



**TAMWORTH  
COMMUNITY  
COLLEGE**

**YOUR  
PATH TO  
SUCCESS**

**COURSE GUIDE  
TERM 1 2020**

A woman with glasses and a red cardigan is sitting at a desk, holding a document. She is looking towards the camera. The background is a plain white wall. On the left side of the image, there is a vertical bar with colorful segments: green, blue, purple, pink, yellow, and light green.

# YOUR PATH TO SUCCESS

**NEW**

**WEBSITE!**



**[tamworth.nsw.edu.au](http://tamworth.nsw.edu.au)**

# WELCOME TO TAMWORTH COMMUNITY COLLEGE



**We're a community based, not-for-profit, Registered Training Organisation (RTO) and Registered Charity.**

We are on a mission to provide our community with adult education and training that enriches and transforms lives.

We offer innovative, flexible and engaging training opportunities that support and inspire people from all ages, backgrounds and skill levels.

We are committed to equipping people with the underpinning skills they need to build their confidence, unlock potential and seize opportunities to get involved in our community, gain meaningful employment and achieve career goals.



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## FUNDED TRAINING PROGRAMS

**Tamworth Community College is an approved provider of the following NSW Government Smart and Skilled Programs.**

- ACE Program
- Entitlement Foundation Skills
- Entitlement Full Qualification
- Fee-Free Scholarships
- Targeted Priorities Full Qualifications
- Targeted Priorities Part Qualifications
- Traineeships
- School Based Traineeships

A fee exemption may be available for eligible students. Speak to our student support team for more information or visit: [smartandskilled.nsw.gov.au](http://smartandskilled.nsw.gov.au)

## ABOUT US

**RTO ID 90095  
ABN 19 710 075 713**

Tamworth Community College partners with NSW Department of Education to deliver funded courses in 2020. This funding is in partnership with the NSW Government and Commonwealth Government.



All courses with the Nationally Recognised Training (NRT) logo are accredited and comply with a national standard. These courses are recognised by employers and educational institutions Australia wide.

All training delivered by Tamworth Community College meets the requirements set by the Australian National Regulator; Australian Skills Quality Authority (ASQA) and the Australian Qualifications Framework (AQF); the national policy for regulated qualifications in Australian education and training.



# STUDENT INFORMATION



## NSW FEE FREE TRAINEESHIPS

**THERE'S NEVER BEEN A BETTER TIME TO START A TRAINEESHIP IN NSW!**

The NSW Government is paying the student fee for 70,000 new trainees starting their traineeship qualification from 1 January 2020 - saving trainees or their employers from having to pay up to \$1,000 for training costs per trainee.

Traineeships are a great career pathway. They combine on-the-job training with formal study to give you the skills and experience employers are looking for. Traineeships generally take around 1-2 years to complete, and trainees earn a salary while they learn.

### How do Fee Free Traineeships work?

The NSW Department of Education will pay the student fee on behalf of trainees who fit the eligibility requirements below. The fee will be paid directly to the approved Smart and Skilled training provider.

### Am I eligible?

Access to fee free training is available to trainees, including school-based trainees, whose training:

- is funded under the NSW Government's Smart and Skilled Program
- commenced on or after 1 January 2020.

Eligible trainees can access up to three fee free training places over the life of the initiative.

Further information can be found at <https://vet.nsw.gov.au/fee-free-traineeships>

### UNIQUE STUDENT IDENTIFIER (USI)

The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- stays with you for life

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

It is free and easy to create your own USI. Visit [www.usi.gov.au](http://www.usi.gov.au)

### CANCELLATIONS, REFUNDS & TRANSFERS

If Tamworth Community College (TCC) cancels a course, the student/s will be notified and issued a full refund.

TCC cannot accept responsibility for changes in personal circumstances or work commitments. Refunds with no penalty will only be given when notice of withdrawal/non-attendance is received at least three (3) working days before the scheduled course commencement. Where notice of withdrawal/non-attendance is received less than three (3) working days prior to course commencement, no refund will be issued and no transfers offered.

In certain circumstances (i.e. illness, death in the family), TCC can offer one transfer and credit fees to a later course. A \$20.00 administration fee will apply. A decision will be made on a case by case basis.

Courses are scheduled to begin promptly at the time stated. Late arrivals may not be accepted to the course and are not eligible for a transfer or refund.

### FEE POLICY

**Short Courses** - Payment of short course fees is required in full a week prior to course commencement. Payment of fees secures your placement in a course.

**Full Qualifications** - Payment arrangements will be made prior to course commencement. Payments of no more than \$1000 will be accepted from an individual prior to the first session.

### PAYMENT PLANS

Payment plans for full qualifications can be arranged.

### CONCESSIONS

Our experienced training support officers can assist you to assess your eligibility for available fee exemptions and concessions.

### SCHOLARSHIPS

Fee-Free Scholarships may be available to eligible students, for more info visit: [smartandskilled.nsw.gov.au/for-students/fee-free-scholarships](https://smartandskilled.nsw.gov.au/for-students/fee-free-scholarships)

### MINIMUM ENROLMENT AGE

The minimum age for a student enrolled in a course at TCC is 14 years. Enrolment forms for students under the age of 18 must be signed by their parent or guardian. Any school aged student (17 or under) must obtain permission from their school if enrolling in a course that is delivered during regular school hours. Students, regardless of age, must be respectful of the adult learning environment in which they are participating. TCC adheres to the Child Protect (Working with Children) Act 2012.

# OUR QUALIFICATIONS

**Our full qualifications focus on occupational skills and competencies that will provide you with the real-world skills you'll need to achieve your career goals.**

We offer 24 nationally recognised qualifications for you to choose from. Choose your interest. Choose your level. Choose your study method. Choose Tamworth Community College and take your first step on your path to success!

<b>FSK10113</b> Certificate I in Access to Vocational Pathways
<b>FSK10213</b> Certificate I in Skills for Vocational Pathways
<b>FSK20113</b> Certificate II in Skills for Work and Vocational Pathways
<b>ICT10115</b> Certificate I in Information, Digital Media and Technology
<b>SIT20316</b> Certificate II in Hospitality
<b>BSB20115</b> Certificate II in Business
<b>BSB30115</b> Certificate III in Business
<b>BSB30415</b> Certificate III in Business Administration
<b>BSB31015</b> Certificate III in Business Administration (Legal)
<b>BSB31115</b> Certificate III in Business Administration (Medical)
<b>FNS30317</b> Certificate III in Accounts Administration
<b>FNS30115</b> Certificate III in Financial Services
<b>BSB40215</b> Certificate IV in Business
<b>BSB42618</b> Certificate IV in New Small Business
<b>BSB40515</b> Certificate IV in Business Administration
<b>BSB42015</b> Certificate IV in Leadership and Management
<b>BSB40915</b> Certificate IV in Governance
<b>BSB41015</b> Certificate IV in Human Resources
<b>BSB41419</b> Certificate IV in Work Health and Safety
<b>TAE40116</b> Certificate IV in Training and Assessment
<b>BSB50415</b> Diploma of Business Administration
<b>BSB51918</b> Diploma of Leadership & Management
<b>TAE50116</b> Diploma of Vocational Education and Training
<b>TAE50216</b> Diploma of Training Design and Development

## STUDENT FEES 2020

Student fees are based on the qualification and characteristics of the student.

**Please call the College on 02 6763 0630 for more information.**

**[www.tamworth.nsw.edu.au](http://www.tamworth.nsw.edu.au)**

## WHICH LEVEL IS RIGHT FOR YOU?

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australia. It incorporates qualifications from each education sector – schools, vocational education and training (VET) and higher education – into a single comprehensive framework.

TCC offers five of the seven AQF levels that apply to the Australian VET system. Our friendly team can help you to select the right qualification level to suit your needs and goals.

### CERTIFICATE I

Certificate I level qualifications cover base-level knowledge and skills for entry into the workforce, community involvement and/or further learning.

### CERTIFICATE II

Certificate II level qualifications prepare students for entry-level positions in a variety of industries. As well as providing basic knowledge, technical and communication skills, a Certificate II demonstrates to a potential employer that you're actively interested in their industry.

### CERTIFICATE III

Certificate III graduates will have theoretical and practical knowledge and skills to apply in the workplace immediately. Certificate III level qualifications are ideal for those wanting to move out of entry-level roles, pursue a career, formalise existing skills or undertake further training.

