



**TAMWORTH
COMMUNITY
COLLEGE**

2023 Term 4

COURSE GUIDE

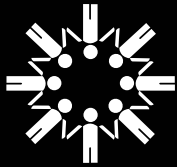
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YOU TO
SUCCEED**

02 6763 0630

tamworth.nsw.edu.au

Cover image Tamworth Community College student
Graeme Elms





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.



Tamworth Community College student Graeme Elms

Winner - NSW Training Awards New England Regions

The NSW Training Awards are conducted annually by Training Services NSW within the NSW Department of Education to honour and reward the outstanding achievements of VET students, trainers/teachers, training organisations, large and medium employers.

Graeme Elms was awarded the 2023 Vocational Student of the Year Award- NSW Training Awards New England Regions Winner!

Graeme is a proud and dedicated family man who was part of a class of TAE students from the Tamworth Police communications section - both sworn and unsworn personnel. Graeme's participation during training was of an exceptionally high standard and of significance was his ability to support and motivate other students within the group. He completed all assessment work to a high standard & since completing his Certificate IV in Training and Assessment he has also completed a Diploma of Vocational Education and Training.

Graeme quickly was able to use his TAE within his employment, he is driven with a strong work ethic, is enthusiastic, open, inclusive, and confident, with a positive and easy-going personality. He is an excellent communicator and has the ability to work successfully as an independent learner, whilst also offering to support and assist others as previously mentioned. Graeme also has an endearing and cheeky sense of humour.

When asked why Graeme chose this industry and training pathway his response was "I chose the course as I wanted to prepare from moving from my 33-year policing career into the vocational education space. I have always been involved in training staff both formally and informally across many years and I decided it was time to formalise my training and assessing.

I undertook the Cert IV TAE at the Tamworth Community College and learnt more than I envisaged when I started the course.

During my 33 years in policing, I have worked all over NSW. In this time, I have met many fantastic people from a broad range of cultures and backgrounds. I believe I have the ability to positively connect to people from all walks of life.

I particularly enjoyed the LLN components of the qualifications and I am likely to continue pursuing this area in the future.

When my children were at primary school, I was a parent reader/helper and I am now able to link the importance of foundation learning to vocational learning."

Congratulations, Graeme!

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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 & Assessment
- TAE50116 Diploma of Vocational Education and Training

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.

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	Thursday 19 October
Time	6pm - 8:30pm
Date B	Friday 8 December
Time	9am - 11:30am
Fee	\$50

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



Language, Literacy and Numeracy

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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.

Course Enrolments

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To enrol please
contact the College

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

175 Peel Street, Tamworth

MEET TROY

**Certificate I in Access to
Vocational Pathways – Part
Qualification**



What was covered:

- Reading aloud and working on pronunciation
- Reading text and discussing content
- Writing SMS messages and short text/abbreviations
- Calendars and numeracy
- Assistance with preparing for driver knowledge test

Troy is continuing his learning journey with Tamworth Community College and hopes that by the end of the year he will obtain his learners drivers licence.

"I came to the College to improve my reading and writing so that I would get a car licence. I also think that improving my reading, writing and maths will help me get a better job.

I have enjoyed the lessons and the people have been supportive and friendly.

Some of the work is a bit hard, some of it is easy, but I am taking it day by day and I think I am improving." - Troy

Did you know that around 44% of Australian adults lack the literacy skills required in everyday life? That three million adults, representing one-fifth of the working age population, have low literacy and/or numeracy skills?

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.

* OECD (2017), *Building Skills for All in Australia: Policy Insights from the Survey of Adult Skills*, OECD Skills Studies, OECD Publishing, Paris, <https://doi.org/10.1787/9789264281110-en>.

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.

Date A Thursday 30 November

Time 6pm - 9pm

Date B Friday 24 November

Time 9am - 12pm

Fee \$320*

* Fully subsidised for students eligible under the ACE Program.

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.

Date A Thursday 23 November

Time 6pm - 9pm

Date B Friday 17 November

Time 9am - 12pm

Fee \$320*

* Fully subsidised for students eligible under the ACE Program.

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.

