



**TAMWORTH
COMMUNITY
COLLEGE**

**YOUR
PATH TO
SUCCESS**

**COURSE GUIDE
TERM 4 2021**



YOUR PATH TO SUCCESS

VISIT OUR WEBSITE ▶ 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 programs:

NSW Government Smart and Skilled

- ACE Program
- AgSkilled 2.0 Program
- Entitlement Foundation Skills
- Entitlement Full Qualification
- Fee-Free Scholarships
- Targeted Priorities Full Qualifications
- Targeted Priorities Part Qualifications
- Traineeships & School-Based Traineeships

JobTrainer (an initiative of the Commonwealth Government, supported by the NSW Government Smart and Skilled Program)

- Skilling for Recovery
- Summer Skills Program

A fee exemption may be available for eligible students. Speak to our student support team for more information or visit: 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 2021. 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

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

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

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.

COVID-19 CONDITIONS OF ENTRY

At Tamworth Community College, our priority is always serving our students and the communities we operate in. We seek to provide a safe environment for our students, visitors, and our team and in times such as these, we believe it is our role and responsibility to do our best to ensure we can provide access to the training people need while doing everything we can to keep everyone safe and healthy.

Our **COVID-19 CONDITIONS OF ENTRY** outline the conditions of entry and procedures all students, visitors, and staff must follow whilst attending TCC to ensure their health and safety and that of others, through minimisation of the risk of exposure to COVID-19. If you plan to attend the College, we ask that you please read and abide by our COVID-19 CONDITIONS OF ENTRY, which can be found here: www.tamworth.nsw.edu.au/covid-19-conditions-of-entry

In addition to our conditions of entry, we have:

- put in place Service NSW Check-in QR codes at the College. Those entering must immediately check-in, or provide TCC with their name and contact details (mobile and/or email) and consent to TCC providing their name and contact details to the NSW Department of Health or any other third-party government department, as required to enable COVID-19 contact tracing procedures (these records are stored confidentially and securely, and will be destroyed securely after 28 days)
- ensured all individuals wear a fitted face mask when in an indoor area (as per the NSW Health guidelines)
- installed hand sanitising stations throughout the building
- placed signage throughout the building displaying health information
- reduced class sizes to facilitate physical distancing
- establish staggered class break times to facilitate physical distancing
- increased cleaning and sanitisation of our premises and equipment
- prepared our team to respond quickly to any emerging situation should it occur.

If you have any questions or would like to know more about the steps we are taking to protect our students, visitors, and staff, you can contact us on **02 6763 0630** or at enquiries@tamworth.nsw.edu.au

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 19 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!

FSK10119 Certificate I in Access to Vocational Pathways

FSK10219 Certificate I in Skills for Vocational Pathways

FSK20119 Certificate II in Skills for Work and Vocational Pathways

SIT20316 Certificate II in Hospitality

BSB20115 Certificate II in Business

BSB30120 Certificate III in Business

BSB30120 Certificate III in Business (Administration)

FNS30317 Certificate III in Accounts Administration

BSB40120 Certificate IV in Business

BSB40120 Certificate IV in Business (Administration)

BSB40915 Certificate IV in Governance

BSB42015 Certificate IV in Leadership and Management

BSB41015 Certificate IV in Human Resources

BSB41419 Certificate IV in Work Health and Safety

TAE40116 Certificate IV in Training and Assessment

BSB50415 Diploma of Business Administration

BSB51918 Diploma of Leadership & Management

TAE50116 Diploma of Vocational Education and Training

TAE50216 Diploma of Training Design and Development

UNITS OF COMPETENCY

PUAFER004 Respond to facility emergencies

PUAFER005 Operate as part of an emergency control organisation

PUAFER006 Lead an emergency control organisation

PUAFER008 Confine small emergencies in a facility

RIIWH5202E Enter and work in confined spaces

RIIWH5204E Work safely at heights

STUDENT FEES 2021

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

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

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 11 October
Time	9am - 3pm
Fee	Student fee details on page 5

Date B	30 Mondays beginning 11 October
Time	6pm - 9pm
Fee	Student fee details on page 5

BSB30120 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 11 October
Time	9am - 3pm
Fee	Student fee details on page 5

Date B	30 Mondays beginning 11 October
Time	6pm - 9pm
Fee	Student fee details on page 5

BSB30120 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 11 October
Time	9am - 3pm
Fee	Student fee details on page 5

Date B	30 Mondays beginning 11 October
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 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.