### CERTIFICATE IV

Certificate IV graduates will have theoretical and practical knowledge and skills for specialised and skilled work, such as those in supervisory and management positions.

Certificate IV level qualifications are perfect for those who want to advance their careers in the industry they already work in or to specialise in a particular area of interest.

### DIPLOMA

Diploma level graduates will have broad and in-depth knowledge and skills that can be applied at a management level in a variety of industries. They will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility. Diploma level graduates will develop comprehensive knowledge and skills in leadership, planning and innovation.



# QUALIFICATIONS

## BSB20115 CERTIFICATE II IN BUSINESS



Designed to equip students with introductory office and reception skills to gain employment in roles such as administration assistant, data entry operator, customer service clerk, office junior or receptionist.

Gain valuable customer service skills and become proficient in the use of office technology such as computers and printers.

Date A	20 Mondays beginning 3 February
Time	9am - 3pm
Fee	Student fee details on page 5

Date B	30 Mondays beginning 3 February
Time	6pm - 9pm
Fee	Student fee details on page 5

## BSB30115 CERTIFICATE III IN BUSINESS



Build a strong foundation for your career in the business sector. Throughout the qualification you will develop essential skills in communication, team work, planning and problem solving.

Students will cover a wide range of valuable business abilities such as understanding and participating in WHS practices, customer service and the microsoft office suite.

Date A	20 Mondays beginning 3 February
Time	9am - 3pm
Fee	Student fee details on page 5

Date B	30 Mondays beginning 3 February
Time	6pm - 9pm
Fee	Student fee details on page 5

## BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION



This qualification provides students with practical and industry relevant training in key areas of administration such as basic finance, customer service, computing and WHS.

This training will assist participants to gain valuable workplace skills and knowledge for their resume.

Date A	20 Mondays beginning 3 February
Time	9am - 3pm
Fee	Student fee details on page 5

Date B	30 Mondays beginning 3 February
Time	6pm - 9pm
Fee	Student fee details on page 5

## PATHWAYS TO UNIVERSITY

### Earn, learn and gain credit towards a Bachelor Degree!

At Tamworth Community College we are committed to providing our students with innovative, flexible and professional training. That's why we have expanded our business training to offer credit transfer agreements with the University of Newcastle, University of New England and Southern Cross University.

- Bachelor of Business at University of Newcastle
- Bachelor of Commerce at University of Newcastle
- Bachelor of Business at University of New England
- Southern Cross University Credit Linkages

For further details view the live and searchable AQF Vocational Qualification Credit Linkages document published at [www.scu.edu.au/aqfvocationallinkages](http://www.scu.edu.au/aqfvocationallinkages) for specific credit details into a range of undergraduate and postgraduate degrees.

This means you can take a gap year, without the gap. Spend a year working, saving, maybe some travelling, and work towards completing your degree; all without having to leave home. If, at the end of the year you decide not to continue to University, you will still graduate from TCC with a qualification highly valued by employers. **ENQUIRE NOW!**

Contact our team to learn more about our Pathways to University Program and begin your enrolment.



## BSB31015 CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL)



Geared towards those seeking a career in a legal office.

Learn to interpret and use legal terminology, draft legal correspondence, maintain records for time and legal disbursements and apply principles of confidentiality and security in the legal office.

Contact our team to express your interest.

Fee Student fee details on page 5

## BSB31115 CERTIFICATE III IN BUSINESS ADMINISTRATION (MEDICAL)



The ideal qualification for those wishing to gain employment in the healthcare industry, or for those already in the industry who wish to formalise their training.

Focus on medical terminology, maintaining patient records and understanding day-to-day processes of a medical office.

Date A 20 Mondays beginning 3 February

Time 9am – 3pm

Fee Student fee details on page 5

## FNS30317 CERTIFICATE III IN ACCOUNTS ADMINISTRATION



Kick start a career in payroll services, accounts payable and receivable, or office management.

Focusing on core administration and accounting skills, students will learn to design and produce business documents, perform financial calculations and contribute to the health and safety of others.

Date A 20 Mondays beginning 3 February

Time 9am – 3pm

Fee Student fee details on page 5

Date B 30 Mondays beginning 3 February

Time 6pm – 9pm

Fee Student fee details on page 5

## BSB40215 CERTIFICATE IV IN BUSINESS



Designed for those who would like to expand their knowledge and existing skills in a range of business areas.

You will complete practical assessments and activities to improve your time management skills and ability to work independently, as well as part of a team. Gain the knowledge and skills to explore career options such as project officer or team leader.

Date A 20 Mondays beginning 3 February

Time 9am – 3pm

Fee Student fee details on page 5

Date B 30 Mondays beginning 3 February

Time 6pm – 9pm

Fee Student fee details on page 5

## BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION



Focus on vital administration skills to add to your experience and implement in your everyday work life.

Throughout this qualification students will undertake activities and assessments designed to increase their communication and customer service skills in areas such as writing business documents and referring enquiries.

Date A 20 Mondays beginning 3 February

Time 9am – 3pm

Fee Student fee details on page 5

Date B 30 Mondays beginning 3 February

Time 6pm – 9pm

Fee Student fee details on page 5

## BSB40915 CERTIFICATE IV IN GOVERNANCE



This qualification supports board of governance roles. Individuals undertaking this qualification will typically be a board member, coordinator of governance or committee member.

This qualification reflects the role of individuals who undertake the responsibilities required of a member of a Board of Governance of an organisation. Students will cover board member responsibilities, working within organisational structure and analysing financial reports and budgets.

Gain practical knowledge and skills on governance topics and develop increased confidence so that you can make a valued contribution as a member of your Board or Management Committee.

Contact our team to express your interest.

Fee \$2,500

## BSB41015 CERTIFICATE IV IN HUMAN RESOURCES



This qualification is suitable for individuals working in a range of human resources management positions including assistants, coordinators, administrators and payroll officers.

Throughout the course students will develop fundamental knowledge and understanding of human resource functions including recruitment, performance management, industrial relations procedures and leading effective workplace relationships.

Students will develop valuable skills to carry out performance management, interviews, coaching and mentoring.

Contact our team to express your interest.

Fee Student fee details on page 5



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[facebook.com/tamworthcommunitycollege](https://facebook.com/tamworthcommunitycollege)

### **BSB41419 CERTIFICATE IV IN WORK HEALTH & SAFETY**



The Certificate IV in Work Health & Safety is suitable for people working in a WHS role providing leadership and guidance to others.

Targeted at coordinators, advisors and facilitators, expect practical, industry relevant training to develop the skills and knowledge required to interpret and apply WHS practices.

Students learn to contribute to implementing and maintaining WHS consultation and participation processes, WHS hazard identification, risk assessment and risk control, implementing and maintaining WHS management systems and assist with responding to incidents.

Contact our team to express your interest.

Fee Student fee details on page 5

### **BSB42015 CERTIFICATE IV IN LEADERSHIP & MANAGEMENT**



This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

Focus on the key attributes required of managers to prepare you to confidently and effectively lead a team including negotiation skills, problem solving and decision making, training and developing your team and prioritising your time to achieve your workplace goals.

Students will delve into the importance of effective communication, effective workplace relationships, team work and implementing operational plans.

Date 30 Wednesdays beginning 29 January

Time 6pm - 9pm

Fee Student fee details on page 5

### **BSB42618 CERTIFICATE IV IN NEW SMALL BUSINESS**



A small business can be a rewarding venture but only if you are equipped with the skills and knowledge to make your venture a success.

Whether you are undertaking a new venture or would like to formalise your skills, this qualification covers the essential skills needed to undertake a role as a small business manager.

Expect to cover the legal and risk management requirements of small business, planning small business finances, marketing the business effectively and undertaking small business planning.

Contact our team to express your interest.

Fee Student fee details on page 5

### **BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION**



Designed for high level administration professionals.

This qualification focuses on the key leadership and organisational capabilities required of administrators in a variety of business environments. Includes the following:

- Advanced project, payroll and/or meeting management
- Delivering and managing quality customer service
- Developing workplace sustainability policies and procedures
- Planning and implementing administrative systems

#### **Entry requirements:**

No formal entry requirements. Preferred pathways include; Certificate IV in Business Administration (or relevant qualification); or experience in business administration.

Contact our team to express your interest.

Fee Student fee details on page 5

### **BSB51918 DIPLOMA OF LEADERSHIP & MANAGEMENT**



For managers across a range of industries and enterprises.

