

**ACTH**



# Student Handbook

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# COURSE AIMS

ACTH courses aims to provide high quality training by adopting the Australian syllabus from the NTIS Training package. The training is delivered through the McGraw Hill Campus Learning Management System. ACTH has developed an online study platform through Google Classroom which helps students follow their lessons in-class or online. We believe by enhancing the learning experience of the student in-turn achieves employability opportunities locally & internationally.

# COURSE PROGRAMS

**Diploma of  
Hospitality  
Management &  
Front Desk  
Receptionist**

**Professional  
Cookery  
Professional  
Pastry & Bakery**

**Master  
Barista  
Professional  
Bartender  
Professional  
Waiter**

**Hotel  
Operations  
Multitasker &  
Certificate  
in Food &  
Bev Services**

# LEARNING OUTCOMES



## #1 SITHFAB022 Clean and tidy bar areas

Learning Outcome #1: Skills and knowledge required to clean bars & public areas, clear and clean glasses, and safely dispose of waste.

## #2 SITHFAB023 Operate a bar

Learning Outcome #2: skills and knowledge required to prepare a bar for service, take drink orders, prepare serve alcoholic and non-alcoholic beverages and close the bar down.

## #3 SITHFAB025 Prepare & serve espresso coffee

Learning Outcome #3: Skills & knowledge required to extract and serve espresso coffee beverages using commercial espresso machines & grinders.

## #4 SITHFAB034 Provide table service of food and beverage

Learning Outcome #4: Skills and knowledge required to provide quality table service of food and beverage in à la carte or fine-dining settings.

## #4 SITHIND005 Use hygienic practices for hospitality service

Learning Outcome #5: Skills and knowledge required to use personal hygiene practices to maintain the health and wellbeing of self and others.

## #5 SITXFSA005 Use hygienic practices for food safety

Learning Outcome #6: Skills & knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses.

## #6 SITXCCS014 Provide service to customers & SITTTSL007 Process Reservations

Learning Outcome #7: Skills and knowledge required to receive and process reservations for a tourism, travel, hospitality or events product or service offered for sale to agents or direct to the customer.

## #7 Hotel Operations Multitasker

Learning Outcome #8: Skills knowledge required to work in different departments in a hotel e.g. Food & Beverage or Housekeeping.

## #8 Professional Cookery

Learning outcome #9: Skills & knowledge required in using correct cooking methods according to the standard recipe.

## #9 Professional Pastry & Bakery

Learning Outcome #10: Skills & knowledge required to produce pastries and pastry products following standard recipes.