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 11 October
Time	9am - 3pm
Fee	Student fee details on page 5
Date B	30 Mondays beginning 11 October
Time	6pm - 9pm
Fee	Student fee details on page 5

BSB40120 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 11 October
Time	9am - 3pm
Fee	Student fee details on page 5
Date B	30 Mondays beginning 11 October
Time	6pm - 9pm
Fee	Student fee details on page 5

BSB40120 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 11 October
Time	9am - 3pm
Fee	Student fee details on page 5
Date B	30 Mondays beginning 11 October
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

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



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

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.

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



MEET SHARLENE

'Last year I decided that I would like to get a job in retail, and thought about doing a Certificate II in Business course. I needed to improve my reading and writing as well and I decided to go to Tamworth Community College to see if they would be able to help me.

Late last year I started a short course with one of the Trainer's who I saw each week, and early this year I enrolled into a Certificate I in Access to Vocational Pathways. I completed the course in May 2021 and was very excited to complete this.

At the same time as this I was going for my L's, and being able to read better made it easier for me. I also volunteer at Liberty Foodcare and improving my reading and writing has helped me there as well.

I have really enjoyed my time with Tamworth Community College, all of the ladies in the office are helpful and happy, and my Trainer has been very supportive which made learning fun.'

FOR MORE
STUDENT
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TRAINING & ASSESSMENT

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

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

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

ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS



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: TAELLN411 Address adult language, literacy and numeracy skills.

Contact our team to express your interest.

Fee \$265

ATTENTION TRAINERS!

Online and Fully Supported Course

This skillset is listed on the current Skilling for Recovery Priority Part Qualification funded list. Trainers may be eligible for fully subsidised training and we would be happy to assess eligibility via the TSNSW TNI process.

LLN SKILLS FOR TRAINERS



This course covers the skills and knowledge that vocational trainers need to identify the foundation skills requirements that are critical to vocational competence within a vocational training specification.

It covers how to plan, design and address those requirements using integrated approaches which includes collaboration with foundation skills specialists, in order to integrate foundation skills into a vocational training program.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for units: TAELLN412 Access resources and support to address foundation skills in vocational practice and TAELLN413 Integrate foundation skills into vocational training delivery.

Contact our team to express your interest.

Fee Student fee details on page 5



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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	Tuesday 16 November
Time	6pm - 8:30pm
Fee	\$85

Date B	Friday 17 December
Time	9am - 11:30am
Fee	\$85

WE OFFER SUPPORTIVE TRAINING OPTIONS

LLN Support

We can assist students to identify areas where they may require extra support. Our trainers are experienced in assisting people at all skill levels throughout their training.

Accessibility & Disability Support

We can help to identify additional requirements, arrange equipment, and liaise with trainers to ensure that you are supported throughout training.

Student Hub

Equipped with a student library, comfortable seating and access to a computer/laptops and wireless internet, students can book a time to access the Student Hub.

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

VISIT OUR WEBSITE

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.

FSK10119 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

FSK10219 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

FSK20119 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

**ENQUIRE NOW
PATHWAYS TO
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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.

Contact our team to express your interest.

Time 9am - 3pm

Fee \$150

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.

Date 3 Tuesdays beginning 19 October

Time 9am - 3:30pm

Fee Student fee details on page 5

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.

Contact our team to express your interest.

Time 9am - 3pm

Fee \$150

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.

Contact our team to express your interest.

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 Friday 26 November

Time 9am - 3pm

Fee \$150

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: BSBPEF502 Develop and use emotional intelligence.

Date Wednesday 17 November

Time 9am - 5pm

Fee \$350

**FOR MORE
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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.

Contact our team to express your interest.

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.