This qualification provides participants with comprehensive knowledge and skills in management processes. Includes the following:

- Emotional intelligence
- Managing operational plan
- Leading and managing effective workplace relationships
- Responding to and developing solutions for unpredictable problems
- Analysing and synthesising information
- Communicating with influence

#### **Entry requirements:**

No formal entry requirements. Preferred pathways include; Certificate IV in Leadership and Management (or relevant qualification); or experience in management role(s).

Contact our team to express your interest.

Fee Student fee details on page 5





# TRAINING & ASSESSMENT

## ARE YOUR QUALIFICATIONS CURRENT?

To meet ASQA credential requirements, trainers and assessors need to make sure they hold either:

TAE40116 Certificate IV in Training & Assessment, **OR** TAE40110 Certificate IV in Training & Assessment and the two units:

- TAE40110 Address adult language, literacy and numeracy skills and
- TAE40116 Design and develop assessment tools (or their equivalents).

As a leading provider of TAE40116, Tamworth Community College can help.

## TAE40116 UPGRADE

We have a clear and practicable process for trainers and assessors who hold the previous TAE40110 qualification and vocational competency in their proposed teaching and assessing area, to upgrade to TAE40116 Certificate IV in Training and Assessment via a combination of recognition of prior learning, direct credit transfer and/or gap training.

To begin your upgrade please email [enquiries@tamworth.nsw.edu.au](mailto:enquiries@tamworth.nsw.edu.au)

## TAE40116 CERTIFICATE IV IN TRAINING & ASSESSMENT



This qualification will provide participants with the skills and knowledge to work as qualified Trainers and/or Assessors for Registered Training Organisations (RTO's) delivering nationally accredited training.

It is primarily designed for people who are required by their workplace to develop skills in the delivery of training and assessment programs or for people who want to develop skills for future work prospects.

Students will learn to:

- Plan and create assessment activities
- Plan and deliver group learning
- Use training packages and accredited courses to meet client needs
- Identify language, literacy and numeracy (LLN) requirements in training and assessment

*Those entering this course must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant Unit of Competency or qualification as recognised by current VET standards and systems.*

Contact our team to express your interest.

Fee Student fee details on page 5

## DESIGN & DEVELOP ASSESSMENT TOOLS



This unit covers the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

This course is designed for experienced training professionals who are responsible for the development of training and assessment products and services.

*Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: TAEASS502 Design and develop assessment tools.*

Contact our team to express your interest.

Fee \$650

## LLN SKILLS FOR TRAINERS



This unit covers the skills and knowledge a vocational trainer/assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies to meet the needs of learners.

*Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: TAE40110 Address adult language, literacy and numeracy skills.*

Contact our team to express your interest.

Fee \$265

## VALIDATION SESSIONS

Training professionals should attend a minimum of two Validation Sessions a year to maintain their professional development.

Validate assessment tools using the Tamworth Community College Assessment Tools and Validation Checklist. Each session covers 2 units of competence and you will be issued with a Certificate of Attendance for your records.

Date A Monday 24 February

Time 9am - 11.30am

Fee \$85 per session

Date B Monday 6 April

Time 6pm - 8.30pm

Fee \$85 per session

▶▶▶▶▶▶▶▶▶▶ [www.tamworth.nsw.edu.au](http://www.tamworth.nsw.edu.au)

## TAE50116 DIPLOMA OF VOCATIONAL EDUCATION & TRAINING



The Diploma of Vocational Education and Training builds students' training and assessment capability within Registered Training Organisations (RTOs) and other providers of training.

This qualification reflects the roles of experienced practitioners delivering training and assessment services usually within RTOs within the vocational education and training (VET) sector.

Students will cover the key vocational education and training competencies required of senior trainer/assessors such as:

- Provide advanced assessment practice
- Design and develop assessment tools
- Provide advanced facilitation practice
- Design and develop learning strategies

### Entry Requirements:

No formal entry requirements. Preferred pathway is completion of Certificate IV in Training and Assessment (or higher relevant qualification) and significant experience in training and assessing for at least the last two years.

We offer this qualification via our Recognition of Prior Learning (RPL) process with gap training available. **Please contact our Training Team for a preliminary assessment.**

## TAE50216 DIPLOMA OF TRAINING DESIGN & DEVELOPMENT



The Diploma of Training Design and Development provides experienced training developers with a pathway to extend their VET careers.

This qualification reflects the roles of training developers and instructional designers who are responsible for analysing training needs and designing training solutions and products to meet workplace capability requirements, and evaluating the effectiveness of training programs.

Students will cover the key design and development competencies required of senior VET trainer/assessors such as:

- Design and develop assessment tools
- Design and develop learning strategies
- Design and develop learning resources
- Evaluate a training program

### Entry Requirements:

No formal entry requirements. Preferred pathway is completion of Certificate IV in Training and Assessment (or higher relevant qualification) and significant experience in training and assessing for at least the last two years.

We offer this qualification via our Recognition of Prior Learning (RPL) process with gap training available. **Please contact our Training Team for a preliminary assessment.**

# VOCATIONAL PATHWAYS

**These qualifications will give students the language, literacy, numeracy and employability skills required to confidently participate in the workplace, the community and further education and training. Usually delivered as one on one training.**

## FSK10113 CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS



The Certificate I in Access to Vocational Pathways provides students with the foundation skills needed to access a vocational learning pathway.

Contact our team to express your interest.

Fee Student fee details on page 5

## FSK10213 CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS



The Certificate I in Skills for Vocational Pathways provides students with the foundation skills required to prepare for a vocational pathway or further foundation skills development.

Contact our team to express your interest.

Fee Student fee details on page 5

## FSK20113 CERTIFICATE II IN SKILLS FOR WORK & VOCATIONAL PATHWAYS



The Certificate II in Skills for Work and Vocational Pathways is designed for students who require further skills development to prepare for workforce entry or vocational training pathways.

Contact our team to express your interest.

Fee Student fee details on page 5

## ICT10115 CERTIFICATE I IN INFORMATION, DIGITAL MEDIA & TECHNOLOGY



This qualification provides the skills and knowledge for participants to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

Contact our team to express your interest.

Fee Student fee details on page 5



# SHORT BUSINESS COURSES

## ASSERTIVE NOT AGGRESSIVE

This workshop provides practical guidance and skills for anyone who would like to become more assertive, confident, and effective in their personal and professional lives.

Throughout the day you will learn the difference between assertive and aggressive communication, how to identify and communicate effectively with different personality types, and a variety of relationship and communication skills. Held in a friendly, small group atmosphere, you will pick up valuable tips and tricks and gain the confidence and clarity for better interaction with others.

Date	Monday 23 March
Time	9am - 3pm
Fee	\$140

## BOOKKEEPING



Whatever your skill level, this course will provide you with the financial foundations that you need before attempting to use any computerised accounting programs.

Throughout this course students will learn more about fundamental bookkeeping skills and principles including; general journal, general ledger, trial balances, balance sheets, profit and loss statements, and bank reconciliations.

These skills will help you to effectively setup and process a number of business transactions manually. This is the course to attend before attempting to learn any computerised accounting program such as MYOB.

*Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: FSKNUM20 Use basic functions of a calculator.*

Date	3 Thursdays beginning 6 February
Time	9am - 3.30pm
Fee	\$250

## CONFLICT RESOLUTION

There is no escaping conflict. It is everywhere!

It is something we all experience either within our families, in the community or in the workplace. There is no way to live a conflict free life but, handled well, conflict can be useful in solving problems and building stronger relationships.

Identify what causes conflict, how to manage a difficult situation and develop assertive communication techniques.

Date	Monday 9 March
Time	9am - 3pm
Fee	\$140

## DELIVERING TRAINING AT WORK



Managers and supervisors who are involved in the delivery of training must be aware that prior to designing and developing any training plans, programs or courses, it is necessary to identify who needs to be trained, how they should be trained, what they need to know and what level of training is necessary.

Incorrectly targeted training is unproductive and a waste of time and money. This non-accredited one-day workshop will ensure that workplace training delivery is suited to its purpose and its expected training outcome.

*Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: TAEDEL301 Provide work skill instruction.*

Date	2 Wednesdays beginning 5 February
Time	9am - 5pm
Fee	Student fee details on page 5

## EFFECTIVE COMMUNICATION

This one day workshop gives an overview to the range of methods to improve your personal communication and interpersonal skills so that you can better express yourself and communicate with others confidently.

Identify verbal and non-verbal communication and recognise behaviour types to become a more effective communicator.