Date A Thursday 7 December

Time 6pm - 9pm

Date B Friday 1 December

Time 9am - 12pm

Fee \$320*

* Fully subsidised for students eligible under the ACE Program.

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

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

Tech Skills

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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

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To enrol please contact the College

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

175 Peel Street, Tamworth



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*

** Fully subsidised for students eligible under the ACE Program.*

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.

Date 2 Thursdays commencing 26 October

Time 9am - 1pm

Fee \$300*

** Fully subsidised for students eligible under the ACE Program.*

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**

Date 2 Thursdays commencing 9 November

Time 9am - 1pm

Fee \$300*

** Fully subsidised for students eligible under the ACE Program.*

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.

Date Thursday 12 October

Time 9am - 12pm

Fee \$150*

** Fully subsidised for students eligible under the ACE Program.*

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.

Date Thursday 19 October

Time 9am - 12pm

Fee \$150*

** Fully subsidised for students eligible under the ACE Program.*

Tech Savvy Seniors

It's never too late to brush up on your online skills or learn new ways to stay connected with your loved ones!

In partnership with the NSW government and Telstra, Tamworth Community College (TCC) offers the FREE Tech Savvy Seniors (TSS) program to help you build the skills and confidence to use computers, tablets and smartphones.

How will it help me? Learning online skills will help you:

- keep in touch with family and friends
- access government, health and other essential services
- discover more about the things you love.

Eligibility Criteria

The TSS program is for Australian citizens/permanent resident seniors aged 60 years and above OR Aboriginal or Torres Strait Islander elders aged 50 years and above who:

- have little or no experience in using technologies
- require additional skills and confidence to use and adapt to new technologies

You will need to bring evidence to the first training session to prove citizenship/residency and age:

- Photo identification (passport, driver's licence)
- Medicare, Pension Card or NSW Seniors Card

Tamworth Community College will be providing morning tea. Tech Savvy Seniors NSW is a partnership between the NSW Government, Tamworth Community College and Telstra.

Beginners 9 Tuesdays commencing 10 October

Time 9pm - 12pm

Intermediate 3 Wednesdays commencing 11 October

Time 5pm - 8pm

Intermediate 3 Wednesdays commencing 8 November

Time 9pm - 12pm

Fee Fee free for eligible students*

** Fully subsidised for students eligible under the ACE Program.*

Managing Risk, Resilience, Recovery and Opportunity for Business

In four, two-hour sessions this subject introduces the core concepts of risk management for small businesses and demonstrates that effective management of risk and crisis events creates opportunities to enhance the reputation, profitability and competitiveness of a business and diversify its market.

A major theme covered in this course is to alert managers that many risk management practices which were recently optional, are now legal requirements.

Participants will learn about techniques and technological tools for identifying, monitoring, treating, responding to and communicating the key themes of risk that impact on your business. These themes include technological risks, the legal dimension of risk, financial risk, safety and security, human resource and workplace risk.

Presented by Dr David Beirman

Date A Tuesday 7, Wed 8, Tues 14, Wed 15 November 2023

Date B Wed 10, Thurs 11, Wed 17, Thurs 18 January 2024

Time 5:30pm - 7:30pm

Fee \$300

Biography: Dr David Beirman was a Senior Lecturer in Tourism in the Management Discipline Group, University of Technology Sydney from 2009-2022. He is currently an adjunct fellow in management and tourism at UTS. Prior to joining UTS in November 2009, David's 30 year career in the Australian travel industry encompassed work with retail travel agencies, wholesale tour operators, consolidation and air fares, destination marketing and management, human resource management and in-service travel industry training.

His specialist areas of teaching and research are tourism risk, crisis and recovery management and destination marketing. He has developed teaching courses in risk management for all professionals and students of business. He is widely published in these fields. David has been an invited keynote speaker at conferences all over the world and has provided risk, crisis and recovery management consultation to governments and tourism businesses in Australia and 15 overseas countries.

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 4 Friday commencing 20 October

Time 9am - 2:45pm

Fee \$380*

* Fully subsidised for students eligible under the ACE Program.

