

Business and Workskills

TAA40104 Certificate IV in Training and Assessment

Lorraine Barlow



**Commencing February 2010
– register your interest now
You may be eligible for a FREE
course, contact the College**

This Certificate is the nationally accredited professional qualification for all Trainers and Assessors. The course includes class-based activities and group work and major practical work projects. There are lots of opportunities for practice in an inclusive and supportive environment with ongoing mentoring. An interview with the Trainer is essential before enrolling in this course.

**1. 13 Days: 9am - 4pm,
Cost: \$1,950 - Payment Plan Available**
Delivered in partnership with Camden Haven Community College Inc as the RTO.

Planning for a Successful Business

Michael Hilsden

A good business plan can mean the difference between failure and success and is one of the first things banks look at when considering business loans. They are the means by which you convert your great idea into a successful business. Learn how to construct a powerful and effective business plan.

2. 3 Wks: Thu, 5 to 19 Nov, 5.30pm - 7.30pm
Community College, Tuncurry Cost: \$100

Small Business Survival Skills

Michael Hilsden

Starting and running a small business is very exciting and stimulating. However, many people starting a new business have limited business skills and most fail within the first year. This short course covers everything you MUST know to start or maintain a small business: planning, raising finance, budgeting, tax, marketing focus, pricing strategies, website considerations, financial reporting, statutory requirements, Tax Insurance, government grants, and the various business structures available to you.

**3. 3 Wks: Thu, 26 Nov to 10 Dec,
5.30pm - 8.30pm**
Community College, Tuncurry Cost: \$140

Senior First Aid Certificate, 2-Day

Dennis Buxton,
St John Ambulance (NSW)

This NSW WorkCover-approved training is the flagship St John Ambulance first aid course. It is delivered over **two days**. VETAB accredited (HLTFA301B Apply First Aid). The course fee includes manual, bandages and Certificate.

4. 2 Days: Thu/Fri, 19 & 20 Nov, 8am- 5pm
Community College, Tuncurry Cost: \$140



Senior First Aid Certificate, CPR & Recertification - Flexible Delivery

Dennis Buxton, St John Ambulance (NSW)

Obtain your Senior First Aid Certificate (HLTFA301B Apply First Aid) through flexible learning options by completing some study on your own.

Then attend a one day workshop covering the practical aspects of the course and assessment. You must complete theory component prior to the course.

For annual updates of CPR Only (HLTCPR201A Perform CPR) you can attend part of this course (8am - 12pm).

1 Day: Your choice of:

5. Thu, 29 Oct, 8am - 5pm

6. Sat, 5 Dec, 8am - 5pm
Community College, Tuncurry
Cost: \$140 (Full) \$75 (CPR Only)

Occupational Health & Safety (Construction Induction) Course (“Green Card”)

ATAC

This NSW WorkCover-approved, nationally recognised course is vital for people working on building and construction projects in NSW and is great to add to your Resume. *Note: 100 points of ID must be presented to the Tutor on day of course (“Evidence of Identity” list available on enrolment).*

7. Thu, 12 Nov, 9am - 3.30pm
Community College, Tuncurry Cost: \$130

FREE COURSE Skills for Life and work: “Life Experience Counts”

A FREE course for people wanting to return to the workforce or further studies.

Plus a Free Accredited Computer Course will be offered for interested participants to help provide a pathway to further work or study (numbers limited).

Yvonne Ellis

This special program involves discovering how your life experiences equip you for the workplace or further training. You will learn to identify your hidden skills, recognise how valuable they are and learn how to transfer them to different work situations. Along the way you will develop a portfolio of skills and a resume, gain confidence, develop successful job-searching techniques and have a lot of fun in the process. The course also includes topics specifically designed to meet participants’ needs and could include: job interview techniques, letter writing, assertiveness training, time management, and/or budgeting.

Feedback from people who did this course in the past ...

“Great course- it gave me confidence in myself and helped me make changes in the ways I was looking for work .”

“I got a job before the course finished - after 2 years of job searching.”

“The strategies helped me and several others with interviews and we all got work”

**8. 5 Wks: Weds, 21 Oct to 18 Nov,
9.00am - 3.30pm**
Community College, Tuncurry
Cost: **FREE Numbers limited**

HOSPITALITY

Responsible Service of Alcohol

ATAC

This Unit is VETAB Accredited SITHFAB009A and Liquor Administration Board approved. It represents the industry standard, will greatly assist with job applications and deals with the skills and knowledge required to satisfy requirements of employers and various government bodies.

9. Mon, 9 Nov, 9am - 4.30pm

Community College, Tuncurry Cost: \$90
Enrol in both RSA & RCG and pay only \$170

Responsible Conduct of Gambling

ATAC

This Unit is VETAB Accredited SITHGAM006A and Liquor Administration Board approved. Legislation requires all people working in gaming areas of hotels and registered clubs to complete an approved course.

10. Tue, 10 Nov, 9am - 4pm

Community College, Tuncurry Cost: \$90
Enrol in both RSA & RCG and pay only \$170

Bar Skills

ATAC

This accredited course from Certificate II in Hospitality Operations includes the following units: SITHFAB001A Clean and Tidy a Bar; SITHFAB002A Operate a Bar and SITXFIN001A Process Financial Transactions. You will gain a basic understanding of the skills and the tasks to be undertaken to operate a Bar, including the skills to prepare and serve a range of alcoholic beverages. Students must be over 18 and hold an RSA Certificate.

11. 2 Days: Tue/Wed, 1 & 2 Dec, 9am - 4pm
Tuncurry Bowling Club, 21 Parkes St, Tuncurry
Cost: \$255

Food Safety and Hygiene

Kathryn Martin

Tough new food safety training requirements will be in place by 2010 to ensure each hospitality business in NSW has a designated food safety supervisor. This course is mandatory for all those who work or want to work in kitchens, housekeeping and tour operations involving the preparation of food. The Unit: SITXOHS002A Follow Workplace Hygiene Procedures involves hands on food preparation and hygiene activities. Delivered in partnership with Camden Haven Community College Inc as the RTO.

12. Thu, 26 Nov, 9am - 4pm

Community College, Tuncurry Cost: \$125
Enrol in both Food Safety & Hygiene AND Espresso Coffee Service and pay only \$240

Espresso Coffee Service - Barista

Kathryn Martin

Learn the skills and knowledge to extract and serve espresso coffee using a commercial espresso machine. This Unit SITHFAB012A Espresso Coffee Service is for Baristas and others who make coffee using a commercial espresso machine in a variety of hospitality settings.

Delivered in partnership with Camden Haven Community College Inc as the RTO.

13. Thu, 10 Dec, 9am - 4pm

Community College, Tuncurry Cost: \$135
Enrol in both Food Safety & Hygiene AND Espresso Coffee Service and pay only \$240