



**International
Bartenders
Association
MEMBER
COUNTRIES**

- Australia
- Singapore
- Slovenia
- Malta
- Venezuela
- Sweden
- Russia
- Spain
- Italy
- Canada
- Germany
- Japan
- Hungary
- New Zealand
- France
- Luxembourg
- Ireland
- Turkey
- Mexico
- Finland
- Holland
- Switzerland
- Brazil
- Greece
- Norway
- Belgium
- Croatia
- Portugal
- Argentina
- Czech rep.
- Hong Kong
- Great Britain
- Peru
- Uruguay
- Denmark
- Korea
- Puerto Rico
- U.S.A
- Cuba
- Austria
- Cyprus
- Estonia
- Iceland
- Israel
- Latvia
- Macedonia

Dear

Thank you for your inquiry.

If you have been looking for employment in the Hospitality Industry, the first thing you have probably noticed is that nobody wants to employ staff without prior experience or training. So where do you start from? Victorian Bar School graduates are eagerly sought after by employers, most are employed within a week or two.

The Victorian Bar School can give you the best introduction to employment in Restaurants, Bars, Hotels and Clubs. Not only does it teach you the necessary skills and techniques, but also it presents a Certificate of genuine value.

The Victorian Bar School is in its **38th year of operation** and little expense has been spared in the choice of interior decoration or the provision of equipment, all of which has been thoughtfully chosen and implemented to create a modern, stylish and practical climate for Hospitality Training.

These facilities, which include a Café Restaurant, 3 bars and a fully equipped hotel cellar providing an excellent training environment to boost students' confidence during their "Hands on Training".

In the unlikely event of a student not passing any section of the program, or if you feel you need extra training in a particular section, these sections can be redone free of charge. As well you are invited back anytime in the next six months for refresher classes.

You will receive prestigious **Certificates endorsed by the Australian Bartenders Guild** on completion of your course. The 5 day, evening and week-end courses also include a Nationally Recognised Statement of Attainment for **Responsible Service of Alcohol**. There are no additional charges for these certificates.

The Victorian Bar School owns and operates its own job placement service. Graduates can use this service Free of Charge. Many licensed premises in Melbourne approach us directly for staff and we are often able to find work for our students immediately. This is a service we provide free to both students and hoteliers. The main aim of the course is to place qualified people in jobs in the Hospitality Industry - something we have been doing successfully since 1972.

We are open for inspection on weekdays between 10am and 4pm, and you are welcome to come in to see the professional approach we take.

Yours sincerely,

Leanne Smith

VICTORIAN BAR SCHOOL

Nationally Recognised Unit of Competence from
the Hospitality Training Package SIT07

5 DAY OR 6 NIGHT EVENING UNIT OF COMPETENCE

PROVIDE RESPONSIBLE SERVICE OF ALCOHOL SITHFAB009A
STATE AND TERRITORY LEGISLATION
ALCOHOL AFFECTED CUSTOMERS



**In addition to the nationally recognised unit of competence listed above the following part modules are covered.
A separate Victorian Bar School Certificate is issued for these subjects.**

OPERATE A BAR

PREPARE BAR FOR SERVICE
CASH HANDLING
DRINK ORDERS

PREPARE & SERVE COCKTAILS

COCKTAIL RECIPES AND MIXING SEQUENCES

ADVANCED COCKTAILS

ADVANCED GARNISHING

WINE KNOWLEDGE & WINE SERVICE

CASH REGISTER OPERATIONS

CREATIVE SELLING & CUSTOMER SERVICE

OPENING & CLOSING PROCEDURES

CLEAN & TIDY BAR AREAS

BEER RETICULATION SYSTEMS

DRAUGHT BEER DISPENSING

WEEK-END UNIT OF COMPETENCE

PROVIDE RESPONSIBLE SERVICE OF ALCOHOL SITHFAB009A



**In addition to the nationally recognised unit of competence listed above the following part
modules are covered. A separate Victorian Bar School Certificate is issued for these subjects.**

OPERATE A BAR

PREPARE BAR FOR SERVICE
CASH HANDLING
DRINK ORDERS

PREPARE & SERVE COCKTAILS

Cocktail recipes and mixing sequences

BEER RETICULATION SYSTEMS

DRAUGHT BEER DISPENSING

“The Bottom Line”