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



Worksite & Safety

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

To enrol please contact the College

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

175 Peel Street, Tamworth



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 12 & 13 October (Full Course)
Date B	Thursday & Friday 23 & 24 November (Full Course)
Date C	Thursday & Friday 18 & 19 January 2024 (Full Course)
Time	8:30am - 4pm
Fee	Full \$350
Date D	Tuesday 31 October (Refresher Course)
Time	8:30am - 4pm
Fee	Refresher \$260



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	Wednesday 25 October
Date B	Tuesday 21 November
Date C	Wednesday 20 December
Time	8:30am - 4:30pm
Fee	\$260*

* Fully subsidised for students eligible under the ACE Program.

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.

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

Date A	Friday 27 October
Date B	Thursday 11 January 2024
Time	8am - 5pm
Date C	Tuesday 28 November
Time	7:30am - 4:30pm
Fee	\$285*

* Fully subsidised for students eligible under the ACE Program.

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.

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	Wednesday 25 October
Date B	Tuesday 21 November
Date C	Wednesday 20 December
Time	8:30am - 2pm
Fee	\$210*

* Fully subsidised for students eligible under the ACE Program.

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: UETDRRF004 Perform rescue from a live LV panel and HLTAID009 Provide cardiopulmonary resuscitation.

Contact our team to express your interest.	
Time	9am - 1pm
Fee	\$150

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 2, 3 & 6 November
Date B	Thursday, Friday & Monday 23, 24 & 27 November
Date C	Thursday, Friday & Monday 14, 15 & 18 December
Date D	Thursday, Friday & Monday 18, 19 & 22 January 2024
Time	9am - 4pm
Fee	\$880

Provider Forklift Training & Licensing Pty Ltd

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.



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	Thursday 19 October
Date B	Wednesday 13 December
Time	8am - 4pm
Fee	\$220*

* Fully subsidised for students eligible under the ACE Program.

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: 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	Wednesday 18 October
Date B	Friday 3 November
Date C	Friday 17 November
Date D	Tuesday 5 December
Date E	Tuesday 19 December
Date F	Wednesday 10 January 2024
Time	8am - 3pm
Fee	\$165*

SafeWork NSW Approval Number: RTO800546

** Fully subsidised for students eligible under the ACE Program.*

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: RIWHS204E Work safely at heights.

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

Date A	Wednesday 11 October
Date B	Thursday 7 December
Date C	Tuesday 23 January 2024
Time	8:30am - 4pm
Fee	\$250*

** Fully subsidised for students eligible under the ACE Program.*

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 unit: UEECD0007 Apply work health and safety regulations, codes and practices in the workplace, UEERL0003 Conduct in-service safety testing of electrical cord connected equipment and cord assemblies and UEERL0001 Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply.

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	Wednesday & Thursday 8 & 9 November
Date B	Tuesday & Wednesday 16 & 17 January 2024
Time	8am - 4pm
Fee	\$550

Did you know we offer On-site Forklift Training?

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. Call us to meet your training and compliance needs.

Contact our team to express your interest.

Time	9am - 4pm
Fee	\$880
Provider	Forklift Training & Licensing Pty Ltd

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.

Non-alcoholic Beverages

This practical course provides students with the skills and knowledge to prepare and serve a range of teas, non-esspresso coffees and other non-alcoholic beverages. Students will learn how to select ingredients & equipment and use a range of methods to make and present drinks.

Varieties students will learn to prepare and serve include:

- Assorted teas
- Frappes
- Iced drinks
- Milkshakes
- Smoothies
- Juices

Upon successful completion of assessment tasks(s) students will be awarded a Statement of Attainment for the unit:

SITHFAB024 Prepare and serve non-alcoholic beverages

Pre-requisites: Current Food Handling certificate.

Date A	Tuesday 10 October
Date B	Wednesday 29 November
Date C	Thursday 21 December
Time	9am - 5pm
Fee	\$180



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 20 October
Date B	Thursday 16 November
Date C	Tuesday 12 December
Time	9am - 5:30pm
Fee	\$180*

* Fully subsidised for students eligible under the ACE Program.

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	Wednesday 1 November
Date B	Wednesday 22 November
Date C	Friday 8 December
Date D	Friday 12 January 2024
Time	9am - 3:30pm
Fee	\$130*

* Fully subsidised for students eligible under the ACE Program.

