

WSET[®]
London Wine & Spirit School

Prospectus

WSET Level 4 Diploma in Wine and Spirits Courses

August 1st 2011 – July 31st 2012

WSET Diploma Courses in London

WSET Diploma Courses in Birmingham

WSET Diploma Courses in Edinburgh

WSET Diploma Courses in Manchester



www.londonwineandspiritschool.com

www.wsetglobal.com

The WSET Level 4 Diploma in Wine and Spirits Courses

The WSET's London Wine & Spirit School at the WSET's head office in Bermondsey Street London is the WSET's flagship training provider and as such offers Level 4 Diploma courses in a variety of modes of study.

The Diploma qualification is considered by many in the wine business to be the "driving licence" for anyone wishing to work in the business or progress into management level roles and is recognised worldwide as the premium all round wine and spirit qualification.

For the serious wine enthusiast the Diploma course will develop a high level of product knowledge and expertise in wine tasting and will build on the knowledge gained at Advanced level, and although the course is challenging it will be equally rewarding.

The courses are taught by a team of highly qualified, dedicated and experienced wine and spirit Educators. All are respected specialists in their fields, all will have up to date knowledge of contemporary issues related to wines and spirits, and many are MW's.

The Diploma is divided into six Units each of which will cover an area of the syllabus that is separately examined. It is simpler to explain the Diploma as a qualification made up of six separate smaller qualifications, and as such anyone successfully completing the Diploma will be able to demonstrate they have expertise in many areas of the wine and spirits business. The Diploma course will not only develop product knowledge to a specialist level it will also develop skills for example in research, analysis and writing that will continue to be of use beyond the course.

The Diploma is the required qualification for anyone wishing to complete the WSET Certified Educator course and attain WSET Certified Educator status. The Diploma is viewed universally as the stepping-stone to the MW programme.

Entry Requirements

The Level 3 Advanced Certificate is the required entry qualification for anyone wishing to enrol on the Diploma course. Students who have studied outside the UK, who hold the WSET International Higher Certificate and the Diploma entry qualification, will be able to join the Diploma programme. No other qualifications are accepted for enrolment on the WSET's London Wine & Spirit Schools Diploma programme.

Modes of Study

Whatever mode of study is selected students will be expected to commit to substantial amounts of private study. All of the WSET's London Wine & Spirit Schools courses are supported by an online classroom resource and a dedicated Diploma Programme Manager.

Semester Courses

The daytime attendance courses are divided into two semesters to be studied over two separate academic years and will take two years to complete. The Semester One must be completed first and before enrolment onto the Semester Two course. The Semester One will consist of 9 days attendance plus examination days. Semester Two will consist of 8 days attendance plus examination days. The subjects studied and the examination schedule for each Semester course can be found on page 3 and 4 of this prospectus.

Day Release Semester Courses

Students will attend 1 day a week, this may be once a week for consecutive weeks or once a fortnight.

Block Release Semester Course

Students will attend two blocks of study for each semester plus the examination days.

The Semester One will have one block of 5 days and a second block of 4 days. Semester Two will have one block of 5 days and a second block of 3 days, there is an optional half day exam technique workshop for Unit 3 at the end of the second block for those who may not be able to attend evening workshops prior to the examination.

The Diploma is available as a block release course in the WSET's London Wine & Spirit Schools regional centres, they will cover the full Diploma course content. However, they may differ in content and order those studied in London but will, over the two years, be the same in content.

It is strongly recommended that prior study is undertaken before commencing the block release courses and students should book at least 4 weeks ahead of start date.

Evening Course

The course is studied over a period of four terms of 11-13 weeks duration and covers the combined content of Semester One and Two courses. Students are required to attend one evening per week and the classes are of two hours duration. It will take approximately 18 months to complete an evening course (according to start date).



To book online: www.wsetglobal.com

To contact Student Service email: courses@wset.co.uk or phone on 020 7089 3800

Combined Single Block Attendance and Online Course

New for this year is a one year course that will require full-time attendance at WSET's London Wine & Spirit School for one month plus revision and exam dates. Dates for this course are to be found on page 8. The course will require students to attend classes for a 20 day block and will cover the combined content of Semester One and Two.

The course will also include visits to an English vineyard (tba) and the UK's leading University for wine production. Students will be expected to commence online study prior to, during and after the course attendance has completed. Students on this course can satisfactorily complete the course in 1 year as long as they complete online activities.

Bookings for this course will only be accepted prior to the commencement of block A. Students should allow sufficient time for the delivery of course study materials.

