



# AAHS

THE ASSOCIATION OF  
AUSTRALIAN HOTEL SCHOOLS

## HOSPITALITY & TOURISM CAREERS EXPO 2018

Exhibitor Information

[www.aahs.com.au](http://www.aahs.com.au)

## Dear Exhibitor,

Thank you for participating in the Hospitality & Tourism Careers Expo 2018, hosted by The Association of Australian Hotel Schools.

**When?** Tuesday 24<sup>th</sup> July 2018

**Where?** Sydney Town Hall  
Entrance by Drufft St (opposite QVB)  
Refer to the Sydney Town website  
<http://www.sydneytownhall.com.au/> for directions and information

Refer to Wilson Parking website for parking:  
[https://www.wilsonparking.com.au/park/2202\\_St-Andrews-House---Town-Hall-Car-Park\\_464-Kent-Street-Sydney](https://www.wilsonparking.com.au/park/2202_St-Andrews-House---Town-Hall-Car-Park_464-Kent-Street-Sydney)  
AND  
[https://www.wilsonparking.com.au/promotions/NSW/160\\_Queen-Victoria-Building--Sydney-Icon?gclid=CIWb5YmJINUCFdgRvQodE3MLZQ](https://www.wilsonparking.com.au/promotions/NSW/160_Queen-Victoria-Building--Sydney-Icon?gclid=CIWb5YmJINUCFdgRvQodE3MLZQ)

**Time?** Access the venue from 8.30am (be set up by 9.30am)  
Event concludes at 12.30pm

**What?** The purpose of the day is for students, graduates and employers to meet and discuss career goals and job opportunities. Following is key information to help things run smoothly.

## What are the aims and objectives of the event?

- To invite industry representing local, national and international organisations
- To provide students with an opportunity to meet industry representatives, network, learn about brands, discuss career paths, potential employment opportunities and graduate programs in preparation for their career in the hospitality industry
- To distribute information about jobs and career paths to students and graduates
- To recruit students seeking casual, part-time, full-time employment and industry placement
- To provide students with contact details of your overseas organisations

## Where are the students from?

It is envisaged approximately 350 students from the following institutions will attend:

Blue Mountains International Hotel Management School  
Torrens University Australia  
International College of Management Sydney  
ICMS  
Kenvale College of Hospitality  
Cookery & Events  
The Hotel School Sydney & Melbourne  
William Blue Torrens University Australia

## What are the students studying?

Qualifications offered include Certificate, Diploma, Advanced Diploma, Bachelor and Masters programs in Hospitality, International Tourism, Business, Events, Property and Sports.

## What have the students been advised about this event?

- This is a fantastic opportunity to meet directly with employers to discuss employment opportunities or seek career advice
- To bring multiple, up-to-date copies of their résumé
- That exhibitors *may* have employment opportunities available; if so, they will direct the student how to apply
- They are expected to abide by the AAHS Recruitment Code of Practice

## What is the AAHS Recruitment Code of Practice?

The AAHS Recruitment Code of Practice provides a framework that clearly outlines the rights and obligations of everyone involved in the recruitment process. The code applies to year-round recruitment activities including career expos, advertising of employment opportunities, and employer marketing and promotional campaigns.

## What type of information will students be seeking or want to discuss with me?

- Property brochures
- Company history
- Employment opportunities (casual, part-time or full-time employment, or industry placement) for the near future, throughout the course of their study, or upon graduation
- Graduate programs
- Recruitment information/procedures
- Contact details for overseas properties - this is of particular importance for international students who may be interested in joining your company when they return to their home country. It will benefit both parties if you are able to make available the names and contact details of the individuals who handle recruitment at each of your company's properties.