Date	Monday 17 February
Time	9am - 3pm
Fee	\$140

## EMOTIONAL INTELLIGENCE



This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.

It includes identifying the impact of your own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.

*Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: BSBLDR511 Develop and use emotional intelligence.*

Date	Tuesday 25 February
Time	9am - 5pm
Fee	\$350

## SET4SUCCESS!

**We take an individual approach to your full qualification enrolment.**

This process ensures that you're enrolling in the correct qualification for your skill level and career goals while alerting you to available study options and fee arrangements for your course.

**Contact our friendly team to begin**



## MEDICAL TERMINOLOGY



This course is designed to assist students to take the first step in preparing for a career in medical administration.

During this interactive and practical course, you will learn:

- Understanding and responding to medical instructions
- Spelling and pronouncing medical terminology correctly
- Interpreting abbreviations for specialised medical terminology
- Communicating with a range of internal/external clients in a medical office
- Using appropriate medical terminology in oral and written communication with patients, fellow workers and health professionals.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: BSBMED301 Interpret and apply medical terminology appropriately.

Date	8 Mondays beginning 3 February
Time	6pm - 9pm
Fee	\$375

## RESUME WRITING & INTERVIEW TECHNIQUES



This one-day course is designed to assist you in your job seeking efforts.

Learn to identify your transferable skills to create a resume, job application cover letter and address selection criteria that will tell a prospective employer exactly what you have to offer them. You will also learn what employers look for at a job interview and how to prepare for one.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: FSKLRG03 Use basic strategies for career planning.

Date A	Monday 3 February
Date B	Monday 2 March
Date C	Monday 30 March
Time	9am - 3.30pm
Fee	\$140

## TIME MANAGEMENT

Do you feel like all you achieve during your working day is putting out fires?

Using a holistic approach to your time, this course will help participants to prioritise to get the important things done, control their in-tray and email inbox, and manage interruptions.

Enrol today and learn to implement simple and practical methods to maximise your time and increase your productivity!

Date	Monday 10 February
Time	9am - 3pm
Fee	\$140

# COMPUTING

## BEGINNERS COMPUTING FOR HOME USE



This course is designed for those with no experience in computing and needing basic skills for home use.

During the course you will cover switching on your computer, keyboard and mouse functions, saving, retrieving and storing files and basic file management.

This course will help you gain the confidence you need to navigate your home computer.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the units: ICTICT101 Operate a personal computer and ICTICT102 Operate word-processing applications.

Date	4 Wednesdays beginning 5 February
Time	9am - 12pm
Fee	\$200

## BEGINNERS COMPUTING FOR WORK



Computing is a valuable skill in today's workplace. With that in mind, this course has been designed to provide students with introductory skills for their resume.

Build your confidence in performing simple computing tasks and developing new skills in Word, Excel and Outlook.

You will also cover the fundamentals of using the internet such as; using search engines, sending and receiving emails from your personal account and internet terminology.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the units: ICTICT101 Operate a personal computer, ICTICT102 Operate word-processing applications, ICTICT105 Operate spreadsheet applications.

Date	6 Wednesdays beginning 4 March
Time	9am - 12pm
Fee	\$230

## DIGITAL BUSINESS BASICS I



Learn how to navigate the digital world for your small business with local industry leader keo! Gain an overview on content marketing, Google positioning, social media, blogging and social sites. You will also explore..

- Your brand, your business
- Your brand online
- Online tools for you
- Making the most of what's available
- Your website
- Where does opportunity exist?

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: BSBINN201 Contribute to workplace innovation.

Contact our team to express your interest	
Fee	Student fee details on page 5



## DIGITAL BUSINESS BASICS II



Did you attend and love DBBI? Do you want more? Unleash your inner online power with DBBII!

Learn the next level of how to navigate the digital world for your business. During this course you will discover:

- How to compile your own Digital Strategy
  - Identify your audience
  - Identify your influences
  - What content works when?
- How to measure and keep yourself on track
- When do you need to ZAG?

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: FSKDIG01 Use digital technology for basic workplace tasks and FSKDIG02 Use digital technology for simple workplace tasks.

Contact our team to express your interest

Fee Student fee details on page 5

## EXCEL ADVANCED



Take the next step in MS Excel and boost your productivity at work with this advanced spreadsheet course.

Learn how to better manage data, link spreadsheets, and create graphs. You'll also be working with macros, templates, formulas and the advanced set of functions.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: BSBITU402 Develop and use complex spreadsheets.

**Pre-requisites:** Basic Excel and computing skills.

Date A 5 Tuesdays beginning 10 March

Time 9am - 12.30pm

Fee \$320

Date B 6 Wednesdays beginning 11 March

Time 6pm - 9pm

Fee \$320

# JOIN OUR TEAM!

We are seeking a sessional Medical Terminology Trainer.

If you are an accredited trainer and have experience working in medical administration, we'd love to hear from you. Please email your resume to [elana@tamworth.nsw.edu.au](mailto:elana@tamworth.nsw.edu.au)

## EXCEL SPREADSHEETS



During the course you will gain the skills needed to plan, create, produce and finalise spreadsheets using Excel.

Using practical examples students will cover navigating the toolbar/ribbon, creating, testing and modifying basic formulas and functions, selecting and formatting charts, printing multi-pages to one page and much more.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: BSBITU314 Design and produce spreadsheets.

**Pre-requisites:** Basic computing skills.

Date A 6 Wednesdays beginning 29 January

Time 6pm - 9pm

Fee \$320

Date B 5 Tuesdays beginning 4 February

Time 9am - 12.30pm

Fee \$320

## MYOB



In this course you will gain the skills and knowledge required to setup and conduct business activities using the computerised accounting system MYOB.

Cover essential tasks including creating and editing accounts, creating invoices and processing cash sales, preparing and posting journal entries, preparing banking, reconciling accounts, remitting payments, and extracting a trial balance and interim reports.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for units: FNSACC304 Conduct business activities using a computerised accounting system, FNSACC311 Process financial transactions and extract interim reports and FNSACC312 Administer subsidiary accounts and ledgers.

**Pre-requisites:** Basic bookkeeping and computing skills.

Date A 7 Mondays beginning 3 February

Time 6pm - 9pm

Fee \$320

Date B 4 Thursdays beginning 27 February

Time 9.15am - 3pm

Fee \$320

# FOR MORE STUDENT INFO SEE PAGE

# 4

## MYOB PAYROLL



MYOB Payroll is designed to provide participants with the training to enhance their skills and process payroll effectively.

Students will cover each step of the payroll process, including; setting up payroll and employee information, terminating employment, reconciling payroll, M-powered superannuation, and end of year payroll.

*Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: BSBFIA302 Process payroll.*

**Pre-requisites:** Basic bookkeeping and computing skills.

Date A	3 Mondays beginning 23 March
Time	6pm - 9pm
Fee	\$210

Date B	2 Thursdays beginning 26 March
Time	9am - 2pm
Fee	\$210

## ONE ON ONE COMPUTER TRAINING

If you did not know that we offer one on one computer training, you do now! You set the agenda, we teach you the skills!

We can cover internet use, file management, Microsoft Office and troubleshooting. Call the College today!

Fee	\$88 per hour
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## TYPE SPEED TESTS

Tamworth Community College offers Australian Standard 2708-2001 Type Speed Tests, scheduled at a time to suit you.

Time	Approx 30 - 45 mins
Fee	\$66

## WORD FOR BEGINNERS



This course has been designed for students who require the introductory skills and knowledge to digitally produce Word documents.

During this course you will cover formatting documents using appropriate application functions, using relevant help functions, using application features to identify and manipulate display options, naming and storing documents appropriately and much more.

*Upon successful completion of assessment tasks(s) students will be awarded a Statement of Attainment for unit: BSBITU211 Produce digital text documents.*

Contact our team to express you interest	
Fee	\$250

# COMPLIANCE

## CHAINSAWS - OPERATE & MAINTAIN LEVEL 1

During this course students will cover the skills and knowledge required to safely operate a hand-held chainsaw and maintain it in working condition. You will also learn to assist in preparation of the work site, selection and use of personal protective equipment (PPE) and workplace safety procedures.

Day 1 is in the classroom and day 2 on-site. All chainsaw and personal protective equipment (PPE), excluding boots, is provided.