Online Diploma Course

The Diploma is available as an online option for full details please refer to the Online Distance Learning Prospectus.

Wine and Spirit Tasting

Over 250 wines and 50 spirits will be tasted over the Diploma course. All samples are carefully selected to build students analytical tasting skills.

When are the examinations?

The examinations are on fixed days set by WSET Awards. Each course has set examination dates attached to it.

What is included in the fees?

Fees include the semester study pack which includes unit study guides, tasting card and as part of Semester One's pack the Oxford Companion to Wine. All tuition, online classroom support, samples, examination workshops are also included. Examination fees are included for the first attempt on the courses published examination dates. Resits and transfers are subject to additional fees.

Online Distance Learning Diploma Course

For those who wish to Study the Diploma as an Online Distance learning (ODL), please refer to the ODL Diploma booking form for details of programmes available.

The WSET operates a Bursary Scheme which is designed to help potential WSET students who would otherwise be unable to fund a course at the London Wine & Spirit School. Documentary evidence of financial hardship will need to accompany any applications for funding, and bursaries will be awarded to fund between 25% and 75% of the cost, depending on the degree of financial hardship. Applications for funding under the WSET Bursary Scheme should be submitted by email to: bursary@wset.co.uk. All applications for funding under the WSET Bursary Scheme are subject to approval, and at the discretion of the Trustees of WSET.



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Diploma Course Content

Level 4 Diploma in Wines and Spirits - Semester One Course Synopsis	
Entry requirements	A pass in the Level 3 Advanced Certificate is required
Subjects studied	Synopsis
Wine Tasting	Taste, describe, analyse and make quality assessments of wines using the WSET Systematic Approach to Tasting
Unit 1 - The Global Business	A study of the global and local drinks market and the marketing of alcoholic drinks
Unit 2 - Wine Production	A detailed theoretical study of viticulture, vinification, maturation, treatments and packaging
Unit 3 - Light Wines	Acquire specialist product knowledge and commercial understanding for the following regions: France: Bordeaux, South West France, Burgundy, Loire and Alsace Germany: Ahr, Mittelrhein, Mosel, Nahe, Rheingau, Rheinhessen, Pfalz, Hessische Bergstrasse, Franken, Württemberg, Baden, Saale-Unstrut, Sachsen England and Wales
Unit 6 - Fortified Wines	Learn about the methods of production and the main styles of fortified wines from the key wine producing countries. Spain: Sherry Portugal: Port and Madeira France: Vins Doux Naturels of the Rhône and Languedoc-Roussillon New World: Australia
Number of Wines Tasted	105 light wines and 18 fortified wines will be tasted as part of the course
Study Materials	Students will receive a First Semester Course study pack consisting of unit study guides, tasting card and a copy of the Oxford Companion to Wine.
Recommended Private Study	It should be noted the Diploma course requires substantial commitment from students to complete the required private study. It is recommended that, as a minimum, an additional 250 hours of private study is undertaken for this first semester course. It is strongly recommended that the majority of the private study is done in preparation for the course.
Examination	Unit 1: Closed book case study based examination and a course work assignment Unit 2: A 100 question multiple choice examination Unit 6: A closed book combined theory question (3 paragraph questions) and a blind tasting of 3 fortified wines A mark of 55% required in all examinations to pass.
Certification	All students will receive a record of achievement for each unit examination passed.