# COURSE SCHEDULE



- Master Barista Week 1-7



- Professional Bartender Week 1-7



- Professional Waiter Week 1-7



- Food Safety Supervisor Week 1-6



- Front Desk Receptionist Week 1-8



- Hotel Operations Multitasker Week 1-25

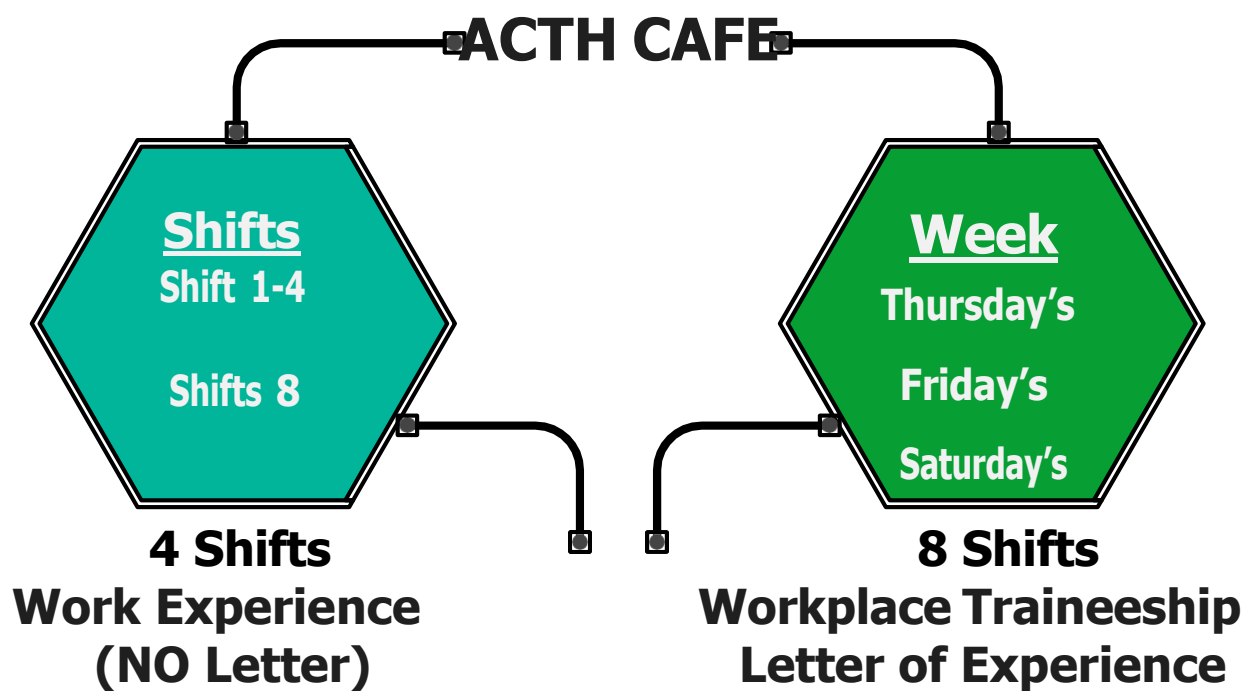


- Professional Cookery Week 1-25



- Professional Pastry & Bakery Week 1-25

# Workplace Traineeship





# COURSE FEES

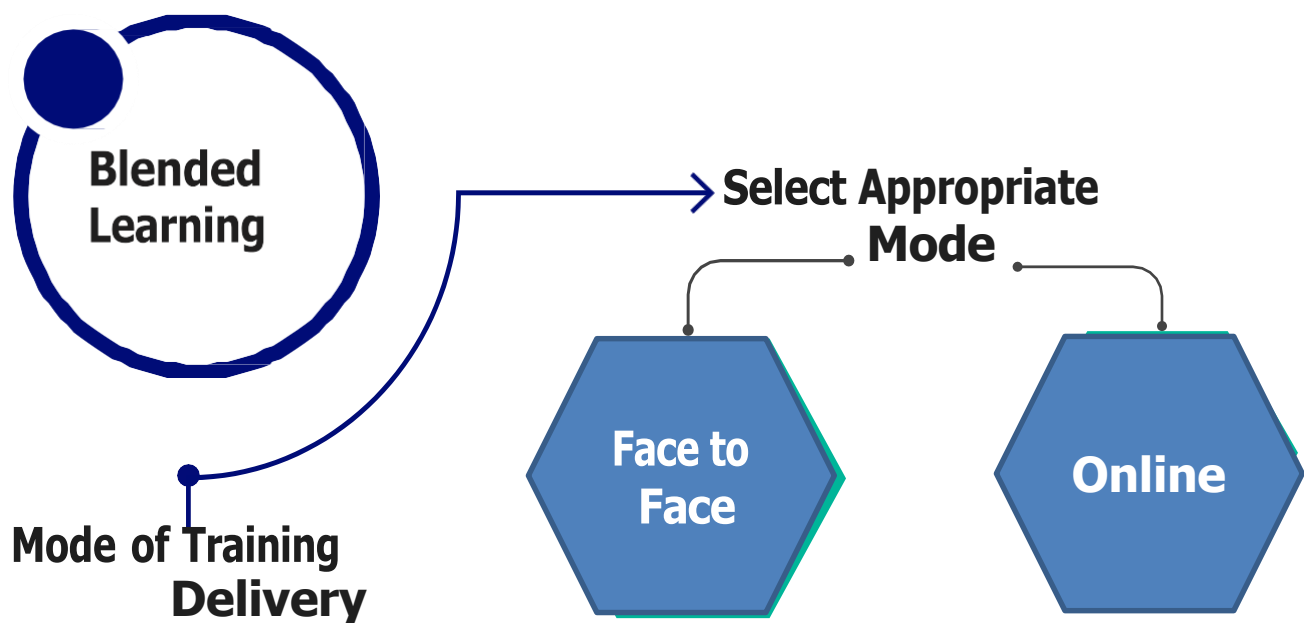
## ACTH COURSE FEES

Courses	Enrolment LKR	Lesson LKR	Test LKR	Practical LKR	Traineeship LKR
Individual Course	20,000	20,000	20,000	8,000	22,000
Bundle 2 Courses	35,000	35,000	35,000	15,000	44,000
Bundle 3 Courses	55,000	50,000	50,000	25,000	66,000
Hotel Operations Multitasker	15,000	15,000	15,000	N/A	N/A
Certificate in Food & Beverage Services	55,000	50,000	50,000	25,000	66,000
Diploma of Hospitality Management	50,000	50,000	50,000	50,000	66,000
Professional Pastry & Bakery	50,000	50,000	50,000	50,000	50,000
Professional Cookery	50,000	50,000	50,000	50,000	50,000

