



**TAMWORTH  
COMMUNITY  
COLLEGE**

# YOUR PATH TO SUCCESS

**COURSE GUIDE**

**2025 TERM 2**







## **WELCOME TO TAMWORTH COMMUNITY COLLEGE**

**At Tamworth Community College (TCC) our purpose is to transform lives in our community through education and training.**

We are a trusted partner in education and training, providing community informed services in a safe and supportive environment enabling individuals to unlock their potential and meaningfully engage in society.

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 their potential and seize opportunities to get involved in our community, gain meaningful employment or achieve career progression.

Offering nationally recognised qualifications from Certificate I to Diploma level, TCC provides accredited and pathway training, short courses, qualifications, and lifestyle programs for students from a range of skill levels, backgrounds and industries.



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**A First Aid course at TCC is not just about obtaining a certification; it's about equipping yourself with life-saving skills that can make a difference when it matters most.**

Our Trainer Assessors bring real-life first aid experience into the classroom. Learning from seasoned professionals who have navigated emergencies firsthand adds a layer of authenticity to our training.

We believe in learning by doing, and our courses prioritise practical, hands-on practice where you'll actively engage in scenarios that mirror real-life situations. Gain the confidence to respond effectively in emergencies and acquire skills that can truly make a difference in the community.

**Scan the QR code to visit our website and ENROL NOW!**



## First Aid



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

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

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s):  
*HLTAID009 Provide cardiopulmonary resuscitation,*  
*HLTAID010 Provide basic emergency life support and*  
*HLTAID011 Provide first aid.*

**Certificates are valid for 3 years.**

**Requirements:** Students **must** be physically able to perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor and on an infant resuscitation manikin placed on a firm surface.

<b>Date A</b>	Monday 5 May
<b>Date B</b>	Friday 16 May
<b>Date C</b>	Friday 30 May
<b>Date D</b>	Friday 13 June
<b>Date E</b>	Friday 27 June
<b>Date F</b>	Friday 11 July

## CPR



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

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s):  
*HLTAID009 Provide cardiopulmonary resuscitation.*

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

**Requirements:** Students must be physically able to perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor and on an infant resuscitation manikin placed on a firm surface.

<b>Date</b>	Join any course listed in First Aid and Online with Face to Face Assessment
<b>Time</b>	9 am - 12.00 pm
<b>Time</b>	1.30 pm - 4.30 pm with Online only
<b>Fee</b>	\$85

## First Aid Full



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

**Requirements:** Students must collect a workbook from the College, complete it before the course, and bring it with them on the day of training, if not before.

<b>Date</b>	Join any course listed in First Aid
<b>Time</b>	9 am - 4.30 pm
<b>Fee</b>	\$190

## First Aid Refresher



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

**Requirements:** Students must provide evidence of currency.

<b>Date</b>	Join any course listed in First Aid
<b>Time</b>	9 am - 4.30 pm
<b>Fee</b>	\$150

## Child Care Setting



Completed in conjunction with a First Aid course, unit HLTAID012 is essential for individuals working in child care centres, schools, or any child-related setting who

may be required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

You will also cover first aid treatments, terminology, common trauma, and medical emergencies, such as basic response to asthma, anaphylaxis, bites and stings, fractures, and heart conditions. You will also complete incident documentation and debriefing to improve response, recognise psychological impacts, talk with children about their emotions, and seek help as required.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s):  
*HLTAID009 Provide cardiopulmonary resuscitation,*  
*HLTAID010 Provide basic emergency life support,*  
*HLTAID011 Provide first aid and HLTAID012 Provide first aid in an education and care setting.*

<b>Date</b>	Join any course listed in First Aid
<b>Time</b>	9 am - 5.30 pm
<b>Fee</b>	FULL \$200 or REF \$170

## First Aid Online with Face to Face Assessment



Complete your First Aid course via self-paced online learning and practical assessment at the College.

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

Students must complete six hours of self-paced online learning before attending the face-to-face assessment.

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

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s):  
*HLTAID009 Provide cardiopulmonary resuscitation,*  
*HLTAID010 Provide basic emergency life support and*  
*HLTAID011 Provide first aid.*

**Certificates are valid for 3 years.**

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

**Requirements:** Students must be physically able to perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor and on an infant resuscitation manikin placed on a firm surface.

<b>Date</b>	TBA
<b>Fee</b>	FULL \$190 or REF \$150

## MENTAL HEALTH FIRST AID SEE PAGE 7

Individuals who complete Mental Health First Aid training are known as MHFAiders. Equipped with the skills to listen, connect, and offer support when it matters most, MHFAiders play a vital role in reducing stigma and promoting pathways to support for those experiencing mental health problems in our workplaces, communities, schools, and tertiary institutions.

In addition to the Standard MHFA, we can also provide specialised courses such as:

- Older Person MHFA (2 days)
- Youth MHFA (2 days)
- MHFA for the Suicidal Person (4 hours)
- MHFA for Non-Suicidal Self-Injury (4 hours)
- MHFA for Gambling Problems (4 hours)

**These courses can be delivered to your team at TCC or directly at your workplace, ensuring flexibility and convenience while building your team's ability to support mental health in your community.**



## Assist Clients with Medication



This course is suitable for community services and health workers with authority in their state or territory to assist with the administration of medication.

You will learn the skills and knowledge required to prepare for and provide medication assistance and complete medication documentation. It also involves supporting a client's self-administering medication.

This course covers:

- Read and understand basic medical terminology
- Correctly store medication
- Identify potential medication errors and the reasons why they most commonly occur
- Read medication charts and ensure the medication being administered is a current order and in date
- Prepare and assist with medication
- Prepare the client for assistance with the administration of medication
- Support clients with self-administration of medication
- Handle medication contingencies
- Complete medication distribution and documentation

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *HLTHPS006 Assist clients with medication.*

**Pre-requisites:** Students must speak and understand English to assist clients with medication safely. They must also have sufficient language, literacy, and numeracy (LLN) skills to calculate and check the correct dosage of medication, expiry dates, and client information. This includes basic calculations of ratios and volume, as well as the ability to correctly check and interpret client information and dosage instructions.

**Requirements:** This course has no formal entry requirements; however, this is an accredited unit for existing workers in the aged care, health, individual support and community services industry.

<b>Date</b>	Contact our team to arrange a course
<b>Time</b>	1.5 - 2 days (depending on class size)
<b>Fee</b>	\$440

### MORE THAN JUST A CERTIFICATE

A Health and Wellbeing course will give you more than just a certificate – they are your pathway to a rewarding career in a growing sector.

With an ageing population and rising demand for skilled care workers, courses like Health & Wellbeing courses are designed to provide you with in-demand skills.

**Join a sector that values compassion, skill, and a commitment to quality.**

## CHC222015

### Certificate II in Community Services



Whether you are a school leaver, returning to study, or exploring future career options, this course is your first step toward a career of helping people and making a difference.

This course is an ideal starting point for building an understanding of the diverse community services industry. It equips you with essential communication skills and foundational knowledge, preparing you for entry-level roles under direct supervision or as a pathway to further study in fields like nursing, youth work, mental health, aged care, and disability support.