On completion of the training course you will receive:

1. Nationally Recognised Statement of Attainment for Responsible Service of Alcohol
2. Liquor Licensing Victoria Responsible Service of Alcohol Certificate
3. Victorian Bar School Certificate endorsed by the Australian Bartenders Guild
4. Comprehensive lecture notes
5. Professional Job Assistance
6. Total cost \$420.00 for 5 days or evening program
Total cost \$320.00 for weekend course

Commencement Dates for the Victorian Bar School Bartending Courses

DAYTIME: \$420.00 (5 Days)

MONDAY - FRIDAY 9AM -3 PM

(This course commences every Monday)

OR

MONDAY - FRIDAY 3PM -9 PM

(This course commences every Monday)

EVENING: \$ 420.00 (6 NIGHTS)

WEEK 1 - MONDAY, TUESDAY, WEDNESDAY 6.30pm –9.30pm

WEEK 2 - MONDAY, TUESDAY, WEDNESDAY 6.30pm –9.30pm

15th November 2010

13th December 2010

10th January 2011

7th February 2011

7th March 2011

4th April 2011

WEEK-END \$ 320.00 (2 DAYS)

SATURDAY AND SUNDAY - 9AM – 5PM

13th November 2010

27th November 2010

11th December 2010

8th January 2011

22nd January 2011

5th February 2011

Additional Training Programs

R.S.G. (Responsible Service of Gambling) - \$70

This program provides you with the nationally recognised Unit of Competence SITHGAM006A – Provide Responsible Gambling Services

- Problem Gamblers
- Formal Procedures
- State & Territory Legislation
- Counseling Techniques
- Procedures in relation to barring of customers
- Social Impacts

Week-Day Classes

Every Thursday 12.30pm - 3.30pm

1 Evening 6:30pm – 9:30pm

Monday 8th November

Monday 6th December

Monday 31st January

Monday 28th February

Monday 28th March

R.S.A. (Responsible Service of Alcohol) - \$70

This subject is also included in the day, evening and weekend bartending courses.

For people already working in the hospitality industry or applying for the airline industry.

- This program provides you with the nationally recognised Unit of Competence SITHFAB009A – Provide Responsible Service of Alcohol **and** the Liquor Licensing Victoria Responsible Service of Alcohol Certificate.
 - Problems associated with excessive consumption
 - Alcohol and the Law
 - Facts about alcohol
 - Strategies for responsible service
 - Refusal of service

NOTE: If you are interested in Bar Work and haven't had any experience the RSA alone is not enough to get you into the industry. **You should look at doing our Bartending course to teach you the practical skills you need to find work.**

Week-Day Classes

Every Monday 10am – 1.30pm

Every Tuesday 9am – 12.30pm

Every Thursday 5pm – 8.30pm

Saturday 9am - 12.30pm AM

Saturday 12.30 – 4.00 PM

Saturday 13th November AM

Saturday 27th November AM

Saturday 4th December PM

Saturday 11th December AM

Saturday 18th December PM

1 Evening 6:30 - 10pm

Monday 1st November

Wednesday 17th November

Monday 29th November

Wednesday 15th December

Wednesday 12th January

Silver Service Waiting Course

This “hands on” course is ideal for people who wish to gain the skills of a Waiter. An increasingly high percentage of today’s hospitality staff must be able to work in both areas and this course makes it easier to secure the right job for you. This training takes place in a purpose built classroom, Gillian’s Café Restaurant.

- Table Setting
- Greeting Guests
- Silver Service
- Sales Techniques
- Taking the Order
- Plate Service
- Serviette Folding
- Customer Relations

2 Nights: \$165.00 - 6.30pm – 9.30pm

29th & 30th November 2010

24th & 25th January 2011

21st & 22nd February 2011

21st & 22nd March 2011

18th & 19th April 2011

1&½ Days: \$200 - 9am- 3pm & 9am-12pm

9th & 10th November 2010

16th & 17th November 2010

23rd & 24th November 2010

30th Nov & 1st Dec 2010

7th & 8th Dec 2010

Victorian Bar School, Level 3, 28 Elizabeth Street, Melbourne 3000

Phone: (03) 9654-7277

Facsimile: (03) 9650-3308

Additional Training Programs



Barista Coffee Courses

This program provides you with the nationally recognised Unit of Competence SITHFAB012A – Prepare and Serve Espresso Coffee

Aspiring Baristas, get an edge on your Competitors – Learn to make the perfect cup of Coffee, the way to Texture Milk, Grinding and Tamping.
This is a hands-on on practical training session.

