

2024 Term 3

**COURSE
GUIDE**

**SUPPORTING
YOU TO
SUCCEED**

02 6763 0630

tamworth.nsw.edu.au

*Cover image The team at the Rural Medical Centre,
Manilla.*



**TAMWORTH
COMMUNITY
COLLEGE**



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.



Trainee, Gabby with her Trainer Assessor Julie at Tamworth Community College.

From Uncertainty to University, with TCC

There's an undeniable power in a story of transformation, resilience, and success—a story like Gabby Siddons'. After completing Year 12, uncertainty loomed large over Gabby's path forward. With aspirations clouded by indecision, she considered a gap year as the next step. Little did she know that employment at Parry Logistics and a fortuitous partnership with Tamworth Community College (TCC) would reshape her educational journey.

"I was unsure of what to do after leaving school," Gabby shares. "But the Certificate III in Business Administration at TCC turned out to be much better than just completing Year 12. It was the stepping stone I needed."

With guidance from TCC's approachable and knowledgeable trainers, whom Gabby fondly describes as "friends who help you," she unearthed a hidden passion for payroll—a segment of the course that not only piqued her interest but also charted a clear course for her career. Today, Gabby proudly processes payroll in her workplace along with other tasks, showcasing skills that have earned her employer's appreciation and support.

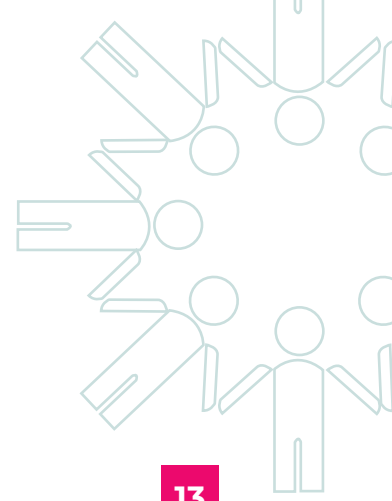
Gabby's dedication never wavered despite her initial reservations about subjects like Workplace Health and Safety (WHS). Her fortnightly sessions at TCC turned into seeds of confidence, blossoming into her bold decision to pursue an Accounting degree at Charles Sturt University.

Gabby's trainer, Julie Bevitt, reflects on her trajectory with admiration: "Gabby's hard work radiated in her assignments and eagerness to apply what she learned. Observing her growth and enthusiasm for her new responsibilities was a gratifying experience for all of us at TCC."

Gabby's experience is a testament to TCC's commitment to nurturing talent and facilitating transitions—creating pathways to further employment, education, and opportunities. The opportunity to earn while learning adds a sweetener to the pot. 'TCC is not just a cost-effective alternative to university; it equips you with skills that truly make a difference in a flexible way,' Gabby affirms.

Her final message to those standing at life's crossroads resonates with genuine endorsement: "If you're uncertain about your future after Year 12, you can't go wrong with a traineeship completed in partnership with Tamworth Community College."





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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.

Course Enrolments

To enrol please contact the College

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

175 Peel Street, Tamworth



If you are looking to fast-track your career, formalise your skills and knowledge and increase your employment prospects and opportunities, take a moment to explore our qualification options.

You may be able to undertake study face to face, supported and self-paced or as part of a Traineeship. Importantly many of the qualifications are **fee-free** or low fee for eligible students.

Full Qualifications

- BSB10120 Certificate I in Workplace Skills
- BSB20120 Certificate II in Workplace Skills
- BSB30120 Certificate III in Business
- BSB40120 Certificate IV in Business
- BSB40320 Certificate IV in Entrepreneurship and New Business
- BSB40520 Certificate IV in Leadership and Management
- BSB41419 Certificate IV in Work Health and Safety
- BSB50420 Diploma of Leadership and Management
- CHC22015 Certificate II in Community Services
- CHC33021 Certificate III in Individual Support
- FNS30322 Certificate III in Accounts Administration
- 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
- SIT20322 Certificate II in Hospitality
- TAE40122 Certificate IV in Training and Assessment
- TAE50116 Diploma of Vocational Education and Training

Language, Literacy and Numeracy

TCC and our dedicated Language, Literacy and Numeracy (LLN) Trainers can support you in gaining the skills you need to join or advance in the workforce, participate in family and community life or undertake further study.

