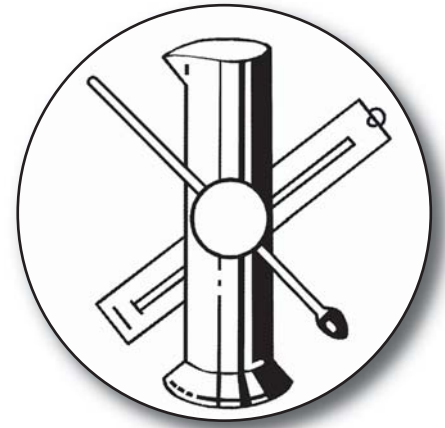


Licensed Trade

Stocktaking



..... Much more than bottle counting !

Training Seminar Syllabus



Shireburn Arms

18th to 20th October 2016

***Three
Day
Intensive
Course***

The Institute of Licensed Trade Stock Auditors (I.L.T.S.A.)

The Seminar

Whether you are currently a licensee, working for a brewery, wishing to take up this profession or just want to develop your own knowledge of the licensed trade, so as to learn more about stocktaking, participation at this seminar is essential. Nothing is taken for granted and the course goes from basics right up to advanced stocktaking. Of course, it is impossible to create stocktakers over a three day period, but the lecturers will give everybody present a very good grounding of the profession, which will give them the stepping stone upon which to develop their own business or seek employment. For existing stocktakers this seminar will iron out the cracks and give them the capacity to develop their own professionalism, also substantially increasing the likelihood of their passing the Institute examinations and gaining professional status.

As you will see from the attached syllabus, the Institute has tried to cover all aspects of licensed trade stocktaking as well as food and retail. The syllabus is substantial and reflects the depth of knowledge required by today's



2



The group may be divided into small groups to tackle some of the more complex subjects

Stock Auditor. Evening workshops are available for anyone struggling on particular subjects, and handouts are there in abundance.

The present course has evolved over the past twenty years to the well received course that it is today. Course critiques reinforce our belief that it offers tremendous value. However, over the years, the costs have inevitably increased and it was decided to restructure the course to offer even better value for money. For that reason the course has been reduced to a three day intensive residential course enabling us to substantially reduce the price without compromising the quality of the training.

Anyone entering a profession where people's jobs are dependent upon their accuracy, must be properly qualified and experienced, and it is for this reason that the seminars are run – so as to give people the facility to learn.

The course commences at 10.00 a.m. on Tuesday with registration, and aims to finish by late Thursday afternoon. It is to be held at the Shireburn Arms, Hurst Green. On the Tuesday night there will be a reception in the bar to give participants the opportunity to meet their colleagues.

As well as the obvious element of hard work over the three days, delegates are encouraged to mix at a social level, to talk through their own particular situations with other participants and lecturers, to help them formulate, where appropriate, their career. In addition there is now an element of preparation prior to the course in the form of a DVD that will be sent out a few weeks prior to the course. This has enabled us to shorten the length of the residential element but retain the high standards.

Providing they have been present throughout, a certificate of attendance will be issued to delegates at the end of the course, which can be used in job interviews or to progress their association with potential clients.

The Venue



Shireburn Arms Hotel Whalley Road, Hurst Green Clitheroe BB7 9QJ

Full details of the venue can be obtained from their website
www.shireburnarmshotel.com

The Shireburn Arms is a little corner of Old England for you to savour. When it began life in 1679 it was a farm with a series of outbuildings. Stonyhurst College, just one mile away is one of the finest buildings in Lancashire and all England, acclaimed by Alec Clifton-Taylor. A Jesuit school of enviable reputation, responsible for the schooling of many influential authors, Arthur Conan Doyle (Sherlock Holmes), J.R. Tolkien (Lord of the Rings), the winners of seven Victoria Cross's and the setting of many period dramas and films. In fact, the Shireburn Coat of Arms appears only in the college and in stained glass in the hotel.

This historic hotel itself comprises of three buildings which have been sensitively combined to provide a place of charm and character.

The "Shireburn" was sold by the Weld family in 1831 and then run as a hotel by Richard Parker. His Daughter, a

Dominican nun inherited the "Shireburn" and it became a convent from 1856, who then owned it until 1975, and was run by various landlords as a hotel. On an interesting note, the wife of an earlier publican, Ralph Holden, was said to have murdered one of his relatives in 1834. However, she claimed that she "had only put the arsenic in the teapot, he had chosen to drink the tea". She was hung at Lancaster Castle.