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 SITXFSA005 Use hygienic practices for food safety, or SIRRFSA001A 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: SITXFSA005 Use hygienic practices for food safety, or SIRRFSA001A Handle food safely in a retail environment.

Date A	Thursday 2 November
Date B	Thursday 14 December
Time	9am - 2pm
Fee	\$200*

* Fully subsidised for students eligible under the ACE Program.

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 25 October
Date B	Sunday 12 November
Date C	Thursday 23 November
Date D	Wednesday 20 December
Date E	Thursday 11 January 2024
Time	9am - 5pm
Fee	\$240*

* Fully subsidised for students eligible under the ACE Program.

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	Tuesday 24 October
Date B	Saturday 11 November
Date C	Wednesday 22 November
Date D	Tuesday 19 December
Date E	Wednesday 10 January 2024
Time	9am - 4pm
Fee	\$175*

Combined RSA/RCG: \$390 Conditions apply

* Fully subsidised for students eligible under the ACE Program.

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.

EMPOWERING YOUTH THROUGH RIEP PROGRAM

Tamworth Community College are committed to equipping students 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.

Joined with the Regional Industry Education Partnerships (RIEP) Program, the College recently assisted Farrer Memorial Agricultural High School students in completing a number of hospitality courses, whilst gaining real-life industry experience. The RIEP Program was designed by the NSW Government to connect local industry with secondary school communities.

Over the period of three days, seven students between the ages of 16-18 years old completed Food Handling and Espresso Coffee units at the College. During the third day, students attended the Homeless Connect Day at TRECC and served around 200 coffees to those attending the event.

This gave students the opportunity to learn and practice important skills in hospitality and teamwork, and to be able to add this experience to their resume when searching for jobs in the future.



Shared below are comment made by student, Barnaby Mount, at the school assembly on his experience:

"Last week, a group of us lads and myself took a food handling and barista course over the span of 3 days.

Tuesday we all hopped on the bus and headed into the Tamworth community college, where we learnt about correct food handling and contamination. This taught us how to correctly wash our hands and use sanitary processes in order to avoid food contamination during preparation and serving.

Wednesday we were in for a treat, it was the day we learnt to operate an espresso machine and to make all of Australia's most popular espresso drinks. Hosting a friendly competition between ourselves as to who could drink the most coffee. We learnt to make lattes, cappuccinos, mochas, and many more. This was all done in preparation for what was in store for us the next day.

On Thursday, with not too much sleep, we had the opportunity to make and serve coffees at the TREC for homeless connect. This was a special day in the Tamworth community, as it allowed for those who are less fortunate, an opportunity to get free haircuts, food, clothes and coffee. When we arrived we quickly set up and discussed our jobs for the day, and how we were going to operate. Then the doors opened, and were now under the pump. The combined efforts of us all saw us serving over 200 coffees over the course of the day and practicing our customer service skills.



I would like to thank all of the people that were involved over the course of the week, especially Alison and Barry for teaching us, and all of the staff who took such great care of us while we studied at the College.

The lessons we all learned gives us the one up in the hospitality industry and some pretty cool skills that can impress our families and friends."

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	Tuesday 17 October
Date B	Friday 10 November
Date C	Wednesday 15 November
Date D	Wednesday 6 December
Date E	Friday 15 December
Date F	Friday 12 January 2024



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*

** Fully subsidised for students eligible under the ACE Program.*



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*

** Fully subsidised for students eligible under the ACE Program.*

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

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	Wednesday 24 January 2024
Time	9am - 1pm and 1:30pm - 5:30pm
Date B	Friday 1 December
Time	9am - 1pm and 1:30pm - 5:30pm
Fee	Full \$190
	Refresher \$150



Tamworth Local Aboriginal Land Council Resume Writing

"The Tamworth Local Aboriginal Land Council participated in the Resume Writing and Interview Skills course. The Opportunity Hub and Post School Officer are a part of the LALC and support Aboriginal young people into further education, employment and training pathways.

The programs support participants with Career Planning, writing resumes for students and coaching them with interview skills. Through the course staff learnt how to identify transferable skills to create a resume, job application cover letter and address selection criteria that will tell a prospective employer exactly what our participants have to offer them. They also learnt what employers look for at a job interview and how to prepare our clients for one.