- Coffee Styles and Types
- Espresso Machine Operations
- Cappuccino
- Macchiato
- Caffé Latte
- Hot Chocolate

In addition to this the Daytime and 2 Night course also covers in detail the following, Advanced milk texturing

- Latte art
- Spooned patterns
- Poured patterns
- Specialist coffee advice
- Roasting and Blending

A second Victorian Bar School certificate is issued for these subjects.

Daytime Courses

Thursday Classes \$185 9am – 3pm	Saturday Classes \$185 9am – 3pm
Every Thursday 9am – 3pm	Saturday 13 th November
	Saturday 27 th November
	Saturday 11 th December
	Saturday 8 th January
	Saturday 22 nd January

Evening Courses

1 Evening \$120 6.30pm – 9.30pm	2 Evenings \$185 6.30pm – 9.30pm & 6.30pm – 8.30pm
Tuesday 9 th November	9 th & 10 th November
Tuesday 23 rd November	23 rd & 24 th November
Tuesday 7 th December	7 th & 8 th December
Tuesday 21 st December	21 st & 22 nd December
Tuesday 1 st February	1 st & 2 nd February

Victorian Bar School, Level 3, 28 Elizabeth Street, Melbourne 3000
 Phone: (03) 9654-7277 Facsimile: (03) 9650-3308



Additional Training Programs

Food Handlers Course - Food Safety Level 1 - \$70

- This program provides you with the nationally recognised Unit of Competence SITXOHS002A – Follow Workplace Hygiene Procedures

This course is designed for participants involved in food preparation in the hospitality and tourism industries.

1/2 Day: 9am – 12pm

Every Thursday 9am – 12pm

1 Evening: 6:30pm – 9:30pm

Wednesday 1st December

Thursday 27th January

Wednesday 23rd February

Wednesday 23rd March

Wednesday 20th April

Sunday: 9am-12noon

Sunday 14th November

Sunday 28th November

Sunday 12th December

Sunday 9th January

Sunday 23rd January

Food Supervisors Course - Food Safety Level 1 & 2

This course combines the Food Handlers Level 1 with the Food Safety Supervisors Level 2 in one day of training to provide students with following Nationally Recognised Units of Competence:

SITXOHS002A - Follow Workplace Hygiene Procedures

SITXFSA001A - Implement Food Safety Procedures

GET YOUR FOOD SAFETY SUPERVISORS CERTIFICATION IN ONE DAY!

This nationally recognised program will deliver the above modules to instruct Food Handlers and Food Safety Supervisors in their duties, responsibilities, and attitudes required and relevant legislation. It covers the basic skills, knowledge and competencies required to Implement Food Safety Procedures and complete relevant documentation.

- ✓ Correct Food Handling Procedures
- ✓ Controlling Micro-organisms
- ✓ Personal Hygiene
- ✓ Environmental Hygiene
- ✓ Temperature Control
- ✓ Thermometer Use and Recording Procedures

Assessment will be a mix of demonstrations, class based activities and a test all completed in class. Students who have already completed Follow Workplace Hygiene Procedures – Level 1 can complete level 2 only for \$95. Appropriate documentation must be provided.

Week Day: \$150.00 – 9am – 3.30pm

Thursday 18th November

Thursday 2nd December

Thursday 16th December

Thursday 13th January

Thursday 27th January

Sunday: \$150.00 - 9am – 3.30pm

Sunday 14th November

Sunday 28th November

Sunday 12th December

Sunday 9th January

Sunday 23rd January

CHILDCARE OR AGED CARE INDUSTRY COURSE

You will need to complete the food safety supervisors course as well as the following units of competence. These can be done by completing a practical take home assessment after the course. The extra fee for this component is \$50 for level 1 or \$100 for level 1 & 2.

HLTFS207B – Follow Basic Food Safety Practices

HLTFS309B – Oversee the day-to-day implementation of food safety in the workplace

HLTFS310B – Apply and monitor food safety requirements

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Phone: (03) 9654-7277

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POST COURSE ASSISTANCE:

After successfully completing the course students can return for free refresher classes for a period of six months after course completion.