In this course you will learn some of the basic tasks needed to work effectively in the community services sector. The skills include:

- Time management
- How to communicate in the industry
- Safe work practices
- Providing the first point of contact

The course also covers a range of foundation skills, including:

- Interacting with others at work
- Source and use workplace information
- Workplace documentation

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment in: *CHC222015 Certificate II in Community Services.*

Where a learner does not satisfactorily complete the full qualification, a statement of attainment will be issued for those units where they have been deemed competent.

**Delivery:** This course will run one day a week for 20 weeks via classroom-based face-to-face learning. In addition, some work will be required between classes to complete the assessments.

**Pre-requisites:** An appropriate level of language, literacy and numeracy (LLN) skills is required to enrol in this course to accurately read and interpret workplace safety policies and procedures, including safety signs, dangerous goods classifications and safety instructions.

**Requirements:** Students must be physically able to perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor and on an infant resuscitation manikin placed on a firm surface.

**Careers:** Career opportunities include but are not limited to aged care, childcare assistants, health care counsellors, nanny, nurses, nutritionists, social workers, sociologists, welfare workers, and youth workers.

<b>Date</b>	Contact our team to arrange a course
<b>Time</b>	9 am - 3 pm
<b>Fee</b>	From \$0 to \$3,820* *Student fees are based on the characteristics of the student. This course may be fee-free for eligible students. This training is subsidised by the NSW Government.

## Prepare to Work in Community Services



This skill set will give students an insight and an introduction to work in this field and open the door to further study in a related course. It serves as a pathway to the CHC22015 Certificate II in Community Services, with three units (one core and two elective) eligible for credit transfer toward the Certificate II qualification.

During six engaging sessions, students will complete units HLTWHS001 and BSBWOR201. Then, students will be enrolled in a scheduled First Aid course to complete the HLTAID010 (students will also complete HLTAID009 Provide Cardiopulmonary Resuscitation and HLTAID011 Provide First Aid).

This course covers:

- Follow and implement safe work practices
- Contribute to safe work practices in the workplace
- Reflect on own safe work practices
- Develop personal awareness of stress and stress management techniques
- Recover from a stressful contact
- Maintain personal stamina, resilience and work/life balance
- Respond to an emergency situation
- Apply appropriate first aid procedures
- Communicate details of the incident and review the incident

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s):  
*HLTWHS001 Participate in workplace health and safety,*  
*BSBWOR201 Manage personal stress in the workplace*  
*and HLTAID010 Provide basic emergency life support.*

**Pre-requisites:** Students must have sufficient language, literacy, and numeracy (LLN) skills to accurately read and interpret workplace safety policies and procedures including safety signs, dangerous goods classifications and safety instructions.

**Requirements:** Students must be physically able to perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor and on an infant resuscitation manikin placed on a firm surface.

<b>Date</b>	6 days beginning TBA 1 additional day for First Aid
<b>Time</b>	9 am - 3.30 pm
<b>Fee</b>	From \$0 to \$1,050* *Student fees are based on the characteristics of the student. This course may be fee-free for eligible students. This training is subsidised by the NSW Government.

## Mental Health First Aid (MHFA)



This course teaches students how to provide initial support to another adult who may be experiencing a mental health problem or mental health crisis until professional help is received or the crisis is resolved.

Students learn about the signs and symptoms of common mental health problems in adults, how to recognise and respond to an emerging or worsening mental health problem and the treatments and supports available.

This course covers common and disabling mental health problems and crisis situations. Students learn how to apply mental health first aid to adults across a range of situations, including:

- Depression
- Anxiety
- Psychosis
- Substance use problems
- Suicidal thoughts and behaviours
- Panic attacks
- Non-suicidal self-injury
- Traumatic events

Using a practical, evidence-based action plan, students learn how to approach someone they are concerned about and initiate a conversation about those concerns.

**Certificates are valid for 3 years.**

**Pre-requisites:** Students must be 18+ years of age.

<b>Date A</b>	2 days beginning Monday 19 May
<b>Date B</b>	2 days beginning Wednesday 25 June
<b>Time</b>	9 am - 4 pm
<b>Fee</b>	\$300
<b>Provider</b>	Delivered by licensed Mental Health First Aid Australia Instructor and experienced industry professional Sarah Green, owner of Highway to Well.

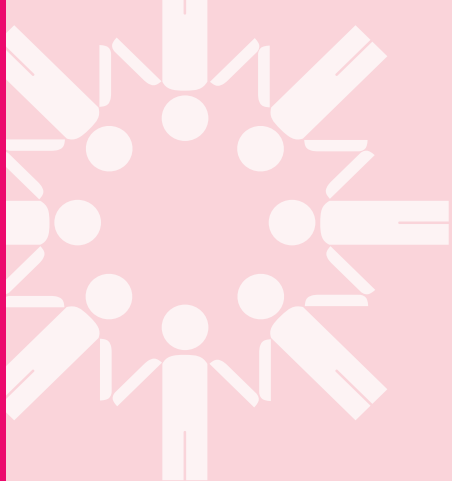
## MHFA Refresher



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

**Requirements:** Students must provide evidence of currency.

<b>Date</b>	Tuesday 27 May
<b>Time</b>	9 am - 1.30 pm
<b>Fee</b>	\$150



**Our Hospitality & Services courses are your gateway to thriving in one of the most vibrant and fast-paced industries.**

Whether you're preparing for your first role or upskilling to advance your career, our courses in Food Handling, Espresso Coffee, Customer Service, and more provide the practical expertise and confidence needed to excel.

Our experienced Trainer Assessors, with extensive industry backgrounds, ensure you master both the technical skills and the finer details that create exceptional customer experiences. From crafting the perfect cup of coffee to ensuring food safety and delivering outstanding service, you'll gain hands-on experience in real-world scenarios.

Step into an industry where passion, precision, and people skills meet. With TCC's Hospitality & Services courses, you'll be ready to make an impression and build a career in this dynamic field.

## Espresso Coffee



Whether you're a hospitality enthusiast, aspiring barista, or looking to upskill, this course is the perfect first step to mastering the art of espresso coffee.

Gain practical, hands-on experience using commercial espresso machines and grinders, and develop the skills to deliver exceptional coffee beverages and customer service.

This course equips you with the foundational skills and knowledge to excel in any hospitality setting, including cafes, restaurants, and event venues. Learn how to prepare various espresso-based drinks, maintain equipment, and engage with customers to create memorable experiences.

In this course, you will learn to:

- Extract and serve espresso beverages such as cappuccinos, lattes, and long blacks
- Select, grind, and monitor coffee beans for optimal flavour
- Texture milk for various beverages and achieve consistent quality
- Advise customers, take detailed orders, and present coffee attractively
- Clean and maintain espresso machines and grinders to industry standards

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *SITXFAB025 Prepare and serve espresso coffee.*

**Pre-requisites:** Students must hold a current SITXFSA005 (Food Handling) certificate.

If students do not hold SITXFSA005, they will be issued a Certificate of Attendance listing topics covered.

**Requirements:** Students must wear enclosed shoes or boots.

<b>Date A</b>	Thursday 8 May
<b>Date B</b>	Thursday 5 June
<b>Date C</b>	Wednesday 25 June
<b>Date D</b>	Tuesday 15 July
<b>Time</b>	9 am - 5.30 pm
<b>Fee</b>	\$180



## Food Handling (Level 1)



An essential course for anyone directly handling food or food-contact surfaces. Learn the critical skills and knowledge needed to maintain high standards of personal hygiene and prevent contamination that could lead to food-borne illnesses.