Generally, students are coached one-on-one or in small groups, focusing on individual support. Importantly, our Vocational Pathways qualifications and accredited short courses are fee-free or low-fee for eligible students. Call or visit the College to find out more.

Whether you want to be a workplace-based trainer/assessor or operate in a classroom or online environment, we can provide you with the skills to design and deliver accredited training and assess competency. Importantly many of the courses are fee-free or low-fee for eligible students

Full Qualifications

- TAE40122 Certificate IV in Training and Assessment
- TAE50116 Diploma of Vocational Education and Training

UoC

- TAEASS502 Design and develop assessment tools
- TAELLN411 Address adult language, literacy and numeracy skills

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	Wednesday 21 August
Time	6pm - 8:30pm
Date B	Friday 27 September
Time	9am - 11:30am
Fee	\$50

PEOPLE FOR PEOPLE

Tamworth Community College is all about people. A safe place for adult learning, built on a culture of respect, where our friendly team encourages professional and personal growth.

Training & Assessment

We're committed to delivering quality training and assessment training to new and existing trainers.

Course Enrolments

To enrol please contact the College

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

175 Peel Street, Tamworth



Tech Skills

We offer a range of computing training at Tamworth Community College to suit students from all skill levels. If you are unsure if the training you should undertake, simply contact the College to discuss your experience and your training goals.

Course Enrolments

To enrol please contact the College

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

175 Peel Street, Tamworth



Facebook Business

Find out what Facebook is used for and why it exists. Review current setup and templates, how to use calendar and scheduling & how to manage your page easily.

Contact our team to express your interest

Time 6pm - 9pm

Time 9am - 12pm

Fee \$320

Instagram Business

Understand what Instagram is used for and why it exists. Learn how to create and post Instagram content to promote your business. Other hot topics: What are Hashtags? What's the difference between a story and a reel? How do I gain followers. Using Paid Advertising.

Contact our team to express your interest

Time 6pm - 9pm

Time 9am - 12pm

Fee \$320

LinkedIn Business

Learn the relevant skills to use and manage a Business LinkedIn Page for networking and recruitment. Learn the difference between LinkedIn personal and Business, how to set up your page and look at content and posting.

Contact our team to express your interest

Time 6pm - 9pm

Time 9am - 12pm

Fee \$320

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 \$100 per hour, minimum engagement is 2 hours

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 \$85

Microsoft Excel

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.

Pre-requisites: Basic computing skills.

Contact our team to express your interest.

Time 9am - 3:30pm

Fee \$300

Microsoft Word

From basic font formatting to documents properties. Explore functions including design and edit – using styles and themes, templates, editor, collaborate, printing, pictures & tables, linking, page layouts & keyboard shortcuts.

Contact our team to express your interest

Time 9am - 1pm

Fee \$300

Microsoft Outlook

At home/work, out and about, and everywhere in between.

- **Email:** Getting started, Organising, Search functions, Attachments, Polls, Looping
- **Calendar:** Appointments vs meetings, Sharing, Views, Recurring items, Alerts
- **Contacts**
- **Tasks**

Contact our team to express your interest

Time 9am - 1pm

Fee \$300

Managing Digital Assets

In this workshop you'll learn what digital assets are and how to manage them. That will include how to keep them secure, to minimise the chance they'll be stolen or misused, and how to make sure they're handled properly when you're unavailable. You will need a Laptop, Smart Phone, or Tablet with internet access.

Contact our team to express your interest

Time 9am - 12pm

Fee \$320

Sharing Digital Assets Online

What would happen if you lost your phone tomorrow, would you have access to your photos? Do you need help with how to sort your photos and back them up online? Do you want to explore more ways to share your photos privately or publicly? Do you need help managing your photos?

Do you want to digitize photos? You can easily back up and preserve old photos by turning them into digital copies. You will need a Smartphone or Tablet with internet access. iPhone and Apple Account ID and Login or Android account login.

Contact our team to express your interest

Time 9am - 12pm

Fee \$320

CUSTOMISED BUSINESS TRAINING

Our customised business training is designed to support local businesses to up-skill their staff and grow their organisation.

Specialising in areas such as computing, customer service, team work, time management and WHS, our experienced and qualified team can develop a customised training strategy to suit a variety of workplaces and their employees.

