

**Course Format: Paper Based**

**Approximate Study Time: 80 Hours**

**You can spread the payments for this course over 4 monthly payments.  
1 initial payment of £70.00, followed by 3 monthly payments of £35.00**

This course is designed for people who wish to gain an understanding of how to plan, establish and run a successful guest house. No prior knowledge is required.

During the course students will examine a range of topics enabling them to understand the broad range of tasks required to be successful in running a guest house.

**The course is split into the following 8 Units:**

- **Unit One - How to prepare a business plan for your guest house**
- **Unit Two (a) - The legal aspects of your guest house**
- **Unit Two (b) - English Tourism Council – Guest Accommodation guidelines**
- **Unit Three - Planning the building and its furnishings**
- **Unit Four - Developing a marketing plan**
- **Unit Five - Dealing with guests**
- **Unit Six – Superior food services in your guest house**
- **Unit Seven – Maintaining the guest rooms and public areas in a guest house**
- **Unit Eight – How to manage hygiene and safety in your guest house**



**Course Duration:**

Students may register at any time and have a full year to complete their studies. The course will take approximately 80 hours of study to complete.

**Pre-Requirements:**

There are no particular entry requirements.

**Technical Support:**

Once you have enrolled, you will have access to your own personal tutor by mail or email. You will receive full tutor support for a 12 month period.

**Qualification:**

The course is designed for personal development and is not externally accredited. Students who successfully complete the series of assignments will receive a certificate of completion (Non-Accredited).