



**ASCENSUS
INSTITUTE**

**CGS
Level 3**

Certificate in Guest Services

The Certificate in Guest Services course prepares learners with practical training before they advance to the next level of academic qualification in their hospitality careers.

This course focuses on equipping the learners with the fundamental theoretical, operational, and practical knowledge and skills they will need to excel in hotel front desk and housekeeping operations.



DURATION OF COURSE

4 months (Full-time)
6 months (Part-time)



MODE OF TRAINING

BLENDED



COURSE FEE

SGD 2,900 (without GST)
SGD 3,161 (with GST)

Industrial Attachment:

Duration: 6 months

Alternative to the Industrial Attachment: A final written project to be submitted within 2 months upon receiving of the project outline.

Modules

- 01 Front Desk Operations**
- 02 Housekeeping Operations**
- 03 Customer Service**
- 04 Hospitality Communication**
- 05 Industrial Attachment**
(6 months Internship)
(Subject to placement availability)
- 06 Final Written Project**
(2 months)
(Alternative to the internship)

Entry Requirements

- Minimum Age:** 17 years old
- Language Proficiency:**
 - Attainment of IELTS 4.5 or equivalent, or
 - A pass in ASCENSUS INSTITUTE’s English Literacy Test with a minimum grade of 50%.
- Minimum Academic:**
 - Normal Entry:**
 - Completed NITEC, or
 - At least 1 pass with a minimum C6 for GCE ‘N’ Level, or
 - Completion of High School (9th year) qualification or equivalent for International Students
 - Alternative Entry:**
 - Applicants with the minimum age of 30, who do not possess the above qualifications but have a minimum of 8 years working experience, may be considered for entry into this course.
 - Evidence of previous employment will need to be provided, together with a reference from the current or recent employer.

Please contact us
for more details

+65 6822 2212

Enquiries@ASCENSUS.edu.sg

www.ASCENSUS.edu.sg



ASCENSUS
INSTITUTE

CGS
第三级

宾客服务证书

《宾客服务证书》课程为学员们提供实践培训，使他们在酒店业的职业生涯中能够进入更高层次的学术资格。

该课程侧重于为学员们提供在酒店前台和客房部运营中所需的基本理论、操作和实际知识与技能。



学制与时
4个月 (全日制)
6个月 (兼职)

培训模式
混合式

课程费用
新加坡元 2,900 (不包括消费税)
新加坡元 3,161 (包括消费税)

业务实习

实习时长：6个月

替代业务实习方案：必须在收到作业大纲后的2个月内提交最终书面作业。

科目单元

- 核心课
- 01 前台操作
 - 02 客房部运营
 - 03 客户服务
 - 04 接待通讯
- 选修课
- 05 业务实习
(6个月实习)
(视实习安排情况而定)
 - 06 最终书面作业
(2个月) (实习的替代方案)

入学要求

- 最低年龄：17岁
- 语言能力：
 - 达到雅思 4.5 或同等水平，或
 - 通过Ascensus Institute的英语读写能力测试，最低成绩为 50%。
- 最低学历：

普通入学要求：

 - 完成 NITEC 资格，或
 - 至少在GCE 'N'水平考试中取得不低于C6的一门科目及格，或
 - 完成国际学生高中(第9年)资格的同等学历

替代入学要求：

 - 年龄高于30岁，未获得以上学历但具有至少8年工作经验的申请者，可以被考虑录取该课程。
 - 需要提供工作经验证明，以及当前或最近雇主的推荐信。

请联系我们以
获取更多详情

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ASCENSUS INSTITUTE

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