



Training and Development Provider

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www.inap.org.au

Semester 2, 2010

Dear Student,

Thank you for your enrolment and terms and conditions forms. We would like to confirm that you have been accepted into the INAP Training and Development **Bar & Wine** course.

This course will commence on **Monday 26 July** at **Training Innovation Management & Enterprise (TIME) 162 Richmond Road, Marleston** from 4.15pm to 7.15pm for 14 weeks. This course will conclude on **Monday 15 November 2010**.

Please meet the trainer in the Reception area on the first night.

Specific requirements for your training will be discussed during the first session with your trainer, along with the INAP and in-house Induction explaining the specific requirements and expectation of participation in your VET course. **At your first session your parent/guardian is expected to attend for the first half an hour to hear the induction and course specific requirements.**

Please familiarise yourself with the terms and conditions form that you, your parent/guardian and school have signed and returned to INAP. Please take note of the cancellation conditions. Your terms and conditions form are your acceptance of these conditions and approval of your enrolment into this VET course.

Please find enclosed specific course information for your first lesson. This will include the following:

- A map of the venue
- Course schedule
- Information sheet showing your trainers contact details

May I please take this opportunity to thank you for your enrolment with INAP and to ensure that you are fully aware of the commitment you have made to your VET course? Please note that you are required to contact your trainer if you are unable to attend any VET lesson and have a signed note of explanation from a parent/guardian or your school for your absence. Please be aware that your VET course takes priority over sporting commitments and casual employment and missing 3 classes may result in withdrawal from your course.

If you require any further information pertaining to your course please see our website www.inap.org.au or see your school VET coordinator. The information enclosed with this letter (which you need to retain throughout the duration of your course) is available from our website. If you have any queries or concerns, please contact me via email on rachel@inap.org.au.

We trust you will have a productive and enjoyable experience and wish you all the very best.

Yours sincerely

Rachel Rowett

Rachel Rowett
Manager

Please note that all Semester 2, 2010 students will GRADUATE on Wednesday 24 November 2010 at Blackfriars Priory School – official invitations will be distributed in September.



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Cert II Hospitality Bar & Wine - TIME

SEMESTER 2, 2010 COURSE PROGRAM

DAY OF COURSE: Monday

TRAINER: Kristy Thomson-Hardacre **CONTACT No:** 8351 9888

0488 333 523

WEEK	DATE OF CLASS	UNIT of COMPETENCY	COURSE OUTLINE	TIMES OF CLASS
1	26 July	SITHFAB020A	INDUCTION Apply food and beverage skills in the workplace	4.15 – 7.15pm
2	2 August	SITHFAB004A	Provide food and beverage service	4.15 – 7.15pm
3	9 August	SITHFAB004A	Provide food and beverage service	4.15 – 7.15pm
4	16 August	SITHFAB004A	Provide food and beverage service	4.15 – 7.15pm
5	23 August	SITHFAB001B	Clean & tidy bar areas	4.15 – 7.15pm
6	30 August	SITHFAB002B	Operate a bar	4.15 – 7.15pm
7	6 September	SITHFAB002B	Operate a bar	4.15 – 7.15pm
8	13 September	SITHFAB002B	Operate a bar	4.15 – 7.15pm
9	20 September	SITHFAB009A	Provide responsible service of alcohol	4.15 – 7.15pm
School Holidays				
10	18 October	SITXFIN001A	Process Financial Transactions	4.15 – 7.15pm
11	25 October	SITHFAB005A	Provide table service of alcoholic beverages	4.15 – 7.15pm
12	1 November	SITHFAB005A	Provide table service of alcoholic beverages	4.15 – 7.15pm
13	8 November	SITHFAB012A	Prepare & serve espresso coffee	4.15 – 7.15pm
14	15 November	SITHFAB012A	Prepare & serve espresso coffee	4.15 – 7.15pm

LOCATION: 162 Richmond Road, Marleston SA 5033

REQUIREMENTS: Full School Uniform



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Course Name: **Cert II Hospitality TIME**

Training location and a map attached

Training Innovation Management & Enterprise (TIME)

162 Richmond Road, MARLESTON

Day of the week: Monday

Start Date: 26 July 2010 **Finish Date:** 15 November 2010

Weeks: 14

Start time: 4.15pm **Finish Time:** 7.15pm

Trainer's Name: Kristy Thomson-Hardacre

Trainer's Contact: 8351 9888 or 0488 333 523

Course Outline: Students will learn cocktail making, mixing drinks, tray service, cash handling, presenting, opening and serving wine, interpreting labels and making recommendations to patrons.

What to bring: Pen / Paper / Highlighter

Uniform/Dress standard required: School uniform.

Is Work Placement required? **NO**

Excursion dates:(see attachment if applicable)

Other information relating to the course: N/A

Do I need to pack a meal/snack: We suggest bringing a drink and a small snack.



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www.inap.org.au

Dear Parent / Guardian

Thank you for choosing for your child to study with TIME.

It is the policy of this School that for students to be able to “actively taste wines” they must be over 18 years of age. For students who are under 18 years of age they are able to make cocktails, open and pour wines but only smell it for clarification / identification purposes.

All students attending this course will be supervised by a fully qualified Facilitator who holds formal qualifications in Responsible Service of Alcohol. All students will comply with current School policies and procedures with regards to handling alcoholic beverages during the course.

We require the name and signature of a parent / guardian, this letter duly signed, and returned to us authorising the student to attend this course and acknowledging the handling of alcoholic beverages as part of the program.

Students Name:

Name of School:

Parent / Guardian Name:

Signature of Parent/guardian:

Contact Phone Number:or

Date:/...../.....

Thank you for your cooperation.

TIME Administration

Training Innovation Management & Enterprise Map

162 Richmond Road, MARLESTON

(Please meet at the front of the reception office on the first night)