This course applies to food handlers in a variety of settings, including restaurants, cafes, bars, hotels, aged care facilities, hospitals, fast-food outlets, and more. It covers compliance with the Australia New Zealand Food Standards Code and provides the practical knowledge to identify and control food hazards while following organisational procedures.

In this course, you will learn to:

- Implement personal hygiene practices to ensure food safety
- Identify and manage food hazards to prevent contamination
- Follow organisational and regulatory requirements for food handling
- Maintain safe and sanitary food contact surfaces, including cutlery and serving equipment
- This training is vital for cooks, chefs, kitchen hands, caterers, and anyone working in food preparation or service roles, ensuring that you meet industry standards and protect public health

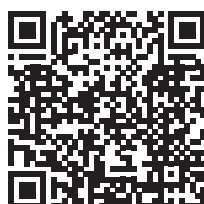
Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *SITXFSA005 Use hygienic practices for food safety*.

**Pre-requisites:** Students must have sufficient language, literacy, and numeracy (LLN) skills to accurately read and interpret hygiene and food safety procedures and oral communication skills to report hygiene hazards and non-compliant organisational practices accurately.

**Requirements:** Students must wear enclosed shoes or boots.

<b>Date A</b>	Monday 5 May
<b>Date B</b>	Tuesday 3 June
<b>Date C</b>	Tuesday 24 June
<b>Date D</b>	Wednesday 16 July
<b>Time</b>	9 am - 3.30 pm
<b>Fee</b>	\$135

Scan the QR code to visit the NSW Food Authority for more information on Food Safety Supervisor (FSS) requirements.



## Food Safety Supervisor (FSS)



Under NSW food laws, all retail, hospitality and food service businesses need to appoint at least one Food Safety Supervisor (FSS) per premises if the food they prepare and serve is ready-to-eat, potentially hazardous, that is, needs temperature control, or NOT sold and served in the supplier's original package, to ensure compliance with the Food Standards Code, NSW Food Act, and Food Regulation.

This course is designed for individuals working in the food service industry who need to meet this legal requirement or renew their existing FSS certification.

This course equips students with advanced knowledge and practical skills in critical areas like cleaning and sanitising, safe egg handling, allergen management, and managing food safety risks during storage, preparation, display, and service.

In this course, you will learn to:

- Implement effective food safety practices in alignment with organisational and regulatory requirements
- Monitor and manage risks related to potentially hazardous foods
- Oversee compliance with cleaning, sanitising, and allergen management protocols
- Maintain accurate documentation and food safety programs for regulatory inspections

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *SITXFSA006 Participate in safe food handling practices*.

**NSW Food Authority | NSW RTO Approval Number 51573.**

**Certificates are valid for 5 years.**

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

- the person with the expired FSS completes a recertification course within 30 working days, or
- another eligible staff member with a current qualification is appointed as the FSS.

**Pre-requisites:** Students must hold a current SITXFSA005 (Food Handling) certificate.

Students must have sufficient language, literacy, and numeracy (LLN) skills to accurately read and interpret hygiene and food safety procedures and oral communication skills to report hygiene hazards and non-compliant organisational practices accurately.

**Requirements:** Students must wear enclosed shoes or boots.

<b>Date A</b>	Wednesday 4 June
<b>Date B</b>	Monday 23 June
<b>Date C</b>	Monday 14 July
<b>Time</b>	9 am - 3.30 pm
<b>Fee</b>	\$210

## 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.

**Your Chef will be Barry Pawsey.**

**Requirements:** Students must wear enclosed shoes or boots.

<b>Date</b>	Contact our team to arrange a course
<b>Time</b>	10 am - 2 pm
<b>Fee</b>	\$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.

**Your Chef will be Barry Pawsey.**

**Requirements:** Students must wear enclosed shoes or boots.

<b>Date</b>	Contact our team to arrange a course
<b>Time</b>	10 am - 2 pm
<b>Fee</b>	\$180

## Non-Alcoholic Beverages



This practical course equips students with the skills and knowledge to prepare and serve a variety of teas, non-espresso coffees, and other non-alcoholic beverages. Designed for those working in hospitality settings such as cafes, restaurants, bars, and event venues, the course focuses on selecting ingredients and equipment, mastering preparation methods, and presenting beverages professionally and carefully.

Students will learn to prepare and serve a diverse range of drinks, including:

- Assorted teas
- Frappes
- Iced drinks
- Milkshakes
- Smoothies
- Freshly prepared juices

The course emphasises hands-on learning, providing students with practical experience creating high-quality beverages while adhering to industry standards. Ideal for kitchen staff and food and beverage attendants, this training helps students develop the foundational skills needed to excel in fast-paced hospitality environments under the guidance of experienced professionals.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *SITHFAB024 Prepare and serve non-alcoholic beverages*.

**Pre-requisites:** Students must hold a current SITXFSA005 (Food Handling) certificate.

If students do not hold SITXFSA005, they will be issued a Certificate of Attendance listing topics covered.

**Requirements:** Students must wear enclosed shoes or boots.

<b>Date</b>	TBA
<b>Time</b>	9 am - 5 pm
<b>Fee</b>	\$180

## RSA & RCG CERTIFICATION & COMPETENCY CARD

You will be emailed an interim certificate upon completing your course. This certificate is valid for 90 days and allows you to work immediately.

If you do not have an existing NSW competency card, you will need to attend a Service NSW centre, present your interim certificate(s) and complete the 100-point identification check to obtain one.

Service NSW will send your card to your nominated address via mail. Please allow up to one month for its delivery. You can obtain a digital competency card via the Service NSW Mobile App.

## Responsible Service of Alcohol (RSA)



The RSA course is essential training for anyone who sells, serves, or supplies alcohol in New South Wales. This course provides the foundation to ensure alcohol is served responsibly, adhering to NSW liquor laws and harm minimisation strategies. Completing RSA training is a legal requirement for individuals working in licensed premises or venues where alcohol is sold, served, or supplied.

The course includes the national unit of competency SITHFAB021 Provide Responsible Service of Alcohol and NSW-specific components, covering:

- NSW liquor laws and responsible practices for selling, serving, or supplying alcohol
- Identifying and managing intoxication, including assessing affected customers and refusing service
- ID checks, secondary supply, and ensuring compliance when serving minors
- Implementing harm minimisation strategies and addressing compliance and enforcement requirements

RSA training applies to a wide range of roles, including licensees, managers, service staff, security personnel, promotional staff, and volunteers. It is relevant in various settings, from restaurants, clubs, and bars to wineries, breweries, distilleries, and even packaged liquor outlets.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *SITHFAB021 Provide responsible service of alcohol.*

**Certificates are valid for 5 years.**

**Pre-requisites:** Students must have sufficient language, literacy, and numeracy (LLN) skills to interpret regulatory and in-house policy information, verify ID documents, and calculate standard drink volumes. They must also communicate effectively to explain alcohol laws, de-escalate conflicts with intoxicated patrons, share information with team members, and handle difficult customers professionally in line with organisational procedures.

<b>Date A</b>	Wednesday 7 May
<b>Date B</b>	Thursday 15 May
<b>Date C</b>	Friday 13 June
<b>Date D</b>	Thursday 26 June
<b>Date E</b>	Wednesday 16 July
<b>Time</b>	9 am - 5 pm
<b>Fee</b>	\$245

Scan the QR code to visit the L&GNSW Licensee Training Tool for information on whether you need to complete licensee training.