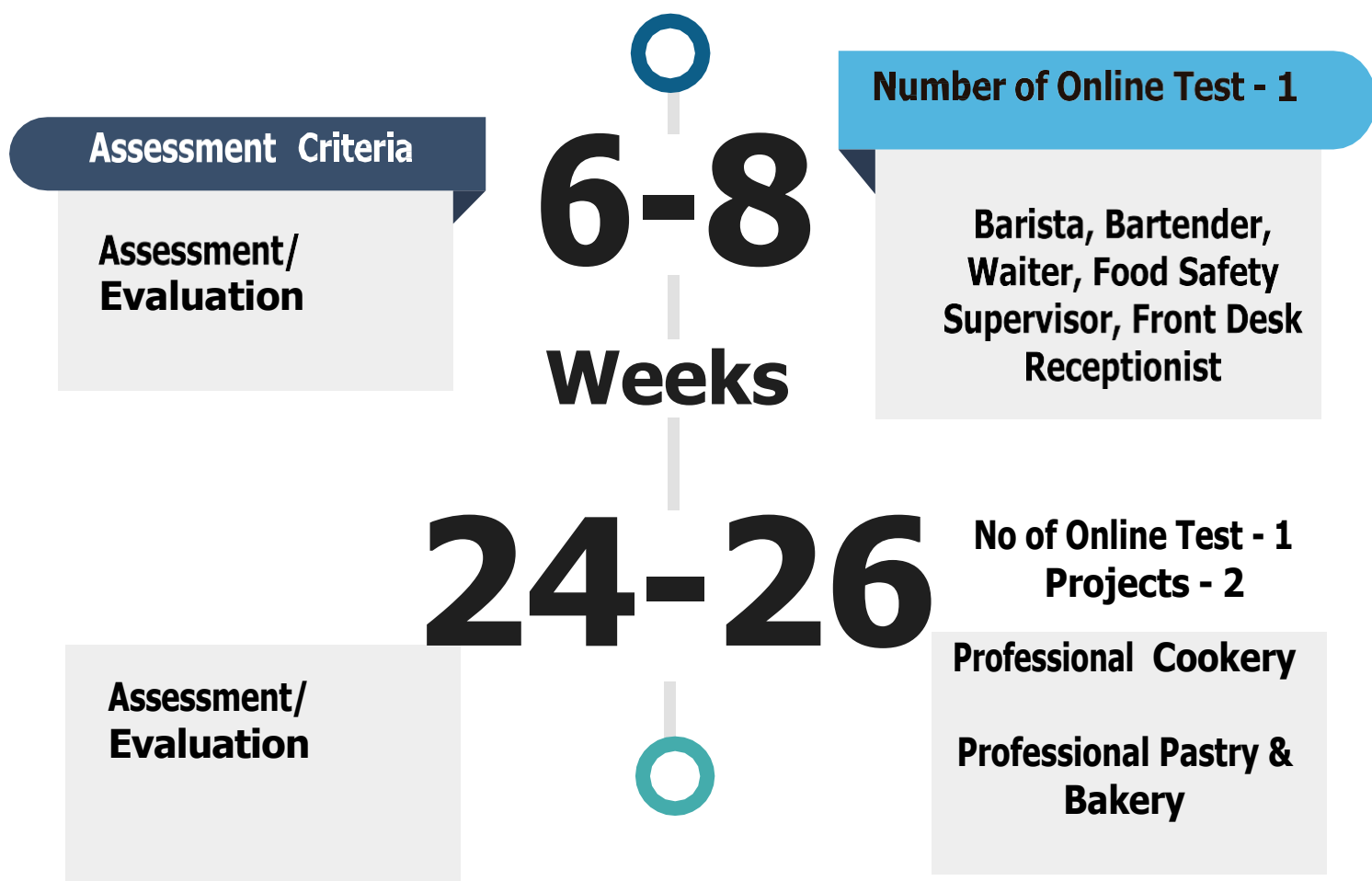


# MODE OF TRAINING

The mode of training delivery of the all courses are "Blended" study, hence face to face and online delivery approach will be adopted.



