

COURSE GUIDE

TERM 3



*Right where
you need us!*

SUBSIDISED TRAINING

TECH SAVVY FOR SMALL BUSINESS

FEE-FREE* TRAINING FOR ELIGIBLE
BUSINESSES

* Find out if you qualify on page 4.

Community College

NORTHERN INLAND INC.

BARRABA
BINGARA
GUNNEDAH
INVERELL

MOREE
NARRABRI
WARIALDA



communitycollegeni.nsw.edu.au

REGISTERED TRAINING ORGANISATION 90027

Welcome

A MESSAGE FROM OUR EXECUTIVE OFFICER

Writing this column is always challenging, it's the 29th June today. My team of managers, campus coordinators and clerical officers are all travelling right now into Tamworth for a day of professional development. In the evening we will celebrate the end of our funding year at the Greater Northern Skills Development Group NSW Training Awards with all of the other vocational training providers in the region. This awards night is a long overdue reward for a solid year of change and hard work by the staff.

Today, we will, as a team review our performance and look at how to work better together. I will introduce new tools to allow us to work more efficiently over long distances to keep our costs down so that we can spend it on course delivery and resources. I am in a very privileged role to work with staff that are so passionate about their towns and the needs of the students. We have just spent heavily on developing a new crop of trainers from their industries who live and work locally. This always brings great results for students and businesses as we embed our training locally to create real pathways or jobs for students.

This year we have been working with local businesses in skill development by bringing specialist trainers and presenters into the region where required and also encouraging informal networks. We will be continuing with this in our new funding year.

Step by step our capacity grows as we develop with locals to create a sustainable business model for adult learning in tough times. Thank you to everyone that has contributed in some way so far.

Kind regards,

Alison Heagney
Executive Officer

Barraba Ph 6782 1662

Bingara Ph 6724 1965

Gunnedah Ph 6742 5630

Inverell Ph 6721 3656

Moree Ph 6751 1430

Narrabri Ph 6792 6196

Warialda Ph 6729 1487

Head Office Ph 6782 1662

OPTIONS FOR ENROLLING



Online

Go to the College website

www.communitycollegeni.nsw.edu.au

select your course, complete the online enrolment form and pay via our secure site.



In Person

Visit your local College office to enrol and pay. Please be aware all our Program Coordinators are part-time so the offices are not open for full business hours.



Phone

Contact your local College, enrolment and payment can be made over the phone with your credit card.

COMMUNITY COLLEGE NORTHERN INLAND INC.



RTO 90027 ABN 46 590 341 073

Community College Northern Inland Inc. is a community based, non-profit organisation, managed by a voluntary committee and run by an Executive Officer with part-time Program Coordinators located in each town.

New members to the Management Committee and suggestions or enquiries about courses are always welcome.

REFUND AND CANCELLATION POLICY (ACE Provider Consumer Protection Policy)

A copy of our Refund Policy is available on our website. Students should assume classes will run as listed unless notified or other arrangements are made with the tutor after commencement. If we cancel, we phone you and give you a full refund. Students are entitled to a refund, less \$50 administration charge, if they give the College 5 days' notice of cancellation. Less than 5 days notice the case must be discussed with the Executive Officer. No refunds will be given once the course has commenced. Attendance is the students' responsibility. For all our policies for students please go to: www.communitycollegeni.nsw.edu.au



All courses with the Nationally Recognised Training logo are accredited and comply with a national standard. These courses are recognised by employers and educational institutions Australia wide.



Qualifications offered by Community College Northern Inland Inc. are nationally recognised and accredited. Registered Training Provider – 90027.



Community College Northern Inland Inc. is proudly supported by the NSW Government, through the Department of Industry.

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Head Office - 92 Queen St Barraba

Ph: 6782 1662 E: info@communitycollegeni.nsw.edu.au
Mail: PO Box 20, Barraba NSW 2347

VET Manager – Vicki Zammit

M: 0437 811 424 E: vicki@communitycollegeni.nsw.edu.au
Mail: PO Box 20, Barraba NSW 2347

Finance Department – Andrea McGregor

Ph: 6782 1662 E: accounts@communitycollegeni.nsw.edu.au
Mail: PO Box 20, Barraba NSW 2347

