



PROFESSIONAL RESTAURANT & BAR SERVICE PROGRAMME

Day Release



Fáilte Ireland
National Tourism Development Authority



GAIN A QUALIFICATION WHILE WORKING IN THE HOTEL, CATERING AND TOURISM INDUSTRY.

Course Description

The Professional Restaurant and Bar Service Programme (Day Release) is designed to provide a relevant professional qualification for those who wish to pursue a career in food and beverage service.

The course is aimed at people employed in the hotel, catering and tourism industry. Students **attend college one day per week** while engaging in full time employment.

The programme is a flexible work based learning programme that has been structured into core and optional modules.

How the Programme Operates

The Professional Restaurant and Bar Service Programme is a day release, on-the-job training modular programme: students **can complete the full programme or select individual modules** as appropriate. The entire programme can be completed over an 18 month period.

THE PROGRAMME HAS BEEN STRUCTURED AS FOLLOWS:

MODULES TITLE	NUMBER OF DAYS IN COLLEGE
Casual Dining*	8
The Business of Customer Care in Professional Food and Beverage Service*	6
Fine Dining*	15
Bar Operations (<i>optional</i>)	15
Wine Studies (<i>optional</i>)	4 (8 half day's)

* Core Modules

Students completing four modules will receive a FETAC Major Award in Professional Restaurant and Bar Service. The three core modules are: Casual Dining, The Business of Customer Care in Professional Food and Beverage Service and Fine Dining. The student then has the option to choose either the Bar Operations or Wine Studies options. Both optional modules can be completed to receive an additional FETAC component certificate.

Awards

- Students who have successfully completed 4 modules will receive a FETAC Major Award Advanced Certificate level 6
- Single Component Certificates will be awarded after successful completion of each individual module

Some of the benefits you can expect

Employer

- Improved business performance due to highly skilled staff
- Increased levels of return through greater staff commitment to the business
- Enhanced image for you as an employer of choice
- A new approach to off-the-job training to facilitate business
- Employee will receive an attendance based training allowance while in college from Fáilte Ireland
- Access to state-of-the-art training facilities

Employee

- Gain an internationally recognised qualification in your chosen field of study
- Continue to earn while you learn with an employer of your choice
- Enrich your job immediately as you acquire more skills and secure a better future within the industry
- A daily training allowance from Fáilte Ireland while in college
- Access to state-of-the-art training facilities

Fáilte Ireland

- Fáilte Ireland will fund College tuition fees and pay a daily training allowance to students while in college

The Next Step

Employer

Establishments wishing to participate in this programme and nominate an employee must be registered.

To register please complete the Registration of Establishment Form and return it to:

Admissions Unit, Fáilte Ireland,
88-95 Amiens Street, Dublin 1.

Participant

Complete the student application form and return to one of the participating colleges listed on the attached application form.

This new programme has been agreed jointly by Fáilte Ireland, the Irish Hotels Federation, the Restaurants Association of Ireland, the Vintners Federation of Ireland and the Institutes of Technology.



**REGISTRATION OF ESTABLISHMENT FORM
PROFESSIONAL RESTAURANT AND BAR SERVICE PROGRAMME
(DAY RELEASE)**

1. Establishment

Name of Establishment: _____

Address: _____

General Manager: _____

Contact Person: _____

Telephone: _____ Fax Number: _____

Email Address: _____

2. Do you have Employers Liability Insurance in place? Yes [] No []

3. Do you have a HACCP System in place? Yes [] No []

4. Is there a Safety Statement available and is this Communicated to Employees? Yes [] No []

5. Establishment Responsibility for In-Company Training

All participating employers are responsible for the delivery of in-company training.

An establishment is required to have a qualified trainer/mentor to carry out on-the-job training.

Please name:

Title	Name	Certified Trainer	Qualifications/Experience
Head of Department/Supervisor			
Certified Trainer (if different from above)			

5a. Do you agree to release your trainer/designated mentor for induction to the programme? Yes [] No []

6. Do you have an Induction Programme for new Employees? Yes [] No []

I agree :

- to release the employee for one day per week with pay while attending college
- to conduct a formal induction into their place of employment and
- to commit to an effective Mentoring System which will offer guidance and training to them by your qualified trainers

Employer's Name: _____
(Please print)

Employer's Signature: _____ Dated: _____
(on behalf of establishment)

Employee's Name: _____
(Please print)

Employee's Signature: _____ Dated: _____



STUDENT APPLICATION FORM PROFESSIONAL RESTAURANT AND BAR SERVICE PROGRAMME (DAY RELEASE)

1. Student / Applicant

Name of College you are applying to: _____

Name of Establishment you work in: _____

Surname: _____ First Name(s): _____

Date of Birth: _____ Nationality: _____ PPS Number: _____

Address: _____

Home Telephone: _____ Mobile: _____

Email: _____

Employment History

From	To	Employer's Name, Address & Tel No.	Position and Duties Held

Education Details

From	To	Name of School/College	Qualifications Obtained

Have you participated in any other CERT/Fáilte Ireland programmes? Yes [] No []

If yes, please specify: _____

Other achievements: _____

Current Employer

Name of Establishment in which you are employed: _____

Employer's Name and Address: _____

Telephone: _____ Fax: _____

Email: _____

COLLEGES OFFERING THE PROFESSIONAL RESTAURANT AND BAR SERVICE PROGRAMME (DAY RELEASE)

- Athlone IT**
Dublin Road
Athlone
Co. Westmeath
Tel: (09064) 24400
Contact: Mr. John O'Hara
- Cork Institute of Technology**
Rossa Avenue
Bishopstown
Co. Cork
Tel: (021) 432 6100
Contact: Mr. Adrian Gregan
- Galway/Mayo Institute of Technology** *(subject to final agreement)*
Dublin Road
Galway
Tel: (091) 753 161
Contact: Mr. Gerry Talbot
- Waterford IT**
Cork Road
Co. Waterford
Tel: (051) 302000
Contact: Mr. Ray Cullen
- Tourism College Killybegs**
Killybegs
Co. Donegal
Tel: (074) 973 1120/26
Contact: Mr. Ciarán ó hAnnracháin

Other Institutes of Technology may offer this programme subject to demand.

Return completed forms to **The Admissions Office** in one of the participating colleges above.

Please tick which modules you wish to complete:

- Casual Dining
- The Business of Customer Care in Professional Food and Beverage Service
- Fine Dining
- Bar Operations
- Wine Studies

Students can complete the full programme for a FETAC Major Award

or

Select individual modules to receive Single Component Certificates.

Employer Agrees To:

- to release the employee for one day per week with pay while attending college
- to conduct a formal induction into their place of employment and
- to commit to an effective Mentoring System which will offer guidance and training to them by your qualified trainers

Employer's Name: _____
(Please print)

Employer's Signature: _____ Dated: _____
(on behalf of establishment)

Employee's Name: _____
(Please print)

Employee's Signature: _____ Dated: _____

Please forward to the Admissions Office in one of the participating colleges above.



Fáilte Ireland
The National Tourism Development Authority

Admissions Unit, Fáilte Ireland
88-95 Amiens Street, Dublin 1
Tel: 1850 256 256
Fax: (01) 855 6821
email: courses@failteireland.ie
Web: www.failteireland.ie