Date Wednesday 5 January

Time 9am - 3:30pm

Fee Student fee details on page 5

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 Wednesday 1 December

Time 9am - 3pm

Fee Student fee details on page 5



VISIT OUR WEBSITE

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.

Date	4 Thursdays beginning 21 October
Time	12:30pm - 3:30pm
Fee	\$220

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.

Date	6 Thursdays beginning 21 October
Time	9am - 12pm
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: BSBTEC402 Develop and use complex spreadsheets.

Pre-requisites: Basic Excel and computing skills.

Date A	6 Tuesdays beginning 2 November
Time	6pm - 9pm
Fee	Student fee details on page 5

Date B	5 Wednesdays beginning 10 November
Time	9am - 12:30pm
Fee	Student fee details on page 5

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: BSBTEC302 Design and produce spreadsheets.

Pre-requisites: Basic computing skills.

Date A	5 Wednesdays beginning 6 October
Time	9am - 12:30pm
Fee	Student fee details on page 5

Date B	6 Mondays beginning 1 November
Time	6pm - 9pm
Fee	Student fee details on page 5

INTRODUCTION TO SOCIAL MEDIA - BUSINESS

Learn how to reach your ideal customers on the world's largest professional networks. Focusing on Facebook Business, Instagram Business, LinkedIn and Twitter; we explore the necessity of the right network for your business, and how to harness the potential of your followers.

Facebook Business - who is on it, where will you find followers, advertising and sponsored posts?

Instagram Business - setup, who is on it, how hashtags work and how to gain followers organically?

LinkedIn - setup, how to gain contacts and grow your networks, what is a keyword and why do they matter?

Twitter - a lot can be said in 160 characters! So, how can it help your business?

Date A	Tuesday 9 November
Date C	Tuesday 25 January
Time	6pm - 9pm
Fee	Student fee details on page 5

Date B	Thursday 18 November
Date D	Thursday 27 January
Time	9am - 12pm
Fee	Student fee details on page 5

MYOB



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

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 Fridays beginning 8 October
Time	6pm - 9pm
Fee	Student fee details on page 5

Date B	4 Tuesdays beginning 9 November
Time	9am - 2:45pm
Fee	Student fee details on page 5

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 Fridays beginning 26 November
Time	6pm - 9pm
Fee	Student fee details on page 5

Date B	2 Tuesdays beginning 7 December
Time	9am - 2:45pm
Fee	Student fee details on page 5

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

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	Tuesday & Wednesday 12 & 13 October
Time	9am - 4pm
Fee	\$480
Provider	Australian Training Plus RTO ID 91434

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: AHCCPM203 Fell small trees.

Requirements: Wear enclosed shoes or boots.

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

Date	Thursday & Friday 14 & 15 October
Time	9am - 4pm
Fee	\$480
Provider	Australian Training Plus RTO ID 91434

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	Thursday & Friday 28 & 29 October
Date B	Thursday & Friday 9 & 10 December
Date C	Thursday & Friday 27 & 28 January
Time	9am - 4pm
Fee	Full \$350 Refresher \$260
Provider	Australian Training Plus RTO ID 91434

COMBINED TRAFFIC CONTROLLER AND IMPLEMENT TRAFFIC CONTROL PLANS

This course addresses the skills and knowledge for those responsible for stopping and starting traffic in temporary traffic management and for those responsible for traffic management on a site and road workers under their direction.

Course covers units: RIICOM201D Communicate in the workplace, RIIWHS201D Work safely and follow WHS policies and procedures, RIIWHS205E Control traffic with stop-slow bat, RIIWHS206 Control traffic with portable traffic control devices and temporary traffic signs, RIIRIS301E Apply risk management processes, RIIWHS302E Implement traffic management plans and RIIWHS303 Position, set up and program portable traffic control devices.

Students who satisfactorily complete the theory and simulated practical component of this course will receive a SafeWork NSW Statement of Completion (SOC). This SOC will allow you to perform traffic control and implement duties for a period of 90 days. In this 90-day period, you will be required to undertake a live, on-site practical assessment and provide two (2) employer testimonials confirming your work performance. In order to be deemed competent in the units of competency listed and be issued with a Traffic Control Work Training Card, you must complete the practical assessment and evidence requirements.