Barraba Coordinator - Bronwyn Clinch

Ph: 6782 1662 M: 0437 036 038
E: barrabacoord@communitycollegeni.nsw.edu.au

Bingara Coordinator – Tina Simpson

Ph: 6724 1965 M: 0484 324 896
E: bingara@communitycollegeni.nsw.edu.au

Gunnedah Coordinator – Lena Curran

Ph 6742 5630 M: 0438 846 262
E: gunnedah@communitycollegeni.nsw.edu.au

Inverell Coordinator – Tania Archer

Ph: 6721 3656 M: 0429 015 009
E: inverell@communitycollegeni.nsw.edu.au

Moree Coordinator – Julieanne Farrell

Ph: 6751 1430 M: 0428 114 706
E: moree@communitycollegeni.nsw.edu.au

Narrabri Coordinator – Joan Longworth

Ph: 6792 6196 M: 0407 222 914
E: narrabri@communitycollegeni.nsw.edu.au

Warialda Coordinator – Lesley Rogers

Ph: 6729 1487 M: 0429 934 346
E: warialda@communitycollegeni.nsw.edu.au

Studying with us

FUNDING OPTIONS

Smart and Skilled

Under Smart and Skilled the NSW Government contributes to the cost of each course with the student paying the balance. To be eligible for Smart and Skilled Funding you must be:

- 15 years old or over; and
- no longer at school; and
- living or working in NSW (or an Aboriginal or Torres Strait Islander person living in specific NSW border areas); and
- an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen; or
- a NSW apprentice or trainee.

For more information about this program visit the Smart and Skilled website.

Community Service Obligation

Funding under Smart & Skilled is provided by the NSW Government to assist learners who need extra support or assistance to access training.

Eligible learners include:

- Australian citizens/permanent residents or humanitarian visa holders who have very low literacy, language and numeracy levels
- people with limited employability skills
- people who are unemployed or underemployed
- students with a disability
- students who are Commonwealth welfare recipients
- young disadvantaged students who need assistance transitioning to further study
- people who have other barriers to Smart and Skilled entitlement.

Training can be provided in a range of areas including:

- Foundation Skills and Job Skills Training
- Community Services Work
- Aged Care Work
- Business Administration
- Information, Digital Media and Technology.

Community College Northern Inland Inc. is an approved Smart and Skilled provider of these courses: Business and Work Skills, Aged Care and Community Services, Disability Programs, English Language, First Aid, IT and Computer Training, Short Courses. For more information contact your local Community College.

Tech Savvy for Small Business

Funding under Smart & Skilled is provided by the NSW Government to support small business owners and their staff by providing training in targeted areas such as information technology, business services and foundation skills.

Eligible learners must meet the Smart and Skilled eligibility as outlined above and be an employer or employee of a small business. A small business is defined as a business with 20 employees or less, or an annual turnover of less than \$2,000,000.

See Page 6 for a list of courses available.

ATTENTION BUSINESSES & ORGANISATIONS:

Do you need training for your staff?

At Community College Northern Inland Inc. we pride ourselves on our flexibility and ability to cater to your organisation's training needs.

We can provide:

- Customised training to suit your needs
- Compliance training
- First Aid training and refresher courses
- Training onsite or on farm
- Training in outlying rural and remote communities
- Access to government funding

If the times or dates of our courses are unsuitable for your staff or you have a query regarding training needs not listed in this course guide please contact your local Community College for more information. With seven different locations, we'll do our best to cater for your training needs in your town.

We have successfully submitted for government funding on numerous occasions and this often means we can provide training at zero cost to an organisation. Contact your local college for more information.

College facilities – venue hire available

We may be able to assist you with office or training room hire. Enquire at your local college today to find out if facilities are available.

NEXT STEPS

Employment Skills for Women

This program is designed to assist women at all stages of their career - from starting out, re-entering or looking for a change. The course will help map out your career and life aspirations and set realistic action plans to achieve this.

It is designed to provide you with a toolkit to set your personal goals, develop skills to apply for your next job and other general life skills to give you confidence to succeed.

This course includes units of competency from *FSK20113 Certificate II in Skills for Work and Vocational Pathways*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

INVERELL

6 WEEKS: FRIDAYS 24 AUG - 28 SEP | 9.30AM - 3.00PM

MOREE

WHEN: WED - THU | 9.00AM - 3.00PM

WARRIALDA

6 WEEKS: THURSDAYS 26 JUL - 30 AUG | 9.30AM - 2.30PM

This course is FREE to eligible students. Contact your local Community College for more information.

JOB SEEKER SKILLS

Job Seeker Training

This two-day course is designed for job seekers who want to improve their resume and interview skills.

Topics covered will include job search skills, developing resumes, goal setting and interview skills to assist Job Seekers in their pathway to employment.