## Responsible Conduct of Gambling (RCG)



The RCG course is essential training for anyone involved in gaming machine operations or gambling services in NSW. This foundational course equips students with the knowledge and skills required to carry out their roles responsibly, comply with NSW gambling laws, and minimise the harm associated with gambling activities. Completing the course and the mandatory online assessment is required to obtain a NSW competency card with an RCG endorsement, allowing you to work in gaming-related roles.

This course provides a comprehensive understanding of responsible gambling practices, covering topics such as:

- Identifying and addressing gambling harm
- Harm minimisation strategies and promoting responsible gambling behaviours
- Effective patron interaction using the RAAR framework
- Practical application of responsible conduct of gambling in gaming venues

The training applies to a wide range of roles, including licensees, registered club secretaries, Responsible Gambling Officers (RGOs), staff with gaming machine duties, and individuals involved in paying out winnings or managing gaming areas.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *SITHGAM022 Provide responsible gambling services.*

**Certificates are valid for 5 years.**

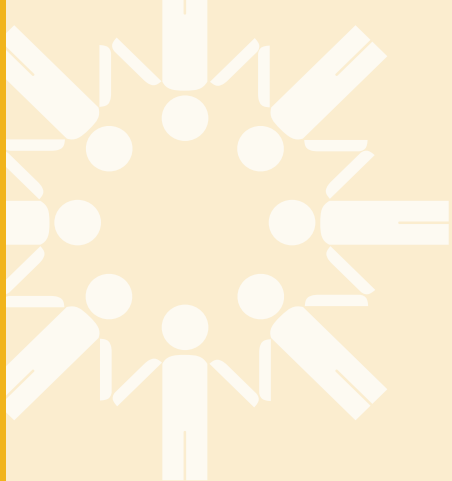
**Pre-requisites:** Students must have sufficient language, literacy, and numeracy (LLN) skills to interpret gambling regulations and policies, communicate discreetly with customers, resolve problems within their role, and use technology to document gambling-related incidents.

**Requirements:** Following the course, you must complete and pass the L&GNSW RCG online assessment. You will receive a link to the assessment via email or SMS from L&GNSW. The assessment takes approximately 20 minutes and requires a 100% score to pass. You have unlimited attempts and are encouraged to complete the assessment in one sitting within one week of finishing the course. Upon passing, you will be emailed an RCG interim certificate.

<b>Date A</b>	Friday 6 May
<b>Date B</b>	Wednesday 21 May
<b>Date C</b>	Thursday 12 June
<b>Date D</b>	Friday 27 June
<b>Date E</b>	Tuesday 15 July
<b>Time</b>	9 am - 4 pm
<b>Fee</b>	\$180







**If you're looking to fast-track your career, formalise your skills, and increase your employment opportunities, TCC's qualifications are your pathway to success!**

With a variety of study options, including face-to-face learning, supported self-paced programs, and traineeships, you can choose the approach that best suits your lifestyle and goals.

Many of our qualifications are fee-free or low-fee for eligible students, making it easier to invest in your future. Our nationally recognised programs are designed to provide practical, hands-on learning delivered by experienced trainers committed to your success.

Empower yourself with the skills and knowledge you need to achieve your goals and thrive.

## CHC222015

### Certificate II in Community Services



Whether you are a school leaver, returning to study, or exploring future career options, this course is your first step toward a career of helping people and making a difference.

This course is an ideal starting point for building an understanding of the diverse community services industry. It equips you with essential communication skills and foundational knowledge, preparing you for entry-level roles under direct supervision or as a pathway to further study in fields like nursing, youth work, mental health, aged care, and disability support.

In this course you will learn some of the basic tasks needed to work effectively in the community services sector. The skills include:

- Time management
- How to communicate in the industry
- Safe work practices
- Providing the first point of contact

The course also covers a range of foundation skills, including:

- Interacting with others at work
- Source and use workplace information
- Workplace documentation

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment in: *CHC22015 Certificate II in Community Services*.

Where a learner does not satisfactorily complete the full qualification, a statement of attainment will be issued for those units where they have been deemed competent.

**Delivery:** This course will run one day a week for 20 weeks via classroom-based face-to-face learning. In addition, some work will be required between classes to complete the assessments.

**Pre-requisites:** An appropriate level of language, literacy and numeracy (LLN) skills is required to enrol in this course to accurately read and interpret workplace safety policies and procedures, including safety signs, dangerous goods classifications and safety instructions.

**Requirements:** Students must be physically able to perform at least 2 minutes of uninterrupted CPR on an adult resuscitation manikin placed on the floor and on an infant resuscitation manikin placed on a firm surface.

**Careers:** Career opportunities include but are not limited to aged care, childcare assistants, health care counsellors, nanny, nurses, nutritionists, social workers, sociologists, welfare workers, and youth workers.

<b>Date</b>	Contact our team to express your interest
<b>Time</b>	9 am - 3 pm
<b>Fee</b>	From \$0 to \$3,820* *Student fees are based on the characteristics of the student. This course may be fee-free for eligible students. This training is subsidised by the NSW Government.

**BSB20120****Certificate II in Workplace Skills**

With its focus on practical skills and direct supervision, this course offers a solid pathway to employment or further education in the dynamic business services sector.

Whether you're starting your career or preparing for new opportunities, this course a versatile entry-level qualification that reflects the everyday skills used in business environments across industries.

In this course you will gain the knowledge and skills to carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

You will learn some basic skills to operate effectively in an office environment, including:

- How to keep yourself, co-workers and customers safe
- Managing your workload and priorities
- Working within a team and communication skills
- Provide great customer services

You will also improve your LLND skills, communicate effectively in the workplace, and develop study and employment goals in a supportive and nurturing environment.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment in: *BSB20120 Certificate II in Workplace Skills*.

Where a learner does not satisfactorily complete the full qualification, a statement of attainment will be issued for those units where they have been deemed competent.

**Delivery:** This course will run one day a week for 20 weeks via classroom-based face-to-face learning. Education is not one-size-fits-all. The journey is not just about textbooks and assessments but about fostering a dynamic and interactive classroom and offering a safe space.

Students will be expected to complete additional study at home, and work may be required between classes to complete the assessments.

**Pre-requisites:** An appropriate level of language, literacy and numeracy (LLN) skills is required to enrol in this course.

**Careers:** Career opportunities include but are not limited to an administration assistant, data entry operator, customer service clerk, office junior, receptionist or starter skills for self-employment and microbusiness.

<b>Date</b>	20 Thursdays beginning 1 May
<b>Time</b>	9 am - 3 pm
<b>Fee</b>	From \$0 to \$3,550* *Student fees are based on the characteristics of the student. This course may be fee-free for eligible students. This training is subsidised by the NSW Government.

**BSB40520 Certificate IV in Leadership & Management**

This course will equip you with the skills and confidence to lead and manage teams across diverse working environments.

In a time of industry disruption and rapid change, strong leadership is essential to guide and reshape businesses. This course focuses on building your critical thinking and communication skills while providing practical scenarios to prepare you for real-world challenges.

Whether you're a Team Leader, Supervisor, Leading Hand, or Coordinator, this qualification is ideal for those looking to strengthen their management capabilities and advance their careers. It also serves as an excellent stepping stone to advanced training courses, empowering you to take the next step in your career and achieve your professional goals.