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Diploma Course Content

Level 4 Diploma in Wines and Spirits - Semester Two Course Synopsis

Entry requirements	A student must have completed the Diploma Semester One Course. Students will be expected to study Semester Two in their second academic year. Students wishing to study Semester One and Two in one academic year may only do so with the permission of the Director of Education. Permission will be only be granted to students who have achieved a minimum grade of Merit in their feedback tests and to have passed all closed book examinations attached to Semester One.
Subjects studied	Synopsis
Wine Tasting	Taste, describe, analyse and make quality assessments of wines using the WSET Systematic Approach to Tasting
Unit 3 - Light Wines	Acquire specialist product knowledge and commercial understanding for the following regions: France: Rhône Valley, Languedoc-Roussillon, Provence and Corsica, Vin de Pays Italy: Piemonte, Lombardy, Trentino-Alto-Adige, Friuli-Venezia Giulia, Veneto, Tuscany, Emilia-Romagna, Marche, Umbria, Lazio, Abruzzo, Campania, Puglia, Basilicata, Calabria, Sicily and Sardinia Spain: Galicia, Duero Valley, Ebro and Pyrénées, Catalunya, Central and South East Spain Portugal Central Europe: Austria, Hungary, Switzerland and Romania South Eastern Europe: Bulgaria, Greece and Cyprus South Africa: Breed River Valley, Coastal Region and other districts Australia: South Australia, New South Wales, Victoria, Western Australia and Tasmania New Zealand: North and South Island regions Other wine producing areas: North Africa and Asia
Unit 4 - Spirits	Study the production methods and acquire in-depth product knowledge and commercial understanding for the following spirits categories: Brandy, Whisky, Rum, Tequila and Mezcal, Vodka, Flavoured Spirits and Fruit Spirits
Unit 5 - Sparkling Wines	Study the production methods and acquire in-depth product knowledge and commercial understanding for the following sparkling wine categories: France: Champagne, Crémant production regions, Loire and Rhône Spain: Cava Italy: Asti, Franciacorta, Lambrusco, Prosecco Germany: Sekt New World: Australia, United States, New Zealand, South Africa, South America
Number of Wines Tasted	123 light wines, 54 spirits and 23 sparkling wines are tasted as part of the course.
Study Materials	Students will receive a Second Semester Course study pack consisting of unit study guides, tasting cards and a copy of Distilling Knowledge.
Recommended Private Study	It should be noted the Diploma course requires substantial commitment from students to complete the required private study. It is recommended that, as a minimum, an additional 250 hours of private study is undertaken for this first semester course. It is strongly recommended that the majority of the private study is done in preparation for the course.
Examination	Unit 3: Closed book examination in two parts. The tasting examination will be of 12 wines Part one is a tasting examination of 12 wines Part two is a three hour closed book written theory paper. Unit 4: A closed book combined theory question (3 paragraph questions) and a blind tasting of 3 spirits Unit 5: A closed book combined theory question (3 paragraph questions) and a blind tasting of 3 sparkling wines. A mark of 55% required in all examinations to pass.
Certification	All students will receive a record of achievement for each unit examination passed. Students who pass all unit examinations will receive a Diploma suitable for framing and a lapel pin.
Post Nominal	Students who pass the WSET Diploma are entitled to become a member of the Institute of Wines and Spirits and are entitled to the post nominal AIWS (Associate of the Institute of Wines and Spirits)



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WSET® Level 4 Diploma in Wines and Spirits

Course Dates and Prices Minimum age requirement 18 at time of booking

London Wine & Spirit School Regional Diploma Courses

The course semester programmes in the regions will cover the full Diploma course content. However, they may differ in content and order to those studied in London, but will, over the two years, be the same in content and time. Courses are offered on a block release attendance basis.

First or Second Semester

£1,520.00* (UK) £1,555.00* (EU)

£1,575.00* (Rest of World)

*The course fee is inclusive of postage and is calculated on the postage address supplied for the receipt of materials.

EDINBURGH

Royal College of Surgeons of Edinburgh,
Nicolson Street, Edinburgh EH8 9DW

First Semester block-release Course

Block A - 5 days, Block B - 3 days, Block C - 3 days
with an additional 2 days for examinations.

Course Code Course Dates

D12S123 Block A: March 19th to 23rd 2012
Block B: April 17th to 19th 2012
Block C: May 2nd to 4th 2012
Unit 2 examination April 17th 2012
Unit 4 examination June 12th 2012
Unit 5 examination June 12th 2012
Unit 1 case study November 2012 (tba)
Unit 1 assignment November 2012 (tba)

Second Semester block-release Course

Block A - 3 days, Block B - 4 days with an additional
2 days for examinations.

Course Code Course Dates

D12S223 Block A: April 17th to 20th 2012
Block B: May 2nd to 4th 2012
Unit 3 examination June 13th 2012
Unit 4 examination November 2012 (tba)
Unit 5 examination November 2012 (tba)

MANCHESTER

Manchester Conference Centre, Weston Building,
Sackville Street, Manchester M1 3BB

First Semester block-release Course

Block A - 5 days, Block B - 3 days, Block C - 3 days
with an additional 2 days for examinations.

Course Code Course Dates

D12S124 Block A: January 9th to 13th 2012
Block B: February 8th to 10th 2012
Block C: March 27th to 29th 2012
Unit 2 examination February 8th 2012
Unit 4 examination March 14th 2012
Unit 5 examination March 14th 2012
Unit 1 case study June 12th 2012
Unit 1 assignment November 2012 (tba)

Second Semester block-release Course

Block A - 3 days, Block B - 4 days with an additional
2 days for examinations.

