

# ***Licensed Trade Stocktaking***



*..... Much more than bottle counting !*

## **Training Seminar Syllabus**



***Shireburn  
Arms***

**20th to 22nd October 2026**

***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



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.



Use is made of the latest technology to complement lectures

## 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](http://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.

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

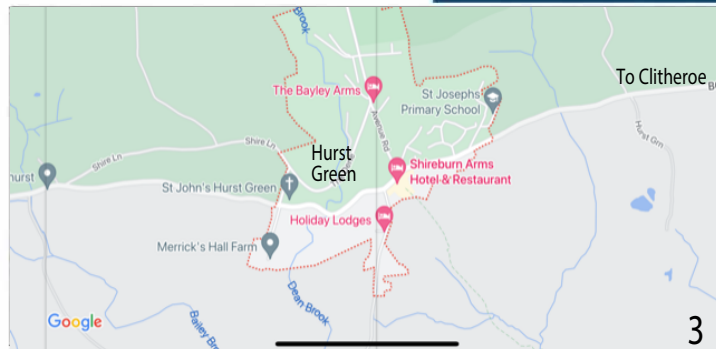
(continuing on the A59). Leave the A59 at the next set of traffic lights, turning left onto the B6245 for Ribchester. Take the bridge over the River Ribble and after 600 yards turn right into Gallows Lane. Continue to the T-Junction and turn right onto the B6243. After 1½ miles you will reach The Shireburn 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

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



## The Lecturers



**Brett Websdale**  
**F.I.L.S.A.**

After leaving school, Brett joined a local leisure firm as trainee manager and was quickly promoted to retail manager and stocktaker for the nine holiday parks located in Scotland and East Anglia. During this time he implemented stock control and purchase order systems within the company to help

maintain GP margins. He also passed his HCIMA finals at Newcastle College. After 12 years and promotion to area director, Scotland, he moved to London to manage his brothers private medical practice. After four years, two trips round the world and newly married, Brett decided to settle back in his native North East and set up his own stocktaking firm in 2004. Brett joined the Institute in 2005 and was elected to council in 2009.

In May 2016 he took over the challenge of being  
Chairman of the Institute.



**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.



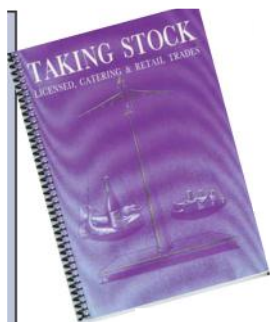
**Guy Porteous**  
**F.I.L.S.A.**

When Guy left school after taking A levels he worked for Midland Bank in West London. At the same time his parents purchased a Pub near Oxford and they all moved down there. Guy continued to work in the bank moving down to Oxford helping in the pub at weekends when not marshalling at Silverstone. After a few years the pub could not be expanded any more so the search was on for bigger premises, eventually Guy's parents purchased a coaching inn in West Cumbria. Guy left the bank and went to work for them full time.

Guy then went to work for a private 5\* hotel in London, worked as an assistant manager at a Wadsworth pub near Southampton. He moved to the Bell Inn in Stilton, was bars manager for a golf club and become restaurant manager at a hotel in Suffolk.

In 1996 Guy set up Sterling Stock Auditors and has had clients ranging from Michelin starred chefs to village locals and everything in between. He is particularly keen on food stocktaking as he loves to cook.

In 2010 Guy started to Volunteer at his local Community Centre teaching people how to use computers under their live long learning programme. Shortly afterwards he was asked to run the programme. As part of this he took a PTLIS (Preparing to Teach in the Life Long Learning Sector) and taught computer courses, business courses and committee courses.



# 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. )

## Pre-Course Briefing

Prior to the course a "Pre- course" briefing will be sent out to all delegates. It will be via email along with a link to dropbox account. 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 (via dropbox) prior to the course.

Topics covered include:- Why have stocktaking? Guaging 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.



## 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 turn you into experienced stock auditors over the three days. 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

Registration

9.30-10.00a.m

## 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

### - for delegates and lecturers

7.00 - 8.00 p.m.

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 stocktraders.*

R.S.