# ASSESSMENTS





# LIST OF STUDY MATERIAL FOLDERS

**Course Outline**

**Training Images**

**Training Resources**

**Training Video's**

**Workbook**

**Google  
Classroom**

**Google Drive**

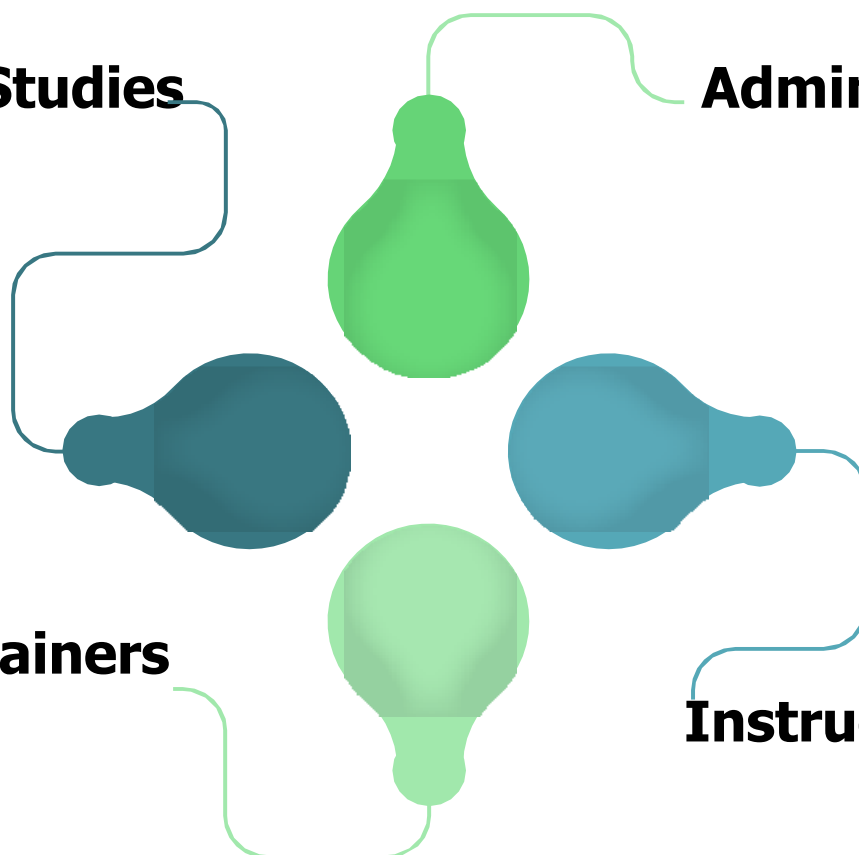
**Study Online**

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# STUDENT APPEALS

**Director of Studies**

**Admin Manager**



**Practical Trainers**

**Instructors**



# WORKPLACE TRAINEESHIP

Café Training	Shift AM	Shift PM	Day	No of Shifts
Barista	9am – 1pm	1pm – 5pm	Fri & Sat	8
Bartender	9am – 1pm	1pm – 5pm	Fri & Sat	8
Waiter	9am – 1pm	1pm – 5pm	Fri & Sat	8
Pastry & Bakery	9am – 1pm	1pm – 5pm	Fri & Sat	8
Cookery	9am – 1pm	1pm – 5pm	Fri & Sat	8

ONCE 8 SHIFTS ARE COMPLETED THE TRAINEES ARE ELIGIBLE FOR A WORKPLACE EXPERIENCE LETTER. THE TRAINEES ARE ALSO ABLE TO CHOOSE 1-4 DAYS WORKPLACE TRAINEESHIP ON A SHIFT BASIS.



# ASSESSMENT METHODOLOGY

Course Name	No of Assessment	Methodology
Master Barista	1	Online Test
Professional Bartender	1	Online Test
Professional Waiter	1	Online Test
Professional Pastry & Bakery	4	Online Tests 1&2 Projects 3&4
Professional Cookery	1	Online Test
Food Safety Handler + Food Safety Supervisor	2	Online Tests
Front Desk Receptionist	2	Online Tests
Hotel Operations Multitasker (F&B/HSK/Multitasker)	3	Online Tests
Certificate in Food & Beverage Services	5	Online Tests
Diploma of Hospitality Management - Soft Skills 5 Courses + Management 4 Courses	11	Online Tests

# STUDENT GRIEVANCE







# **DISCIPLINARY PROCEDURE**

**Disciplinary Stages 1 - 5**

**Stage 1 - Verbal Warning**

**Stage 2 - 1<sup>st</sup> Written Warning**

**Stage 3 - 2<sup>nd</sup> Written Warning**

**Stage 4 - Suspension**

**Stage 5 – Expelling of Student**





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