RECOGNITION OF PRIOR LEARNING:

The Victorian Bar School has a policy of recognising appropriate prior learning. Specific subjects or part thereof may be granted exemption status and must be applied for a minimum of 2 weeks prior to course commencement. Charges may apply.

REFUND POLICY:

The Victorian Bar School will refund in full all course fees paid in the event of us canceling a course.

In the event of a student wishing to transfer to another course they can do so twice at no cost (subsequent transfers will incur a \$50 transfer fee). In the event of a student canceling from a course before course commencement there will be a \$50 administration fee charged.

No refunds are available unless at least 2 working days notice is provided.

SELECTION CRITERIA:

Previous experience is not a requirement for course acceptance as these courses are ideal for 'new entrants' into the Hospitality Industry as well as those with some experience.

CODE OF PRACTICE

The Victorian Bar School is dedicated to providing quality practical skills based programs. We constantly review training methods and delivery in accordance with industry requirements. Course content is Nationally Recognised and delivered in a practical way to ensure the best possible outcomes for all graduates. We liaise with managers, employers and industry training personnel regarding required competencies for their organisations. Training is delivered utilising a wide range of strategies including role play, videos, lectures, assignments and "hands on" training utilising our state-of-the-art training facilities.

Victorian Bar School shall adopt such policies and practices to ensure the quality of vocational education and training programs offered are relevant and in accordance with:

- a) Victorian Registration and Qualifications Authority and Australian Quality Training Framework 2007 (AQTF2007) Essential Standards for Registration
- b) Commonwealth / State legislation and regulatory requirements

ACCESS AND EQUITY POLICY

All students and staff at The Victorian Bar School have the right to study and work in a positive environment which values diversity, and which protects all on site from any form of discrimination or harassment.

The Victorian Bar School is committed to providing equality of opportunity for all students and we offer a responsive and supportive environment, which is open to the needs of all on site.

The Victorian Bar School aims to foster a climate of acceptance and cooperation and the avoidance of unlawful discriminatory behaviour.

Student concerns before and after are to be addressed in writing to the Director who will arrange access to appropriate assistance.

*The Equal Opportunity Commission's advice lines offer free, impartial and confidential advice. The advice line is open Monday, Tuesday, Thursday and Friday from 9.00a.m.-5.00p.m., and Wednesday from 9.00a.m.-1.00p.m..
Tel: 1300 292 153 TTY: 1300 289 621 EMAIL: complaintsaveohrc.vic.gov.au*

CERTIFICATE TO BE ISSUED ON COMPLETION OF TRAINING COURSE.

Certification issued on course completion will include the National Competency code of each competency completed, the National Course Code, the Registered Training Organisation Provider Number, date of issue and signature of authorised person.

ASSESSMENT PROCEDURES

Assessment for the course will be conducted through the following methods:-

(a) Class Work

(b) Practical Demonstrations

This will be in the form of simulations or role play utilizing necessary equipment at The Victorian Bar School.

(c) Projects and assignments

Projects and assignments will include a variety of tasks designed to expand research and communication skills and to exhibit knowledge and competencies within the field.

(d) Written / Verbal Testing

Written testing will apply to knowledge component of competencies achieved.

Tests will reflect sufficient knowledge and understanding to demonstrate competence and students can be reassessed at a later date if this cannot be shown. No additional charges will be made for any necessary additional testing.

GRIEVANCE / APPEAL PROCEDURE

At all times The Victorian Bar School will deal in a fair and equitable manner when dealing with trainee grievances / appeals. If at any time throughout your course you have an area of concern please arrange a time to speak to your trainer as soon as possible. If he or she cannot assist you will be referred to the appropriate person or body where you can gain further assistance. All grievances will be handled promptly. A complaint / grievance form will be provided for you to record any issue of concern and a written statement of the outcome will be issued to you within 10 working days.

DISCIPLINARY PROCEDURES:

The Victorian Bar School policy will endeavor to provide and maintain a conducive learning environment for all trainees and will not allow the learning environment to be jeopardized by rowdy and unruly behaviour of individuals / groups.

FILE ACCESS:

Students are permitted access to their files. In order to do so, a student is required to make a written application. A time will then be arranged for the student to attend the premises to view his / her files.