Upon successful completion of your practical assessment and provision of evidence, you will be issued with a Statement of Attainment for the listed units of competency and a SafeWork NSW Traffic Control Work Training (TCWT) card for Traffic Controller and Implement Traffic Control Plans.

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

There will no longer be any extensions issued to students who do not meet the practical requirements of the course within the 90-day period. Full training must be undertaken again.

Requirements: 100 points of ID inc. photo ID.

Date A	Wednesday & Thursday 20 & 21 October
Date B	Wednesday & Thursday 24 & 25 November
Time	9am - 4pm
Fee	\$320
Provider	Australian Training Plus RTO ID 91434
SafeWork NSW Approval Number: RTO800169	

EMERGENCY WARDEN



This course covers the skills and knowledge required by those responsible for the safety of facility occupants and visitors during an emergency; including pre-emergency, emergency and post-emergency actions, and confining small emergencies in a facility.

You will cover preparing for emergencies and undertaking pre-emergency planning, relevant legislation, industry standards, codes of practice and regulations, responding to emergency warnings and advice, identifying and assessing an emergency, choosing the most appropriate course of action, evacuating from a danger area, safely confining emergencies, using initial response equipment, reporting on the facility's emergency response and assisting with post-emergency activities.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for units: PUAFER004 Respond to facility emergencies, PUAFER005 Operate as part of an emergency control organisation, PUAFER006 Lead an emergency control organisation and PUAFER008 Confine small emergencies in a facility.

Date A	Tuesday 12 October
Date B	Thursday 18 November
Date C	Friday 21 January
Time	9am - 5pm
Fee	\$220

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.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for unit: RIIWHS202E Enter and work in 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	Monday & Tuesday 18 & 19 October
Date B	Thursday & Friday 4 & 5 November
Date C	Wednesday & Thursday 8 & 9 December
Date D	Monday & Tuesday 17 & 18 January
Time	9am - 4pm
Fee	Full \$350 Refresher \$200

FIRE EXTINGUISHER



In this course you will cover the skills and knowledge required to recognise emergencies, report emergencies and to take appropriate action during emergency situations, such as small fires that can be controlled using a fire extinguisher.

You will cover preparing for emergency situations, reporting emergencies, responding to emergency warnings and advice, choosing the most appropriate course of action and evacuating from a danger area, identifying and assessing an emergency, safely confining emergencies, using initial response equipment and reporting on the facility's emergency response.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for units: PUAFER004 Respond to facility emergencies and PUAFER008 Confine small emergencies in a facility.

Date A	Tuesday 12 October
Date B	Thursday 18 November
Date C	Friday 21 January
Time	9am - 2:30pm
Fee	\$180

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	Monday 25 - Friday 29 October
Time	9am - 4pm
Fee	\$650
Provider	Australian Training Plus RTO ID 91434



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.

Contact our team to express your interest.	
Time	9am - 4pm
Fee	\$260
Provider	Australian Training Plus RTO ID 91434

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.

Venue	Australian Training Plus, 4 O'Connell Street
Date A	Wed, Thu & Fri, 3, 4 & 5 November
Date B	Wed, Thu & Fri, 15, 16 & 17 December
Time	9am - 4pm
Fee	\$880
Provider	Australian Training Plus RTO ID 91434

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	Friday 10 December
Time	9am - 1pm
Fee	\$140
Provider	Allens Training RTO ID 90909

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	Monday 29 November
Time	9am - 5pm
Fee	\$320
Provider	Allens Training RTO ID 90909

PREPARE A WORK ZONE TRAFFIC MANAGEMENT PLAN

This course provides the skills and knowledge required for individuals responsible for developing traffic management plans and traffic guidance schemes to perform a preliminary risk assessment of a temporary traffic management site and select, modify and design traffic management plans and traffic guidance schemes.

This course is suited to experienced traffic control/management operators.