In this course you will learn how to:

- Be an effective workplace leader in a diverse work environment
- Plan, organise, implement and monitor your workload and that of others
- Assist organisations in promoting innovative ideas for continuous improvement
- Manage Work, Health and Safety (WHS) policies and procedures
- Think critically and make decisions in the workplace

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment in: *BSB40520 Certificate IV in Leadership and Management*.

Where a learner does not satisfactorily complete the full qualification, a statement of attainment will be issued for those units where they have been deemed competent.

**Delivery:** This course will run one evening a week for 30 weeks via classroom-based face-to-face learning. In addition, some work will be required between classes to complete the assessments.

**Pre-requisites:** An appropriate level of language, literacy and numeracy (LLN) skills that allow you to read and interpret information and prepare documents at a moderate to advanced level is required to enrol in this course.

**Requirements:** Experience in a workplace environment, moderate Microsoft Office skills and a Certificate III or above or commensurate skill level will be required to understand the course content and concepts

**Careers:** Career opportunities include but are not limited to Team Leader, Sales Team Coordinator, Leading Hand, and Line Manager.

<b>Date</b>	Contact our team to express your interest
<b>Time</b>	6 pm - 9 pm
<b>Fee</b>	From \$0 to \$6,270* *Student fees are based on the characteristics of the student. This course may be fee-free for eligible students. This training is subsidised by the NSW Government.

## BSB41419

## Certificate IV in Work Health &amp; Safety



Whether you're already working in a WHS role or looking to advance your career, this course is ideal for supervisors, coordinators, advisors, and facilitators. It provides a solid foundation in risk assessment, incident response, hazard management, and WHS legislation, enabling you to contribute effectively to safety standards in known or changing workplace contexts.

More than just safety, this qualification focuses on the overall well-being of workers, risk management, and implementation and maintenance of WHS consultation and participation processes. Gain the skills to make a tangible difference in your workplace while enhancing your career prospects in the growing WHS sector.

In this course you will learn how to:

- Assist with responding to workplace incidents
- Contribute to the implementation and maintenance of WHS consultation and participation processes
- Contribute to WHS hazard identification, risk assessment, and control
- Ensure compliance with WHS regulations and conduct workplace inspections
- Analyse, interpret and apply WHS policies in line with state and federal legislation
- Develop strategies to resolve WHS issues and improve consultation processes

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment in: *BSB41419 Certificate IV in Work Health and Safety*.

Where a learner does not satisfactorily complete the full qualification, a statement of attainment will be issued for those units where they have been deemed competent.

**Delivery:** This course will run one day a week for 20 weeks via classroom-based face-to-face learning. In addition, some work will be required between classes to complete the assessments.

**Pre-requisites:** An appropriate level of language, literacy and numeracy (LLN) skills that allow you to research, read, interpret and evaluate information and prepare documents at a moderate to advanced level is required to enrol in this course.

**Requirements:** Experience in a workplace environment, moderate Microsoft Office skills and a Certificate III or above or commensurate skill level will be required to understand the course content and concepts.

**Careers:** Career opportunities include but are not limited to being a safety inspector, work health and safety (WHS) systems officer, work health and safety coordinator, and safety health and wellbeing advisor.

<b>Date</b>	Contact our team to express your interest
<b>Time</b>	9 am - 3 pm
<b>Fee</b>	From \$0 to \$5,990* *Student fees are based on the characteristics of the student. This course may be fee-free for eligible students. This training is subsidised by the NSW Government.

## NATIONALLY RECOGNISED QUALIFICATIONS

We offer a wide range of full qualifications, but course schedules vary throughout the year. To help us plan and deliver the training that meets community needs, prospective students are encouraged to check our website regularly and add their name to the waitlist for their course of interest.

Expressing interest ensures students stay informed about upcoming courses and helps the College gauge demand and prioritise offerings. Whether it's business, community services, or technical skills, your interest helps shape our schedule.

## OUR QUALS

- 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 Pathways
- SIT20322 Certificate II in Hospitality
- TAE40122 Certificate IV in Training and Assessment
- TAE50122 Diploma of Vocational Education and Training

Visit our website today to explore available qualifications and join the waitlist for future courses!

Scan the  
QR code to  
visit our website  
and ENROL  
NOW!





## TAE40122

## Certificate IV in Training &amp; Assessment



Build upon your industry expertise and take the next step to become a qualified vocational education trainer and assessor.

This qualification reflects the roles of entry-level vocational education and training (VET) teachers, trainers and assessors who are delivering training services to vocational learners and assessment services to candidates.

The roles may be undertaken by those working in registered training organisations (RTOs), enterprises, community organisations, schools and other VET provision contexts.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment in: *TAE40122 Certificate IV in Training and Assessment*.

Where a learner does not satisfactorily complete the full qualification, a statement of attainment will be issued for those units where they have been deemed competent.

**Delivery:** This course will be delivered in four clusters via classroom-based face-to-face learning and Zoom. Students will not progress to the next cluster until they complete the current cluster.

The course focuses on developing skills in delivering training and assessing and will allow students to gain real experience in the classroom, practice in small groups, and undertake holistic assessments based on current work practices. A full-time study load is expected to involve up to 20 hours a week of study.

Delivery strategies include:

- Three consecutive nights a week, once a month, for ten months
- weekly Zoom drop-in sessions during non-face-to-face weeks

**Attendance is obligatory.**

**Pre-requisites:** An appropriate level of language, literacy and numeracy (LLN) skills is required to enrol in this course.

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

**Requirements:** Students must be able to demonstrate vocational competence in your proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience and may include, but is not limited to, holding a relevant unit of competency or qualification.

<b>Date</b>	Contact our team to express your interest
<b>Time</b>	6 pm - 9 pm
<b>Fee</b>	From \$0 to \$7,070* *Student fees are based on the characteristics of the student. This course may be fee-free for eligible students. This training is subsidised by the NSW Government.

## Validation Session

Participating in validation sessions is an excellent professional development opportunity for trainers and assessors, aligning with Clause 1.16 of the Standards for Registered Training Organisations (RTOs) 2015.

This clause mandates that RTOs ensure all trainers and assessors engage in professional development activities to maintain and enhance their skills and knowledge in vocational training, learning, and assessment practices.

By attending, you will contribute to the continuous improvement of assessment tools and processes (typically, two UoCs), ensuring they meet industry standards and effectively measure student competencies. Your participation supports the quality of training and assessment and fulfils your professional development obligations as required by the Standards.

Upon completing the validation session, you will receive a Certificate of Attendance for your records, demonstrating your commitment to maintaining high standards in vocational education and training. Engaging in such activities is crucial for staying current with best practices and regulatory requirements in the VET sector.

<b>Date A</b>	Thursday 22 May, 6 pm - 8.30 pm
<b>Date B</b>	Tuesday 1 July, 9 am - 11.30 am
<b>Fee</b>	\$50

## PASSIONATE ABOUT LIFE LONG LEARNING?

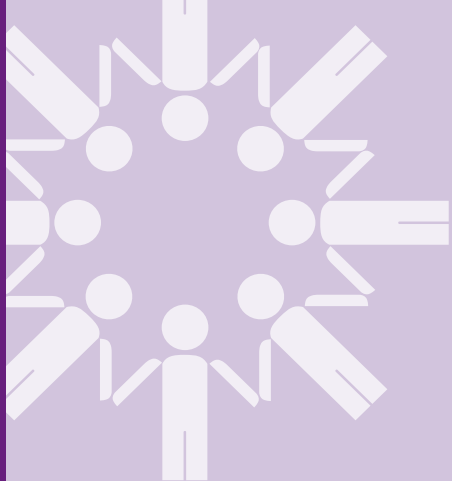
### SKILLS TO SHARE?

