

Certificate in Restaurant & Café Management

22 WEEKS – FULL TIME or 10 MONTHS – PART TIME

Student Visa

To enrol:

Please complete the enrolment form and send to:

The Director
New Zealand School
of Food and Wine
PO Box 25 217
Christchurch
New Zealand

Once we have received your enrolment an offer of placement will be made.

A telephone interview may be necessary.

The offer of placement will confirm the dates of the course and course fees.

For further information:

Please refer to our website www.foodandwine.co.nz or you can email us at nzsfw@foodandwine.co.nz

Some people dream of owning their own catering business, restaurant or café, others are eager to learn the skills that will make them an excellent manager. NZSFW offers a comprehensive management course tailored specifically to the hospitality industry.

Course Outline:

This course covers the principles of small business management. Students learn about business compliance (legal, accounting) and how to establish a hospitality business. They learn how to cost menus, analyse business costs and use ratios to understand them. Students study the principles of economics and how they apply to business as well as marketing concepts and branding strategies to ensure business success. They analyse organisations, learn how to employ staff, write job descriptions and build teams. For the final project students conduct a feasibility study of a business that they may wish to set up in the future. This helps consolidate the knowledge gained throughout the course.

Computing

This course enables students to learn how to confidently use a computer in a business environment. Students study Microsoft Word and Excel. Among other skills, they learn to write reports, create templates and spreadsheets for a host of applications including budgets, cash flows and profit and loss statements.

NZSFW Certificate in Wine

Here students learn about the wine varietals and how to evaluate them. Wines are tasted blind and students learn to write short descriptions of each wine. Students develop a sound general knowledge about Old and New World wines and wine making processes. Wine and Food matching is also considered.

Restaurant and Wine Service: *the ceremony of eating*

Students learn the practical side of running a restaurant or café with work experience at Hay's. During this time they become a barista, waiter and host. They deal with real customers in a real situation. Students study towards their General Manager's Certificate for the Sale of Liquor Act and also study Hygiene and complete the Red Cross First Aid Certificate.

Course Entry :

There is a minimum age of 20 years. Sound English Language (IELTS 5.5 or equivalent) It is recommended that students have prior experience in the hospitality industry.

Full Time Course Dates:

Monday 13th February – Friday 14th July 2006

Hours: Monday – Friday 9.00am – 3.00pm

Part time students will also attend two weekend seminars to complete First Aid and Sale of Liquor course.

Work Experience: In general this will take place in the evening (20 hours)

Text Books

1. Celia Hay - How to Grow a Hospitality Business - \$45
2. Michael Cooper - NZ Wine Atlas - \$100
3. Paul Dalziel - NZ Macroeconomy - \$35

THE NEW ZEALAND
School of
Food & Wine

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www.foodandwine.co.nz

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FEES: Full time

INTERNATIONAL:

International Student fee \$5,995

NZ DOMESTIC: \$2,750

The fee covers all costs associated with the course.

Computers are available for the students to use at NZSFW.

Access to a computer at home is also recommended.

Equipment required: personal stationery, lecture pads,
lever-arch folder, pens, 5 diskettes for computer.

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