This course is aligned with *FSKLRG10 Use routine strategies for career planning*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

BINGARA

WHEN: THU - FRI 2 - 3 AUG | 9.30AM - 3.00PM

INVERELL

WHEN: Calling for expressions of interest

MOREE

WHEN: Calling for expressions of interest

This course is FREE to eligible students. Contact your local Community College for more information.

FOUNDATION SKILLS

Kickstart your career

This exciting new program will provide you with a map for setting your personal goals and developing the skills you need to get the job you want.

This foundation program is designed to help you break into the industry of your choice and navigate the road from wanting the job to getting the job.

This course is a great launching pad into further training or acquiring nationally recognised tickets required for specific industries.

This course includes units of competency from *FSK20113 Certificate II in Skills for Work and Vocational Pathways*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

GUNNDAH

6 WEEKS: THU - FRI 9 AUG - 14 SEP | 9.30AM - 3.00PM

This course is FREE to eligible students. Contact your local Community College for more information.

FOUNDATION SKILLS

Need extra support?

If you need extra support to go to college, we run fun classes to help you learn new skills and prepare you for work or study.

Classes are two days per week and will help you with skills like:

- Reading
- Writing
- Numbers
- How to study towards job licences or certificates.

This course includes units of competency from *FSK20113 Certificate II in Skills for Work and Vocational Pathways*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

INVERELL

WHEN: WED - THU | 9.30AM - 3.00PM

MOREE

WHEN: WED - THU | 9.00AM - 3.00PM

NARRABRI

WHEN: TUE - WED | 9.30AM - 3.00PM

WEE WAA

WHEN: WED - THU | 9.30AM - 3.00PM

The Foundations Program is FREE for most people who need this help. It is paid for by the NSW Government.

Contact your local Community College for more information.

Career Courses

BUSINESS



BSB30115 Certificate III in Business

This online course with fortnightly tutorial workshops is a first for the Community College. Using state of the art online training and fun workshops, start your career in administration.

Business skills are the key to all industries and this qualification reflects the varied roles across different industries and sectors, covering a broad range of competencies including use of discretion, judgement and theoretical knowledge as well as technical advice and team support.

This course is Centrelink approved and has a weekly study commitment of 26hpw.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: Refer to student fee table on page 10.

INVERELL

WHEN: MON 9.00AM - 3.00PM

COMMENCING: MON 6 AUG

NARRABRI

COMMENCING: Seeking expressions of interest.

INFORMATION TECHNOLOGY



ICT10115 Certificate I in Information, Digital Media and Technology

Gain skills and knowledge of small scale networks and office computer systems as well as Microsoft computer applications and a variety of digital media.

This course provides the foundation skills needed for an entry level clerical or administrative job in the IT industry, covering a range of general information and communications technology functions, to provide support to a range of varying industry occupations.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: TBA. You may be eligible for funding, speak to your local College for more information.

WARIALDA

Calling for expressions of interest.

ENGINEERING

Fabrication and Welding



MEM20105 Certificate II in Engineering

MEM30305 Certificate III in Engineering - Fabrication Trade

- Alternative to off-the-job training
- Apprentices and Trainees trained in your workplace - you have them when you need them
- Training plans to meet your workshop needs
- Qualified, experienced trainers come to you
- Specialising in workplace-delivery



Entry requirements: There are no formal entry requirements for this course.

For more information or enrolment please contact:



Vicki Zammit

Community College Northern Inland Inc. (RTO 90027)

Ph 0437 811 424

Email vicki@communitycollegeni.nsw.edu.au

INVERELL

Calling for expressions of interest.



Did you know the Community College supports **Traineeships**?

FEATURED PROGRAM

Traineeship PROGRAM

Earn while you **learn** with a **Traineeship** and complete a nationally recognised qualification while learning on the job.

Traineeships combine paid work with structured training. They allow trainees to learn a workplace skill and receive a nationally accredited qualification while earning a wage. Traineeships are generally full-time but can also be part-time or even school-based.

Benefits to employees

A traineeship is a great way to kickstart your career, combining work-based practical training with an employer and formal training towards a nationally recognised qualification with the Community College.

Benefits to employers

Employing a trainee is a smart investment in the future of your business. You can customise the training to suit your business while upskilling employees with the support of a Registered Training Organisation (RTO).

By employing a trainee businesses may be eligible for funding incentives.

School-based traineeships

A school-based traineeship allows high school students to get a head start on future training before they graduate.



