



STEDMANS

# February – May 2012

## Stedmans Training

Short courses that will have you working at Sydney events, restaurants, cafes and bars immediately



Casual agency work at Stedmans Hospitality may be available on completion of these courses.



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# Food & Beverage 2012

Course	Content	Course #	Dates	Times	Cost (inc GST)	Comments
<b>Event Operations</b>	Want to work in events across Sydney?					
	<b>Two-day food &amp; beverage events course</b>	EO0300	Monday 13 <sup>th</sup> February (wait) Tuesday 14 <sup>th</sup> February (bar)	FULL	\$315	
	Learn...then work					
	<ul style="list-style-type: none"> <li>· Waiting skills for functions</li> <li>· Silver Service</li> <li>· Bar procedures, equipment and service</li> </ul>	EO0400	Thursday 23 <sup>rd</sup> February (wait only)	NEW 9.15am – 5.00pm	\$150	
	<ul style="list-style-type: none"> <li>· Food and beverage event set up</li> <li>· Protocol and relevant legislation</li> <li>· Etiquette, grooming and personal presentation</li> </ul>	EO0301	Monday 5 <sup>th</sup> March (wait) Tuesday 6 <sup>th</sup> March (bar)	9.15am – 5.00pm	\$315	
All students graduating from this programme will have the opportunity to apply for casual waiting employment with Stedmans Hospitality.	EO0302	Monday 23 <sup>rd</sup> April (wait) Tuesday 24 <sup>th</sup> April (bar)	9.15am – 5.00pm 9.15am – 5.00pm	\$315	Students must wear <b>closed shoes</b> to avoid accidents with wayward plates, glasses or knives.	
Each day of the two-day course can be completed individually.						
<ul style="list-style-type: none"> <li>· Stand-alone Waiting Course \$150.00</li> <li>· Stand-alone Bar Course \$165.00</li> </ul>	EO0303	Monday 14 <sup>th</sup> May(wait) Tuesday 15 <sup>th</sup> May (bar)	9.15am – 5.00pm 9.15am – 5.00pm	\$315		
It is <b>MANDATORY</b> you hold a Responsible Service of Alcohol Certificate to work in any Hospitality establishment.						
See RSA course dates and times on following pages.						

Courses require a minimum number of participants to proceed. If the course fails to draw enough participants, it will be postponed until a later date. If the course is postponed, students will be offered a place on the next course. If this is not suitable, Stedmans will refund course fees in full. If a student wishes to withdraw from a course and gives notice of more than 48 hours from course commencement, a full refund will be paid. A participant cancelling less than 48 hours will be entitled to a 75% refund only.



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# RSA Courses 2012

Email [info@stedmans.com.au](mailto:info@stedmans.com.au)

Phone (02) 9281 2433

Course	Content	Dates	Times	Cost (inc GST)	Comments
<b>Responsible service of alcohol (1 Day)</b>	<ul style="list-style-type: none"> <li>· Minimising harm to intoxicated people</li> <li>· Handling intoxicated people</li> <li>· Standard drink measures</li> <li>· Liquor legislation</li> <li>· Service staff responsibilities</li> </ul> <p>Course conducted by EDWAY Training at Westfield Towers, Level 1, 100 William Street, Woolloomooloo (near the corner of Crown and William Streets)</p> <p>Course cost is \$135</p> <p><b>Students must bring photo id</b> with them to the course.</p>	RSA courses are conducted most days Monday to Saturday.	Please call the Stedmans office to find out more about course dates and times. (02) 9281 2433	\$135	Course presented by EDWAY Training at Westfield Towers, Level 1, 100 William Street, Woolloomooloo (near the corner of Crown and William Streets) <b>Students must bring photo id</b> with them to the course.

# Stedmans training

## Location

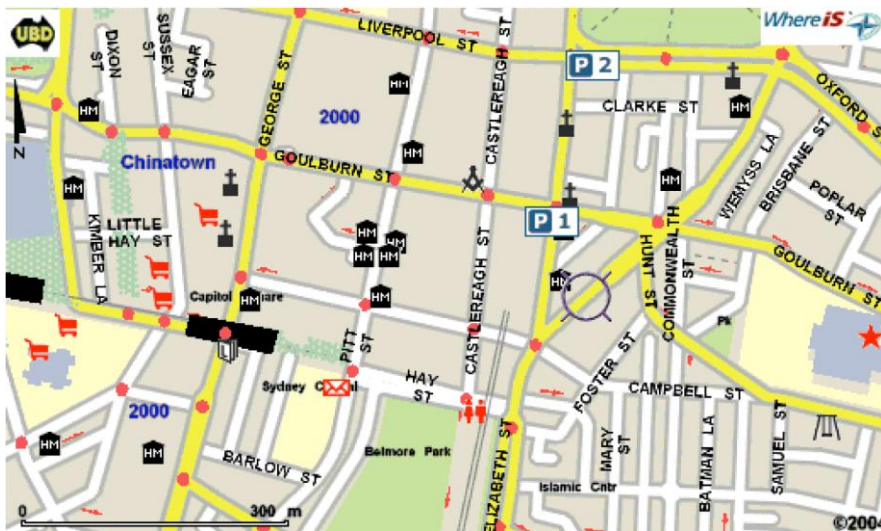
Stedmans Hospitality is located on Level 4 of 74-78 Wentworth Avenue, Sydney.

We are less than ten minutes walk from Central Railway Station, Museum Railway Station and all George Street buses.

Parking on the street is hourly metered and regularly patrolled by our parking officer friends.

Parking stations are highlighted on the map below at the following addresses:

1. Wilson Parking - 101 Goulburn Street, Sydney
2. Secure Parking - 157 Liverpool Street, Sydney
3. Furama Hotel Central - 28 Albion Street, Surry Hills



Course materials will be provided.

Students must wear covered shoes on practical courses.

## 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 Number \_\_\_\_\_

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 \_\_\_\_\_

Card Type  Visa  MasterCard  Amex

(Please note there is a 3.5% surcharge for American Express)

### 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](mailto:info@stedmans.com.au)