



MINISTRY OF TOURISM
Republic of Maldives

C I R C U L A R

Circular no: 88-IIHR/CIR/2022/2

To: All Tourist Resorts

Date: 04th January 2022

Subject: Maldives National University Courses for Tourism Industry Staffs 2022

Dear Sir / Madam,

Under the Memorandum of Understanding (MOU) signed between the Ministry of Tourism and Maldives National University, the university has introduced courses for tourism industry staff. Please be informed that the below courses will be carried out online;

- Certificate III in Patisserie, Duration: 6 months
- Certificate III in Food and Beverage Operations, Duration: 6 months
- Certificate III in Front Office Operations, Duration: 6 months
- Certificate III in House Keeping Operations, Duration: 6 months
- Certificate III in Culinary Arts, Duration: 6 months

The Ministry support and encourages all tourist establishments to employ qualified & trained personnel at the facilities at all times. As such, we request the management to circulate this information to **ALL** staff in the resort. Please also be informed that the courses are accredited by the Maldives Qualification Authority as a Level 3 Certification and the course fee shall be paid by the enrolled participant or sponsor.

It is appreciated that all managers take note of this opportunity and enroll their employees in these programs. Please enroll online using the link portal.mnu.edu.mv. Please also forward us the enrolled employee details in the attached format before **1300hrs, 27th January 2022 (Thursday)**.

For further clarifications, please contact the below focal points and find the attached course booklets.

1. Aishath Sobaha Hussain, Assistant Lecturer, aishath.sobaha@mnu.edu.mv
2. Mariyam Lubna, International Relations Officer, mariyam.lubna@tourism.gov.mv

Thank you for your cooperation at all times.

Yours Sincerely,

Fathimath Nilfa
Permanent Secretary



Resort Name	
Island Name	

#	Name of the employee	Designation	Contact Number	Email Address	National Id card Number	Enrolled course
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Resort Focal Point Details				
#	Name	Designation	conatct number	email
1				

Certificate III Courses Offered Under the Memorandum of Understanding between Faculty of Hospitality and Tourism Studies and Ministry of Tourism



Faculty of Hospitality and Tourism Studies

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- 4 OFFERED COURSE OBJECTIVES
- 5 ADMISSION AND APPLICATION
- 5 DETAILED COURSE INFORMATION
- 6 IMPORTANT CONTACTS FROM FACULTY OF
HOSPITALITY AND TOURISM STUDIES

Introduction

The courses offered by the Faculty of Hospitality and Tourism Studies under the Memorandum of Understanding between The Maldives National University and the Ministry of Tourism aims to set a perfect foundation for the development of the workforce in the tourism industry. The understanding is to equip a pathway for those who lack the sector specific academic background. Hence, allowing participants to pursue studies in the areas of interest while continuing to work in the resorts.

The experience from these courses offered will provide study experience which are combined with experiential learning. Meanwhile, coherently allowing participants to pursue further studies.

Vision

The Faculty of Hospitality and Tourism Studies with its professional staff with modern technological resources will prepare well educated responsible citizens, enabling them to contribute to the society and help develop, grow and sustain the hospitality and tourism sector while achieving a quality of life that is fulfilling.

Mission

To become a premier educational establishment which provides quality learning, environment and experience that meets international standards of the hospitality and tourism profession.

Courses Offered

The courses currently offered under the memorandum of understanding include;

1. Certificate III in Patisserie
2. Certificate III in Food and Beverage Operations
3. Certificate III in Front Office Operations
4. Certificate III in Housekeeping Operations
5. Certificate III in Culinary Arts

Offered Course Objectives

- Meet the increasing demands within the Tourism industry for intellectually competent individuals.
- Provide a smooth pathway to successfully complete the programs offered in-order to progress to higher education in future.
- Provide means for the development of personnel skills essential to prosper in the service industry.
- Provide a broader foundation of knowledge and skills for jobs which may require proficiency.
- Meet the changing requirements of the growing tourism industry of the Maldives whilst providing students with intellectual development.
- Develop the ability to interrelate and use competency, knowledge, skills, and understanding acquired from the programs in the workplace.
- Provide opportunities for self-development to enhance a positive attitude at the workplace.

Admission and Application

Online application: - portal.mnu.edu.mv

Last date to accept the application for semester 1, 2022: - 27th January 2022.

Registration date upon acceptance by: - 17th February 2022.

Deadline to drop subjects without academic penalty: - 24th March 2022.