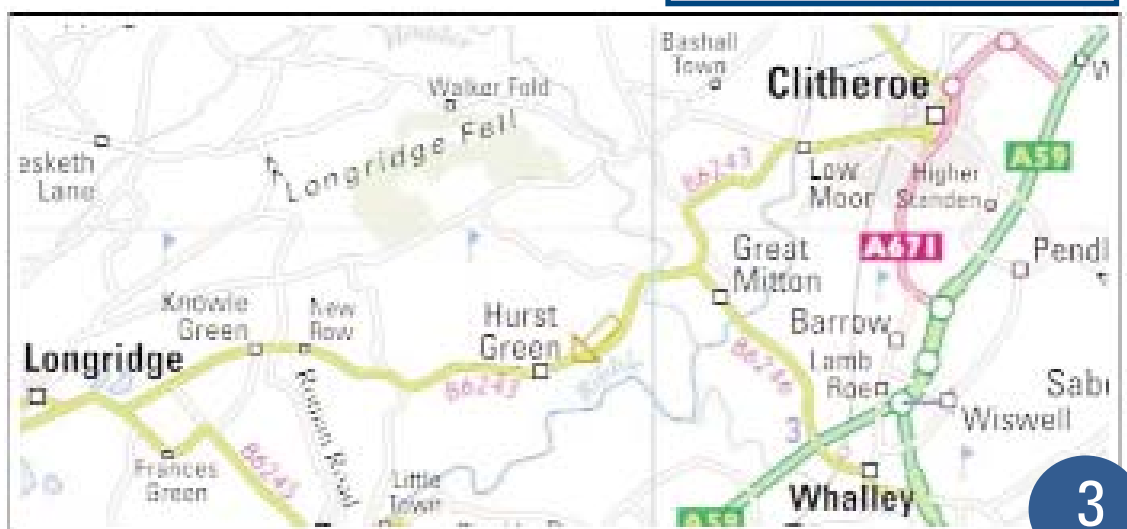
The Shireburn is a popular venue with both delegates and lecturers. There are many fine restaurants within a short distance for those who want to explore this beautiful part of the country.

From the M6

Take Exit 31, joining the A59 towards Whalley, Clitheroe and Skipton. Turn left at the first set of traffic lights (continuing on the A59). Leave the A59 at the next set of traffic lights, turning left onto the B6245 for Ribchester. Take the bridge over the River Ribble and after 600 yards turn right into Gallows Lane. Continue to the T-Junction and turn right onto the B6243. After 1½ miles you will reach The Shireburn Arms on the right as you enter Hurst Green village.

Location information

Preston 13 miles
Intercity London/Edinburgh - 3 hours
Blackburn 11 miles
Burnley 12 miles
Clitheroe 5 miles
Manchester 35 miles
International Airport



The Lecturers



MIKE MURDOCH F.I.L.S.A.

After leaving a family stocktaking firm in 1981, Mike started his own business. He joined the Institute in 1984 winning the George Webber award for that year. He joined the Council of Management three years later and remained for thirteen years actively involved in the Training Seminars and the running of the Institute. Whilst expanding his own successful business he indulges in his other great passion – wine. He left our Council for a time becoming Treasurer for the Association of Wine Educators. In 2004 he rejoined Council but still remains a Wine Educator, a free-lance journalist and Member of the Circle of Wine Writers. This enables Mike to have free access to the major wineries and vineyards around the world. Mike tries to visit at least one different wine producing country per year whilst juggling his own business and Institute commitments.

In 2008 Mike took over as Chairman of the training & examinations sub-committee.



CHRIS SWIFT F.I.L.S.A.

On leaving school, Chris undertook an apprenticeship in the kitchen of a London hotel. He returned to catering college, obtaining an Ordinary National Diploma in Hotel and Catering Operations, before passing his HCIMA finals at Thomas Danby College in Leeds.

He worked for many years in hotel management before branching off into public house management in the Midlands. In 1985 he took his first tenancy in Halifax, eventually ending up with four pubs under his management. He started up his own stocktaking and consultancy business in 1987 and was a joint winner of the George Webber Trophy in 1989. He joined the Council of Management in 1995 and was the editor of "The Stock Auditor" the magazine of the Institute until 2002 when he took over responsibility for co-ordinating the marketing of the Institute. In 2004 further changes at the Institute saw Chris taking back the magazine and helping his wife, Diane, in the day to day running of the Institute.