*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.

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.

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  
Brett Websdale on  
**01661 860579**  
brettwebsdale@hotmail.com

**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 address below**. 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) 75% |
|                       | Four weeks  | REFUND (excluding deposit) 50%      |
|                       | Three weeks | REFUND (excluding deposit) 25%      |
|                       | Two weeks   | 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 Monday 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**

The Secretary  
ILTSA  
7 Boyd Orr Drive,  
Penicuik  
Midlothian  
EH26 0JR

Tel:- 01422 833003 [info@iltsa.co.uk](mailto:info@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  
£ 730.00

Full package - excluding bed and breakfast  
£ 620.00

Optional night bed and breakfast (Monday)  
£ 65.00

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.

## Bookings Form

Please complete, photocopy and return to the Secretary

PLEASE NOTE - INDIVIDUAL BOOKING FORMS SHOULD BE COMPLETED FOR EACH DELEGATE ATTENDING THE TRAINING SEMINAR

I wish to reserve one place on the Training Seminar being held at the Shireburn Arms, Hurst Green, Clitheroe from Tuesday 20th to 22nd October 2026

|                                                                                         |                                                                                                                                                                         |                                     |              |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------|
|                                                                                         | Full package - 20th to 22nd October 2026                                                                                                                                | @ £ 730.00                          |              |
|                                                                                         | Full package - excluding bed and breakfast                                                                                                                              | @ £ 620.00                          |              |
|                                                                                         | Optional Monday night bed and breakfast                                                                                                                                 | @ £ 65.00                           |              |
|                                                                                         |                                                                                                                                                                         |                                     |              |
|                                                                                         |                                                                                                                                                                         |                                     |              |
|                                                                                         |                                                                                                                                                                         |                                     |              |
|                                                                                         |                                                                                                                                                                         |                                     |              |
|                                                                                         |                                                                                                                                                                         |                                     |              |
|                                                                                         |                                                                                                                                                                         | SUB TOTAL                           |              |
|                                                                                         | Less £40.00 discount for ILTSA members ( providing that they have joined at least three months prior)                                                                   |                                     |              |
|                                                                                         |                                                                                                                                                                         | SUB TOTAL                           |              |
|                                                                                         | Please add V.A.T. at the standard rate                                                                                                                                  | V.A.T.@20.0%                        |              |
|                                                                                         |                                                                                                                                                                         | TOTAL                               |              |
|                                                                                         | Please make cheques payable to the I.L.T.S.A.                                                                                                                           | Less deposit attached               | £ 100.00     |
|                                                                                         | <b><i>BALANCE</i></b> to be paid by <b><i>cheque or bank transfer at least five weeks prior to commencement of Seminar</i></b> ( late bookings subject to availability) |                                     |              |
| PAYMENTS BY BACS:                                                                       |                                                                                                                                                                         | ( ALL STATED PRICES EXCLUDE V.A.T.) |              |
|                                                                                         | Bank:-                                                                                                                                                                  | Sort Code:-                         | Account No:- |
|                                                                                         | Bank of Scotland                                                                                                                                                        | 12-24-81                            | 06831021     |
| Please ensure that all payments made by BACS are fully referenced e.g. 'Oct 26 Surname' |                                                                                                                                                                         |                                     |              |
| ALL BOOKINGS SUBJECT TO TERMS AS DETAILED ON PAGE 10                                    |                                                                                                                                                                         |                                     |              |

|                                               |  |                                             |
|-----------------------------------------------|--|---------------------------------------------|
| Name:-                                        |  | Pleasetick relevant age                     |
| Address ( Inc.Post Code):-                    |  | 16- 25                                      |
|                                               |  | 26 -35                                      |
|                                               |  | 36- 45                                      |
|                                               |  | 46- 55                                      |
| Email address:-                               |  | 56- 65                                      |
| Present Occupation-                           |  |                                             |
| Please state where you heard of the seminar:- |  | Telephone number -<br>including area code:- |
| Name to be entered on badge:-                 |  |                                             |
| Name to be entered on certificate:-           |  |                                             |

# 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.

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.

***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.

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.***