Offering training to your team is a positive and effective way to implement change, improve productivity and maximise outcomes. Engaging your staff through training that is planned specifically for them contributes to improving morale and satisfaction, in turn helping to retain your skilled workforce.

So why choose Tamworth Community College for your team training needs?

Tailored training strategy

We're experienced in tailoring training delivery to suit local business requirements. It's important to us to develop a professional training and development strategy that suits your availability and time frames to ensure productivity and maximum engagement.

Customised to your business

Our training team will work with you to customise training content to suit the needs of your organisational requirements and goals. Our trainers will tailor resources and materials, incorporating relevant real life examples that your team can apply right away.

Results

Investing in your team through training can improve workplace culture, drive change and achieve best practice. A happy, engaged and well trained team can result in better service for your customers, maximised profits, lower staff turnover and improved day to day operations.

Contact our team to discuss your business training needs and arrange a quote.

Workplace Skills

Our short business courses are purposefully designed to provide you with the knowledge and skills you need to deal with real workplace challenges in the shortest possible time.

All workplace skills courses can be delivered as customised training for your business, delivered one-on-one or in a group, at our premises or yours.

Some of the workplace skills training we have delivered for local businesses recently include:

- Conflict Resolution
- Effective Communication
- Resume Writing & Interview Techniques
- Time Management
- SOA in Leadership & Management
- Support for Supervisors

Course Enrolments

To enrol please contact the College

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

175 Peel Street, Tamworth



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.

Contact our team to express your interest

Time 9am - 3:30pm

Fee \$295

MYOB / Xero / Payroll

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 or XERO. 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.

MYOB Payroll / XERO 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.

Pre-requisites: Basic bookkeeping and computing skills.

Date Contact our team to express your interest

Time 9am - 2:45pm

Fee \$380

FLEXIBLE BECAUSE WE UNDERSTAND

We're flexible because we understand. A Tamworth Community College education is a supported journey, intentionally structured to meet students where they are at.

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	Tuesday & Wednesday 13 & 14 August
Date B	Wednesday & Thursday 2 & 3 October
Time	8.30am - 4pm
Fee	Full \$370 or Refresher \$280

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: 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 23 July
Date B	Thursday 15 August
Date C	Wednesday 4 September
Time	8:30am - 4:30pm
Fee	\$260

Worksite & Safety



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These short courses and workshops provide students with transferable skills and knowledge to apply in the workplace or to add to their resume if seeking employment. They include a range of accredited certificates and/or Safe Work NSW approved licences across a variety of industries.

Course Enrolments

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To enrol please contact the College

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

175 Peel Street, Tamworth



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.

Date A	Wednesday 24 July
Date B	Thursday 22 August
Date C	Wednesday 25 September
Time	7.30am - 5pm
Fee	\$285

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: PUAFER008 Confine small emergencies in a facility.

Date A	Tuesday 23 July
Date B	Thursday 15 August
Date C	Wednesday 4 September
Time	8.30am - 2pm
Fee	\$210

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 A	5 Wednesdays commencing 21 August
Time	9am - 5pm
Fee	\$880

SafeWork NSW Approval Number: RTO800546

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 A	Wednesday 9 October
Time	9am - 5pm
Fee	\$340

SafeWork NSW Approval Number: RTO800546

HOME AND HEART

Tamworth Community College, the trusted home of adult education and training, is situated in the heart of the New England region.



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.

Date A	Thursday, Friday & Monday 1, 2 & 5 August
Date B	Thursday, Friday & Monday 19, 20 & 23 Sept
Time	9am - 4pm
Fee	\$880

PROVIDED: Forklift Training & Licensing Pty Ltd RTO ID 91548 will be delivering, assessing and issuing Statements of Attainment to students assessed as competent for this course.

Low Voltage Rescue

This course covers the skills and knowledge required to perform a rescue from live low-voltage (LV) electrical apparatus and manage the situation until emergency services arrive.

Must hold CPR and provide evidence of currency

Course covers units: UETDRMP007 Perform rescue from a live low-voltage panel, and UEECD0007 Apply work health and safety regulations, codes, and practices in the workplace.