For more information

Community College Northern Inland supports traineeships across a variety of industries including; Business, Community Services, Engineering, Ageing and Disability Care.

To find out more about traineeships with Community College Northern Inland speak to your local Program Coordinator.

For more information about school-based traineeships visit: My Skills – Australia's Training Directory online at <https://www.myskills.gov.au>.

Small Business

TECH SAVVY SMALL BUSINESS

Are you a small business owner who wants to up-skill yourself or your staff for free? Enrol in our short business courses fee free* under the Tech Savvy for Small Business program.

Community College Northern Inland Inc. has received funding from the NSW Department of Industry for the Tech Savvy for Small Business Program. The purpose of the funding is to support small business owners and their staff by providing fully subsidised training in short courses targeting information technology, business services or foundation skills.

*See page 4 for full eligibility and funding details.

MICROSOFT WORD



Word 2013 Introduction

ICTICT102 Operate word processing applications

For those who have limited or no experience using MS Word, this course will help you with simple Word activities that are part of daily admin responsibilities.

Learn to produce simple documents using the basic features of Word including formatting, page set up, grammar and spell check.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$395 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

BINGARA SAT - SUN 11 - 12 AUG | 9.30AM - 3.30PM

WARIALDA Calling for expressions of interest.



Word 2013 Intermediate

BSBITU303 Design and produce text documents

This course is focused on more advanced features of MS Word. Learn to use advanced features including formatting, tables, styles, headers and footers, mail merge and graphics.

This course would suit those who have basic day to day Word skills but want to learn more advanced techniques and functions of the software.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$395 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

BINGARA SAT - SUN 18 - 19 AUG | 9.30AM - 3.30PM

INVERELL Calling for expressions of interest.

WARIALDA Calling for expressions of interest.

MICROSOFT EXCEL



Excel 2013 Introduction

ICTICT105 Operate spreadsheet applications

For those who have limited or no experience using MS Excel, this course will help you with simple Excel activities that are part of daily admin responsibilities. Learn the basic features of Excel to produce simple spreadsheets and charts, create formulas, and work with functions and formatting techniques.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$395 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

BINGARA SAT - SUN 8 - 9 SEP | 9.30AM - 3.30PM

WARIALDA Calling for expressions of interest.



Excel 2013 Intermediate

BSBITU304 Produce spreadsheets

This course is focused on more advanced features of MS Excel. Manage your finances and business data, display and interpret information, use relative and absolute references and more. This course would suit those who have basic Excel skills but want to learn advanced techniques and functions

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$395 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

BINGARA SAT - SUN 15 - 16 SEP | 9.30AM - 3.30PM

INVERELL Calling for expressions of interest.

WARIALDA Calling for expressions of interest.

EMAIL



Email Marketing

Reach out to your business customers like a pro (for free!) with MailChimp. Learn the 'why' and 'how' of sending free targeted email newsletters to your customers. Create an email list from scratch or learn how to import your database into a free MailChimp account.

Discover the tricks to designing a professional looking newsletter. Send your first campaign to up to 2,000 customers for FREE! This is a hands-on workshop led by an experienced designer who creates MailChimp campaigns on the job!

This course is aligned with *FSKDIG03 Use digital technology for routine workplace tasks* from *FSK20113 Certificate II in Skills for Work and Vocational Pathways*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$265 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

BINGARA THU 13 & 20 SEP | 5.00PM - 8.00PM

INVERELL Calling for expressions of interest.

WEBSITE



Build Your Own Website

Learn how to create a website for your business and start building your online presence with WordPress. Easy to learn and free to use, WordPress is one of the most popular ways to create a website or blog today. This comprehensive two-day course will teach you how to design, build and manage a blog or basic website.

This course is aligned with *FSKDIG03 Use digital technology for routine workplace tasks* from *FSK20113 Certificate II in Skills for Work and Vocational Pathways*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$395 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

INVERELL Calling for expressions of interest.

WARIALDA Calling for expressions of interest.



SOCIAL MEDIA



Social Media Marketing

Social media is not just for socialising! Learn which platforms are right for your business and how to use social media to promote your business. Learn how to create engaging content to reach your customers.

This course is aligned with *FSKWTG09 Write routine workplace texts* from *FSK20113 Certificate II in Skills for Work and Vocational Pathways*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$265 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

INVERELL MON 10 SEP | 9.30AM - 3.00PM

ONLINE Calling for expressions of interest.