Course covers units: RIIRIS402E Carry out the risk management process and RIICWD503E Prepare traffic management plans and traffic guidance schemes.

Students will not be issued with a SafeWork NSW, Statement of Completion (SOC) until they have completed the practical assessment and evidence requirements and been deemed competent in the units of competency listed. Within a 90-day period, the student must submit a final assessment based on a live worksite and submit a third-party report confirming their skills performance and experience, completed by their supervisor. In order to be deemed competent in the units of competency listed and be issued with a Traffic Control Work Training Card, you must complete the practical assessment and evidence requirements.

Upon successful completion of your practical assessment and provision of evidence, you will be issued with a SafeWork NSW Statement of Completion (SOC), Statement of Attainment for the listed units of competency and a SafeWork NSW Traffic Control Work Training (TCWT) card for Prepare a Work Zone Traffic Management Plan.

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

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

Contact our team to express your interest.	
Time	9am - 4pm
Fee	\$630
Provider	Australian Training Plus RTO ID 91434
SafeWork NSW Approval Number: RTO800169	

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: UEECD0007 Apply work health and safety regulations, codes and practices in the workplace UEERL0003 Conduct in-service safety testing of electrical cord assemblies and cord connected equipment

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	Wednesday & Thursday 1 & 2 December
Time	9am - 4pm
Fee	\$500
Provider	Allens Training RTO ID 90909

PROVIDER INFORMATION

For further information prior to enrolment please contact the College.

Australian Training Plus RTO ID 91434 will be delivering, assessing and issuing statements of attainment to students assessed as competent for:

- Chainsaws - Operate & Maintain
- Chainsaws - Fell Small Trees
- Chemical Users
- Combined Traffic Controller and Implement Traffic Control Plans
- Health & Safety Representative/Refresher
- License to Operate a Forklift
- Traffic Management Designer
- White Card (CIC)

Allens Training Pty Ltd, T/A Allens Training - RTO ID 90909 will be delivering, assessing and issuing statements of attainment to students assessed as competent for:

- Low Voltage Rescue
- Operate Breathing Apparatus
- Test and Tag



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	Tuesday 19 October
Date B	Friday 12 November
Date C	Tuesday 23 November
Date D	Thursday 20 January
Time	9am - 4pm
Fee	\$150
Provider	Australian Training Plus RTO ID 91434
SafeWork NSW Approval Number: RTO800169	

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.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for unit: RIIWHS204E Work safely at heights.

Requirements: Wear enclosed shoes or boots.

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

Date A	Monday 11 October
Date B	Friday 22 October
Date C	Wednesday 17 November
Date D	Tuesday 14 December
Date E	Thursday 6 January
Time	9am - 4:30pm
Fee	\$200

FIRST AID

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: HLTAID009 Provide cardiopulmonary resuscitation.

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

Morning Courses	
Date A	Friday 15 October
Date B	Tuesday 7 December
Date C	Wednesday 12 January
Time	9am - 12pm

Afternoon Courses	
Date A	Friday 15 October
Date B	Tuesday 7 December
Date C	Wednesday 12 January
Time	1pm - 4pm

Fee	\$75
Provider	Allens Training RTO ID 90909

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: HLTAID012 Provide First Aid in an education and care setting.

Date	Join any First Aid course listed right
Time	9am - 6pm
Fee	\$35 + cost of First Aid course
Provider	Allens Training RTO ID 90909

PROVIDER INFORMATION

Allens Training Pty Ltd, T/A Allens Training - RTO ID 90909 will be delivering, assessing and issuing statements of attainment to students assessed as competent for:

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

For further information prior to enrolment please contact the College.

FIRST AID

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).

Course covers units: HLTAID009 Provide cardiopulmonary resuscitation, HLTAID010 Provide basic emergency life support, HLTAID011 Provide first aid.

Certificates are valid for 3 years.

Date A	Wednesday 13 October
Date B	Saturday 23 October
Date C	Tuesday 2 November
Date D	Wednesday 10 November
Date E	Tuesday 16 November
Date F	Monday 6 December
Date G	Saturday 11 December
Date H	Tuesday 11 January
Date I	Friday 28 January
Time	9am - 5pm
Provider	Allens Training RTO ID 90909

ONLINE WITH FACE TO FACE ASSESSMENT

Six hours of self-paced learning to be completed **prior** to attending the face to face assessment.

