



Restaurant  
& Catering

CERTIFIED PROFESSIONAL RESTAURATEUR



## Application for Certification

The restaurateur certification and accreditation, which has been developed by industry for industry, is a two-staged process including the Certified Professional Restaurateurs (CPR) and the Restaurant Accreditation. In short, the CPR program recognises the skills restaurateurs have in the management of their businesses.

**RETURN COMPLETED FORMS:**

Restaurant & Catering  
PO Box 121  
SURRY HILLS NSW 2010  
T: 1300 722 878  
F: 1300 722 396  
W: www.rca.asn.au

### SECTION 1: CONTACT DETAILS

I am a member of R&CA (M# \_\_\_\_\_)  I am not a member of R&CA

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### SECTION 2: APPLICATION PROCESS

To become a Certified Professional Restaurateur, you must be able to show that you are competent in a number of essential business skills including:

- Recruiting and selecting staff
- Managing quality customer service
- Establishing and maintaining a safe and secure workplace
- Developing and implementing operational plans
- Leading and managing people

There is a restricted criteria to apply for the CPR. (Please tick the box/es which you can provide evidence for):

- Have a minimum of 10 years' experience within the hospitality industry
- Have a minimum of 5 years' experience in a management or supervisory role
- Provide your current resume with employers references

There are four options to demonstrate you have the skills or are prepared to develop them. Please read over the four points below and tick which category best describes you.

- I hold a qualification in hospitality or hospitality management, which I believe has covered the areas of skill indicated and am able to provide a transcript. If you have ticked this point, please select option 1 in section 4.
- I have done some formal training, but am unsure whether it has covered all the areas required for certification and I am able to provide certificates and transcripts of the training I have undertaken. If you have ticked this point, please select option 2 in section 4.
- I have undertaken no formal training, but feel I have the skills to be assessed as competent in the skills outlined above. If you have ticked this point, please select option 3 in section 4.
- I feel that it would be best to work through the training program and undertake the assessment/s when I am ready. If you have ticked this point, please select option 4 in section 4.



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### SECTION 3: ADDITIONAL REQUIREMENTS

Applicants will also need to have completed training in the *Food Safety Supervisor (FSS) Certificate* and the *Responsible Service of Alcohol (RSA)*. If you have not completed this training please contact the Association on 1300 722 878 for information on where you are able to undertake it before continuing. If you have completed or will be completing this training shortly, please select the relevant box/es below:

- I have enclosed a copy of my RSA Certificate/Transcript
- I have enclosed a copy of my FSS Certificate/Transcript, OR evidence of relevant units
- I have not completed my RSA, however I am enrolled in a course and will forward my certificate/transcript on completion of the course. I understand I will not receive my certification until my RSA has been received by the Association.
- I have not completed my FSS, however I am enrolled in a course and will forward my certificate/transcript on completion of the course. I understand I will not receive my certification until my FSS has been received by the Association.

### SECTION 4: OPTIONS

Please continue to the relevant option relating to the point selected in section 2. **Only** complete the relevant section, and then continue onto Section 5.

**Option 1** - for applicants who hold a formal qualification in hospitality or hospitality management.

- I have enclosed a copy of my certificate and transcript of my qualification.

*Please note: following R&CA's receipt of this application, your qualifications will be verified and you will be provided with your certification.*

**Option 2** - for applicants who have undertaken some formal training.

I have enclosed copies of certificates and transcripts of all related training that I have undertaken.

*Please note: following R&CA's receipt of this application, your application will be assessed and R&CA will advise you of any additional training you may be required to undertake.*

**Option 3** - for applicants that have the skills required but do not hold a qualification.

- I agree to undertake the necessary assessment/(s).
- I have attached my full resume and reference letters from past/current employers with this application for the purpose of showing the skills I have.

*Please note: following R&CA's receipt of this application, the Association will forward you the relevant assessment/s packages that you will be required to complete.*

**Option 4** - for applicants who wish to work through the training program.

- I agree to work through the training program and undertake the necessary assessment/s.