MARKETING



Small Business Marketing

Learn how to create a strategic marketing plan for your business. Develop your brand identity and identify your target customers and where to find them. From print to pixel know what will work for you and how to create engaging content to catch your customer's attention.

This course has been aligned with *BSBFLM306 Provide workplace information and resourcing plans* from *BSB30115 - Certificate III in Business*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$265 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

INVERELL MON 27 AUG | 9.00AM - 3.30PM

Small Business

CUSTOMER SERVICE



Customer Service Skills

BSBCUS301 Deliver and monitor a service to customers

Gain the skills and knowledge you need to respond professionally to customer and client needs. Learn the importance of proficient communication and manage the effectiveness of your service to customers.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$395 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

BINGARA

SAT-SUN 25-26 AUG | 9.30AM - 3.30PM

MYOB



Basic Bookkeeping and MYOB

Learn basic bookkeeping and MYOB for your business or job. This introductory course covers the fundamentals of bookkeeping and day to day financial transactions using MYOB.

This course has been aligned with *BSBFIA301 Maintain financial records* from *BSB30115 Certificate III in Business*.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$395 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

INVERELL

Calling for expressions of interest.



Department
of Industry
State Training Services

Smart and Skilled

NSW Government subsidised training means students eligible for Smart and Skilled have the following fees. These may be further reduced if you are eligible for further subsidies. Use this as a guideline and get an obligation free quote. In some cases there may be zero cost.

STUDENT FEES BY QUALIFICATION:

Qualification	First Qualification	Second Qualification	Concession
MEM20105 Certificate II in Engineering	\$1000	\$1000	\$160
BSB30115 Certificate III in Business	\$1321	\$1580	\$240
MEM30305 Certificate III in Engineering Fabrication Trade	\$2000	\$2000	\$240

Non Smart and Skilled: If you are not eligible for Smart and Skilled funding please ask your local Coordinator to arrange a quote and provide information about our EZI-Debit Payment plan.



CUSTOMISED TRAINING

Tailored training solutions



We know that every business is unique, which is why we offer customised corporate training solutions to better meet the needs of your business.

Investing in professional and employee development is investing in the success of the organisation and our training programs will equip students with new business skills and knowledge that can be applied straight away.

Whether you require specialised training or industry recognised qualifications for yourself or your staff, we can customise our courses and delivery to the specific needs of your business.

Training can be delivered in one of modern, fully equipped training rooms or we can come to your workplace and deliver the training onsite.

Contact your local Program Coordinator to discuss your training needs today.

BUSINESS STRATEGY

Big Day Out with Virginia Eddy

If you're a business owner, then this workshop is for you!

If your business has been operating for years, or even decades, and is bubbling along well enough to meet your wants and needs, this workshop is still for you. Don't think that just because you have a track record in business, you have no need to sit for a day pondering the value of innovation, creativity, efficiencies and adding value!

If you don't invest the time thinking about how to make your business even greater, someone else will: in the next town, street or building... and then your life's work will have less value, if any value, when it's time to retire.

Any business that is not evaluating and improving efficiencies, innovating, creating and value-adding as part of its daily business, is standing still. A business that stands still can quickly attract competition!

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$120 (Min. 6) or \$35* for eligible students. Contact your local college to discuss eligibility.

**This course is funded under the Tech Savvy Small Business program, conditions apply.*

BARRABA THU 20 SEP | 9.00AM - 4.30PM

BINGARA SUN 23 SEP | 9.00AM - 4.30PM

MOREE WED 29 AUG | 9.00AM - 4.30PM

Supporting business in New South Wales

Community College Northern Inland is proud to partner with **Business Connect** to bring a dedicated series of small business workshops to the region.

Business Connect is a dedicated and personalised NSW Government program that provides trusted advice to help you start or grow your small business. The program provides one-to-one business advice for NSW small businesses. The first four hours of advice is free.

Contact your local college to find out when workshops will be held in your town.

Succession Planning

Do you have a succession plan in place? Business Connect supports the orderly succession of ownership of existing businesses. Workshop covers choosing a successor, exit strategy options, operations issues, financial considerations and legal needs.

INVERELL Cost: \$35
WED 29 AUG | 9.30AM - 11.30AM

Digital Readiness - Ecommerce

Does your business have an ecommerce strategy? Our digital specialist advisors can make sure you are making the most of your digital marketing and maximise online sales.

INVERELL Cost: \$35
WED 29 AUG | 12.30PM - 2.30PM

Business Planning

Do you have a Business Plan to help you move in the direction you need to go? Participate in this Business Planning workshop, access a range of Diagnostic Reporting tools and generate an action plan to help grow your business.