Pat Simmons F.I.L.S.A.

After leaving school, Pat took up a career in retailing. He worked for several national store groups, including Burtons and the CWS. A change of direction took him into the licensed trade in the 1960's when he joined Westminster Wines (later to become Peter Dominics) in their stock audit department. His main task was to assist in the setting up of a new computerised stock control system covering the group's 400 plus off licence outlets. He moved to East Anglia in 1972, and joined the local arm of Grand Metropolitan's managed house system, as a stocktaker. In 1979 he left to start his own company which he ran until 1997, having seen it grow to become one of the largest in East Anglia. In that year he joined a small public house company as operations director, responsible for the day to day running of some 18 houses. He was awarded the George Webber Award in 1986 and spent eight years on the main Council of the Institute, serving for a time as Chairman of the training and examination committee.

The Lecturers



Richard Grafton
F.I.L.S.A.

Richard started his career as a brewery stocktaker with Eldridge, Pope & Co of Dorchester in 1980. After eight years he decided that it would be a good idea to venture out and work for myself.

Over the years he has had the privilege of working with many people who have taught him far more than it is possible to remember about this trade.

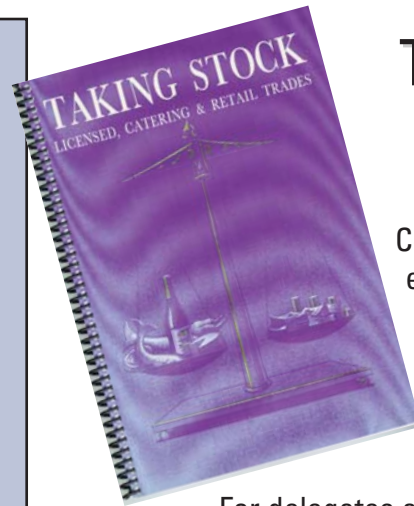
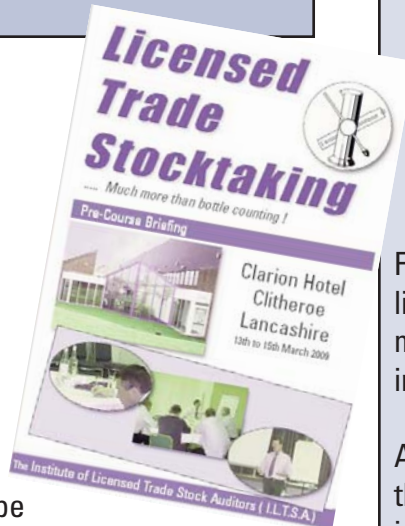
Along with his colleagues he currently runs a busy company dealing with a very mixed selection of clients across Southern England. He is proud to have been a member of the Institute for over twenty years.

Pre-Course Briefing

Prior to the course a 'Pre-course' briefing will be sent out to all delegates. Produced on a CD this covers topics that we feel that should be covered but because of time constraints will not be covered in full during the course. We do ask that delegates study the notes carefully and watch the videos attached prior to the course.

Topics covered include:- Why have stocktaking ?; Gauging bottles; VAT conversions; Correct use of a calculator; Gross profit & mark up; Yield tables; Counting & pricing tables; Points of stock control; Suggested list of equipment; Basic book-keeping; The role of the hotel manager; Introduction to the counting of table wines. The videos cover food stock, keg and cask measurement as well as post mix minerals.

Some of the topics above will be addressed through the course and any questions can be asked of the lecturers. The course itself is very intensive and this small amount of preparation is vital to the smooth running of the course.



Taking Stock

Copies of the 2nd edition of 'Taking Stock' are now available from the I.L.T.S.A office.

For delegates attending the training seminar they are available at the member's price of :-

£ 16.00 (Plus £1.30 p.& p.)

Long Distance Mentoring Scheme.

For anyone considering a career in licensed trade stock auditing, membership of the Institute is an important stepping stone.

Attendance on the course will give you the basics but cannot possibly turn you into experienced stock auditors over the weekend. For this reason the long distance mentoring scheme was set up. This allows associate members of the Institute to be matched to an experienced member, who because of the geographical distance does not feel there is a conflict of interest in advising new members.

Rules are set between the two parties but basically the mentor is there for the awkward situations or general advice that may be necessary.

Ask for details of membership now !

Training Schedule - Tuesday

Course Registration

9.30 – 10.00 a.m.

Registration

Course Introduction

10.00 - 11.00 a.m.