Course Code Course Dates

D12S224 Block A: February 8th to 10th 2012
Block B: March 27th to 30th 2012
Unit 3 examination June 13th 2012
Unit 4 examination March 14th 2012
Unit 5 examination March 14th 2012

BIRMINGHAM

Wynner House, Training & Conference Centre
143 Bromsgrove Street, Birmingham B5 6RG

First Semester block-release Course

Block A - 5 days, Block B - 3 days, Block C - 3 days
with an additional 2 days examinations.

Course Code Course Dates

D12S125 Block A: March 5th to 9th 2012
Block B: April 24th to 26th 2012
Block C: May 9th to 11th 2012
Unit 2 examination April 24th 2012
Unit 4 examination June 12th 2012
Unit 5 examination June 12th 2012
Unit 1 case study November 2012 (tba)
Unit 1 assignment November 2012 (tba)

Second Semester block-release Course

Block A - 4 days, Block B - 3 days with an additional
2 days for examinations.

Course Code Course Dates

D12S225 Block A: April 24th to 27th 2012
Block B: May 9th to 11th 2012
Unit 3 examination June 13th 2012
Unit 4 examination November 2012 (tba)
Unit 5 examination November 2012 (tba)



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WSET® Level 4 Diploma in Wines and Spirits

Course Dates and Prices Minimum age requirement 18 at time of booking

Evening Course

£2,899.00* (UK) £2,949.00* (EU)

£2,979.00* (Rest of World)

*The course fee is inclusive of postage and is calculated on the postage address supplied for the receipt of materials.

LONDON

Evening Courses

Evening Course (London only)

The Diploma evening course is designed for students who are unable to attend day release classes. The course takes four terms to complete and covers the full Diploma programme. NB: Examinations for this course take place in the daytime, except Unit 2.

D12E1: Wednesday evenings

Term 1: 13 weeks September 7th, 14th, 21st, 28th
October 5th, 12th, 19th, 26th,
November 2nd, 9th, 16th, 23rd,
30th 2011
*Unit 2 examination December 14th 2011
(6.30pm)*

Term 2: 12 weeks January 11th, 18th, 25th,
February 1st, 8th, 15th, 22nd, 29th,
March 7th, 21st, 28th,
April 4th 2012
Unit 6 examination March 14th 2012

Term 3: 11 weeks April 18th, 25th,
May 2nd, 9th, 16th, 23rd, 30th
June 20th, 27th
July 4th, 11th 2012
*Unit 4 examination June 12th 2012
Unit 5 examination June 12th 2012*

Term 4: 12 weeks September 5th, 12th, 19th, 26th,
October 3rd, 10th, 17th, 24th
November 14th, 21st, 28th,
December 5th 2012
*Unit 1 case study November 2012 (tba)
Unit 1 assignment November 2012 (tba)
Unit 3 examination January 2013 (tba)*

D12E2: Tuesday evenings

Term 1: 13 weeks January 10th, 17th, 24th, 31st
February 7th, 14th, 21st, 28th,
March 6th, 13th, 20th, 27th,
April 3rd 2012
Unit 2 examination April 17th 2012

Term 2: 12 weeks April 24th,
May 1st, 8th, 15th, 22nd, 29th
June 19th, 26th
July 3rd, 10th, 17th, 24th 2012
Unit 6 examination June 12th 2012

Term 3: 12 weeks September 4th, 11th, 18th, 25th,
October 2nd, 9th, 16th, 23rd
November 13th, 20th, 27th
December 4th 2012

*Unit 4 examination November 2012 (tba)
Unit 5 examination November 2012 (tba)*

Term 4: 11 weeks January 15th, 22nd, 29th
February 5th, 12th, 19th
March 12th, 19th, 26th
April 9th, 16th 2013

*Unit 1 case study March 2013 (tba)
Unit 1 assignment April 2013 (tba)
Unit 3 examination June 2013 (tba)*

First or Second Semester

£1,520.00* (UK) £1,555.00* (EU)

£1,575.00* (Rest of World)

*The course fee is inclusive of postage and is calculated on the postage address supplied for the receipt of materials.

First Semester Courses

First Semester block-release Courses

Block A - 5 days, block B - 4 days with additional days for Unit 1 (case study) and Unit 6 examinations.

For those attending a block release course it is essential that a substantial amount of this study take place prior to the course start. It is strongly recommended that the course is booked in sufficient time to receive the study material a minimum of **four** weeks prior to the commencement of the course.