*Course covers unit: AHCMOM213 Operate and maintain chainsaws.*

**Requirements:** Wear enclosed shoes or boots.

Date	Monday & Tuesday 6 & 7 April
Time	9am - 4pm
Fee	\$480
Provider	ATAC RTO ID 90886

## CHAINSAWS - FELL SMALL TREES LEVEL 2

Cover the skills and knowledge required to fell small trees in a low risk environment. Learn to assess the conditions and surroundings of the site, identify tree felling requirements, select, prepare and transport equipment and personal protective equipment (PPE), carry out tree felling, clean-up of the site and safe working procedures.

Felling is performed under strict supervision. All chainsaw and personal protective equipment (PPE), excluding boots, is provided. Competency demonstrated during the course includes theory.

*Course covers unit: AHPCPM203 Fell small trees.*

**Requirements:** Wear enclosed shoes or boots.

**Pre-requisites:** Chainsaws - Operate & Maintain Level 1.

Date	Monday & Tuesday 20 & 21 April
Time	9am - 4pm
Fee	\$480
Provider	ATAC RTO ID 90886

## GET A ROOM! VENUE HIRE

**Located just minutes from the heart of the Tamworth CBD, TCC is the perfect location for your next business meeting, team training event or conference.**

**The College boasts eight fantastic rooms that can be adapted to suit your needs, a kitchen area equipped with all the essentials including a fridge, microwave and small oven, as well as a dining area for student use. The College is fully air-conditioned and has a parking area adjacent to the building for the use of staff and students.**

**Contact us for a competitive quote!**





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## CHEMICAL USERS

If you use chemicals such as herbicides, insecticides, fungicides, bactericides, baits, lures and rodenticides as part of your work, you are required by NSW legislation to hold a current Chemical Users certificate.

In this course you will cover the skills and knowledge required to prepare and apply chemicals for the control of pests, use general application equipment, and how to safely transport, handle and store liquid and dry chemical formulations. You will also learn about correct disposal, selection and use of personal protective equipment (PPE), workplace safety procedures and legislative, regulatory and environmental requirements.

*Course covers units:* AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases and AHCCHM304 Transport and store chemicals.

**Certificates are valid for 5 years.**

**Refreshers** only attend the second day and must have a **current** Chemical Users certificate.

Date A	Monday & Tuesday 10 & 11 February
Date B	Monday & Tuesday 9 & 10 March
Time	9am - 4pm
Fees	Full \$350 Refresher \$260
Provider	ATAC RTO ID 90886

## DRUG & ALCOHOL SCREENING

This course has been designed to provide you with the required skills and knowledge to administer drug and alcohol tests in the workplace. Cover organisational guidelines and legislation, planning and administering testing, hazard identification and management, specialised safety equipment, and record keeping requirements.

*Course covers units:* HLTWHS001 Participate in workplace health and safety and HLTPAT005 Collect specimens for drugs of abuse testing.

Date	Friday 21 February
Time	9am - 4pm
Fee	\$700
Provider	Parasol EMT RTO ID 2551

## PROVIDER INFORMATION

**For further information prior to enrolment please contact the College.**

**Coates Hospitality Services, T/A Australian Training & Consulting (ATAC) - RTO ID 90886** will be delivering, assessing and issuing statements of attainment to students assessed as competent for:

- Chainsaws - Operate & Maintain
- Chainsaws - Fell Small Trees
- Chemical Users
- Health & Safety Representative/Refresher
- License to Operate a Forklift
- RMS Developer

## ENTER & WORK IN CONFINED SPACES

This course is a must for those working in operational roles undertaking work in confined spaces. Confined spaces can be found in vats, tanks, pits, pipes, chimneys, silos, sewers, shafts, wells, pressure vessels, trenches and tunnels.

Cover the skills and knowledge required to enter and work safely in confined spaces including safety requirements, signage, equipment use, maintaining communication, exiting, clean up, record keeping and legislation.

*Course covers unit:* RIIWHS202D Enter and work in confined spaces. This course meets the requirements of Australian Standards AS/NZS 2865-2009 Confined Spaces.

**Requirements:** Wear enclosed shoes or boots.

Industry standards recommend completing a **Refresher course every 2 years** to maintain currency. If you have not carried out tasks associated with entry to, or work in confined spaces in the last 2 years, you will need to complete the full course. **Refreshers** only attend the second day and must have a **current** Confined Spaces certificate.

Date A	Wednesday & Thursday 5 & 6 February
Date B	Wednesday & Thursday 4 & 5 March
Date C	Wednesday & Thursday 8 & 9 April
Time	9am - 4pm
Fee	Full \$350 Refresher \$200
Provider	Parasol EMT RTO ID 2551

## FIRE SAFETY & EXTINGUISHER

Learn the skills to initiate basic fire fighting in the workplace. Cover classification and fire types, fire protection equipment, WHS, use of portable fire fighting equipment, RACE system and fire protection.

*Course covers units:* CPPFES2004A Identify types of installed fire safety equipment and systems and CPPFES2005A Demonstrate first attack firefighting equipment.

**Requirements:** Wear enclosed shoes or boots.

Date A	Thursday 30 January
Date B	Friday 6 March
Date C	Monday 6 April
Time	9am - 11.30am
Fee	\$130
Provider	Parasol EMT RTO ID 2551

- RMS Traffic Controller and RMS Implement Traffic Control Guidance Plan

**PARASOL EMT Pty Ltd (Parasol EMT) - RTO ID 2551** will be delivering, assessing and issuing statements of attainment to students assessed as competent for:

- Drug and Alcohol Screening
- Enter & Work in Confined Spaces
- Fire Safety & Extinguisher
- Fire Warden
- Low Voltage Rescue
- Manual Handling
- OHS Construction Induction
- Operate Breathing Apparatus
- Test and Tag
- Work Safely at Heights

## FIRE WARDEN

Using the latest BulEx Bullseye laser driven extinguisher training equipment, you'll gain the skills required to be a fire warden. Cover roles and responsibilities, planning and conducting an evacuation, identifying fire safety products, their purposes and how to use them, WHS obligations and the RACE system.

*Course covers units:* PUAWER004B Respond to workplace emergencies from PUA12 Training Package and CPPFES2004A Identify types of installed fire safety equipment and systems and CPPFES2005A Demonstrate first attack firefighting equipment.

Course includes the Fire Safety & Extinguisher training.

**Requirements:** Wear enclosed shoes or boots.

Industry standards recommend completing the **course every 3 years** to maintain currency.

Date A	Thursday 30 January
Date B	Friday 6 March
Date C	Monday 6 April
Time	9am - 1pm
Fee	\$170
Provider	Parasol EMT RTO ID 2551

## HEALTH & SAFETY REPRESENTATIVE (HSR)

HSRs are entitled to choose and attend, in consultation with the business or employer (or other PCBU), a SafeWork approved 5-day training course in work health and safety and a one-day refresher course each year during their term of office.

In this course you will cover the requirements of WHS Legislation including WHS framework, consultation, representation and participation. As well as the role of the HSR in issue resolution and minimising risk including inspections, incident notification and investigation, provisional improvement notices (PINs) and ceasing unsafe work.

Students will receive a SafeWork NSW statement of training on the last day.

**Requirements:** 100 points of ID inc. photo ID.

SafeWork NSW recommend completing a **Refresher course every 12 months** to maintain currency.

Date	Mon, Tues, Wed, Thurs & Fri 16, 17, 18, 19 & 20 March
Time	9am - 4pm
Fee	\$650
Provider	ATAC RTO ID 90886

## HSR REFRESHER

This course meets the requirements of the WHS Regulations for HSRs elected under the Work Health and Safety Act 2011.

**Pre-requisites:** 5-day HSR certificate or have completed the HSR Gap training course.

**Requirements:** 100 points of ID inc. photo ID.

Date	Tuesday 24 March
Time	9am - 4pm
Fee	\$260
Provider	ATAC RTO ID 90886

## LICENCE TO OPERATE A FORKLIFT

This course is for those in the warehouse, logistics and/or transport industry or those wishing to gain the skills and knowledge required to operate a forklift truck safely.

In this 3-day course you will have 2 days of theory and a practical session and assessment on the 3rd day. You will be required to plan the work, conduct routine checks on a forklift truck, shift loads in a safe manner, and safely shut down and secure equipment after completing operations.

