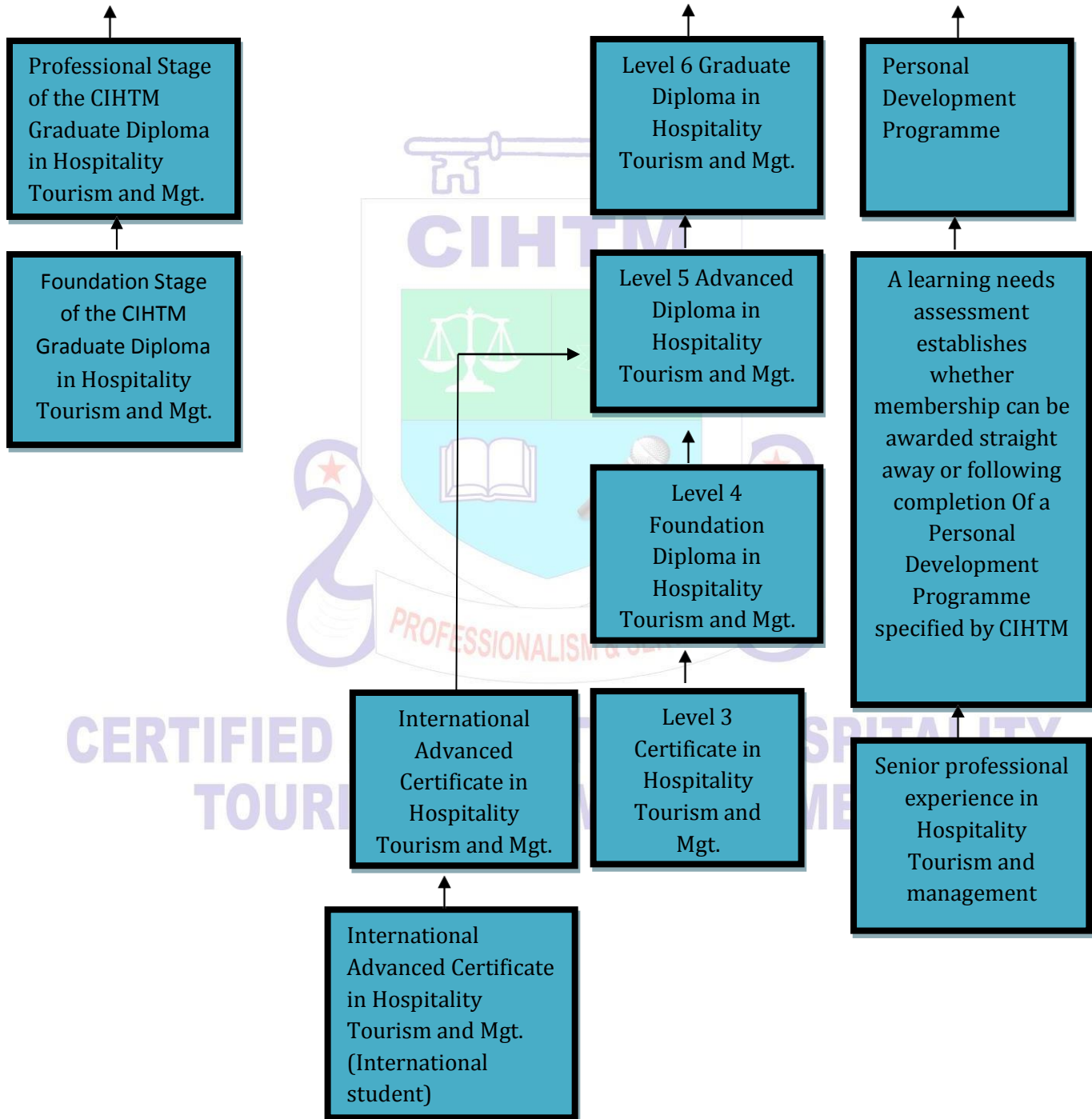
Around four weeks after you're registered, you'll receive your first copy of Tourism Management magazine and your membershipcard. Your membership number allows you to log onto the 'member only' areas of our website: cihtmglobal.org