INVERELL Cost: \$35
Seeking expressions of interest.



Business, made simple.

First Aid

Provide First Aid



HLTAID001 Provide cardiopulmonary resuscitation

HLTAID002 Provide basic emergency life support

HLTAID003 Provide first aid

This course is for anyone who is required to provide an advanced first aid response, life support, management of casualties, the incident and other first aiders, in a range of situations, including in the home, workplace or within the community, until the arrival of medical or other assistance.

This is valid for three years but the CPR (HLTAID001) component must be renewed every year.

Please note: Upon enrolling, you will receive a workbook which you must read and complete in your own time. You will need to submit the completed workbook to the trainer on the first day of the course.

REGISTERED TRAINING ORGANISATION: Community College Northern Inland Inc. (RTO 90027)

COST: \$160 (Min. 10)

BARRABA

SAT 15 SEP | 9.00AM - 4.00PM

BINGARA

MON 3 SEP | 9.00AM - 4.30PM

GUNNEDAH

MON 6 AUG | 8.30AM - 5.30PM

SAT 8 SEP | 8.30AM - 5.30PM

FRI 21 SEP | 8.30AM - 5.30PM

INVERELL

SAT 18 AUG | 8.30AM - 5.00PM

SAT 15 SEP | 8.30AM - 5.00PM

SAT 6 OCT | 8.30AM - 5.00PM

MOREE

FRI 3 AUG | 9.00AM - 4.30PM

MON 20 AUG | 9.00AM - 4.30PM

TUE 11 SEP | 9.00AM - 4.30PM

SAT 22 SEP | 9.00AM - 4.30PM

NARRABRI

TUE 24 JUL | 9.00AM - 4.00PM

SAT 4 AUG | 9.00AM - 4.00PM

THU 16 AUG | 9.00AM - 4.00PM

MON 3 SEP | 9.00AM - 4.00PM

THU 27 SEP | 9.00AM - 4.00PM

WARIALDA

TUE 14 AUG | 8.30AM - 5.00PM

SAT 8 SEP | 8.30AM - 5.00PM

CHILD CARE FIRST AID



HLTAID004 Provide an emergency first aid response in an education and care setting

This course applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

The course is based on the new competencies that the Australian Children's Education and Care Quality Authority (ACECQA) has endorsed as satisfying all educator requirements for first aid, asthma and anaphylaxis qualifications.

In certain locations training will be available as a one-day workbook option with our HLTAID003 Provide first aid courses - please specify your course upon booking.

You will need to complete a workbook prior to course commencement, these can be collected from your Community College.

REGISTERED TRAINING ORGANISATION: Community College Northern Inland Inc. (RTO 90027)

COST: \$160 (Min. 10)

BARRABA

SAT 15 SEP | 9.00AM - 5.00PM

GUNNEDAH

MON 6 AUG | 8.30AM - 5.30PM

SAT 8 SEP | 8.30AM - 5.30PM

FRI 21 SEP | 8.30AM - 5.30PM

INVERELL

SAT 15 SEP | 8.30AM - 5.00PM

MOREE

FRI 3 AUG | 9.00AM - 4.30PM

MON 20 AUG | 9.00AM - 4.30PM

TUE 11 SEP | 9.00AM - 4.30PM

SAT 22 SEP | 9.00AM - 4.30PM

NARRABRI

TUE 24 JUL | 9.00AM - 4.00PM

SAT 4 AUG | 9.00AM - 4.00PM

THU 16 AUG | 9.00AM - 4.00PM

MON 3 SEP | 9.00AM - 4.00PM

THU 27 SEP | 9.00AM - 4.00PM

CPR



HLTAID001 Provide cardiopulmonary resuscitation

Attend this quick course to renew your CPR certificate. Valid for 1 year.

REGISTERED TRAINING ORGANISATION: Community College Northern Inland Inc. (RTO 90027)

COST: \$65 (Min. 10)