Course Code Course Dates

D12S101 Block A: August 8th to 12th 2011
Block B: September 5th to 8th 2011
*Unit 2 examination September 5th 2011
Unit 6 examination November 3rd 2011
Unit 1 case study March 14th 2012
Unit 1 assignment April 17th 2012*

D12S104 Block A: January 16th to 20th 2012
Block B: February 13th to 16th 2012
*Unit 2 examination February 13th 2012
Unit 6 examination March 14th 2012
Unit 1 case study June 12th 2012
Unit 1 assignment November 2012 (tba)*

D12S107 Block A: February 27th to March 2nd 2012
Block B: April 10th to 13th 2012
*Unit 2 examination April 10th 2012
Unit 6 examination June 12th 2012
Unit 1 case study June 12th 2012
Unit 1 assignment November 2012 (tba)*



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Course Dates and Prices Minimum age requirement 18 at time of booking

First Semester day-release Courses

9 days plus additional days for Unit 1 (case study) and Unit 6 examinations.

Course Code Course Dates

D12S102 September 13th, 20th, 27th,
Tuesday October 4th, 11th, 25th,
November 1st, 8th, 15th 2011
Unit 2 examination October 25th 2011
Unit 6 examination March 14th 2012
Unit 1 assignment April 17th 2012
Unit 1 case study June 12th 2012

D12S103 October 10th, 17th, 24th, 31st,
Monday November 7th, 21st, 28th,
December 5th, 12th 2011
Unit 2 examination November 21st 2011
Unit 6 examination March 14th 2012
Unit 1 assignment April 17th 2012
Unit 1 case study June 12th 2012

D12S105 January 25th, February 15th, 29th,
Wednesday March 7th, 28th, April 11th, 25th,
May 2nd, 9th 2012
Unit 2 examination April 11th 2012
Unit 6 examination June 12th 2012
Unit 1 case study November 2012 (tba)
Unit 1 assignment November 2012 (tba)

D12S106 February 9th, 23rd, March 15th, 22nd,
Thursday 29th, April 12th, 19th, 26th,
May 3rd 2012
Unit 2 examination April 12th 2012
Unit 6 examination June 12th 2012
Unit 1 case study November 2012 (tba)
Unit 1 assignment November 2012 (tba)

D12S108 March 12th, 19th, 26th,
Monday April 2nd, 16th, 23rd, 30th,
May 14th, 21st 2012
Unit 2 examination April 23rd 2012
Unit 6 examination June 12th 2012
Unit 1 case study November 2012 (tba)
Unit 1 assignment November 2012 (tba)

Second Semester Courses

Second Semester may only be booked after the completion of First Semester.

Second Semester block-release Courses

Block A - 5 days, block B - 3 days with 2 additional days for Unit 4, 5 and 3 examinations.

Course Code Course Dates

D12S201 Block A: August 1st to 5th 2011
Block B: August 30th to Sept 1st 2011
Optional Unit 3 examination technique workshop
September 2nd 2011 9.00am to 1.30pm
Unit 4 & 5 examinations March 14th 2012
Unit 3 examination June 13th 2012

D12S204 Block A: January 3rd to 6th 2012
Block B: January 30th to Feb 2nd 2012
Optional Unit 3 examination technique workshop
February 3rd 2011 9.00am to 1.30pm
Unit 4 & 5 examinations March 14th 2012
Unit 3 examination June 13th 2012

D12S207 Block A: March 5th to 9th 2012
Block B: April 30th to May 2nd 2012
Optional Unit 3 examination technique workshop
May 3rd 2011 9.00am to 1.30pm
Unit 3 examination June 13th 2012
Unit 4 & 5 examinations November 2012 (tba)

Second Semester day-release Courses

8 days with 2 additional days for Unit 4, 5 and 3 examinations.

Course Code Course Dates

D12S202 September 14th, 21st, 28th,
Wednesday October 5th, 12th, 19th,
November 9th, 16th 2011
Unit 5 examinations November 3rd 2011
Unit 4 examination March 14th 2012
Unit 3 examination June 13th 2012

D12S203 January 11th, 25th, February 8th, 22nd,
Wednesday March 21st, 28th, April 4th, 18th 2012
Unit 4 & 5 examinations March 14th 2012
Unit 3 examination June 13th 2012

D12S205 January 24th, 31st, February 7th, 21st,
Tuesday 28th, March 20th, 27th, April 3rd 2012
Unit 4 & 5 examinations March 14th 2012
Unit 3 examination June 13th 2012

D12S206 March 2nd, 9th, 16th, 23rd, 30th,
Friday April 13th, 20th, 27th 2012
Unit 3 examination June 13th 2012
Unit 4 & 5 examinations November 2012 (tba)

* Semester 2 day-release students may also attend optional evening Unit 3 theory and tasting examination technique workshops as part of their course. Bookings will be taken at induction session.



