

HOTEL AND CATERING INTERNATIONAL MANAGEMENT ASSOCIATION QUALIFICATIONS ARCHIVE

The Institute of Hospitality holds the archive records for qualifications awarded by the Hotel and Catering International Management Association (HCIMA). A qualification certificate is an important and valuable document and holders of awards should be aware that it is their responsibility to ensure the safe keeping of original documents.

It is now no longer possible to issue a replacement Certificate or Record of Achievement for HCIMA Qualifications but it may be possible to issue a Letter of Confirmation and/or a copy of the Programme Syllabus, subject to full details being provided by the award holder and the successful retrieval of records held in our archive. The Institute makes a charge for this service.

Applicants must complete the HCIMA Qualifications Archive Application Form and provide full details of the loss or destruction of a qualification certificate. Where a Certificate has been damaged we regret that we are unable to provide a replacement, however a Letter of Confirmation may be issued if the original damaged certificate is returned to the Institute of Hospitality for verification.

HCIMA Qualifications 1990 to 2006

- **HCIMA Professional Certificate**
- **HCIMA Professional Diploma**
- **HCIMA Corpus Diploma**
- **HCIMA Advanced Certificate in Hospitality Studies**

HCIMA Qualifications pre 1990

- **Intermediate Membership Examination**
- **Final Membership Examination**
- **Part A**
- **Part B**

OTHER AWARDS BEARING HCIMA NAME/CREST

OND and HND Qualifications 1969 onwards

The Ordinary National Diploma in Hotel & Catering Operations and the Higher National Diploma in Hotel & Catering Administration were administered by a Joint Committee. The HCIMA was represented on this committee, as was the government department of the time with responsibility for education. The HCIMA carried out the administration for the Joint Committee for the first few years of the scheme but this work then passed to City and Guilds. Unfortunately, the Institute of Hospitality has no means of confirming awards for the OND or HND nor has the authority to do so. Formal confirmation of these awards can be obtained from City & Guilds: www.cityandguilds.com

Fact sheets may be available for some OND and HND awards. Please contact the Institute of Hospitality with the full title and date of your OND or HND award.

E-mail: awardingbody@instituteofhospitality.org