The TLALC use the Tamworth Community College regularly to provide courses for our staff and students. They are always so adaptable to our staff and client needs and are so easy to communicate with. They make sure the training is relevant to the group and the presenters are always engaging and personal."

Amy Strong

Program Coordinator,
Opportunity Hub and Bumbira Art & Culture Program,
Tamworth Local Aboriginal Land Council

At Tamworth Community College we value our relationship with Tamworth Local Aboriginal Land Council and look forward to continuing working with participants on exciting programs.

Contact the College for a custom business solution.

Mental Health First Aid



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

To enrol please contact the College

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

175 Peel Street, Tamworth



Many Australian's lives are impacted directly and indirectly by mental health. If you are looking to learn how to support someone who have or are developing mental health problems or are in a mental health crisis it is important to know how to provide initial help or where and how to get professional help.

Delivered by Mental Health qualified instructors in a supportive and collaborative learning environment, the courses below will provide you with valuable skills and knowledge that may support you in the workplace, your community and beyond.

Mental Health First Aid

Date A	Thursday & Friday 16-17 November
Time	9am - 4pm
Date B	Wednesday & Thursday 24-25 January 2024
Time	9am - 4pm
Fee	\$300

Other Mental Health First Aid courses available include:

- Older Person's Mental Health First Aid
- Mental Health First Aid for Gambling Problems
- Mental Health First Aid for Non-Suicidal Self Injury
- Mental Health First Aid for the Suicidal Person
- Youth Mental Health First Aid
- Mental Health First Aid Refresher

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.

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.

Date	Sunday 12 November
Time	10am - 2pm
Fee	\$160

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.

Date	Sunday 19 November
Time	10am - 2pm
Fee	\$180

Halloween Pumpkin Carving Workshop

Get ready to carve up some spooky fun with our Halloween pumpkin carving workshop.

Join trainer, Barry Pawsey, for a thrilling workshop that will have you transforming ordinary pumpkins into extraordinary master-pieces!

Limited spots available – don't be caught dead without a spot at this Halloween Pumpkin Carving Workshop!

Date	Sunday 29 October
Time	10am - 2pm

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



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 (ASLAN)
- 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

Christmas Baking Workshop

Immerse yourself in the festive spirit with a delightful Christmas baking workshop led by respected trainer, Barry Pawsey. This engaging 4-hour session will have you mastering the art of crafting traditional holiday treats.

Not only will you actively participate in creating your own fruit mince tarts, but you will also have the opportunity to prepare the mixture for your Christmas cake and pudding, which you can bake in the comfort of your home.

Don't miss the chance to enhance your holiday culinary skills and make cherished memories. Join Barry and fellow baking enthusiasts for a heartwarming workshop that will infuse your holiday season with a touch of homemade magic. Reserve your spot today and embark on a journey of delectable delights that will make your Christmas truly special.

Date	Sunday 3 December
Time	10am - 2pm

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 12 November
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

tamworth.nsw.edu.au/we-re-hiring-

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

Funding Explained

Funded Training Programs

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

NSW Government Smart and Skilled

- ACE Program
- AgSkilled
- 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



Community College Northern Inland

2022 Large Training Provider
of the Year (NSW)
State Finalist

2022 Quality Business
Awards (Tamworth) Finalist

Explore
student
stories



Wherever you are in your journey, get there faster by learning **real workplace practical skills** in a **pathway program** designed to meet the needs of your local community, business and industry.

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REGISTERED TRAINING ORGANISATION 90027



New England Community College Inc (NECC)

offers a diverse range of certificate courses, general interest courses, computer training and literacy and numeracy tuition in the New England area. We have offices in Guyra, Armidale and Glen Innes and also deliver training in Walcha, Uralla and all towns in the New England Area

For work or pleasure, for income or leisure, NECC is your local Registered Training Organisation. Our certificate courses are nationally recognised qualifications.

We invite you to check out our selection of courses on the webpage www.gala.org.au

New England Community College Phone. 02 6779 2132 Email. admin@gala.org.au



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

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