To book online: www.wsetglobal.com

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Course Dates and Prices Minimum age requirement 18 at time of booking

Combined single block attendance and online course

£3,250.00* (UK) £3,285.00* (EU)

£3,300.00* (Rest of World)

**The course fee is inclusive of postage and is calculated on the postage address supplied for the receipt of materials.*

This course is an intense Diploma course studied over 1 year. It combines the use of online learning and a 24 day block attendance course. Students will be expected to complete online learning tasks and will not be entered for examinations unless there is full participation in the online elements. No refunds of examination fees will be given to students who fail to meet the online participation requirements. It is essential therefore that any student enrolling on this course has access to the internet and should be prepared to undertake substantial private study before, during and after course.

Students must enrol on course before the 1st April.

Online classroom study of unit 2

Course Code

D12SCB1 Course commences April 1st with online study of Unit 2

Monday to Friday Attendance Dates

April 30th to June 1st 2012
(except April 6th and 9th and May 7th due to national holiday closure)

Examination Dates

*Unit 2 examination May 14th 2012
Unit 5 & 6 examination June 12th 2012
Unit 4 examination November 2012 (tba)
Unit 1 assignment November 2012 (tba)
Unit 1 case study November 2012 (tba)
Unit 3 examination June 2013 (tba)*

Online study continues June 2012 – May 2013



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Course Dates and Prices Minimum age requirement 18 at time of booking**General Information**

Throughout the course students will be expected to complete feedback tests and essays to aid their study and provide valuable feedback prior to WSET® Diploma examinations. Additional information on feedback programme will be given at induction.

The London Wine & Spirit School uses email as its preferred form of communication with students. It is therefore compulsory for students to provide an email address when booking a course. Students who do not have access to an account will be able to set-up an email account and collect emails by using the computers located in the School Library. For those outside of London, Public Libraries offer similar services.

Course Examination Dates

Each course will have set examination dates, these dates can not be changed other than for reasons set out in the Extenuating Circumstances Policy, any application will be at the discretion of the Director of Education or Awards.

Photographic Identification

It is compulsory for candidates to present one of the following forms of identification in order to sit the examinations.

- Signed valid passport
- Signed UK photo card driving licence
- Valid EU photo identity card
- Personal licence holder photo identity card.

If you do not have any of the above please contact Student Services.

Students who enrolled on to Diploma courses prior to August 2005

Please contact Sue Crombie, Student Services Manager by email scrombie@wset.co.uk or telephone 020 7089 3800 for further details for unit course attendance and examinations.

Course Fees

Fees include Unit Study Guides, the Oxford Companion to Wine and Distilling Knowledge, samples, tuition and examinations (except resits). Course materials will be posted to students home address on confirmation of payment of fees. Course fees include postage to UK delivery address – additional charges are made for Europe and the Rest of the World – refer to course fees on page 4 for details. Students booking less than 10 working days prior to the course may collect materials in person from WSET London offices or may have materials delivered within the UK by special 24-hour delivery on payment of the appropriate fee. Please contact Student Services for details of charges. The pack is bulky and requires a signature – please indicate an alternative delivery address on booking form if necessary. Students not collecting or having materials posted out, will receive them on the first day of the course.

Payment

Payment must be made in full at the time of booking by one of the following methods of payment:

- Cash, cheque, debit/credit card

- Invoice (credit account holders only). Payment by invoice will only be accepted when supported by signed declaration from the account holder. Those companies wishing to set-up a credit account must do so a minimum of 30 working days prior to the course start. Places on courses will not be reserved during the account set-up time.

- Standing Order Mandate.

Companies wishing to set up an account should contact the Business Development Co-ordinator on 020 7089 7581 or email: ekelly@wset.co.uk

UK Bank account holders may pay for the Diploma Course by standing order. An initial payment by cash/cheque/credit or debit card is required on booking, followed by 6 (day release option) or 12 (evening course only) monthly payments by standing order as detailed below:

Semester 1 or 2

Initial payment	£636
6 monthly payments	£160

Evening Course

Initial payment	£644
12 monthly payments	£200

Combined Intensive Course

Initial payment	£1,892
6 monthly payments	£250

The total paid includes an administration charge for this method of payment.

Bookings with payment by Standing Order must be received at least one month before the course start date. Bookings made within one month of the start date must be paid in full.

Please complete the standing order mandate and send with initial payment when booking. The mandate can be found on the final page of this document). Places will not be reserved without a completed mandate or initial payment.