BARRABA

SAT 15 SEP | 9.00AM - 11.30AM

BINGARA

MON 3 SEP | 9.00AM - 11.30AM

GUNNEDAH

MON 6 AUG | 8.30AM - 12.30PM

SAT 8 SEP | 8.30AM - 12.30PM

FRI 21 SEP | 8.30AM - 12.30PM

INVERELL

SAT 18 AUG | 8.30AM - 11.30AM

SAT 15 SEP | 8.30AM - 11.30AM

SAT 6 OCT | 8.30AM - 11.30AM

MOREE

FRI 3 AUG | 9.00AM - 11.30AM

MON 20 AUG | 9.00AM - 11.30AM

TUE 11 SEP | 9.00AM - 11.30AM

SAT 22 SEP | 9.00AM - 11.30AM

NARRABRI

TUE 24 JUL | 9.00AM - 12.00PM

SAT 4 AUG | 9.00AM - 12.00PM

THU 16 AUG | 9.00AM - 12.00PM

MON 3 SEP | 9.00AM - 12.00PM

THU 27 SEP | 9.00AM - 12.00PM

WARIALDA

TUE 14 AUG | 8.30AM - 11.30AM

SAT 8 SEP | 8.30AM - 11.30AM

Please Note: It is required, during the assessment, for provide first aid and/or CPR courses that demonstration of CPR must be done on the floor. Students will be required to complete two demonstrations, each of four minutes duration, before the trainer/assessor can sign off competency and your Statement of Attainment can be issued. You must be prepared to be kneeling for up to ten minutes during the CPR component assessment time.



Hospitality and Service

Food Safety Supervisor (Level 2)

SITXFSA001 Use hygienic practices for food safety

SITXFSA002 Participate in safe food handling practices

As of October 2011 food service businesses, such as restaurants, takeaway stores, pubs, clubs, caterers, bakeries and supermarkets selling hot food, are required to have a trained and notified Food Safety Supervisor (FSS) working in their business.

This course is for supervisors, team leaders, managers and/or staff who are responsible for the implementation of Food Safety. The course will provide participants with the skills and knowledge required to handle food safely during storage, preparation, display, service and disposal of food. It requires the ability to follow predetermined organisational procedures as outlined in a food safety program.

Food Safety Supervisor Certificates are valid for five years.

ISSUING REGISTERED TRAINING ORGANISATION: ATAC (RTO 90886)

COST: \$185 (Min. 8, Max. 15)

REFRESHER COST: \$120

BINGARA WED 18 JUL | 9.00AM - 5.00PM

MOREE WED 26 SEP | 9.00AM - 5.00PM

GUNNEDAH WED 29 AUG | 9.00AM - 5.00PM

NARRABRI WED 19 SEP | 9.00AM - 5.00PM

INVERELL WED 8 AUG | 9.00AM - 5.00PM
THU 11 OCT | 9.00AM - 5.00PM

WARIALDA TUE 18 SEP | 9.00AM - 5.00PM

FOOD HANDLING (Level 1)

SITXFSA002 Participate in safe food handling practices

The Food Handling certificate is for all staff involved in the preparation, storage and service of food and beverages. Participants will gain the skills and knowledge required to apply correct hygiene practices within a range of service industry operations.

This unit applies to all organisations with permanent or temporary kitchen premises or smaller food preparation or bar areas.

Course covers hygiene risks, legislative compliance, policies and procedures, hazards and cleaning equipment.

ISSUING REGISTERED TRAINING ORGANISATION:
ATAC (RTO 90886)

COST: \$100 (Min. 8, Max. 15)

BINGARA WED 18 JUL | 9.00AM - 5.00PM

GUNNEDAH WED 29 AUG | 9.00AM - 5.00PM

INVERELL WED 8 AUG | 9.00AM - 5.00PM
THU 11 OCT | 9.00AM - 5.00PM

MOREE WED 26 SEP | 9.00AM - 5.00PM

NARRABRI WED 19 SEP | 9.00AM - 5.00PM

WARIALDA TUE 18 SEP | 9.00AM - 5.00PM

ESPRESSO COFFEE

SITHFAB005 Prepare and serve espresso coffee

This course applies to staff working in any hospitality organisation that serves espresso coffee beverages, including cafes, restaurants, bars, clubs, function and event venues.

On completion of this course, participants will be able to select and grind coffee, organise work areas, maintain the espresso machine, provide customer service and advise customers on all aspects of espresso coffee making. All major coffee styles will be taught.

Prerequisites: Participants must hold SITXFSA001 Use hygienic practices for food safety for accreditation. (Not required if the course is for personal development.)