### BECOME A TRAINER ASSESSOR!

Completing a Certificate IV in Training and Assessment (TAE) opens the door to a rewarding career as a Trainer Assessor, empowering individuals to share their expertise and make a meaningful impact on others' professional journeys.

Trainer Assessors play a vital role in shaping the skills and knowledge of learners, contributing to workforce development and creating opportunities for growth within industries.

For those passionate about lifelong learning, mentoring others, and driving positive change, becoming a Trainer Assessor offers a fulfilling pathway to make a real difference.



**In today's fast-evolving work environments, mastering workplace technologies and essential skills is key to staying ahead.**

Whether you're looking to upskill, adapt to new technology, or enhance your organisational and communication abilities, our courses provide practical, hands-on training to meet your needs.

We also offer flexible, customised training solutions to support businesses and individual learners. From tailored courses for employee groups to one-on-one training, our experienced trainers work closely with you to deliver targeted learning outcomes that align with your goals.

Empower yourself or your team with the skills to navigate workplace challenges confidently. Explore our Tech and Workplace courses today and discover how TCC can help you achieve your professional aspirations..

## Beginners Computing for Work

Computing is a valuable skill in today's workplace. This course provides an introduction to using computers in a work setting. It begins by identifying key functions and features of computers and learning how to work safely while meeting organisational requirements.

Students will participate in hands-on activities to develop basic skills that will assist them in using computers to create simple Word documents, manage file storage, browse the Internet, and use email.

This course also introduces information and skills for using online tools to organise time and events, participate in virtual and online meetings, and use social media for organisational purposes.

Students will be issued a Certificate of Attendance listing topics covered.

<b>Date</b>	6 Tuesdays beginning 13 May
<b>Time</b>	9 am - 12 pm
<b>Fee</b>	\$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!

Some of the content we can cover include internet use, file management, Microsoft Office and troubleshooting.

Contact TCC to arrange a time that suits you and attend as many sessions as you need.

<b>Date</b>	Contact our team to express your interest
<b>Fee</b>	\$100 per hour, minimum 2 hours

**Scan the  
QR code to  
visit Tech Skills  
and ENROL  
NOW!**



## Type Speed Test

Do you require a statement of your typing speed for your resume or job application?

Tamworth Community College offers the Australian Keyboarding Speed Test Standard (AS2708-2001) that can be scheduled for a time that suits you.

The test will take approx. 30 to 45 minutes.

<b>Date</b>	Contact our team to arrange a test
<b>Fee</b>	\$85

## TECH SAVVY SENIORS

A partnership between the  
NSW Government and Telstra



### Tech Savvy Seniors (Beginners)

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.

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

**TCC will provide morning tea.**

**Pre-requisites:** 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

**Requirements:** 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

<b>Date</b>	6 Wednesdays beginning 7 May
<b>Time</b>	9.30 am - 12.30 pm
<b>Fee</b>	Fee-free

## Reading, Writing & Math

Are you ready to take your first or next step on your learning journey? Whether you want to improve your reading, writing, math, or digital skills, our program is designed to meet you where you are and guide you toward success in the workforce, community, or further education. At TCC, our dedicated Language, Literacy, Numeracy, and Digital (LLND) Trainers provide tailored one-on-one or small-group support to help you develop the essential skills to achieve your personal and professional goals.

Our flexible approach ensures that each student receives individualised coaching, with sessions focused on building the specific skills you need. Training can include accredited units or non-accredited pathway courses, offering a customised learning journey that suits your aspirations and lifestyle.

<b>Date</b>	Contact our team to express your interest
<b>Fee</b>	From \$0* <i>*Student fees are based on the characteristics of the student. This course may be fee-free for eligible students. This training is subsidised by the NSW Government.</i>

### Resume Writing & Interview Techniques

This course will help you present yourself with confidence and professionalism in today's competitive job market. Whether entering the workforce, returning after a break, or looking to change careers, this practical course will equip you with the skills to stand out to potential employers.

Learn how to craft a clear, professional resume highlighting your skills, experience, and strengths. You'll gain practical strategies for writing tailored cover letters, responding to key selection criteria, and preparing for job applications. Students will also build interview skills, learning to present themselves confidently, answer common interview questions effectively, and handle in-person and online interviews.

Students are encouraged to bring their resume, if they have one, or any notes on past employment history to help build or refine their professional profile. This course provides hands-on support and guidance, ensuring you leave with a polished resume and the confidence to succeed in interviews and secure new opportunities.

<b>Date</b>	Friday 30 May
<b>Time</b>	9 am - 1 pm
<b>Fee</b>	Fee-free

Scan the  
QR code to  
visit Workplace  
Skills and  
ENROL  
NOW!







**Our short worksite and safety courses, including SafeWork NSW licences, are designed to ensure employees and employers a safe and compliant work environment.**

Our courses are inclusive and cater to a broad range of industries. Whether you're entering the workforce or keeping current with industry and technology, we provide comprehensive knowledge and skills essential for adhering to regulatory and industry standards and best practices.

From climbing heights to being lowered in a harness, testing electrical equipment to mastering the art of maneuvering a forklift to move a coin, spraying actual weeds, crawling inside our confined spaces trailer, or extinguishing a real fire—these are just some of the dynamic experiences you'll encounter in our courses.

## Chemical User



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 to control pests, use general application equipment, and safely transport, handle and store liquid and dry chemical formulations.

You will also learn about the correct disposal, selection and use of personal protective equipment (PPE), workplace safety procedures and legislative, regulatory and environmental requirements.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *AHCCHM307 Prepare and apply chemicals to control pests, weeds, and diseases, and AHCCHM304, Transport and store chemicals.*

**Certificates are valid for 5 years.**

**Requirements:** Wear enclosed shoes or boots and appropriate outdoor attire for the day(s) conditions.

<b>Date A</b>	Tue & Wed, 20 & 21 May
<b>Date B</b>	Tue & Wed, 24 & 25 June
<b>Time</b>	8.30 am - 4 pm
<b>Fee</b>	\$370

## Chemical User Refresher



You can attend a REFRESHER course to renew your current Chemical User Certificate.

**Requirements:** Students must provide evidence of currency.

<b>Date</b>	Join the second day of any course listed in Chemical User
<b>Time</b>	8.30 am - 4 pm
<b>Fee</b>	\$280

**Scan the QR code to visit our website and ENROL NOW!**



## Combined Traffic Controller & Implement Traffic Control Plans



### RIISS00054 TRAFFIC CONTROLLER SKILL SET

Address the skills and knowledge for those responsible for stopping and starting

traffic in temporary traffic management using a stop/slow bat or boom gate. It is a good entry point for those wishing to establish themselves in the traffic control/management industry.

### RIISS00055 TRAFFIC MANAGEMENT IMPLEMENTER SKILL SET

Address the skills and knowledge for those responsible for traffic management on a site to implement a work zone traffic management plan in the immediate vicinity of a workplace. This program is suited to those who have traffic controller experience and wish to further their careers within the traffic control/management industry.