For further information and enquiries:

Contact: **Karen Newton**
Bookings Administrator
Telephone: **020 7089 3800**
Email: knewton@wset.co.uk

For transitional student & examinations enquiries:

Contact: **Sue Crombie**
Bookings Administrator
Telephone: **020 7089 3800**
Email: scrombie@wset.co.uk

Telephone enquiries/bookings:

Monday to Friday 09.30am – 5.00pm

Office open hours for students:

Monday to Thursday 11.00am – 2.00pm
4.00pm – 5.00pm

Please telephone to make an appointment outside of these hours.

London Wine & Spirit School Diploma Course Booking Form

PLEASE COMPLETE USING BLOCK CAPITAL LETTERS

Please ensure that you read the booking conditions and complete all sections on the booking form where applicable.

Send the completed form to: London Wine & Spirit School, International Wine & Spirit Centre, 39-45 Bermondsey Street, London SE1 3XF

SECTION A YOUR DETAILS

Surname Mr/Mrs/Miss/Ms

First Name(s)

Delivery address

Post Code Date of Birth

Billing address

Telephone No. (daytime)

Email WSET Level 3 Pass date*

Employer (Trade only) Position

Your details may be used by us to keep you informed of the course on which you have registered.

We never pass our customer's details to other parties.

We send information by email, so please ensure you have entered your email address.

We would like to keep students in touch with developments and events run by the WSET. If you wish to receive this information, please tick this box.

SECTION B THE COURSE

I wish to apply for a place on the following course

Please fill in the required course code of your choosing:

Course No.

NB: Study materials are INCLUDED in course fees.

Course Start Date:

SECTION D MARKETING INFORMATION

Please state how you came to hear about The Wine & Spirit Education Trust and of the course you are applying for:

SECTION E STUDENTS DECLARATION

I have read and understood the policy on cancellations, refunds and transfers above. I understand that all London Wine & Spirit School courses are subject to minimum numbers and WSET reserves the right to change tutors, reschedule, cancel, close or combine courses if necessary. I understand that I am required to present authorised photographic identification at all examinations and may be refused entry to an examination if not produced.

Signature Date

SECTION F PAYMENT

I enclose the full fee of

Cheques and Postal Orders should be crossed and made payable to: **Wine & Spirit Education Trust**

Please charge my credit/debit card (Visa/MasterCard/Switch). The WSET will telephone to authorise payment if this form is not signed.

Card Number

Valid From Expires End Security Digits Switch Issue

If your card is not registered at your address above, please print the statement address here:

Cardholders signature

- Self-funding / Receipt request
 Company Paid / Invoice request
 Standing order (original required)

Receipts for Invoice requests will be sent to the billing address entered in Section A.

P/O number (if required)

ACCOUNT HOLDERS ONLY If you wish us to invoice your employer, please complete the details below.

The request MUST BE signed by a manager who may authorise payments on behalf of your employer.

Company Manager's Declaration

Address I have read and understood and will comply with the notice about Booking Conditions.