An opportunity to meet fellow delegates and to learn about the forthcoming course

Theory of Stocktaking

11.00 - 1.00 p.m.

Reasons for stocktaking
Trading accounts / extended reports
Valuations

LUNCH

1.00 - 2.00 p.m.

Practical Stocktaking

2.00 - 6.00 p.m.

Structuring and recording of counts
Product knowledge
Yields, tolerances and bottle sizes.
Draught beer
Wine, spirits etc
Crisps, nuts and confectionery

Delegates will, after practical demonstration, take their own stock within the hotel's cellar and bar. They will learn how to calculate selling prices and talks will be given on post and pre mixes.

Goods Inwards –

Extracting purchase information
Delivery notes, invoices and statements
Goods Received Book
Returned stock
Borrowed and loaned stock

Reception

7.00 - 8.00 p.m.

– for delegates and lecturers

Complimentary refreshments
courtesy of the I.L.T.S.A.



Training Schedule - Wednesday

Practical Stocktaking

9.00 – 12.00 p.m.

Extending the previous days figures

Consumption at cost and retail

Valuation of stockholding

Cost of purchases

Surplus / deficit result

Section percentages

Sales mix ratios

Extracting revenue figures

Business done figures



Allowances

12.00 - 1.00 p.m.

General allowances

Internal transfers

Estimated and actual gross profits



LUNCH

1.00 - 2.00 p.m.

Adjustments

2.00 - 3.15 p.m.

Uplifts for retail price differences

Cost and selling price changes



Auxiliary Stock Control

3.30 - 4.00 p.m.

Wine by the glass

Days stockholding

Discounts

Proving the Result

4.00 – 4.45 p.m.

Use of trading accounts

Cash reconciliation



The Institute

4.45 – 5.15 p.m.

What we are and what we do

Use of Computer

5.15 - 6.00 p.m.

– for the same result

Feeding information onto computer

Range of reports available

Training Schedule - Thursday

Cellar Control Systems

9.30 – 10.15 a.m.

- Till reconciliations
- Bin cards
- Cellar control systems
- Multi bar units



Food Stocktaking

10.15 - 12.00 a.m.

- Taking a food stock
- Allowances at cost and at retail
- Presentation of the report
- Reasons for poor results
- Menu planning and costing
- Extracting revenue / business done



Analysis

12.00 - 1.00 p.m.

- Analysing results
- Historical comparisons
- Projected sales



LUNCH

1.00 - 2.00 p.m.

Period End Adjustments

2.00 - 2.30 p.m.

Dishonesty & deterrents

2.30 - 3.15 p.m.

- Control procedures
- Reasons for excessive surpluses and deficits
- Use of hydrometer
- Importance of Gross Profit percentages



Changeover Valuations

3.15 - 4.30 p.m.

- Stock awaiting return
- Unsaleable stock
- Discounted stock
- Use by dates
- Fair valuations and cost prices
- Miscellaneous items
- Retail stocks
- Certificates of valuation
- Code of Practice

Deliberate Error Paper

4.30 - 5.30 p.m.

Questions & Close of Course 5.30 - 5.45 p.m.

What Delegates Say

At the end of the Seminar delegates are asked to complete a course critique. This enables us to ensure that the Seminar is as beneficial as it can be. Some comments from previous courses are reproduced below :-

Having attended many seminars in the past 38 years this was probably the most informative.

P.S.

The course was very comprehensive and I found the lecturers to be extremely dedicated, knowledgeable and helpful.

T.W.

It was comforting and informative that the lecturers were real working stocktakers.

R.S.

Well constructed and followed a logical progression throughout. The lecturers obviously all knew their subject well and were helpful, patient and friendly both during the lectures and socially.

D.P.

I found the course to be an excellent learning experience. The course content was varied, interactive, and covered more areas than I imagined, I would not hesitate in recommending it to my colleagues.

H.D.

It was great that all the lecturers WANTED you to learn.

R.H.

This was probably one of the best courses I have been on !

K.S.

Every element of the subject was clearly explained and was presented in a logical sequence. I had a 'check-list' of topics I had hoped to be covered , and they all were !

S.A.

Thanks to all the lecturers for an informative week - shame about the jokes !

E.R.

I found the course very informative and the lecturers thorough. They also made studying very enjoyable

BA

Delegates on a recent course



I had come all the way from Australia - it was well worth the trip !

K.I.