By completing the Traffic Controller Skill Set component in this combined course, you will successfully achieve the experience required for the Traffic Management Implementer Skill Set.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *RIICOM201E Communicate in the workplace, RIIWHS201E Work safely and follow WHS policies and procedures, RIIWHS205E Control traffic with stop-slow bat, RIIWHS206 Control traffic with portable traffic control devices and temporary traffic signs, RIIRIS301E Apply risk management processes, RIIWHS302E Implement traffic management plans and RIIWHS303 Position, set up and program portable traffic control devices.*

Once students have been deemed competent in both skill sets, they will receive a SafeWork NSW Statement of Completion (SOC), which allows them to work in the industry immediately and is valid for 90 days. SafeWork NSW will issue students a SafeWork NSW Traffic Control Work Training (TCWT) card for Traffic Controller and Implement Traffic Control Plans within 90 days of completion.

**SafeWork NSW Approval Number RTO800546.**

**Pre-requisites:** Students must be 17+ years of age. Students must hold CPCWHS1001 (White Card). Students must speak and understand the level of English required to perform traffic control safely.

**Requirements:** Students must present 100 points of ID upon course commencement. Combination of ID must include photo ID, current address, signature and date of birth. As this course has an outdoor component, students must wear PPE, including enclosed boots and long-sleeved shirts and pants. A hat, sunglasses, water bottle, and wet-weather clothes are also recommended.

<b>Date A</b>	3 days beginning Monday 5 May
<b>Date B</b>	3 days beginning Monday 2 June
<b>Date C</b>	3 days beginning Monday 30 June
<b>Time</b>	8.30 am - 4 pm (day 3 will be a half day)
<b>Fee</b>	\$495

## 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-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, 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(s), students will be awarded a Statement of Attainment for unit(s): *PUAFER005 Operate as part of an emergency control organisation, PUAFER006 Lead an emergency control organisation and PUAFER008 Confine small emergencies in a facility.*

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

**Requirements:** As this course has an outdoor component, students must wear PPE, including enclosed boots and long-sleeved shirts and pants. Students are welcome to wear cotton gloves.

<b>Date A</b>	Tuesday 13 May
<b>Date B</b>	Friday 6 June
<b>Date C</b>	Thursday 19 June
<b>Date D</b>	Tuesday 15 July
<b>Time</b>	8.30 am - 4.30 pm
<b>Fee</b>	\$260

## Fire Extinguisher



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

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *PUAFER008 Confine small emergencies in a facility.*

**Requirements:** As this course has an outdoor component, students must wear PPE, including enclosed boots and long-sleeved shirts and pants. Students are welcome to wear cotton gloves.

<b>Date</b>	Join any course listed in Emergency Warden
<b>Time</b>	8.30 am - 2 pm
<b>Fee</b>	\$210

## Enter & Work in Confined Spaces



This course is necessary for those 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.

This course meets the requirements of Australian Standards AS/NZS 2865-2009 Confined Spaces.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *RIIWH202E Enter and work in confined spaces*.

Technically, this certificate does not expire; however, WHS legislation mandates that competencies must be regularly re-assessed for working in confined spaces.

**Training is advised every 2 years due to changes in Australian and Industry Standards, WHS legislation, Regulations and Codes of Practice, and technology and equipment.**

**Requirements:** As this course has an outdoor component, students must wear PPE, including enclosed boots and long-sleeved shirts and pants.

A hat, sunglasses, water bottle, and wet-weather clothes are also recommended.

<b>Date A</b>	Monday 19 May
<b>Date B</b>	Tuesday 17 June
<b>Date C</b>	Wednesday 16 July
<b>Time</b>	7.30 am - 5 pm
<b>Fee</b>	\$285

## Did you know we can arrange **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 needs.

## Health & Safety Representative (HSR)

Health & Safety Representatives (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.

This course is designed to equip you with the practical knowledge and skills required to fulfil your role effectively. You will cover the requirements of WHS legislation, including the WHS framework, consultation, representation, and participation. You will also learn about the role of the HSR in issue resolution and risk minimisation, 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.

**SafeWork NSW Approval Number RTO800546.**

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

**Requirements:** Students must present 100 points of ID upon course commencement. Combination of ID must include photo ID, current address, signature and date of birth.

<b>Date A</b>	5 Wednesdays beginning 30 April
<b>Date B</b>	TBA
<b>Time</b>	9 am - 5 pm
<b>Fee</b>	\$880

## HSR Refresher

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

HSRs are entitled to attend an approved five-day training course in work health and safety and a one-day refresher course each year during their term of office.

**SafeWork NSW Approval Number RTO800546.**

**Requirements:** Students must present 100 points of ID upon course commencement. Combination of ID must include photo ID, current address, signature and date of birth.

<b>Date</b>	Contact our team to express your interest
<b>Time</b>	9 am - 5 pm
<b>Fee</b>	\$340



## Licence to Operate a Forklift

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

Over the course of 3 days, you will engage in a practical learning experience, with 2 days dedicated to theory and the 3rd day for a hands-on session and assessment. You will learn 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(s), students will be awarded a Notice of Satisfactory Assessment (NSA) form.

To apply for your license card, you must take your NSA Form, an application form, 100 points of ID, and a passport-sized photo, to your nearest Australian Post Office. An application fee of \$90 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.**

**Pre-requisites:** Students must be 18+ years of age. Students must hold at least a Car (Class C) licence.

**Requirements:** Students must present 100 points of ID upon course commencement. Combination of ID must include photo ID, current address, signature and date of birth.

As this course has an outdoor component, students must wear PPE, including enclosed boots and long-sleeved shirts and pants.

<b>Date A</b>	Thurs 15, Fri 16, & Mon 19 May
<b>Date B</b>	Thurs 19, Fri 20, & Mon 23 June
<b>Date C</b>	Thurs 17, Fri 18, & Mon 21 July
<b>Date D</b>	Thurs 21, Fri 22, & Mon 25 August
<b>Time</b>	9 am - 4 pm
<b>Fee</b>	\$880
<b>Location</b>	48 New England Gully Road, Moonbi
<b>Provider</b>	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 (LVR)



This course equips students with the skills and knowledge required to safely perform a rescue from live low voltage (LV) electrical apparatus in an electricity supply industry (ESI) environment.

This course focuses on the specific procedures needed to respond to emergencies involving live LV panels, excluding overhead lines and underground cables.

Students will learn to inspect and use rescue equipment, isolate electrical supply points, and meet workplace safety standards per WH&S regulations.

Ideal for workers in the electrotechnology and ESI industries, this course provides practical training in hazard identification, risk control, and safe working practices. Students will gain hands-on experience assessing simulated emergency situations, removing casualties from live LV panels, securing incident sites, and reporting workplace incidents.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *UETDRMP007 Perform rescue from a live low-voltage panel, and UEECD0007 Apply work health and safety regulations, codes, and practices in the workplace.*

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

**Pre-requisites:** Students must hold a current HLTAID009 (CPR) certificate.

Please see CPR dates in First Aid section.

**Requirements:** Students must wear enclosed shoes or boots.

<b>Date A</b>	Monday 12 May
<b>Date B</b>	Monday 16 June
<b>Time</b>	8 am - 12.30 pm
<b>Fee</b>	\$150

## 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.

It includes compliance with safe approach distances for the worker, plant, tools and equipment.

