



6 December 2017

Dear Parents and/or Guardians,

**RE: Student Skills Development opportunity in the Pakenham Campus Canteen**

Your child has shown interest in participating in an informal skills development program in the Pakenham Campus Canteen.

This program is offered as a voluntary opportunity, and open to students over the age of 14. The aim of this program is to assist students gain skills which may give them an advantage when applying for part time employment in the fast food, hospitality or retail industry by providing them with relevant experience whilst also building up their resume.

Our Food Services team will teach retail and hospitality skills such as coffee making, cash handling, customer service, using an EFTPOS machine and a cash register.

This program will operate from 7.30am to 8.45am, and students will be required to wear their full College uniform. An apron will be provided to protect their uniform.

Prior to participation, the students will need to complete a free online Food Safety course, which will give them a certificate for their resume - <http://dofoodsafely.health.vic.gov.au/welcome.php> , and they will also need to complete a free Workplace Safety course, via this link - <http://www.training.dupont.com/resources/video-clips/slips-trips-falls-training-video>.

If a Food Safety course or Workplace Safety Course has already been completed through the College please email a copy to [pakcanteen@beaconhills.vic.edu.au](mailto:pakcanteen@beaconhills.vic.edu.au)

Upon attendance and completion of four participation sessions students will be awarded a "Certificate of Completion" outlining the skills gained, and a written reference from Beaconhills College Food Services to include in their future job applications.

If you agree to your child participating in this skills development program, please complete the attached form, and return it the Food Services Supervisor, to arrange to book-in 4 training sessions.

Regards,

**Coral Pickering**  
Food Services Supervisor  
Pakenham Campus  
Food Services  
T: 1300 002 225 Ext: 3070  
E: [pakcanteen@beaconhills.vic.edu.au](mailto:pakcanteen@beaconhills.vic.edu.au)



## Parent Permission Form - Food Services Skills Development Participation

Student Name: \_\_\_\_\_ Year / Class: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Consent:

I \_\_\_\_\_ (parent) give permission for  
\_\_\_\_\_ (student name) to participate in the Food Services skills development program, as detailed in the attached letter.

My child has completed/will complete (cross out which-ever is not applicable):

- Food Safety On line course \_\_\_\_\_ (expected date /or date of completion)
- Work Place Safety course \_\_\_\_\_ (expected date /or date of completion)

Signed: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Please complete this, and bring along with copies of the two specified training programs, to the Pakenham Canteen, ATT: Food Services Supervisor - Coral Pickering.

### OFFICE USE ONLY

**DATES for participation** (*Please send copy of this back with student to inform parents of the dates.*)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_