

Qualification Archive

The Institute of Hospitality holds the archive records for qualifications awarded by the:

- Institutional Management Association (IMA)
- Hotel and Catering Institute (HCI)
- Hotel Catering and Institutional Management Association (HCIMA)
- Hotel and Catering International Management Association (HCIMA)
- Institute of Hospitality

HCIMA Qualifications pre-1990

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

HCIMA Qualifications 1990 to 2006

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

Institute of Hospitality Qualifications 2007 to 2010 (VRQ)

- Level 2 Business Skills Certificate for Hospitality, Leisure and Tourism
- Level 3 Certificate in Management for Hospitality, Leisure and Tourism
- Level 4 Diploma in Management for Hospitality, Leisure and Tourism

Institute of Hospitality Qualifications

2010 to 2014 (QCF), 2014 + (VRQ)

2018 + administered and managed by Confederation of Tourism and Hospitality (CTH)

- Level 2 Diploma in Hospitality and Tourism Operations
- Level 3 Diploma in Hospitality and Tourism Management
- Level 4 Diploma in Advanced Hospitality and Tourism Management

Institute of Hospitality International Qualifications 2010 to present

2018 + administered and managed by Confederation of Tourism and Hospitality (CTH)

- Certificate in Management for International Hospitality and Tourism
- Diploma in Management for International Hospitality and Tourism
- Advanced Diploma in Management for International Hospitality and Tourism

OND and HND Qualifications 1969 +

The Ordinary National Diploma (OND) in Hotel and Catering Operations and the Higher National Diploma (HND) in Hotel and Catering Administration were qualifications 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. Unfortunately, the Institute of Hospitality no longer holds OND nor HND records and has no means of confirming awards nor has the authority to do so. Fact sheets may be available for some OND and HND awards by contacting awardingbody@instituteofhospitality.org.

Searching the Archive

A qualification certificate is an important and valuable document and award holders should be aware that it is their responsibility to ensure the safe keeping of original documents.

It is no longer possible to issue a replacement certificate or record of achievement for IMA, HCI, HCIMA and some Institute of Hospitality awards. It may be possible to issue a **Letter of Confirmation** and a copy of the Programme Syllabus, subject to full details being provided by the award holder and the successful retrieval of records held in the archive. The Institute makes a charge for this service. Documents are only available in electronic format.

Applicants must complete the **Qualifications Archive Application Form** and provide full details of the loss or destruction of a qualification certificate or explain why confirmation of their award is required. 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.

An application must be submitted with the following information:

Proof of Identity

ONE type of Proof of Identity:

- Photocopy of birth certificate
- Photocopy of relevant pages of passport

together with ONE Proof of Residence:

- Photocopy of full driving licence with current home address
- Photocopy of recent utilities bill at current home address (e.g. gas/water)
- Letter of support from current employer (on headed paper)

Fees

Fees are charged as follows and are non-refundable, even when a search is unsuccessful. Payment must be received in full prior to commencing a search and processing time is normally two to four weeks, depending on the availability of the record.

The fee for producing a Letter of Confirmation for each qualification includes searching our archive and the issuing of the letter in electronic format only.

A copy of the Programme Syllabus is only available in electronic format and fees may apply.

Fees	Letter of Confirmation Electronic PDF ONLY	Programme Syllabus Electronic PDF ONLY
Institute of Hospitality Members	£30.00 for each award / qualification	FREE
Non-members	£40.00 for each award / qualification	£10.00 per syllabus

For assistance please contact:

Tel: +44 (0) 20 8661 4900

Email: awardingbody@instituteofhospitality.org