MUTUAL RECOGNITION POLICY

The Victorian Bar School follows the mutual recognition requirements of the AQTF (Australian Quality Training Framework) and recognizes the AQF qualifications and Statements of Attainment awarded by other Registered Training Organisations.

DUPLICATE CERTIFICATES

The Victorian Bar School can replace lost or stolen certificate at a charge. Certificate replacements within 12 months of course commencement will be replaced at a fee of \$20. Certificate replacements greater than 12 months after course commencement will be replaced at a fee of \$50. To initiate certificate replacement please send all your details in writing to the Victorian Bar School with the appropriate fee to commence a search.

VICTORIAN BAR SCHOOL ENROLMENT FORM

How do I get Started?

1. **Post:** Fill in this application form and post off with a personal cheque, bank cheque or money order.
2. **Phone:** Give us a call on (03) 9654-7277 and we will assist you.
3. **In Person:** Call in "See a Class in Action" and we'll process your application then.

NAME: _____
(LAST NAME) (FIRST NAME)

NAME OF COURSE YOU WISH TO ENROL IN:

6 Evening Bartending	\$ 420.00	Date: _____
5 Day Bartending	\$ 420.00	Date: _____
Week-End Bartending	\$ 320.00	Date: _____
2 Day Waiting	\$ 200.00	Date: _____
2 Night Waiting	\$ 165.00	Date: _____
RSG (Responsible Service of Gambling)	\$ 70.00	Date: _____
RSA (Responsible Service of Alcohol)	\$ 70.00	Date: _____
Daytime Barista Coffee	\$ 185.00	Date: _____
2 Night Barista Coffee	\$ 185.00	Date: _____
1 Night Barista Coffee	\$ 120.00	Date: _____
Hygiene for Food Handlers (Level 1)	\$ 70.00	Date: _____
Food Safety Supervisors (Level 2)	\$ 95.00	Date: _____
Combined Food Safety (Level 1 & 2)	\$ 150.00	Date: _____
Other _____	\$	Date: _____

Since leaving school, have you **COMPLETED** any qualifications? (tick one box)
YES NO

If **YES**, then tick **ANY** applicable boxes.

Trade Certificate
Advanced/Technician Cert.
Certificate Other than Above
Associate Diploma
Undergraduate Diploma
Degree or Postgrad. Diploma

Please also fill out and return the following page.

VICTORIAN BAR SCHOOL ENROLMENT FORM

NAME: _____
(LAST NAME) (FIRST NAME)

ADDRESS: _____

SUBURB: _____ POST CODE: _____

DATE OF BIRTH: ____/____/____ GENDER: M / F

COURSE NAME: _____ / ____ / ____
(COMMENCEMENT DATE:)

Of the following categories, which BEST describes your current employment status? (Tick one box)

- | | |
|-------------------------------------|------|
| Full Time Employee | (01) |
| Part Time Employee | (02) |
| Self Employed- Not employ. others | (03) |
| Employer | (04) |
| Employed - Unpaid family worker | (05) |
| Unemployed - Seeking full time work | (06) |
| Unemployed - Seeking p/time work | (07) |

PHONE: _____
(HOME) (MOBILE)

COUNTRY OF BIRTH: _____

LANGUAGE SPOKEN AT HOME: _____

What is your highest COMPLETED school level? (Eg Year 12) YEAR

In which YEAR did you complete that school level? _____

Are you still attending secondary school? YES NO

- Please note if applying for Recognition of Prior Learning you must do so a minimum of two weeks prior to course commencement.

NOTE: Dress requirements are smart casual. For safety reasons please do not wear thongs or high-heeled shoes.

PRIVACY POLICY:

The Victorian Bar School has a policy of not disclosing student information to a third party without the written consent of the client / student. Please sign below to acknowledge your acceptance of relevant information being disclosed if necessary.

REFUND POLICY:

- The Victorian Bar School will refund in full all course fees paid in the event of the Victorian Bar School canceling a course.
 - In the event of a student wishing to transfer to another course they can do so twice at no cost (subsequent transfers will incur a \$50 transfer fee). In the event of a student canceling from a course before course commencement there will be a \$50 administration fee charged.
 - No refunds are available unless at least 2 working days notice is provided.
- Session sequence, curriculum, special offers and prices may change.
Please sign to acknowledge acceptance of policies of enrolment.

Signature: _____
(Parent or Guardian to sign if under 18)