*Course covers unit:* TLILIC0003 Licence to operate a forklift truck. This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Upon successful completion of assessment task(s) students will be awarded a Notice of Satisfactory Assessment (NSA) form which must be taken to your nearest Australian Post Office along with an application form, 100 points of ID and a passport sized photo to apply for your licence card. An application fee of \$74.00 applies. Please note that you must apply in person within 60 days from the date of issue of your NSA. **Licences are valid for 5 years.**

**Requirements:** Students must provide proof of age 18+. Wear enclosed shoes or boots. 100 points of ID inc. photo ID.

**Theory/pre-reading to be collected upon payment of course fee.**

Venue	ATAC, 4 O'Connell Street
Date A	Thurs, Fri & Mon 6, 7 & 10 February
Date B	Thurs, Fri & Mon 26, 27 & 30 March
Time	8am - 4pm
Fee	\$880
Provider	ATAC RTO ID 90886

## LOW VOLTAGE RESCUE

Designed for those involved with electrical work, the course covers relevant safety standards and first aid procedures to enable participants to affect a rescue from a LV panel and to manage the situation until emergency services arrive.

*Course covers units:* UETTDRRF06B Perform rescue from a live LV panel and HLTAID001 Provide cardiopulmonary resuscitation.

Date	Thursday 12 March
Time	9am - 1pm
Fee	\$140
Provider	Parasol EMT RTO ID 2551





## MANUAL HANDLING

Cover effective manual handling techniques, risk minimisation and hazard identification, protective clothing and workplace signs, legislative requirements and best practice approach to WHS, rights and obligations of employees and employers and reporting mechanisms required for workplaces.

*Course covers unit:* HLTWHS005 Conduct manual tasks safely.

Date	Friday 27 March
Time	9am - 1pm
Fee	\$120
Provider	Parasol EMT RTO ID 2551

## OPERATE BREATHING APPARATUS

Applies to operators who are required to wear breathing apparatus for part of their job because they are working in a confined space, with hazardous gases/vapours or for other applications requiring breathing apparatus.

*Course covers unit:* MSMWHS216 Operate breathing apparatus.

**Pre-requisites:** Current Confined Spaces certificate.

Date	Tuesday 28 January
Time	9am - 5pm
Fee	\$320
Provider	Parasol EMT RTO ID 2551

## RMS DEVELOPER

For personnel required to design new traffic management plans for road works, produce major upgrades of standard plans and/or inspect traffic control plans on any road construction site.

*Course covers units:* RIIWHS201D Work safely and follow WHS policies and procedures, RIIRIS301D Apply risk management processes, RIIGOV401D Apply, monitor and report on compliance systems, RIICWD503D Prepare work zone traffic management plan.

Students will undertake three days of classroom training (theory and written assessment component). Within the following three months, students must prepare a final submission (Work Zone Traffic Management Plan with relevant evidence) to be deemed competent and receive their RMS Statement of Completion. This will allow them to work for a period of 90 days while they wait for their RMS Photo Card to be issued.

The final submission fee is in addition to the classroom fee, and payable to ATAC directly.

Upon successful completion of the above, students will be issued with an RMS Photo Card.

**Requirements:** A self-assessment is to be collected upon payment of course fees and completed and returned to TCC prior to the course.

**Pre-requisites:** Current Implement TCP's qualification (or valid yellow ticket); or current Select & Modify Traffic Control Plans; or current Design & Inspect Traffic Control Plans; or relevant tertiary qualification/s in road construction, engineering or civil construction.

Date	Wed, Thurs & Fri 26, 27 & 28 February
Time	9am - 5pm
Fee	\$630 for classroom session
Provider	ATAC RTO ID 90886

## RMS TRAFFIC CONTROLLER & IMPLEMENT TRAFFIC CONTROL GUIDANCE PLAN

For participants who manage traffic through or past a roadwork site, directing traffic with a stop/slow baton, and are required to setup Traffic Guidance Schemes/Traffic Control Plans in accordance with approved Traffic Management Plans.

*Course covers units:* RIIWHS201D Work safely and follow WHS policies and procedures, RIIWHS205D Control traffic with stop-slow bat, RIIWHS302D Implement traffic management plan RIICOM201D Communicate in the workplace.

Students deemed competent will receive an RMS Statement of Completion. This will allow them to work for a period of 90 days or to find employment in the field. Students are required to complete a practical assessment within the 90 days. A log book, evidence and employer testimonials must be completed before students complete their practical assessment.

The practical assessment fee is in addition to the classroom fee, and payable to ATAC directly.

Upon successful completion of the above, students will be issued with an RMS Photo Card.

Date A	Thursday & Friday 5 & 6 March
Date B	Thursday & Friday 23 & 24 April
Time	9am - 5pm
Fee	\$320 for classroom session
Provider	ATAC RTO ID 90886

## TEST & TAG

During this course students will gain the skills, knowledge and certification required to perform inspections and tests using Portable Appliance Testers (PAT) in accordance with Australian Standard AS/NZS 3760-2010 In-service safety inspection and testing of electrical equipment.

Cover safe working practices and applying OHS practices in the workplace, using portable apparatus tester, identifying faults, applying tagging, arranging for repair of faulty equipment and complete testing documentation.

*Course covers units:* UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace and UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies.

Compliance may be required in various jurisdictions relating to currency in First Aid, confined space, lifting and risk safety measures.

Industry standards recommend completing the **course every 3 years** to maintain currency.

Date	Thursday 13 February
Time	9am - 4pm
Fee	\$500
Provider	Parasol EMT RTO ID 2551



## WHITE CARD (CIC)

A white card (or general construction induction card) is required for workers who want to carry out construction work. People who need a white card include:

- site managers, supervisors, surveyors, labourers and tradespeople
- people who access operational construction zones (unaccompanied or not directly supervised by an inducted person)
- workers whose employment causes them to routinely enter operational construction zones.

Upon successful completion of this course you will receive a SafeWork NSW statement of training on the day, that you can use to prove you have completed the training until your new card arrives. The statement is valid for 60 days but most cards are issued in less than 30 days.

*Course covers unit:* CPCCWHS1001 Prepare to work safely in the construction industry.

**Requirements:** Must be at least 14 years of age to participate in this training. 100 points of ID inc. photo ID.

**The white card becomes void if you haven't carried out construction work for two consecutive years or more.**

Date A	Saturday 1 February	8am - 2.30pm
Date B	Monday 10 February	9am - 4pm
Date C	Tuesday 3 March	9am - 4pm
Date D	Saturday 14 March	8am - 2.30pm
Date E	Friday 3 April	9am - 4pm
Date F	Tuesday 21 April	9am - 4pm
Fee	\$150	
Provider	Parasol EMT RTO ID 2551	
SafeWork NSW Approval Number: RTO800041		

## WORK SAFELY AT HEIGHTS

This course has been designed for those working in operational roles where they are required to perform work at any height where there is a potential to fall and cause injury, fall from one level to another, work on elevated work platforms or work from scaffold.

Cover the skills and knowledge required to work safely at heights including safety requirements, site inspection, signage, PPE, access, use of equipment, clean up and legislation.

*Course covers unit:* RIIWHS204D Work safely at heights.

**Requirements:** Wear enclosed shoes or boots.

Industry standards recommend completing the **course every 2 years** to maintain currency.

Date A	Wednesday 29 January
Date B	Wednesday 26 February
Date C	Wednesday 1 April
Time	9am - 3.30pm
Fee	\$200
Provider	Parasol EMT RTO ID 2551

# FIRST AID

## ADVANCED FIRST AID

The ideal course for any person exposed to high risk situations or those required to provide an emergency first aid response in the community or workplace.

Learn the skills and knowledge required to provide an advanced first aid response, including management of the incident and other first aiders until the arrival of medical or other assistance, and use specialised equipment in the provision of resuscitation in line with the Australian Resuscitation Council (ARC) guidelines.

*Course covers units:* HLTAID006 Provide advanced first aid and HLTAID007 Provide advanced resuscitation.

**Pre-requisites:** **Current** First Aid certificate.

**Certificates are valid for 3 years.**

Date	Tuesday 18 February
Time	9am - 5pm
Fee	\$250
Provider	Parasol EMT RTO ID 2551

## ADVANCED RESUSCITATION

Learn the skills and knowledge required to use specialised equipment in the provision of resuscitation in line with the Australian Resuscitation Council (ARC) guidelines.

Cover the safe and appropriate use of oxygen devices for non-breathing casualties and delivery of supplemental oxygen for breathing casualties.

*Course covers unit:* HLTAID007 Provide advanced resuscitation.

