

## Corporate Training

Your company success depends on how well your team works together. Academy Sofitel provides customised, team building training with a difference. Conducted in the purpose built kitchens and training rooms of Academy Sofitel, our talented industry based trainers take you through a range of exercises that will assist your team to focus on customer service, staff interaction, conflict management and empowerment. Individual teams will be taught the secrets of preparing a 3-course meal or canapés for a cocktail party. We can also include wine education and cocktail making.

## Hands on Team Building

Wanting to take your staff out of their environment and their comfort zone? Then have Academy Sofitel conduct your next team building session. Whether it is introducing new staff to the team, strengthening your current team or reinforcing company philosophies we can expose your staff to all aspects of team building.

## Team Reward and Recognition

Looking for an alternative to your current staff reward and recognition program? Have Academy Sofitel treat your staff to an education session in food or wine. We will customise a program that fits your requirements.



## Business Etiquette

Has your company ever been let down by staff not knowing how to behave in a corporate situation?

Academy Sofitel can step your staff through all aspects of business etiquette:

- ~ How to entertain clients and ensure your social gathering is a success
- ~ Conversation and table talk
- ~ Toasting protocol
- ~ Selecting food and wine
- ~ Presentation at cocktail parties
- ~ Dining etiquette
- ~ Business dress and grooming
- ~ Presentation skills

## Short Courses

### Culinary and Professional Development for the Modern Chef

Are you a qualified chef wanting to update and refresh your skills? Need to network with other chefs? A seven-day course covering areas of culinary expertise from menu compilation and costing through to stocks and sauces, farinaceous dishes, meat, poultry and game, fish, seafood and hot and cold desserts. This course is designed to enhance and expand your knowledge and skills as a professional chef.

### Bar Operations

Learn essential bar skills that will enhance your employment opportunities. This course includes customer service, bar set up, product knowledge, dispensing drinks and basic garnishes.

## Introduction to Wine Appreciation

Always wanted to understand more about wine? This course will introduce you to the basics of food and wine matching, winemaking techniques, service of wine and the sensory appraisal of wine.

### Introduction to Basic Culinary Arts

Need the inside information on the art of fine cooking? This five-day hands-on course will guide you through basic knife skills, vegetable, soup and sauce preparation and on to seafood, meat, poultry and game and dessert cookery. Working in a commercial training kitchen, participants will complete each session with a 'chefs' table', tasting their own creations while enjoying a glass of wine and talking food with their culinary trainers and co-participants.

### RSA - Responsible Service of Alcohol

Certified by Liquor Licensing Victoria, the competency unit THHBFBo9B Responsible Service of Alcohol is essential for anyone wanting to work in the hospitality industry. This course addresses issues relating to alcohol and the law, problems associated with excessive consumption and best business practices.

### Introduction to Food and Beverage Service

This course is designed to give participants essential food & beverage skills including: customer service; table settings; order taking procedures; plated service and silver service.

For more information and course dates, contact **Academy Sofitel** on (03) 9653 7749.



- ~ Certificate III in Hospitality (Commercial Cookery)
- ~ Advanced Diploma in Hospitality (Management)
- ~ Bachelor of Business in Hospitality
- ~ Short Courses and Corporate Training

ACADEMY  
**SOFITEL**  
MELBOURNE

CRICOS Provider Code: 02246F

ACADEMY  
**SOFITEL**  
MELBOURNE



ACCOR

SOFITEL  
ACCOR HOTELS & RESORTS

Academy Sofitel at Sofitel Melbourne

25 Collins Street Melbourne Victoria 3000 Australia

T +61 3 9653 7749 F +61 3 9653 7789 E h1902-hr09@accor-hotels.com W www.sofitelmelbourne.com.au

2002 AHA Hall of Fame ~ Best Training Initiative  
2002 Victorian Tourism Awards ~ Inducted into Hall of Fame  
2002-2003 Australian Tourism Awards ~ Winner ~ Tourism Education and Training

Study Within The World's Largest Hotel and Tourism Group

At Academy Sofitel, our mission is to provide an education that couples the highest standards of practical skills with leading-edge learning principles.

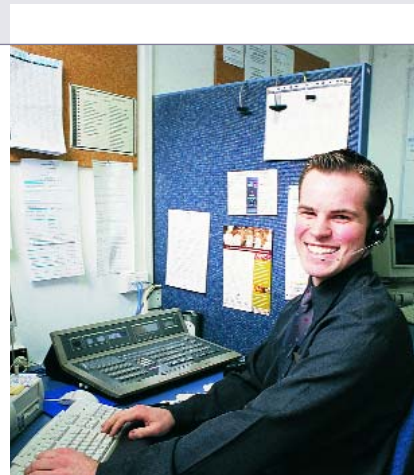
We do this through training our students in an Academy that is based in Melbourne's most outstanding 5-star hotel, Sofitel Melbourne, where the highest levels of practical skills are applied throughout the hotel everyday.

Our lecturers are industry professionals with teaching qualifications who adhere to industry best practice.

Through our strategic alliance with Victoria University we ensure the Academy's academic standards are rigorously maintained. This alliance assures a university place for students to complete their undergraduate studies.

We are proud of the courses offered and the awards that underscore our outstanding educational standards.

We look forward to introducing the Academy to you.



## Study In An Environment of Excellence

It was Sofitel Melbourne's pursuit of excellence that resulted in the opening of Academy Sofitel in 1997.

The only registered private school of its kind in Victoria, Academy Sofitel was launched to provide practical and theoretical training within a 5-star hotel environment.