Date A	Friday 9 August
Time	8am - 12.30pm
Fee	\$150



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 A	Tuesday & Wednesday, 27 & 28 August
Time	8am - 4pm
Fee	\$550

Did you know we offer On-site Forklift Training?

Did you know that if you have two or more staff, we can arrange forklift training and assessment on-site at your workplace?

Same fee, less time away from work.

Contact our team to express your interest.

Forklift Training & Licensing Pty Ltd RTO ID 91548 will be delivering, assessing and issuing Statements of Attainment to students assessed as competent for this course.

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: CPCWHS1001 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 30 July
Date B	Wednesday 7 August
Date C	Saturday 24 August
Date D	Friday 6 September
Date E	Thursday 26 September
Time	8am - 3pm
Fee	\$165

SafeWork NSW Approval Number: RTO800546

PROVEN TRACK RECORD

Trust in Tamworth Community College's outstanding reputation for high-quality, compliant adult learning. We've been making a positive impact for students and industry for nearly 50 years.

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	Thursday 1 August
Date B	Friday 23 August
Date C	Tuesday 10 September
Time	8:30am - 4pm
Fee	\$250

Safe Work Near Powerlines



This course provides the skills and knowledge required to work safely in the vicinity of live electrical apparatus as a non-electrical worker.

In this course you will cover relevant legislation and regulations, hazard and risk assessment, PPE, safe use of plant tools and equipment, work permits, procedures for responding to unplanned incidents, documentation and basic electrical principles and electricity networks.

Course covers unit: UETDREL006 Work safely in the vicinity of live electrical apparatus as a non-electrical worker.

Date A	Friday 16 August
Date B	Tuesday 11 September
Time	8am - 4pm
Fee	\$250

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! Gain an understanding and exposure to the service of alcohol in a hotel, bar, and restaurant environment. In this hands-on course, you will cover:

- Bar and business equipment
- Glassware
- Everything you need to know about beer
- Wastage
- Glycol, CO2 and post-mix systems
- Wine
- Cocktails
- Customer service
- WHS
- Hygiene and appearance

Students are awarded a Certificate of Attendance upon successful completion of the course.

Contact our team to express your interest.

Time 9am - 12pm

Fee \$300

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: SITHFAB025 Prepare and serve espresso coffee. Pre-requisites: Current Food Handling certificate.

Date A Friday 26 July

Date B Thursday 22 August

Date C Wednesday 11 September

Time 9am - 5:30pm

Fee \$180

FOR THE GREATER GOOD

There's an unmatched sense of belonging and connection at Tamworth Community College. Everyone involved becomes a part of something greater, a place where lives are improved every day.

Hospitality & Services

Whether you're working in Hospitality or seeking employment in the sector, you'll be required to have the relevant certificates. Our range of Hospitality courses are delivered by highly experienced trainers and will provide you with the skills and knowledge needed in this fast paced industry.

Course Enrolments

To enrol please contact the College

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

175 Peel Street, Tamworth



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 foodborne illnesses.

Upon successful completion of assessment task(s) students will be awarded a Statement of Attainment for the unit: SITXFSA005 Use hygienic practices for food safety.

Date A	Thursday 15 August
Date B	Thursday 19 September
Time	9am - 3:30pm
Fee	\$135

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: SITXFSA006 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	Friday 23 August
Date B	Friday 20 September
Time	9am - 3.30pm
Fee	\$210

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: SITHFAB021 Provide responsible service of alcohol.

Date A	Wednesday 7 August
Date B	Sunday 8 September
Date C	Friday 20 September
Date D	Wednesday 16 October
Time	9am - 5pm
Fee	\$245*

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: SITHGAM022 Provide responsible gambling services.

Date A	Thursday 8 August
Date B	Sunday 15 September
Date C	Tuesday 24 September
Date D	Tuesday 8 October
Time	9am - 4pm
Fee	\$180*

***Combined RSA/RCG: \$410 Conditions apply**

Liquor & Gaming NSW are reviewing and making changes to RCG & RSA.

As this is subject to change, TCC will inform students upon enrolment of the current course requirements for Interim Certificates and Competency Cards.

CUSTOMISED TRAINING SOLUTIONS FOR YOUR BUSINESS

At Tamworth Community College, we understand the importance of providing customised training solutions to meet the unique needs of different industries. We were thrilled to collaborate with BMR Quarries and Roadwork Industries to develop a specialised Safe Work Near Powerlines course.