## What do I do if I want to recruit a student?

- You have the opportunity to select and recruit students through your traditional selection processes; simply advise the student on the day how you would like to proceed

## What is included in my registration?

### Exhibition Package

- 1 x trestle table (L183cm x W76cm x H74cm)
- 2 x chairs
- Power connection
- Lunch and refreshments for up to two exhibitors
- 2 full-page listing in the expo booklet available digitally on the AAHS website

## What do I need to bring?

- **Any power boards or leads you bring will need to be tested and tagged**
- Representatives who like to talk to students! Graduates/current students working with you are also a great advertisement
- **Tablecloths** and other items you might need for your display
- Plenty of suitable **materials & posters**
- Plenty of **hand-out** materials - it is envisaged approximately 350 students will pass through the course of the day
- Handout material needs to be appropriate for students; any material not to be taken should be firmly attached or not immediately accessible to the passing students!
- Consider bringing a laptop to show students your online process
- Clipboards if you are asking students to fill out information
- Please note there are no storage facilities on site; all equipment to be brought and taken away on the day

## How should I present my stand?

- Consider your display. You will only have your table allocation to work with; colour is important so make your display easy for students to approach and pick-up brochures
- The venue is a Heritage listed building; therefore material is unable to be "stuck" to the wall...stand-alone marketing material is the best way to go!

## Responsibilities of Hirers

### Site induction

The Sydney Town Hall is a heritage-listed building and as such has specific site requirements All Hirer's activities must comply with the City of Sydney's WHS Policy which is available from the Sydney Town Hall website.

### Responsibility for equipment

If hirers provide their own equipment, it is their full responsibility to load in, move, set up, pack down and remove this equipment from the venue. The safety of this equipment while on council property is the responsibility of the hirer.

## Use of smoke machines or particle release stage effects

If the Hirer wishes to use water-based smoke machines, hazers, or any other effect that results in major particle release (smoke, dust or mist), this will require isolation of the emergency alarm system. A minimum of two Fire Wardens will be required for the total duration the machines will be in use – in addition to this Fire Wardens will be required for 60 minutes after the device is switched off to allow for the room to clear. *Additional charges apply for this activity.*

## Prohibited equipment and activities

No naked flame, oil-based smoke machines or smoking is permitted inside the building under any circumstances. Helium balloons are not permitted in the Sydney Town Hall. Pyrotechnics or confetti style canons are not permitted inside the Sydney Town Hall. Streamer canons are permitted, although an additional cleaning charge may apply depending on the size and scope of the arrangement. Straw bales or any other items that constitutes a potential bulk fuel load including propane gas are not permitted in the venue. Nothing is to be affixed to any part of the interior or exterior of the Sydney Town Hall nor tape applied to any of the Town Hall's surfaces without explicit approval by the Venue Management Unit.

## Draping, banners, decorations and props

It is the Hirer's responsibility to ensure that any material used as a curtain, blind, signage, flag or any similar décor in any part of the Venue, including the stage must have a Flammability Index (based on a formula in AS1530.2) of no greater than 6, consistent with the BCA NSW Specification C1.10.

Each item have a label affixed to it indicating, in legible characters—

- (A) name of manufacturer;
- (B) trade name and description of materials composition;
- (C) retardant treatment (if any), name of applicator and date of application;
- (D) AS 1530 Part 2 and/or AS/NZS 1530 Part 3 test number and its Flammability, Spread-of-Flame and Smoke Developed Indices; and
- (E) approved methods of cleaning.

Venue Management reserves the right to refuse use of the material in the building.

## THE DAY'S EVENTS

Time	Event
From 8.30am	Exhibitors have access to the lower Tall Hall space located at Sydney Town Hall entrance by Druitt St (opposite QVB). Please refer to PDF for loading dock directions.
8.30am - 9.30am	Exhibitors set up
9.30am	Students arrive and register
9.30am - 12.30pm	Students visit stands
12.30pm	Expo closes for students, lunch served for exhibitors
2.00pm	Venue closes

## MORE INFORMATION OR ANY QUESTIONS?

Should you require any additional information, please contact a member of the AAHS Careers Expo organising committee.

We look forward to seeing you there!