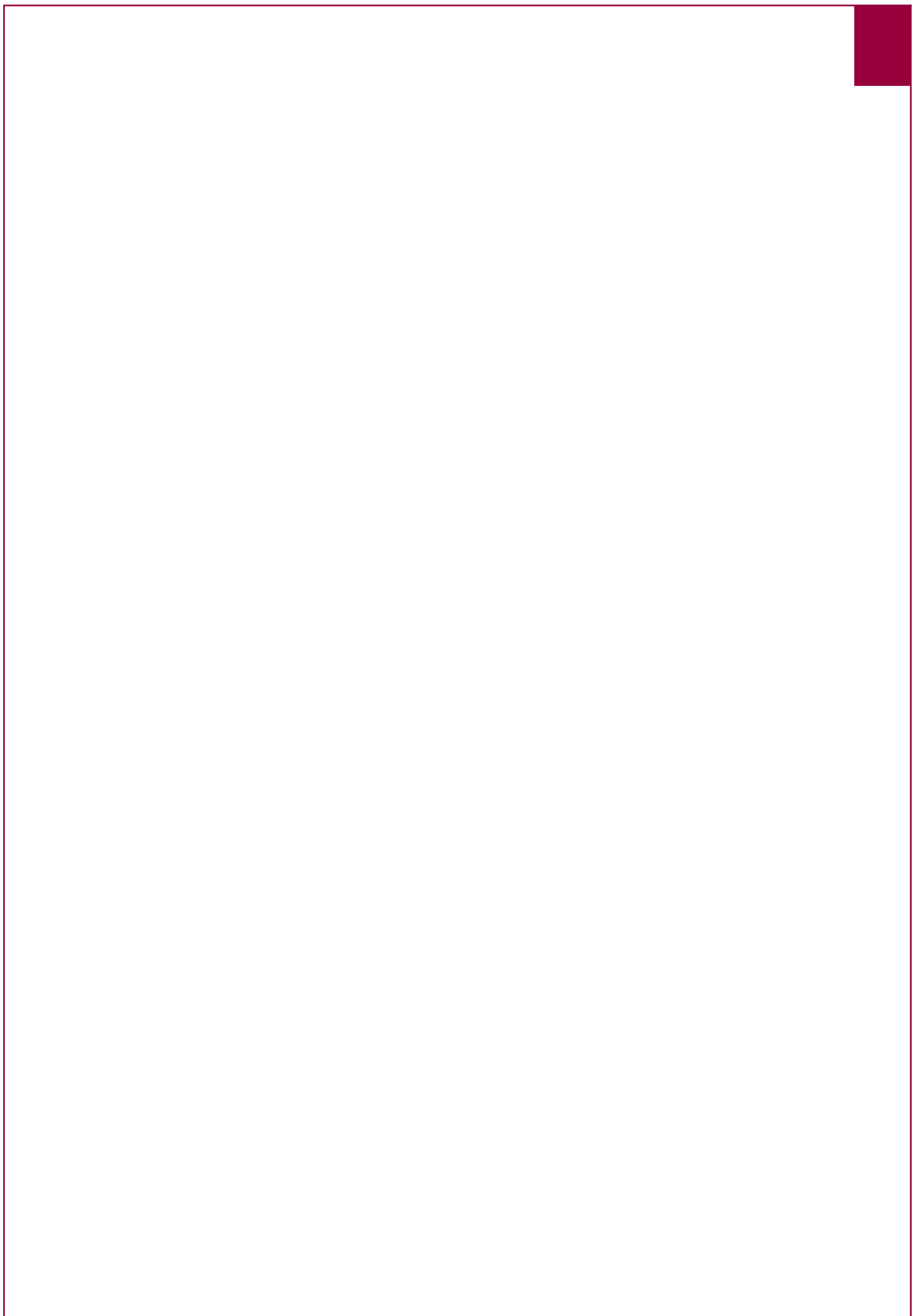
Post Code

Manager's Name Manager's Signature

Email

Telephone

NB - If you wish to see someone at the London Wine & Spirit Centre it is essential to book an appointment first.



London Wine & Spirit School **Standing Order Mandate**

PLEASE COMPLETE USING BLOCK CAPITAL LETTERS

This standing order mandate replaces all others.

Title (Mr/Mrs/Miss/Ms)

Full Name / Company Name

Address

Post Code

Telephone No. (daytime)

Applicant's email contact

Address (if different from above)

Post Code

Please return (with completed booking form and initial deposit payment) to:
Student Services, Wine & Spirit Education Trust, International Wine & Spirit Centre, 39-45 Bermondsey Street, London SE1 3XF

OFFICIAL USE ONLY

Ref:

TO BANK / BUILDING SOCIETY

Name of Bank/Building Society:

Address (in full):

Postcode

BANK/BUILDING SOCIETY ACCOUNT NUMBER

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SORT CODE

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Name(s) of Account Holder(s)

For company mandate applications:

Employer contact name:

Employer contact telephone:

Employer contact email:

Signature(s)

Guidance Notes:

1. Please enter the monthly instalment payment figure in the 'sum of' box and not the initial deposit which should be entered on the Booking Form.
2. Instalment payments will be taken on the 1st of each month - the first instalment payment must be effective within 4-6 weeks after payment of the initial deposit depending on date of processing.
The commencement date and final payment date will be set by WSET - please leave these sections blank.
3. For employer sponsored mandate booking forms please include contact name, telephone and email address for authorised signatory.

Please pay:

NatWest Plc, Eastcheap Branch

Sort Code **56-00-18**

Account number **26991012**

in the name of **Wine & Spirit Education Trust**

the sum of

£

commencing on (Date)

and thereafter on **1st** of each month (total £)

(date of last payment)

Privileged/confidential information may be contained in this document and is intended only for the use of the addressee. If you are not the addressee, or person responsible for delivering to the person addressed, you may not copy or deliver this to anyone else. If you receive this document by mistake, please notify us immediately by telephone. **Thank you.**

Note: Students must also provide credit card details on the booking form to be used to complete payment in full if instalments are not made on the agreed dates authorised above.

Date of application