Our experienced trainers worked closely with BMR Quarries to identify the specific hazards and challenges their employees face when working near powerlines. By tailoring the course content to address these specific concerns, we were able to provide a comprehensive training program that focused on the safety protocols and best practices necessary to mitigate risks in this particular industry.

The custom course covered a range of topics, including identifying powerline hazards, understanding electrical safety principles, implementing effective communication strategies, and developing emergency response plans. Through a combination of theoretical knowledge and practical exercises, participants gained the skills and confidence needed to navigate their work environment safely.

We are proud to have been able to deliver this custom training program to BMR Quarries and Roadwork Industries. By investing in the safety and professional development of their employees, they have demonstrated their commitment to creating a secure work environment.



If your organisation has specific training needs, reach out to TCC. Our team of experts is dedicated to designing and delivering customised training solutions that meet your industry's unique requirements. Together, we can ensure the safety and success of your workforce.



We recently joined Bath Stewart Associates to deliver First Aid training to their staff. Here's what they had to say:

"A massive thank you to the team at Tamworth Community College for delivering our annual First Aid Course. We really appreciated your insight around small business funding which allowed us to access this for our course. Would recommend to anyone! Thanks again!" - Helen



Apollo Engineering (above), and Emergency Warden at Quirindi (below)



First Aid

Our First Aid courses are delivered by experienced trainers in a supportive and practical classroom environment. Whether refreshing your certificate or completing training for the first time, you'll gain the skills and knowledge required to confidently provide first aid support to others.

Course Enrolments

To enrol please contact the College

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

175 Peel Street, Tamworth



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	Friday 2 August
Date B	Friday 16 August
Date C	Wednesday 21 August
Date D	Wednesday 4 September
Date E	Friday 13 September
Date F	Friday 27 September



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.

Date	Join any First Aid course listed
Time	9am - 4:30pm
Fee	\$190



Refresher

You can REFRESH your current First Aid Certificate.

Students must provide evidence of current certificate

Date	Join any First Aid course listed
Time	9am - 4:30pm
Fee	\$150



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
Time	9am - 5:30pm
Fee	Full \$200
	Refresher \$170

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.

Date	Join any First Aid course listed
Time	9am - 12pm
Fee	\$85

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.

Date A	Wed 7 Aug, 9am - 1pm OR 1:30pm - 5:30pm
Date B	Fri 30 Aug, 9am - 1pm OR 1:30pm - 5:30pm
Date C	Wed 18 Sept, 9am - 1pm OR 1:30pm - 5:30pm
Date D	Fri 11 Oct, 9am - 1pm OR 1:30pm - 5:30pm
Fee	Full \$190 Refresher \$150

LOCAL DELIVERY OF INDUSTRY-LEADING TRAINING

Our expert trainers, with industry experience, are professionals who deliver a relevant and renowned education in the New England region



Angus Abra

TRAINEESHIPS

We provide traineeships in administration, business, human resources, management and WHS, to suit a wide range of workplaces and individuals.

Trainees have the option to study qualifications from Certificate II to Diploma level, so there is a traineeship to suit every skill level.

Traineeships are an ideal way to provide employees with opportunities to learn the skills required within industry, formalise existing skills and combine the flexible delivery of nationally recognised training with everyday work. Trainees earn a salary while they learn.

Traineeships can be undertaken part-time or full-time depending on what best suits your workplace and your employee, and generally take 1 - 2 years to complete. Trainees can elect the qualification and the units that are relevant to their needs and interests to ensure they're getting the most out of their training. Trainees will complete a combination of on the job training, assessments and skills recognition under the support and guidance of their dedicated trainer. Both school-based and work-based traineeships are available.

"I was first introduced to Tamworth Community College when I commenced a School Based Traineeship in Year 11. Through this school-based traineeship, I undertook a Certificate III in Business with the College, which assisted me immensely in furthering not just my career skills but also my interpersonal skills.

I found myself significantly more equipped to take on problems and present myself as a valuable member of a work team, and these skills gained also gave me practical solutions to other aspects of my life."

Angus - School-Based Trainee

Mental Health First Aid



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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.

