

London Wine & Spirit School **Distance Online Learning Courses 2010-2011**

The WSET Level 4 Diploma Certificate in Wines and Spirits

The Diploma course is available as an online distance learning course, so even if students cannot conveniently get to a course centre they can still access the learning and assessment for the Diploma qualification.

London Wine & Spirit School - Level 4 Diploma Online Distance Learning	
Entry requirements	Students should hold the Level 3 Advanced Certificate.
Study Programmes	The course is split into 6 Units of private study, each split into 2 week blocks including regular feedback activities and practice examination questions, as described below.
Method of Study	This course is taught through a programme of online activities with guidance and support from an allocated online tutor – it is therefore compulsory for candidates to have internet access and an email account.
Before course start	Revision of Advanced Level Materials.
Unit 1 (4 weeks of guided study) The Global Business of Alcoholic Beverages	Acquire personal research skills and use these to study the global and UK drinks markets and the marketing of alcoholic drinks.
Unit 2 (8 weeks of guided study) Wine Production	A detailed theoretical study of viticulture, vinification, maturation, treatments and packaging.
Unit 3 (24 weeks of guided study) Light Wines of the World	Acquire specialist product knowledge and commercial understanding for the major light wine producing regions. Split into 4 elements studied at different points during the course: Element 1 (6 weeks) - Northern France, Germany and UK Element 2 (6 weeks) - Southern France, Italy, Spain, Portugal and Central & South-East Europe Element 3 (6 weeks) - Africa, Australasia and Asia Element 4 (6 weeks) - The Americas.
Unit 4 (6 weeks of guided study) Spirits of the World	Study the production methods and acquire in-depth product knowledge and commercial understanding for the following spirit categories: Brandy, Whisky, Rum, Tequila and Mezcal, Vodka, Flavoured Spirits and Fruit Spirits.
Unit 5 (4 weeks of guided study) Sparkling Wines of the World	Study the production and acquire in-depth product knowledge and commercial understanding for the major sparkling wines of France, Spain, Italy, Germany and the New World.
Unit 6 (4 weeks of guided study) Fortified Wines of the World	Study the production and acquire in-depth product knowledge and commercial understanding for the major fortified wines of Spain, Portugal, France, Greece & Cyprus and the New World.
Study Materials	Students will receive a full Diploma course study pack consisting of the unit study guides, tasting cards and copies of the Oxford Companion to Wine and Distilling Knowledge. Access to online materials is provided for the duration of the course.
Duration of course	2 years.
Recommended Private Study	A minimum of 10 hours of study per week is required for this course.
Tutorial Day	A 2-day tutorial introducing the diploma level tasting technique is included towards the beginning of the course. Students may change there tutorial to an alternative date during the first 2 weeks of the course, subject to availability.
Examination Days	Unit 1: Closed book case study based examination and a course work assignment: Unit 2: A 100 question multiple choice examination (taken on the morning of first tutorial day): Unit 3: Closed book examination in two parts: Part 1 - A tasting examination of 12 wines: Part 2 - 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 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. 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 on payment of membership fees and are entitled to the post nominal AIWS (Associate of the Institute of Wines and Spirits).



Course Prices and Dates

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

£1,775.00* (UK) £1,825.00* (EU)
£1,855.00* (Rest of World)

LONDON

The courses below will have the tutorial day and examinations take place in London.

Course Code	Start Date	Tutorial Date
ODD111	September 4th 2010	November 4th and 5th 2010

Examination Dates

Unit 2 November 4th 2010
Unit 1 (case study) March 10th 2011
Unit 6 March 10th 2011
Unit 1 (assignment) November 2011 (date tbc)
Unit 4 March 2012 (date tbc)
Unit 5 March 2012 (date tbc)
Unit 3 June 2012 (date tbc)

Course Code	Start Date	Tutorial Date
ODD112	January 15th 2011	March 24th and 25th 2011

Examination Dates

Unit 2 March 24th 2011
Unit 1 (case study) November 2011 (date tbc)
Unit 6 November 2011 (date tbc)
Unit 1 (assignment) April 2012 (date tbc)
Unit 4 June 2012 (date tbc)
Unit 5 June 2012 (date tbc)
Unit 3 January 2013 (date tbc)

Course Code	Start Date	Tutorial Date
ODD113	May 7th 2011	July 7th and 8th 2011

Examination Dates

Unit 2 July 7th 2011
Unit 1 (case study) November 2011 (date tbc)
Unit 6 November 2011 (date tbc)
Unit 1 (assignment) April 2012 (date tbc)
Unit 4 November 2012 (date tbc)
Unit 5 November 2012 (date tbc)
Unit 3 June 2013 (date tbc)

MANCHESTER

The course below will have the tutorial day and examinations take place in Manchester.

