Hospitality Training Australia in association with Restaurant & Catering Victoria has developed a business training program for business owners within the hospitality industry.

The program seeks to provide restaurateurs, caterers, cooks and café owners with an insight into how other hospitality businesses operate and gives particular attention to the following key topics:

- preparing a financial budget
- costing foods and minimizing waste
- human resource policy, recruitment & people management
- business and operational plan
- marketing
- managing safety

Guest speakers

Chefs, restaurateurs and business owners that are members of Restaurant & Catering Victoria will provide valuable insights into their experience within the industry owning and operating a hospitality business, managing staff, financial management, marketing and promotion.

How much does it cost?

- Members of Restaurant & Catering Victoria $500.00
- Non members $675.00

Business Skills Vouchers

Business Skills Vouchers of $500.00 are available to cooks that are undertaking an Australian Apprenticeship in a traditional trade, and have completed the second year of the Australian Apprenticeship (i.e. currently undertaking the third or fourth year); a newly qualified tradesperson in a traditional trade, having completed the Australian Apprenticeship within the past two years.

Cooks and apprentices that meet the Business Skills Voucher eligibility are welcome to enroll.

Training Venue

Training is facilitated at Hospitality Training Australia training premises located at Level 4, 250 Collins Street, Melbourne.

Course dates

The course is delivered from 1pm to 5pm every Monday for 7 weeks commencing Tuesday 1st April 2008. Program dates follow:

- Tuesday 1st April 2008 1pm to 5pm
- Tuesday 8th April 2008 1pm to 5pm
- Tuesday 15th April 2008 1pm to 5pm
- Tuesday 22nd April 2008 1pm to 5pm
- Tuesday 29th April 2008 1pm to 5pm
- Tuesday 6th May 2008 1pm to 5pm
- Tuesday 13th May 2008 1pm to 5pm

Certificates

Participants in the program will receive a statement of attainment for units completed from the Certificate IV in Business (Frontline Management) qualification.

Assessment

Participants will be required to complete workplace based projects between training sessions in order to complete the requirements of the units of competence from the Certificate IV in Business (Frontline Management) qualification.

To book into the course please complete the attached course registration form and fax it to (03) 9639 5600
Section A: Personal details
Participant Name: ___________________________  Phone: ___________________________
Email: ___________________________  Date of Birth ___________________________
Address: ________________________________________________________________

Section B: Employer details
Company name: ___________________________  Phone: ___________________________
Contact name: ___________________________  Facsimile: ___________________________
Address: ________________________________________________________________

Email: ___________________________  Website: ___________________________

Section C: Business Skills Voucher Entitlement
Are you a 3rd or 4th year apprentice cook or have completed your cooking apprenticeship within the past 2 years?
□ Yes  □ No
(If Yes please completed section D)  (If No please proceed to the payment section E)

Section D: Business Skills Application
To apply for a $500.00 Business Skills Voucher you are required to attach to this application the following documentation:

□ A photocopy of either your passport, drivers license or learners permit

And one of the following contacts or documents:
□ Name and telephone number of the TAFE or RTO that you are currently enrolled
□ Name and telephone number of the Australian Apprenticeship Centre that signed up your apprenticeship papers
□ A copy of your Apprenticeship Certificates with the date of issue being within the past two years

Section E: Payment
The cost of the course is $675.00 or $500.00 for members of Restaurant & Catering Victoria. Payment must be received to confirm your booking. If you are eligible for a Business Skills Voucher please tick the Business Skills Voucher box.

□ Business Skills Voucher  □ Visa  □ Money Order  (to Hospitality Training Victoria Pty Ltd)
□ American Express (3% surcharge)  □ MasterCard  □ Cheque (Payable to Hospitality Training Victoria Pty Ltd)

Cardholders Name: ___________________________  Signature: ___________________________
Card number: ___________________________  Expiry date: ___________________________

Section F: Declaration
The information I have supplied on this application for registration into the Business Skills For Hospitality Program is correct.

Name: ___________________________  Signature: ___________________________  Date: _________

Fax the course registration form to (03) 9639 5600