Detailed Course Information

Course Name: - Certificate III in Food and Beverage

Maldives National Qualification Level: - 3

Entry Criteria: - Successful Completion of Basic Education

Attainment of a Level 2 qualification

Alternative Entry Criteria: - 18 years old OR 1 year work experience

Course Duration: - 1 semester (6 months)

Course Structure

Modules	Individual module fee
Beverage Service	830
Food and Beverage Operations	996
Introduction to Food and Beverage Service	498
Hotel French	174
Food Safety and Sanitation	249
First Aid and Firefighting	830
Business Communication	249
Total Course Fee	3826

Note: - All courses will be offered in Blended mode.

Important contacts from Faculty of Hospitality and Tourism Studies

Name	Designation	Email
Zeenath Solih	Dean, Faculty of Hospitality and Tourism Studies	zeenath.solih@mnu.edu.mv
Rahushath Ibrahim	Head of Department, Food and Beverage	rahushath.ibrahim@mnu.edu.mv
Hashma Adnan	Head of Department, Department of Hospitality Management	hashma.adnan@mnu.edu.mv
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2. Certificate III in Food and Beverage Operations
3. Certificate III in Front Office Operations
4. Certificate III in Housekeeping Operations
5. Certificate III in Culinary Arts

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Detailed Course Information

Course Name: - Certificate III in Front Office Operation

Maldives National Qualification Level: - 3

Entry Criteria: - Successful Completion of Basic Education

Attainment of a Level 2 qualification

Alternative Entry Criteria: - 18 years old OR 1 year work experience

Course Duration: - 1 semester (6 months)

Course Structure

Modules	Individual module fee
Safety and Security	249
Front Desk Operations	1245
Introduction to Hospitality and Tourism Industry	249
First Aid and Firefighting	830
Business Communication	249
Working as a Tour Guide	498
English Language	174
Hotel Japanese	174
Total Course Fee	3668
Elective Modules	
Hotel Japanese	174
Chinese Language	174
Hotel French	174

*** currently we only offer Hotel Japanese

Note: - All courses will be offered in Blended mode.

Important contacts from Faculty of Hospitality and Tourism Studies

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Detailed Course Information

Course Name: - Certificate III in Housekeeping

Maldives National Qualification Level: - 3

Entry Criteria: - Successful Completion of Basic Education

Attainment of a Level 2 qualification

Alternative Entry Criteria: - 18 years old OR 1 year work experience

Course Duration: - 1 semester (6 months)

Course Structure

Modules	Individual module fee
Safety and Security	249
Introduction to Housekeeping	1245
Laundry Operations	249
Hygienic Practices for Hospitality Service	249
First Aid and Firefighting	830
Clean Premises and Equipment	249
Business Communication	249
English Language	174
Hotel Japanese	174
Total Course Fee	3668
Elective Modules	
Hotel Japanese	174
Chinese Language	174
Hotel French	174

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Detailed Course Information

Course Name: - Certificate III in Culinary Arts

Maldives National Qualification Level: - 3

Entry Criteria: - Successful Completion of Basic Education

Attainment of a Level 2 qualification

Alternative Entry Criteria: - 18 years old OR 1 year work experience

Course Duration: - 1 semester (6 months)

Course Structure

Modules	Individual module fee
Recieve and Store Kitchen Supplies	249
Foundation of Soups and Sauces	415
Culinary Foundation	498
Fundamental Skills and Techniques in Patisserie	415
Garde Manger	415
Prepare Meat, Poultry and Seafood	498
Food Safety and Sanitation	249
Introduction to Nutrition	249
First Aid and Firefighting	830
Total Course Fee	3818

Note: - All courses will be offered in Blended mode.

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Detailed Course Information

Course Name: - Certificate III in Patisserie

Maldives National Qualification Level: - 3

Entry Criteria: - Successful Completion of Basic Education

Attainment of a Level 2 qualification

Alternative Entry Criteria: - 18 years old OR 1 year work experience

Course Duration: - 1 semester (6 months)

Course Structure

Modules	Individual module fee
Hotel and Cold Desserts	415
Baking Principles and Yeast Goods	498
Basic Decorations	415
Food Safety and Sanitation	249
Fundamentals of Cookies and Petit Fours	415
Fundamentals, Skills and Techniques in Patisserie	415
Introduction to Cakes	498
First Aid and Firefighting	830
Total Course Fee	3735

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