**Pre-requisites:** First Aid or CPR certificate completed in the last 12 months.

**Certificates are valid for 12 months.**

Date	Tuesday 18 February
Time	9am - 1pm
Fee	\$195
Provider	Parasol EMT RTO ID 2551

## PROVIDER INFORMATION

**PARASOL EMT Pty Ltd - RTO ID 2551** will be delivering, assessing and issuing statements of attainment to students assessed as competent for:

- Advanced First Aid
- Advanced Resuscitation
- CPR
- First Aid Full & Refresher
- First Aid Child Care Setting

**For further information prior to enrolment please contact the College.**



Like us on  
**FACEBOOK!**

## FIRST AID

Our interactive first aid courses are delivered by qualified and experienced trainers who are, or have been, employed as paramedics.

Through completing a first aid course you will gain the skills and knowledge required to provide a first aid response, recognise and respond to life-threatening emergencies and perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.

During this practical course students will be required to perform effective CPR on an adult resuscitation manikin placed on the floor, an infant resuscitation manikin placed on a firm surface, and follow the prompts of an automated external defibrillator (AED).

You will also cover first aid treatments, terminology, common trauma and medical emergencies such as basic response to asthma, anaphylaxis, bites and stings, fractures, heart conditions and more.

*Course covers units:* HLTAID001 Provide cardiopulmonary resuscitation, HLTAID002 Provide basic emergency life support and HLTAID003 Provide first aid.

**Certificates are valid for 3 years.**

Date A	Monday 3 February
Date B	Friday 7 February
Date C	Wednesday 12 February
Date D	Sunday 16 February
Date E	Thursday 20 February
Date F	Monday 24 February
Date G	Friday 28 February
Date H	Monday 9 March
Date I	Friday 13 March
Date J	Tuesday 17 March
Date K	Sunday 22 March
Date L	Wednesday 25 March
Date M	Monday 30 March
Date N	Thursday 2 April
Date O	Tuesday 7 April
Date P	Thursday 16 April
Date Q	Wednesday 22 April

# JOIN OUR TEAM!

We are always looking for creative and passionate people who want to share their skills and knowledge. If you can teach a language, an art form, a cuisine or leisure pursuit we'd love to hear from you!

Email your resume and a lesson plan to [admin@tamworth.nsw.edu.au](mailto:admin@tamworth.nsw.edu.au)

# FIRST AID TRAINING OPTIONS

## FULL

You are required to complete a FULL course if you do not have a **current** First Aid Certificate.

**Students must complete a theory workbook prior to the course.**

Time	9am - 4pm
Fee	\$165
Provider	Parasol EMT RTO ID 2551

## REFRESHER

You can attend a REFRESHER course to renew your current First Aid Certificate.

Refreshers do not need to complete the theory component.

**Students must provide evidence of current certificate.**

Time	9am - 4pm
Fee	\$135
Provider	Parasol EMT RTO ID 2551

## CHILD CARE SETTING

Completed in conjunction with a First Aid course, this unit applies to employees working within child care centres and/or schools who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

*Course covers unit:* HLTAID004 Provide an emergency first aid response in an education and care setting.

Date	Join any First Aid course listed left
Time	9am - 5pm
Fee	\$35 + cost of First Aid course
Provider	Parasol EMT RTO ID 2551

## CPR

Learn skills and knowledge required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) guidelines.

During this practical course students will be required to perform effective CPR on an adult resuscitation manikin placed on the floor, an infant resuscitation manikin placed on a firm surface, and follow the prompts of an automated external defibrillator (AED).

*Course covers unit:* HLTAID001 Provide cardiopulmonary resuscitation.

Industry standards recommend completing the **course every 12 months** to maintain currency.

Date	Join any First Aid course listed left
Time	9am - 12pm
Fee	\$75
Provider	Parasol EMT RTO ID 2551

# MENTAL HEALTH FIRST AID

## MENTAL HEALTH FIRST AID



In this course you will learn how to offer initial support to adults who are developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis, until appropriate professional help is received or the crisis resolves.

Students learn about the signs and symptoms of the common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective, and how to provide first aid in a crisis situation.

Delivered by Mental Health First Aid qualified instructors in a supportive and collaborative learning environment, expect to take away valuable skills and knowledge that may support you in the workplace, your community and beyond.

**Requirements:** Students must provide proof of age 18+.

Date	2 Tuesdays beginning 11 February
Time	9am - 4.30pm
Fee	\$250



**TCC is proud to be recognised as a Gold MHFA Skilled Workplace by maintaining a percentage of at least 20% FTE staff with a current MHFA certificate and embedding the program into our culture through actions like senior leadership support, relevant policies, supporting Mental Health First Aid Officers and continuous improvement.**

In 2015, Mental Health First Aid Australia launched the Mental Health First Aid Skilled Workplaces Initiative to recognise and reward the many workplaces across Australia that are doing wonderful work in increasing mental health literacy by rolling out MHFA Courses for employees.

## EMERGENCY DROUGHT ASSISTANCE

Tamworth Community College has been contracted to deliver the NSW Government's **drought assistance funding** to assist drought affected farming families, to train or find secondary employment.

**Please contact our student support team for more information.**

## MENTAL HEALTH FIRST AID FOR GAMBLING PROBLEMS



Many Australian's lives are impacted directly and indirectly as a result of problem gambling. Those with gambling problems are at increased risk of suicide and likely to experience mental health problems including depression, anxiety and substance use problems.

This course aims to address these concerns by teaching community members how to provide mental health first aid to people experiencing gambling problems.

You will learn:

- The risk factors, signs and symptoms and motivations which may underpin gambling problems
- How to approach someone about their gambling problems
- How relapse might affect someone with gambling problems
- How to manage your own self-care when helping someone with gambling problems

Delivered by Mental Health First Aid Australia qualified instructors.

Contact our team to express your interest.	
Fee	\$125

## MENTAL HEALTH FIRST AID REFRESHER



You can attend a REFRESHER course to renew your current accredited MHFA Certificate.

**Requirements:** Students must provide proof of age 18+.

**Pre-requisites:** Standard MHFA Certificate

Date	Tuesday 10 March
Time	9am - 1.30pm
Fee	\$140

## MENTAL HEALTH FIRST AID FOR NON-SUICIDAL SELF INJURY



This course teaches students how to help someone who is engaging in self-injury. You will cover:

- Why people engage in self-injury
- How to talk to someone about their self-injury
- How to help the person stay safe
- How to connect someone to appropriate professional help
- How to assess for suicidal thoughts and behaviours

Delivered by Mental Health First Aid qualified instructors in a supportive and collaborative learning environment, expect to take away valuable skills and knowledge that may support you in the workplace, your community and beyond.

**Requirements:** Students must provide proof of age 18+.

Date	Tuesday 24 March
Time	9am - 1.30pm
Fee	\$140



# HOSPITALITY

## BAR SKILLS

If you are 18+ and hold an RSA, take the next step and learn all the tips and tricks you need to become a professional behind the bar!

Learn the skills and knowledge required to prepare a bar for service, take customer orders, prepare and serve alcoholic and non-alcoholic beverages, process payments, clear and clean glasses, dispose of waste, close the bar as well as covering hygiene practices and appearance.

Day 1 is in the classroom and day 2 on-site.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the units: SITXFSA001 Use hygienic practices for food safety, SITHFAB001 Clean and tidy bar areas and SITHFAB003 Operate a bar.

**Requirements:** Students must provide proof of age 18+.

**Pre-requisites:** Current RSA competency card.

Date D	Monday & Tuesday 30 & 31 March
Time	9am - 3pm
Fee	\$300
Provider	ATAC RTO ID 90886

## ESPRESSO COFFEE



During this practical course students will learn to extract and serve espresso coffee beverages including long black, cappuccino, latte, macchiato and mocha using commercial espresso machines and grinders. You will also cover advising customers and taking orders, selection and preparation of beans and milk, and equipment cleaning and maintenance.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: SITHFAB005 Prepare and serve espresso coffee.

**Pre-requisites:** Current Food Handling certificate.

Day Time Courses	
Date A	Tuesday 4 February
Date B	Tuesday 25 February
Date C	Monday 23 March
Date D	Monday 20 April
Time	9am - 4pm
Fee	\$135

Night Time Courses	
Date E	Monday & Tuesday 3 & 4 February
Date F	Monday & Tuesday 24 & 25 February
Time	5pm - 8pm & 5pm - 9pm
Fee	\$135

## FOOD HANDLING LEVEL 1



This course is a must for those who directly handle food or food contact surfaces such as cutlery, plates and bowls during the course of their daily work activities. This includes cooks, chefs, caterers, kitchen stewards, kitchen hands, bar, and food and beverage attendants.