For more information

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To enrol please contact the College

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

175 Peel Street, Tamworth



Mental Health First Aid



MENTAL
HEALTH
FIRST AID
Australia

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	Thursday & Friday, 8 & 9 August
Date B	Wednesday & Thursday, 25 & 26 September
Time	9am - 4pm
Provider	Highway To Well
Fee	\$300

Mental Health First Aid Refresher

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

Pre-requisites: Standard MHFA Certificate

Date A	Friday 30 August
Time	9am - 1:30
Fee	\$150

Older Person's Mental Health First Aid



MENTAL
HEALTH
FIRST AID
Australia

Good mental health is an important factor in facilitating senior Australians to live full, active and healthy lives. In older age, mental illnesses can particularly occur in association with physical illnesses, loss of independence, bereavement and brain changes that occur with ageing. Confusion and dementia are much more common in older people, but they are not a normal part of ageing.

This course is designed for families and carers assisting people aged 65+, with an aim to train the community to respond appropriately as early as possible to older people developing mental health problems, rather than wait for a mental health crisis before taking action.

Requirements: Students must provide proof of age 18+.

Date A	Thursday & Friday, 10 & 11 October
Time	9am - 3pm
Provider	Highway To Well
Fee	\$300

Mental Health First Aid for Gambling Problems



**MENTAL
HEALTH
FIRST AID**
Australia

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.

Requirements: Students must provide proof of age 18+.

Contact our team to express your interest.

Provider Highway To Well

Fee \$150

Mental Health First Aid for Non-Suicidal Self Injury



**MENTAL
HEALTH
FIRST AID**
Australia

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 selfinjury
- 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.

Provider Highway To Well

Fee \$150

Mental Health First Aid for the Suicidal Person



**MENTAL
HEALTH
FIRST AID**
Australia

This 4-hour Mental Health First Aid for the Suicidal Person Course is a stand-alone course that complements the 12-hour Standard MHFA course and the 14-hour Youth MHFA course.

You will learn:

- How to identify warning signs for suicide
- How to confidently support a person in crisis
- How to have a conversation with someone experiencing suicidal thoughts and behaviours

At the completion of the course you will be equipped with the skills and knowledge to safely have a conversation with a suicidal person.

Requirements: Students must provide proof of age 18+.

Contact our team to express your interest.

Provider Highway To Well

Fee \$150

Youth Mental Health First Aid



**MENTAL
HEALTH
FIRST AID**
Australia

The Youth Mental Health First Aid course is for adults working or living with adolescents (those aged between 12 and 18 years), however, the course can be relevant for those helping people who are a little younger or older. This course is particularly suitable for parents, teachers, sports coaches, and youth workers.

Participants cover:

- Signs and symptoms of mental health problems in young people
- Where and how to get help when someone is developing a mental illness
- What sort of help has been shown by research to be effective
- How to provide first aid in a crisis situation

Delivered by Mental Health First Aid Australia 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 & Wednesday, 20 & 21 August

Time 9am - 5pm

Provider Highway To Well

Fee \$300

DO YOU HAVE A GREAT IDEA FOR A WORKSHOP?

Tamworth Community College is looking for passionate, fun and keen community members to facilitate workshops and lifestyle courses for defined groups or open to all community members. You can choose to go it alone, and room hire from the College, partner in the workshop as a contractor, or be engaged as a sessional TCC Trainer.

Here are a few categories we'd love to be able to offer courses in:

- Arts
- Beauty
- Craft
- Cultural
- Dressmaking & Sewing
- Food & Cooking
- History
- Home & Garden
- Language
- Music & Dance
- Outdoor Activities
- Personal Development
- Australian Sign Language (AUSLAN)
- Trade
- Wellbeing
- Writing

If you are interested in facilitating, please visit the College or email an expression of interest to admin@tamworth.nsw.edu.au

Italian Cooking - Gnocchi Making

Making Gnocchi by hand is a most rewarding experience for you, as the person making this wonderful traditional Italian dish, and your family and dinner guests who will be enthralled by your skills, developed with a little ongoing practice.

Once you've learned the basics, you can experiment with different sauces or try flavouring your Gnocchi with other flavoured ingredients.