Course Code	Start Date	Tutorial Date
ODD11M	September 4th 2010	February 2nd and 3rd 2011

Examination Dates

Unit 2 February 2nd 2011
Unit 1 (case study) March 10th 2011
Unit 6 March 10th 2011
Unit 1 (assignment) November 2011 (date tbc)
Unit 4 March 2012 (date tbc)
Unit 5 March 2012 (date tbc)
Unit 3 June 2012 (date tbc)

BIRMINGHAM

The course below will have the tutorial day and examinations take place in Birmingham.

Course Code	Start Date	Tutorial Date
ODD11B	November 6th 2010	April 5th and 6th 2011

Examination Dates

Unit 2 April 5th 2011
Unit 1 (case study) November 2011 (date tbc)
Unit 6 November 2011 (date tbc)
Unit 1 (assignment) April 2012 (date tbc)
Unit 4 November 2012 (date tbc)
Unit 5 November 2012 (date tbc)
Unit 3 June 2013 (date tbc)

EDINBURGH

The course below will have the tutorial day and examinations take place in Edinburgh.

Course Code	Start Date	Tutorial Date
ODD11E	January 15th 2011	March 29th and 30th 2011

Examination Dates

Unit 2 March 29th 2011
Unit 1 (case study) November 2011 (date tbc)
Unit 6 November 2011 (date tbc)
Unit 1 (assignment) April 2012 (date tbc)
Unit 4 November 2012 (date tbc)
Unit 5 November 2012 (date tbc)
Unit 3 June 2013 (date tbc)

London Wine & Spirit School **Distance Online Learning Courses 2010-2011**Course Dates and Prices Minimum age requirement 18 at time of booking**ODD11 WSET Level 4****Diploma in Wines and Spirits**

Price: £1,775.00 UK students
 £1,825.00 EU students
 £1,855.00 Rest of the World

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**
Student Services Manager
 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.

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 UK Development Director on 020 7089 3809 or by email: courses@wset.co.uk

Payment by Standing Order

UK Bank Account holders may pay for the Diploma Distance Learning Course by standing order. An initial payment by cash/cheque/credit or debit card is required on booking, followed by 6 monthly payments by standing order as detailed below.

	UK	EU	Rest of world
Initial payment	£635	£685	£715
Six monthly payments	£200	£200	£200

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

Please complete the standing order mandate and send with initial payment when booking. Study materials will be despatched after receipt of initial payment.



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) _____
 Address _____

 Post Code _____
 Delivery address for Study Pack (if different) _____
 Date of Birth _____ Telephone No. (daytime) _____
 email _____
 Have you previously enrolled on a WSET course? _____ If yes, what year? _____
 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 Distance Learning course
 NB: Study materials are INCLUDED in course fees. Study Pack is bulky and requires a signature.

Course No.

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Year in which Level 3 Advanced passed: _____

SECTION C BOOKING CONDITIONS

1. No materials will be dispatched until course fees are paid.
2. Diploma examinations may be taken in London and the regional Diploma Schools in Edinburgh and Manchester.
3. All Diploma Unit examinations may not be available in the regional Schools in any single academic year.
4. Students will have a course enrolment period of 3 years from the course start date, in which to complete the Online Distance Learning programme and assessment for Diploma courses.
5. Access to any online materials and support will only be provided for the duration of the course enrolment.
6. Once booked, no refunds are given for Online Distance Learning courses, this includes refunds or reduction in fees for previously purchased materials, examinations not taken within the course enrolment period, non-participation in online activities or non-attendance at tutorial sessions.
7. The course tutor will communicate with students by email, personal telephone numbers will not be released.
8. Failure to attend booked examinations will result in the student being liable to subsequent examination fees. Resit examinations are not included in the fee.
9. Students requiring special examination conditions must submit their request before starting the course to WSET Awards, Examinations Co-ordinator. Such requests must be supported by a doctor's certificate or similar document.
10. Any requests for changes to the advertised dates for tutorial days and/or examinations, should be made in writing to the course tutor during the first two weeks of the course programme and will be subject to availability of alternative dates. Any changes to examination and/or tutorial dates after this two week period will incur additional fees.

SECTION D 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**
 OR Deposit of _____ on Standing order payment.

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

Card Number

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 Valid From

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 Expires End

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 Switch Issue

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Cardholders signature _____

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

- Self-funding
 Company Paid / Invoice request
 Standing order

Receipts will be sent to the address stated on the booking form under Section A for students paying their own fees - if you require a duplicate receipt for your employer's records please tick the box. Receipts for Invoice requests will be sent to the employer address.

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 _____
 Address _____

 Post Code _____
 Manager's Name _____

Manager's Declaration
I have read and understood and will comply with the notice about Booking Conditions.

Manager's Signature _____

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)

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.

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 £ 200.00

commencing on (Date)

and thereafter on **1st** of each month (total £200.00)

(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