During this course students will cover the skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: SITXFSA001 Use hygienic practices for food safety.

Date A	Tuesday 14 January
Date B	Monday 3 February
Date C	Monday 2 March
Date D	Monday 16 March
Date E	Tuesday 14 April
Time	9am - 3.30pm
Fee	\$110

## FOOD SAFETY SUPERVISOR & FSS RECERTIFICATION



Food laws in NSW require businesses in the hospitality and retail food service sectors that process or sell food at the retail level, to appoint at least one trained Food Safety Supervisor (FSS).

This course is designed for students who have been working in the hospitality or retail food sectors and have successfully completed the Food Handling Level 1 course and hold SITXFSA001 Use hygienic practices for food safety, or SIRRFSFA001 Handle food safely in a retail environment, and also for students who already hold a FSS certificate that is due to expire.

This course will equip students with the skills and knowledge in the key focus areas of food handling, cleaning and sanitising, safe egg handling and allergen management.

When a FSS holder's certification expires, a food business has 30 days to ensure:

- The FSS renews their training within 30 working days.
- Another FSS with a current qualification is appointed.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: SITXFSA002 Participate in safe food handling practices.

**Certificates are valid for 5 years.**

**Pre-requisites:** SITXFSA001 Use hygienic practices for food safety, or SIRRFSFA001 Handle food safely in a retail environment.

Date A	Wednesday 15 January
Date B	Wednesday 5 February
Date C	Wednesday 4 March
Date D	Wednesday 18 March
Date E	Wednesday 15 April
Time	9am - 2pm
Fee	\$110

## PROVIDE RESPONSIBLE SERVICE OF ALCOHOL (RSA)



RSA training is mandatory for everyone in NSW who sells, serves and supplies alcohol. This includes, but is not limited to, licensees, managers, service staff, security staff, promotional staff and volunteers.

During this course you will cover the context of RSA in NSW, legislative framework for RSA, the impact of alcohol and alcohol abuse, preventing intoxication and underage drinking and implementing responsible service of alcohol strategies.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: SITHFAB002 Provide responsible service of alcohol.

Date A	Friday 17 January
Date B	Tuesday 28 January
Date C	Tuesday 11 February
Date D	Saturday 29 February
Date E	Tuesday 10 March
Date F	Saturday 28 March
Date G	Tuesday 14 April
Time	9am - 4pm
Fee	\$185

## PROVIDE RESPONSIBLE GAMBLING SERVICES (RCG)



RCG training is mandatory if your work duties involve gaming machines. This includes, but is not limited to licensees, staff with gaming machine duties, staff who pay out winnings and staff who patrol or serve in the gaming machine area.

During this course you will cover the context of RCG in NSW, legislative framework, harm minimisation, how to recognise gambling problems and addiction, and strategies to conduct gambling responsibly.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: SITHGAM001 Provide responsible gambling services.

Date A	Saturday 18 January
Date B	Friday 31 January
Date C	Friday 14 February
Date D	Sunday 1 March
Date E	Friday 13 March
Date F	Sunday 29 March
Date G	Friday 24 April
Time	9am - 4pm
Fee	\$145

Combined RSA/RCG: \$310 Conditions apply

## RSA & RCG PHOTO COMPETENCY CARD

### Photo Competency Card

Upon completing an approved RSA/RCG in NSW, students receive an Interim Statement valid for 90 days allowing them to work in licenced venues. Students must apply for a photo competency card at a participating Service NSW outlet.

### Photo Competency Card Renewal

Your competency card is valid for five years. Students will be sent a reminder notice by email/SMS before the competency card expires. You have up to 28 days after your card expires to visit the online portal to complete refresher training. Cards *cannot* be renewed through a training provider. The renewal fee is \$40. If you do not renew in this time you will need to complete a full RSA/RCG course at a registered training provider.

Find more info at  
[liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

## FLEXIBLE STUDY OPTIONS AT TCC

At Tamworth Community College flexibility is at the core of everything we do.

We offer our students training options designed to complement work and life commitments, giving you the time, support and confidence you need to complete your training.

- 1 DAYTIME OR EVENING CLASSES
- 2 ONLINE LEARNING
- 3 BLENDED DELIVERY
- 4 TRAINEESHIPS
- 5 CUSTOMISED BUSINESS TRAINING



# GENERAL INTEREST

## CAKE DECORATING - ADVANCED

If you have mastered the basics, then join this class to advance your cake decorating skills with perfecting moulded flowers. Start with Frangipanis, Azalias and stunning Hibiscus.

**Requirements:** A requirements list is available upon request.

Trainer	Barbara Parsons
Date	4 Tuesdays beginning 4 February
Time	6pm - 8pm
Fee	\$195

## ITALIAN FOR BEGINNERS

Are you travelling to Italy? Or, have you always wanted to learn Italian but never got around to it? Then this is the course for you!

During the course you will learn all the basics that you need to survive in Italy. Cover greetings, shopping, ordering food, asking for directions and the essentials for conversational Italian.

Our small class sizes give you the perfect opportunity to discuss your questions with a fluent Italian speaker and practice with fellow students.

**Requirements:** Notebook and a pen.

Contact our team to express your interest for day time sessions	
Trainer	Antonella Genca-Riolo
Date	6 Wednesdays beginning 29 January
Time	6pm - 8pm
Fee	\$210

## LATIN AMERICAN SPANISH - BEGINNERS 1

Spanish is a language that is spoken throughout Latin America, in countries that are full of colour, architecture, cultural diversity, authentic traditions and rich in history.

Join our conversational Latin American Spanish course and enjoy a practical and social experience while you learn the basic language to use in real-life situations such as greetings, travelling, ordering traditional food, shopping and much more!

Trainer	Yesy Sepulveda Cortes
Date	6 Tuesdays beginning 28 January
Time	5pm - 7pm
Fee	\$210

## LATIN AMERICAN SPANISH - BEGINNERS 2

Spanish is the second language most spoken around the world as there are 21 countries that have Spanish as the official language.

This course is the continuation of Beginners 1 course and will provide you with greater confidence to speak in another language and will help you to interact more easily with Spanish speakers. This will assist anyone wishing to travel and learn more about several cultures.

In the course the class will be participating in different activities with the intention of making the class fun and interactive and have something to learn in an entertaining way.

Trainer	Sandra Zuniga
Date	6 Tuesdays beginning 10 March
Time	7pm - 9pm
Fee	\$210

## PHOTOGRAPHY SLR

Learn how to master your camera and understand the basics of photography. In this course you will gain an understanding of the elements of composition including depth of field, rule of thirds, golden mean and leading lines, and how to present your photography.

**Requirements:** A camera, lens, manual, memory card, batteries and tripod (optional).

Trainer	Terese Miller
Date	4 Saturdays beginning 1 February
Time	1pm - 4pm
Fee	\$185

## SEWING & ALTERATIONS

Beginners come along and get an introduction to your sewing machine. Cover the parts, setting up, different stitches and settings, as well as garment construction and finishing. Work on your own project with guidance and support from our experienced trainer.

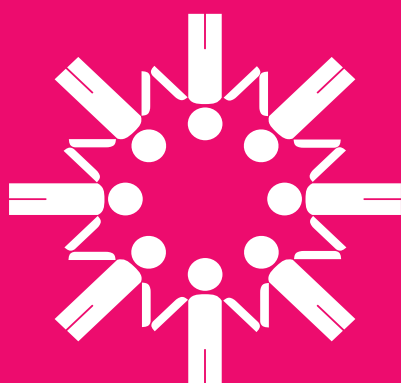
More practiced sewers are more than welcome to join the course, as you can work on your own projects and at your own pace, picking up professional tips and techniques.

If you have a sewing machine please bring it along as the trainer can only provide for a limited amount.

Trainer	Jennifer Campbell
Date	3 Saturdays beginning 29 February
Time	9.30am - 3.30pm
Fee	\$150



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[facebook.com/tamworthcommunitycollege](https://www.facebook.com/tamworthcommunitycollege)



# TAMWORTH COMMUNITY COLLEGE

**INFORM YOURSELF  
TRANSFORM YOUR LIFE**

**P 02 6763 0630**

**E [enquiries@tamworth.nsw.edu.au](mailto:enquiries@tamworth.nsw.edu.au)**

**A 175 Peel Street, Tamworth NSW 2340**



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