Sofitel Melbourne is Melbourne's most awarded 5-star hotel, and its uncompromising standards are reflected in the delivery of education to Academy Sofitel students. Students will interact with hotel guests in actual situations from the first day of their learning.

Academy lecturers are industry professionals with formal teaching qualifications. A number of Sofitel Melbourne's highly experienced managers and executives contribute specific expertise to the programs, while visiting experts from industry expand the students' perspective.

Our philosophy is to deliver the highest level of practical skills, expose our students to industry best practice and adhere to rigorous academic standards. Once students are trained to 5-star standards, they can comfortably work at any level in the industry.

Academy Sofitel qualifications are recognised by key State Government departments and by the hospitality industry's peak training bodies:

- ~ Victorian Government Department of Education, Employment and Training
- ~ Victorian Government Office of Post Compulsory Education, Training and Employment
- ~ Australian Hospitality Review Panel
- ~ Tourism Training Australia
- ~ Tourism Training Victoria.

## Advanced Diploma of Hospitality (Management)

**Course Code: THH60202**

Your best starting point for an international career in hospitality is to study within Accor, the world's largest hotel and tourism group. Academy Sofitel, Victoria's leading private hospitality training school, is located at Sofitel Melbourne, Accor's flagship hotel in Australia.

You will learn the systems of this global industry leader, undergo practical training within a 5-star hotel and place yourself in a preferred position for employment within the Accor group.

Accor manages in excess of 220 properties in the Asia Pacific region and more than 4000 globally.

Graduates have the opportunity to undertake 12 month traineeships in Sofitel Hotels throughout Asia. Past graduates have been placed in Shanghai China, Zhengzhou China and Johor Bahru Malaysia.

The company also offers challenging, fast track development opportunities to promising employees, including the two-year National Management Traineeship program where practical experience is gained at four hotels in Australia and New Zealand. This program is the training ground for executives destined to be Accor's future general managers.

In Australia, there are shortages of skilled, qualified staff in many areas of the hospitality industry. This means the opportunities for promotion are excellent and can occur rapidly.

Our graduates are given preference when appropriate positions become available at Accor hotels within Australia. They are also provided with extensive assistance to gain employment through the services of our recruitment agency partners, who ensure all students experience a variety of working environments during their studies. In addition, all students have the opportunity to be employed on a casual basis within Sofitel Melbourne.

A number of graduates of Academy Sofitel have gained full-time employment with Sofitel Melbourne, and are working in departments including the Atrium cocktail lounge, Zanzibah, Cafe La, Room Service, Banquets and Front Office.



### Course Structure

- ~ The Advanced Diploma involves 46 weeks of full time study and experiential learning.
- ~ It can easily be completed within one year.
- ~ The study load equates to 35 hours per week, spread over five days between Monday and Saturday.
- ~ Learning occurs in hotel departments, restaurants, bars, conference and catering and classrooms of Sofitel Melbourne.
- ~ Dedicated a la carte training restaurant open to the public.
- ~ Small group tuition is ensured.
- ~ Individual development plans are set with each student.

### Program Content

During this course students will develop skills in:

- ~ Restaurant, Conference and Catering Management
- ~ Rooms Division Management
- ~ Human Resources and Organisational Management
- ~ Financial Management
- ~ Marketing
- ~ Computer Applications
- ~ Interpersonal Communications
- ~ Workplace Operations
- ~ Conference, Meeting and Event Planning.

## Certificate III in Hospitality (Commercial Cookery)

**Course Code: THH31502**

### Progress Your Career

The Culinary Academy was established in 1998 in response to a shortage of qualified chefs in the industry. The Culinary Academy offers a Certificate III in Hospitality (Commercial Cookery) that is designed to equip participants with the skill and knowledge required to enter the exciting world of cookery. It covers a broad range of skills, knowledge and application within a diverse range of the cooking industry with an emphasis on five-star training.

### Course Structure

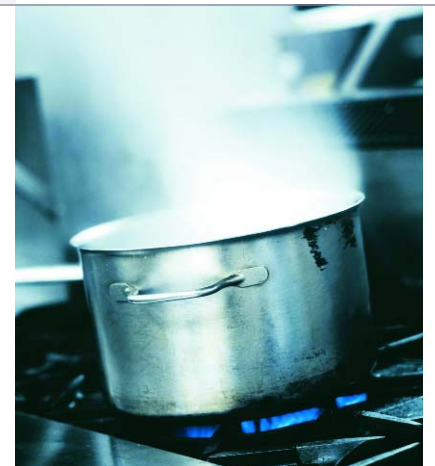
- ~ The certificate is offered on a day per week basis as part of the apprentices' 'Off The Job' training dependent on class scheduling. (Apprentices must have full support from their employer).
- ~ Learning occurs in the Culinary Academy kitchen, classrooms of Academy Sofitel and on external excursions.
- ~ Dedicated a la carte training restaurant open to the public.
- ~ Small group tuition is ensured.

### Entry Requirements

Participants for this program must be employed and be undertaking an approved apprenticeship as recognised by the State Training Board of Victoria.

If your application is accepted you will need to provide proof of your apprentice registration through the following:

- ~ A copy of a signed training agreement
- ~ Information on which New Apprenticeship Centre (NAC) you are registered within Victoria
- ~ A student registration number as supplied by the Apprentice Administration Branch.



## Course Enrolments

Application forms may be obtained by contacting Academy Sofitel. After lodging an application form, students will be selected following interviews with Academy Sofitel.

For more detailed information and to download an application form, please access the Sofitel Melbourne website [www.sofitelmelbourne.com.au](http://www.sofitelmelbourne.com.au)