Peter Anderson International College of Management Sydney  
t: 02 9466 1152  
e: [panderson@icms.edu.au](mailto:panderson@icms.edu.au)

Michael Ghazi Kenvale College of Hospitality, Cookery and Events  
t: 0415 638 670  
e: [ghazim@kenvale.edu.au](mailto:ghazim@kenvale.edu.au)

Vashti Silver The Hotel School Sydney & Melbourne  
t: 02 8249 3217  
e: [vashti.silver@scu.edu.au](mailto:vashti.silver@scu.edu.au)

Janene Wardrop Torrens University Australia  
t: 0481 902 747  
e: [janene.wardrop@laureate.edu.au](mailto:janene.wardrop@laureate.edu.au)

Grace Chompuchan Torrens University Australia  
t: 0435 969 049  
e: [grace.chompuchan@laureate.edu.au](mailto:grace.chompuchan@laureate.edu.au)

Janene Wardrop Torrens University Australia  
t: 0481 902 747  
e: [janene.wardrop@laureate.edu.au](mailto:janene.wardrop@laureate.edu.au)



## Recruitment Code of Practice

### What is the AAHS Recruitment Code of Practice?

The AAHS Recruitment Code of Practice provides a framework that clearly outlines the rights and obligations of everyone involved in the recruitment process. The code applies to year-round recruitment activities including career expos, advertising of employment opportunities, and employer marketing and promotional campaigns.

### What are the benefits of the AAHS Recruitment Code of Practice?

- Candidates, employers and AAHS are aware of their obligations
- Works to ensure recruitment is fair to candidates and employers
- Works to ensure that candidates, employers and AAHS maintain the standard of integrity and ethics
- Protects candidates so they are not unduly pressured during the recruitment process
- Enables recruitment to be conducted in a professional and orderly manner

### How does the AAHS Recruitment Code of Practice work?

#### For candidates

Under the AAHS Recruitment Code of Practice, candidates should:

- Abide by the policies/procedures of their institution
  - Be straightforward, honest and sincere in their dealings with employers
  - Ensure employers are provided with accurate and appropriate requested information regarding their qualifications and interests
  - Apply only for the jobs in which they have a genuine interest
  - Notify the employer as early as possible prior to an interview, if interviews must be rescheduled or cancelled
  - Be prepared for interviews
  - Not discuss/mislead employers about their job offer intentions
  - Not provide information to employers on other candidates
  - Ask the employer for an extension of time consider an offer of employment if desired (extensions may be granted at the discretion of the employer)
  - Ask employers questions and request clarification on terms and conditions in their offer of employment that may arise
- Only accept one offer
- Once an candidate has accepted employment they are expected to:
    - a. decline any other offers of employment
    - b. withdraw all other applications for employment
    - c. refrain from making any new applications for employment
  - Honour their acceptance of employment as a contractual agreement with the employer



## For employers

Under the AAHS Recruitment Code of Practice, employers should:

- Provide the institution with accurate job information
- Respect the institution's schedules regarding job postings, interview arrangements, job offers, etc.
- Be straightforward, honest and sincere in their dealings with candidates
- Not allow prejudice or bias to override their objectivity
- Conduct themselves in a professional manner and refrain from any conduct which may bring discredit to the AAHS
- Not seek a candidate's assessment of another candidate
- Not misrepresent the reputation of another employer to a candidate
- Allow candidates offered employment reasonable time to reach a decision
- Not place undue pressure on candidates to accept an offer of employment
- Respect the confidentiality and privacy of information acquired from candidates
- Honour all employment offers (where applicable) and not renege accepted offers nor rescind offers of employment
- Familiarise themselves with any special requirements in regards to Internships
- Not transform a candidate's application for Internship into a permanent full time position, encouraging a student to leave their program of study
- Not expect AAHS institutions to recruit candidates on their behalf

## For AAHS

Under the AAHS Recruitment Code of Practice, AAHS institutions should:

- Inform students and employers of the AAHS Recruitment Code of Practice
- For Internships - inform employers of course requirements to assist in identifying suitable employment opportunities
- Provide equal services to students and employers
- Accommodate employers' reasonable requests for exhibition space, job postings, interview space and presentation facilities
- Provide students with an accurate list of employers at annual Careers Expo
- Follow ethical and legal guidelines in providing student information to employers
- Notify the employer of any hiring limitations prior to them conducting interviews
- Notify employers of any students who, after being hired, do not achieve an academic level high enough to allow them to continue in the program