During the face to face practical assessment, students are assessed in the required skills of the course. A small amount of time is allocated to clarify information. Students should arrive prepared to perform the skills.

This delivery method is ideally suited to returning students who are confident in computer use and learning online.

Pre-requisites: Access to a reliable computer, smartphone, tablet or other electronic device with reliable internet access.

Morning Courses	
Date A	Friday 8 October
Date B	Monday 25 October
Date C	Thursday 16 December
Time	9am - 12:30pm
Afternoon Courses	
Date A	Friday 8 October
Date B	Monday 25 October
Date C	Thursday 16 December
Time	1pm - 4:30pm
Provider	Allens Training RTO ID 90909

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.

Fee	\$165
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REFRESHER

You can REFRESH your current First Aid Certificate.

Students must provide evidence of current certificate.

Fee	\$135
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SET FOR SUCCESS!

At Tamworth Community College 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 your enrolment!

Phone 02 6763 0630
enquiries@tamworth.nsw.edu.au

tamworth.nsw.edu.au

GET A ROOM! VENUE HIRE

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!

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 A	2 Fridays beginning 22 October
Date B	2 Tuesdays beginning 7 December
Time	9am - 4pm
Fee	Student fee details on page 5



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.

STUDENT FEES 2021

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

Please contact our student support team for more information.

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

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

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	Student fee details on page 5

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+.

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

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.

Contact our team to express your interest.	
Time	9am - 4pm
Fee	\$300
Provider	Australian Training Plus RTO ID 91434

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.

Night Time Courses	
Date A	Monday & Tuesday 22 & 23 November
Time	5pm - 8pm & 5pm - 9pm
Fee	\$135

Day Time Courses	
Date B	Wednesday 20 October
Date C	Saturday 30 October
Date D	Friday 12 November
Date E	Wednesday 15 December
Date F	Friday 7 January
Time	9am - 5pm
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 5 October
Date B	Monday 15 November
Date C	Wednesday 15 December
Date D	Tuesday 11 January
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 SIRRFSA001 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 SIRRFSA001 Handle food safely in a retail environment.

Date A	Wednesday 6 October
Date B	Tuesday 16 November
Date C	Thursday 16 December
Date D	Wednesday 12 January
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	Wednesday 6 October
Date B	Sunday 17 October
Date C	Tuesday 19 October
Date D	Thursday 4 November
Date E	Tuesday 23 November
Date F	Sunday 28 November
Date G	Tuesday 7 December
Date H	Friday 7 January
Date I	Tuesday 18 January
Time	9am - 5pm
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	Tuesday 5 October
Date B	Saturday 16 October
Date C	Monday 18 October
Date D	Wednesday 3 November
Date E	Monday 22 November
Date F	Saturday 27 November
Date G	Monday 6 December
Date H	Thursday 6 January
Date I	Monday 17 January
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 \$41. 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

FOR MORE
STUDENT
INFO
SEE PAGE 4

PATHWAYS TO
UNIVERSITY
SEE PAGE 6

GENERAL INTEREST

FRENCH FOR BEGINNERS

Are you travelling to France? Or, have you always wanted to learn French 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 France. Cover greetings, shopping, ordering food, asking for directions and the essentials for conversational French.

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

Requirements: Notebook and a pen.

Contact our team to express your interest	
Time	6pm - 8pm
Fee	\$220

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	
Time	6pm - 8pm
Fee	\$220

LATIN AMERICAN SPANISH - BEGINNERS

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!

Contact our team to express your interest	
Time	6pm - 8pm
Fee	\$220



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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).

Date	4 Wednesdays beginning 20 October
Trainer	Terese Miller
Time	6pm - 9pm
Fee	\$200

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.

Date	3 Sundays beginning 10 October
Trainer	Jennifer Campbell
Time	9:30am - 3:30pm
Fee	\$150

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



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