You will cover:

- relevant legislation, regulations, standards, codes of practice and organisational workplace requirements
- hazard, risk assessment and risk control
- types and applications of PPE
- safe use of plant, tools and equipment, including the safe approach distance
- application, purpose and types of work permits
- procedures for responding to an unplanned event or incident
- safety observer
- basic electrical principles and electricity networks
- completing relevant work records, reports etc.
- terminology related to SWNP

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *UETDREL006 Work safely in the vicinity of live electrical apparatus as a non-electrical worker.*

**Requirements:** As this course has an outdoor component, students must wear PPE, including enclosed boots and long-sleeved shirts and pants.

A hat, sunglasses, water bottle, and wet-weather clothes are also recommended.

<b>Date A</b>	Friday 23 May
<b>Date B</b>	Monday 23 June
<b>Time</b>	8 am - 4 pm
<b>Fee</b>	\$250

## 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 completing testing documentation.

Compliance may be required in various jurisdictions regarding the currency of First Aid, confined space, lifting, and risk safety measures.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *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.*

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

**Requirements:** Students must wear enclosed shoes or boots.

<b>Date A</b>	2 days beginning Monday 28 April
<b>Date B</b>	2 days beginning Tuesday 10 June
<b>Time</b>	8 am - 4 pm
<b>Fee</b>	\$550

**DO YOU STRUGGLE  
WITH READING,  
WRITING AND MATH?**

**DON'T LET THAT  
STOP YOU!**

**WE CAN HELP.**

As part of our enrolment process, you may be asked to complete a Reading, Writing & Math Evaluation. This evaluation helps us identify any areas where additional support may be needed to ensure your success in the course.

If you feel that you may experience challenges with the evaluation, please don't hesitate to reach out to our team. We're here to provide assistance and tailor support based on your individual needs.

## White Card (GIT)



Workers who want to carry out construction work are required to have a White Card (or general construction induction training card).

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 enter operational construction zones routinely.

Upon successful completion of assessment(s), students will be awarded a Statement of Attainment for unit(s): *CPCWHS1001 Prepare to work safely in the construction industry*.

Upon successful completion of this course, you will receive a *SafeWork NSW Statement of Training* on the day, which 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.

**SafeWork NSW Approval Number RTO800546.**

**The White Card becomes void if you haven't carried out construction work for 2 consecutive years or more.**

**Pre-requisites:** Students must be 14+ years of age.

**Requirements:** Students must present 100 points of ID upon course commencement. Combination of ID must include photo ID, current address, signature and date of birth.

<b>Date A</b>	Friday 2 May
<b>Date B</b>	Friday 30 May
<b>Date C</b>	Friday 27 June
<b>Date D</b>	Friday 11 July
<b>Time</b>	8 am - 3 pm
<b>Fee</b>	\$165

## 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 a 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(s), students will be awarded a Statement of Attainment for unit(s): *RIIWHS204E Work safely at heights*.

Technically, this certificate does not expire; however, WHS legislation mandates that competencies must be regularly re-assessed for working safely at heights.

**Training is advised every 2 years due to changes in Australian and Industry Standards, WHS legislation, Regulations and Codes of Practice, and technology and equipment.**

**Requirements:** As this course has an outdoor component, students must wear PPE, including enclosed boots and long-sleeved shirts and pants.

A hat, sunglasses, water bottle, and wet-weather clothes are also recommended.

<b>Date A</b>	Friday 16 May
<b>Date B</b>	Wednesday 18 June
<b>Date C</b>	Tuesday 4 July
<b>Time</b>	8.30 am - 4 pm
<b>Fee</b>	\$250

Scan the  
QR code to  
visit our website  
and **ENROL**  
**NOW!**





## Student Information

**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.

**For more information or to enrol**

**02 6763 0630**

**enquiries@tamworth.nsw.edu.au**

**175 Peel Street, Tamworth**

## 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 or non-attendance is received at least three (3) working days before the scheduled course commencement. No refund or transfers will be issued when notice of withdrawal/non-attendance is received less than three (3) working days before course commencement.

In certain circumstances (i.e. illness or 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.

## Concessions

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

## Fee Policy

**Short Courses:** Payment of short course fees is required in full a week before course commencement. Payment of fees secures your placement in a course.

**Full Qualifications:** Payment arrangements will be made before course commencement. Payments of no more than \$1,000 will be accepted from an individual before the first session.



## Funding

If you meet the following criteria, you may be eligible for fee-free or subsidised training through NSW Smart & Skilled or the ACE Program:

- aged 15 or over
- no longer enrolled in school
- live or work in NSW
- have a USI
- Australian or New Zealand citizen, permanent resident or humanitarian visa holder

Please contact us for further information and to confirm eligibility. For more information, please visit:

<https://skills.education.nsw.gov.au/>

<https://www.nsw.gov.au/education-and-training/adult-and-community-education/about-community-education>

*This training is subsidised by the NSW Government.*

## Foundation Skills Pre-requisites

Some courses and Units of Competency (UoC) require specific foundation skills. These skills, as outlined in UoCs on [training.gov.au](http://training.gov.au), are essential for success in work, education, and community activities.

Prospective students complete a Reading, Writing, and Math Evaluation as part of the pre-enrolment process. This evaluation assesses whether students have the foundation skills needed to succeed in their chosen course and identifies any areas where additional support may be beneficial.

Several options are available if the evaluation indicates that a prospective student requires further development of their foundation skills. Alternative training may be recommended to help build these skills, or appropriate support and adjustments may be implemented to ensure participation in the course. In some cases, the College works with students to improve their foundation skills to meet the minimum requirements for training.

Support and adjustments are designed to create an inclusive and accessible learning environment. These may include the provision of pre-reading materials and tutorial support before the course commences, reader/writer assistance for assessments, or verbal assessments in place of written tasks. Other adjustments could involve the use of modified tools and resources, such as larger fonts or coloured paper, or providing in-class support to guide and encourage students during sessions.

TCC is committed to supporting all students in achieving their educational goals by ensuring they have the resources and assistance necessary to succeed.

## 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 to enrol in a course delivered during regular school hours.

Regardless of age, students must respect the adult learning environment in which they are participating.

TCC adheres to the Child Protect (Working with Children) Act 2012.

## Payment Plans

Payment plans for full qualifications can be arranged.

## Student Handbook

The Student Handbook provides valuable information about studying with TCC and describes some of our expectations of our students.

We ask all students to carefully review and familiarise themselves with this handbook. If you have any questions about anything in this Student Handbook or any aspect of your education with TCC, please don't hesitate to ask your Trainer Assessor or any of our other wonderful staff.

**Scan the  
QR code to  
view our  
Student  
Handbook**





## **40 YEARS** **TAMWORTH** **COMMUNITY** **COLLEGE**

**In 2024, TCC marked an extraordinary milestone - 40 years of transforming lives through education and training.**

As we look to the future, TCC remains steadfast in its mission to transform lives through education, continuing to provide opportunities for growth and empowerment for all who walk through our doors.

Here's to 40 years of lifelong learning and to the exciting journey ahead!

**FIND US** 175 Peel Street, Tamworth NSW 2340

**CALL US** 02 6763 0630

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

**RTO ID** 90095

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