TAKING YOU WHERE YOU WANT TO GO

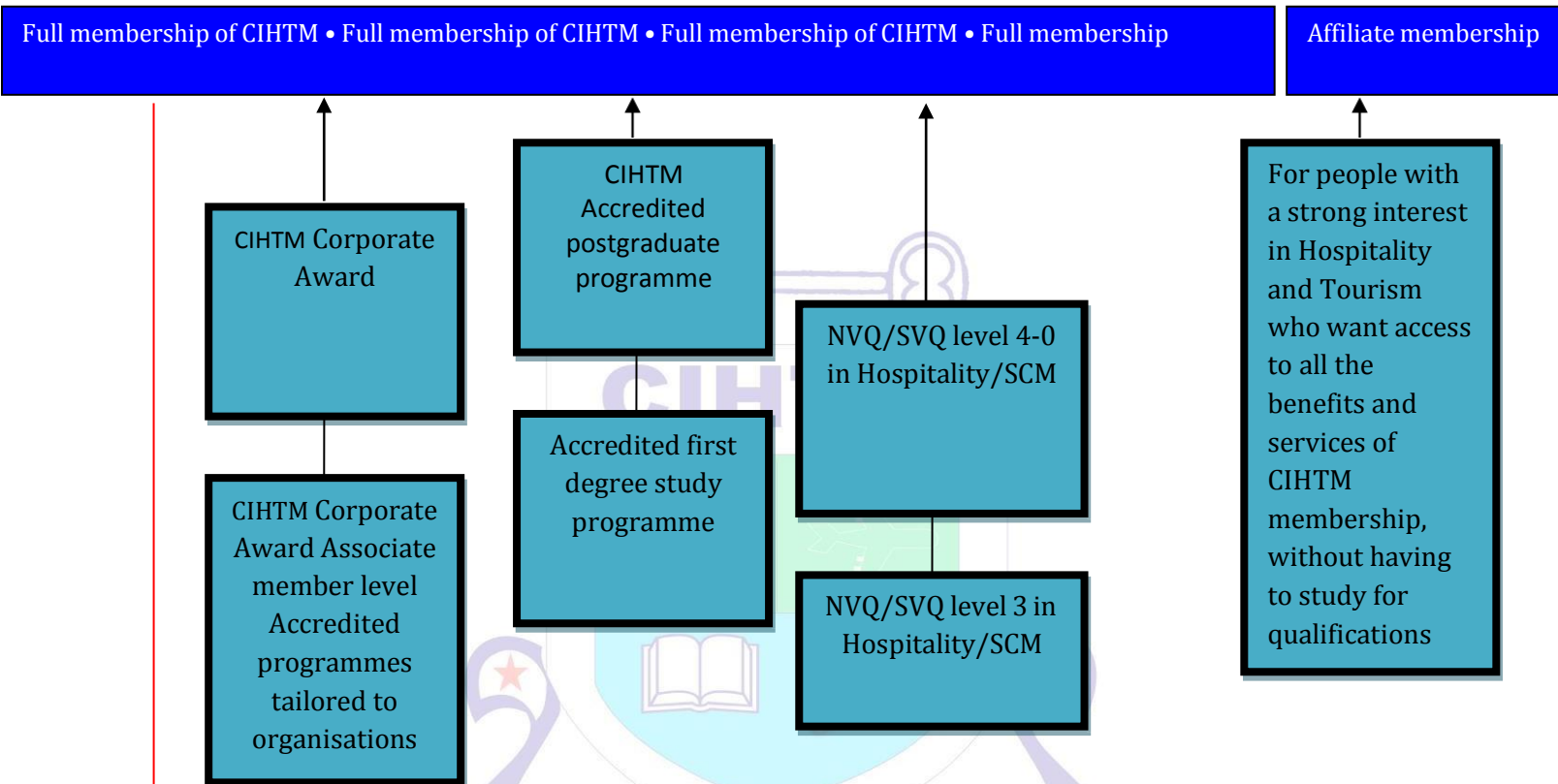
Planning your next

We offer a number of ways to achieve the different grades from studying the qualification programmes, completing an undergraduate or post-graduate qualification accredited by CIHTM, and its affiliated institutions and Personal Development Programme (PDP).

Full membership of CIHTM • Full membership of CIHTM • Full membership of CIHTM • Full membership of CIHTM • Full



This chart provides you with an overview of the membership categories and routes to full membership either by CIHTM academic qualifications or other programmes.



- If you're embarking on a programme which has been recognised by CIHTM, we'd recommend you register as a member as early as possible. Registration will provide you with access to the membership benefits which will assist you through your study
- As soon as you've completed your programme you should advise us in writing, providing a copy of your certificate and notification of performance and experience. We'll upgrade your membership as appropriate,
- Whichever route you follow to gain full membership and CIHTM you must have three years' relevant experience in a position of responsibility in hospitality tourism and management.

If you wish to register as an Affiliate member, not progressing to full membership Complete and return your application form, with payment, indicating that you'd like to register as an Affiliate member, not progressing to full membership.

Registrar/Chief Executive
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