*Please note: following R&CA's receipt of this application, the Association will forward you the relevant training package that will be required to be completed prior to being issued certification.*

### SECTION 5: AGREEMENT OF TERMS & CONDITIONS, AND DECLARATION

- I hereby attest that the information presented in this application is, to the best of my knowledge, true and correct.
- I agree to the terms and conditions (*overleaf*) of the Certified Professional Restaurateur certification program.

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

Signature: \_\_\_\_\_

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



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### SECTION 6: PAYMENT

- CPR CERTIFICATION FEE (R&CA MEMBERS) \$90.00  
 CPR CERTIFICATION FEE (NON-MEMBERS) \$390.00

I wish to pay by:  EFT (BSB#: 032 008 ACC#: 115298)  Visa  Mastercard  Amex  Cheque (payable to Restaurant & Catering)

Please fill out if paying by EFT; Payment Date: \_\_\_\_\_ Reference: CPR and your business name \_\_\_\_\_

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry: \_\_\_\_ / \_\_\_\_ CVN: \_\_\_\_\_

Card Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### TERMS & CONDITIONS

#### 1. GENERAL

- Statements made by certificate holders are the responsibility of the people making them, not of Restaurant & Catering Australia. Restaurant & Catering Australia hereby excludes all liability of whatever nature, arising out of or relating to the operation of the CPR certification program. In no event shall Restaurant & Catering Australia be liable for any direct, indirect or consequential losses suffered by any party as a result of the operation of the CPR certification program.
- Statements made by the committee of experts are put forward by Restaurant & Catering Australia as an expert opinion established by due process.
- The operation of the CPR certification programs shall be governed by the law of New South Wales. Restaurant & Catering Australia and the certificate holder/applicant irrevocably submit to the exclusive jurisdiction of the courts of New South Wales and the New South Wales division of the Federal Court of Australia, and the courts of appeal from them.

#### 2. APPLICATION

- To obtain restaurateur certification an individual must complete, sign and submit the relevant restaurateur certification application and forward it (with the required attachments) to Restaurant & Catering Australia.
- By submitting the registration form the applicant agrees that:
  - The information contained within the application is accurate
  - The individual will abide by these terms and conditions
  - The certification fee, if required will be paid to the association by credit card or cheque
  - All certification fees are non-refundable.

#### 3. WITHDRAWAL

- The certificate holder may withdraw from the certification program at any time. Restaurant & Catering Australia request confirmation by e-mail and on receipt of this will be remove the certificate and all references to it from the website.
- Restaurant & Catering Australia reserve the right to withdraw certification in cases where it has reason to believe that a certification holder is deliberately acting against the best interests of the program.

#### 4. RIGHT TO USE RESTAURANT & CATERING AUSTRALIA CERTIFICATION MARK LOGO

- Restaurant & Catering Australia certification mark is intended to be a trademark of Restaurant & Catering Australia.
- A certificate holder may use the term "CPR (Certified Professional Restaurateur) accredited" as appropriate.
- Use is permitted (and encouraged) on:
  - Business cards
  - Professional correspondence
  - Curriculum vitae
- When an individual ceases to hold certification, the permission to use Restaurant & Catering Australia certification is withdrawn. Un-certified restaurateurs must cease their use of the CPR as soon as is reasonably practicable following their notification that certification has been withdrawn.
- The Restaurant & Catering Australia certification trademark must not be juxtaposed to other symbols or text in such a way as to show a connection with them.
- Restaurant & Catering Australia reserves the right to change its trademark at any time at its discretion. When Restaurant & Catering Australia changes the Restaurant & Catering Australia certification trademark, existing use of the unchanged version is permitted to continue in the short term, but users should transition to the changed version as soon as possible.

#### 5. APPEALS

- A certified professional restaurateur, an individual applying, or an individual re-applying for certification, has a right of appeal to the Association if their certification is removed or application is refused. An appeal can be made against any decision made by the Association other than a decision as to whether the applicant has met the required minimum criteria for accreditation.
- An appeal must be lodged in writing with Restaurant & Catering Australia no later than fourteen (14) days after the notice of the Association's decision has been given.