In class, we will make the traditional Gnocchi Matriciana. The Gnocchi is made from potato, flour, butter and eggs, hand-rolled to create the traditional shape. We will make, from scratch, an authentic Italian sauce using fresh tomato, Guanciale (Smoked Pork), garlic, chilli and Parmesan cheese.

During the lesson, you will assist our Chef in making the Gnocchi and the sauce. Then sit down to eat and experience these wonderful authentic Italian flavours with a glass of Chianti and your new culinary friends.

Please wear enclosed footwear.

Date A	Sunday 15 September, 10am - 2pm
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Fee	\$160
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Japanese Cooking – Sushi & Sashimi

In this fun class, you will learn how to select appropriate fish and shellfish for Sushi and Sashimi, make Sushi Rice and gather the correct ingredients for this traditional plate of Japanese delicacies. You will amaze yourself as you gain skills and techniques in preparing the seafood and cutting the fish to make different types of Sushi.

You will also experience the artistic skills involved in arranging your delicacies and which condiments to serve them with. With some practice, you will impress your dinner guests with your newfound culinary skills. We will also use traditional Japanese equipment and knives as you assist the Chef in preparing various dishes.

You will learn where to purchase seafood and fish locally, which is appropriate for Japanese cuisine.

At the end of the lesson, you will be able to taste the foods you have made with your new culinary friends.

Please wear enclosed footwear.

Date A	Sunday 22 September, 10 am - 2pm
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Fee	\$180
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Podcasting Workshop

Join our 'New Year, New Podcasting Strategy: Boost Sales & Marketing in 2024' podcasting workshop, presented by Darren Saul. Podcasting is a useful tool in building brand awareness, and generating video and audio marketing content.

This workshop will provide you with the tools and resources to develop a concept, learn about different equipment and create your own podcast.

As this workshop is held entirely over Zoom, students are required to have audio and visual connection and a basic understanding of navigating Zoom.

Date	Please contact us to express your interest.
Time	11am - 1pm
Fee	\$100

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.

Date	Please contact us to express your interest.
Time	9:30am - 3:30pm
Fee	\$150

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 or leisure pursuit we'd love to hear from you! If you are inspired to make a positive difference and would like to be considered for this opportunity, please submit your resume and cover letter outlining your interest and relevant knowledge and experience to admin@tamworth.nsw.edu.au

Lifestyle

Our suite of lifestyle courses provides the community with opportunities to learn new skills, share their interests and have fun. We offer a variety of new and exciting courses each term, as well as student favourites. Browse what's on offer this term or express your interest in a particular area by speaking with our friendly student support team

For more information

To enrol please contact the College

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

175 Peel Street, Tamworth



Funding Explained

Funded Training Programs

Tamworth Community College is an approved provider of the following programs:

NSW Government Smart and Skilled

- ACE Program
- AgSkilled Program
- 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

For more information

To enrol please contact the College

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

175 Peel Street, Tamworth

Smart & Skilled

Are you eligible for Smart and Skilled training? Are you:

- 15 years old or over?
- no longer at school?
- living or working in NSW?
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?

If you answered 'Yes' to all four questions, then you're eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider.

Types of courses you're eligible for:

Smart and skilled offers a wide variety of vocational qualifications from Certificate I to Advanced Diploma, many of which can be undertaken as an apprenticeship or traineeship.

Previous qualifications do not affect eligibility, but may affect the student fee.

To use the Eligibility Checker

Go to the Course Finder and click the 'Estimate your fee' button. You can then check your eligibility and get an estimate of the fee for your course.



This training is subsidised by the NSW Government (for eligible students)

ACE Program Funding

Are you eligible for Smart and Skilled training? Are you:

- 15 years old or over?
- no longer at school?
- living or working in NSW?
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?

Scholarships

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

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/nonattendance 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 \$50.00 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 \$1,000 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.

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.

View our Student Handbook here



Student Information

About us

RTO ID 90095

ABN 19 710 075 713



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.

View important details regarding enrolments here



For more information

To enrol please contact the College

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

175 Peel Street, Tamworth



TAMWORTH COMMUNITY COLLEGE

SUPPORTING YOU TO SUCCEED

FIND US 175 Peel Street, Tamworth NSW 2340

EMAIL US enquiries@tamworth.nsw.edu.au

CALL US 02 6763 0630

FOLLOW US 

