

July - Dec 2018 Training Courses Outline



Hospitality Course

- Cocktail Service
- 3 course table setting
- 3 plate carrying
- Service sequence
- Wine presentation and service
- Protocol and relevant legislation
- Customer Service

Stedmans Event Wait Course (The Fundamentals)

- Use of English in Hospitality
- 3 plate carrying
- Wine pouring
- Champagne pouring
- Table setting and preparation



COURSE NAME	DATES	DURATION	COST	COMMENTS
<p><i>Hospitality Course</i></p> <p>An introduction of the fundamentals of food and beverage services for various external operations such as bistro, restaurants as well as large scale events.</p>	<p>Tuesday 3rd July Thursday 9th August Thursday 13th September Thursday 18th October Thursday 8th November Thursday 15th November Saturday 17th November Tuesday 20th November Thursday 22nd November Thursday 29th November Saturday 1st December Thursday 6th December</p>	<p>1 day course 9.00 – 16.30</p>	<p>\$170.-</p>	<p>Learners are required to come in closed shoes for practical purposes.</p>
<p><i>Stedmans Event Wait Course</i></p> <p>This course allows you to join our team as an Event Waiter subject to your availability and competency level upon completion.</p>	<p>Saturday 21st July Saturday 18th August Saturday 15th September Saturday 20th October Saturday 3rd November</p>	<p>Half day course 9.00 – 14.00</p>	<p>\$95.-</p>	

It is **MANDATORY** you hold a Responsible Service of Alcohol Certificate to work in any Hospitality establishment.
Casual agency work at Stedmans Hospitality may be available on completion of these courses.



Course Enrolment Form

PART A – PERSONAL DETAILS

First Name _____ Surname _____

Company Name _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Email Address _____

Phone _____ Home _____ Work _____ Mobile _____

PART B – COURSE APPLICATION

Course Name _____ Course Date _____ / _____ / _____

PART C - DECLARATION

This form has been completed by me personally and the information I have given is correct. I consent to Stedmans Hospitality obtaining personal information necessary to complete or verify my application. I understand that Stedmans Hospitality will not accept responsibility for incorrectly completed forms, forms sent to the wrong address, or the return of original documents. I understand that this application does not guarantee a place in a course.

Your Signature _____

Date _____

PAYMENT FULL PAYMENT MUST BE RECEIVED TO CONFIRM COURSE ATTENDANCE

Course Cost \$ _____

Payment Method Credit Card Cheque (Please make cheque payable to Stedmans Hospitality)

Credit Card Number _____ Expiry Date _____ / _____ / _____

Card Name _____ VCN _____

Card Type Visa MasterCard

EFT BSB: 032 006 A/C: 20 0069 Student's name MUST be entered as reference

Cancellations and Refunds

Stedmans Hospitality reserves the right to cancel a course. If a participant cancels their booking, they may transfer to another date of their choice. Courses commence upon registration of minimum number of participants

Full refunds are available if the participant contacts Stedmans Hospitality 48 hours prior to course commencement. No refunds will be granted if a participant fails to attend the course on the scheduled date. If Stedmans cancels a course, participants receive a full refund.

Privacy – The information provided by you on this application form will be used by Stedmans Hospitality for the purposes of general student administration, planning and communication. The provision of this information is essential to determine your eligibility for a place in a Stedmans Hospitality course listed on this application form. Information provided will be held securely. You may access, correct or amend your personal details by contacting Stedmans Hospitality

PLEASE FAX APPLICATION TO 02 9281 2488 OR EMAIL TO info@stedmans.com.au