If you have any further questions do not hesitate to contact Diane Swift on 01422 833003 dianaswift@iltsa.co.uk

**DON'T DELAY
BOOK TODAY**

Booking Details

SEMINAR MATERIALS

All Seminar materials will be supplied, including calculators, which delegates are requested to return at the end of the Seminar.

DEPOSITS

In order to secure a place, a £100.00 deposit per delegate should be sent, with the completed booking form to **The Secretary, ILTSA, Brockwell Heights, Brockwell Lane, Triangle, Sowerby Bridge HX6 3PQ**. The balance must be paid five weeks prior to the course commencement. Cheques should be made payable to the I.L.T.S.A.

This deposit is not refundable unless the booking is cancelled prior to twelve weeks of the Seminar starting.

SEMINAR CANCELLATION

Cancellation prior to	Five weeks	FULL REFUND (excluding deposit)
	Four weeks	75% REFUND (excluding deposit)
	Three weeks	50% REFUND (excluding deposit)
	Two weeks	25% REFUND (excluding deposit)

No refund will be given, other than in exceptional circumstances, on any cancellation made within two weeks of the start of the Seminar. Delegates are advised that fees cannot be transferred to future Seminars.

The Institute reserves the right to cancel any Seminar due to unforeseen circumstances, and in this event a full refund, including any deposits, will be returned to each delegate.

PLEASE NOTE:

Where possible, all subjects on the syllabus will be covered, but the Council of the I.L.T.S.A. reserve the right to change, alter or re-arrange the schedule at any time without prior notice.

On Tuesday evening between 7.00 and 8.00 p.m. there will be a drinks reception to give delegates the opportunity to meet their colleagues.

**PLEASE RETURN THE BOOKING FORM ON PAGE 11 WITH
A DEPOSIT OF £ 100.00 to**

Diane Swift
Brockwell Heights
Brockwell Lane
Triangle
Sowerby Bridge
HX6 3PQ

Tel:- 01422 833003 dianeswift@iltsa.co.uk



RATES

Full package includes:-

Two nights single room with private facilities, full English breakfast, drinks on Tuesday night, soup and sandwiches for lunch; Morning coffee and afternoon tea daily, also participation at all lectures.

Full package - Three days
£ 665.00

Full package - excluding bed and breakfast
£ 575.00

Optional night bed and breakfast (Monday or Thursday)
£ 50.00

The above rates exclude VAT, which will be added at the standard rate, but do include a service charge, which will be distributed to staff at the Hotel.

Reservations will be taken on a first come first served basis, and confirmation will only be given once full payment has been received.

The Institute of Licensed Trade Stock Auditors

The Institute has nearly four hundred members; it has been active for over fifty years and prides itself on the training given to those considering the profession as a career. Stocktaking offers variety, constant contact with people, and responsibility. Integrity and skill are paramount, and the I.L.T.S.A. offers a body which encompasses people properly trained in the profession. This gives them maximum profile across the country, so that they can develop their businesses under a common umbrella, which is able to offer expertise in many subjects and which creates a pool of properly qualified and experienced people.

In 1991 the then association was awarded Institute status by the Board of Trade. This was in no small way attributable to the training seminars, which are now recognised and acknowledged across the country.

The I.L.T.S.A. is the only body in Britain which represents Licensed Trade Stock Auditors.

Associate membership of the Institute is open to anyone interested in joining the



Founder members of the Association 1953

profession. To achieve recognition and full membership, appropriate examinations must be taken and passed. Fellowship is available after seven years.

The lecturers have now worked as a team over several years and have developed a unique approach.

They are all enthusiastic, professional and keen to impart knowledge to delegates.

None of them are professional teachers, but all glean much satisfaction from the excellent critiques returned at the end of each course. The seminar is updated on an annual basis and many changes are implemented as a direct result of participant input.

Held in March and October each year these courses are usually full; it is unlikely there will be more than twenty-five delegates which enables one to one tuition. Participants are encouraged to seek help if necessary and lecturers are generally available during the early part of the evening to give personal assistance.

In 1989 the Institute published a book called 'Taking Stock', it is recognised as the definitive textbook on the subject of stocktaking. A second re-print of that book is now available. Apart from that, it issues a bi-monthly magazine, keeping members up to date with trade issues, holds regional meetings, has a social weekend each year, and offers substantial discounts on various merchandise and A.A. membership.

The Institute is very active, and keen that all Licensed Trade Stocktakers should be involved. It markets its qualified members regularly, and ensures that everybody works to similar high standards.