ISSUING REGISTERED TRAINING ORGANISATION:
ATAC (RTO 90886)

COST: \$140 (Min. 6, Max. 10)

GUNNEDAH THU 30 AUG | 9.00AM - 4.00PM

INVERELL THU 9 AUG | 9.00AM - 4.00PM
FRI 12 OCT | 9.00AM - 4.00PM

NARRABRI THU 20 SEP | 9.00AM - 4.00PM



Term 3 Schedule

BARRABA

Business Big Day Out	THU 20 SEP	Page 11
Provide First Aid	SAT 15 SEP	Page 12
CPR	SAT 15 SEP	Page 13
Child Care First Aid	SAT 15 SEP	Page 12
RSA	THU 23 AUG	Page 18
RCG	WED 22 AUG	Page 18
Windows 10 Workshop	FRI 7-28 SEP	Page 22
Touch Typing	FRI 7-28 SEP	Page 22
Kangaroo Hide Whip Making	SAT - SUN 29-30 SEP	Page 22
Hatha Yoga	MON	Page 23
Sit & Stretch Yoga	MON	Page 23
Make your own Silver Ring	SAT 8 SEP	Page 22
Tutoring	MON - THU By Appointment	Page 23
Photography	WED	Page 22
Ukulele	Expressions of Interest	Page 22
Toastmasters	TUE	Page 23

BINGARA

Job Seeker Training	THU - FRI 2-3 AUG	Page 5
Word 2013 Introduction	SAT - SUN 11-12 AUG	Page 8
Excel 2013 Introduction	SAT - SUN 8-9 SEP	Page 8
Word 2013 Intermediate	SAT - SUN 18-19 AUG	Page 8
Excel 2013 Intermediate	SAT - SUN 15-16 SEP	Page 8
Email Marketing	THU 13 & 20 SEP	Page 9
Customer Service	SAT - SUN 25-26 AUG	Page 10
Business Big Day Out	SUN 23 SEP	Page 11
Provide First Aid	MON 3 SEP	Page 12
CPR	MON 3 SEP	Page 13
Food Handling	WED 18 JUL	Page 14
RSA	MON 24 SEP	Page 18
RCG	TUE 25 SEP	Page 18
Touch Typing	FRI 10-31 AUG	Page 24
Ukulele	THU	Page 24
Sing! Sing! Sing!	WED	Page 24
Decorative Welding	SAT - SUN - SAT 4, 5, 11 AUG	Page 25
DIY Pallet Projects	SAT - SUN - SAT 18, 19, 25 AUG	Page 25
Hatha Yoga	THU	Page 25

WARIALDA

ICT10115 Certificate I in Information, Digital Media and Technology	Expressions of Interest	Page 6
Employment Skills for Women	THU	Page 5
Word 2013 Introduction	Expressions of Interest	Page 8
Word 2013 Intermediate	Expressions of Interest	Page 8
Excel 2013 Introduction	Expressions of Interest	Page 8
Excel 2013 Intermediate	Expressions of Interest	Page 8
Build Your Own Website	Expressions of Interest	Page 9
Provide First Aid	TUE 14 AUG / SAT 8 SEP	Page 12
CPR	TUE 14 AUG / SAT 8 SEP	Page 13
Food Handling	TUE 18 SEP	Page 14
White Card	TUE 18 SEP	Page 20
Roo-Hide Whip Making	SAT - SUN 11-12 AUG	Page 31
DIY: It's a Wrap	SAT 22 SEP	Page 31
DIY: Card-making	TUE 7 AUG	Page 31
Touch Typing	TUE 14 AUG - 4 SEP	Page 31

Term 3 Schedule

GUNNEDAH

Kickstart your career	THU - FRI	Page 5
Provide First Aid	MON 6 AUG / SAT 8 SEP / FRI 21 SEP	Page 12
CPR	MON 6 AUG / SAT 8 SEP / FRI 21 SEP	Page 13
Child Care First Aid	MON 6 AUG / SAT 8 SEP / FRI 21 SEP	Page 12
Food Handling	WED 29 AUG	Page 14
Espresso Coffee	THU 30 AUG	Page 14
RSA	WED 26 SEP	Page 18
RCG	THU 27 SEP	Page 18
White Card	TUE 14 AUG	Page 20
Forklift	THU, FRI, MON 9-13 AUG	Page 21
Computer Basics for Seniors	MON / WED / THU By Appointment	Page 26

INVERELL

Employment Skills for Women	FRI 24 AUG - 28 SEP	Page 5
Foundation Skills	WED-THU	Page 5
Job Seeker Training	Expressions of Interest	Page 5
BSB30115 Certificate III in Business	MON	Page 6
Engineering	Expressions of Interest	Page 6
Word 2013 Intermediate	Expressions of Interest	Page 8
Excel 2013 Intermediate	Expressions of Interest	Page 8
Email Marketing	Expressions of Interest	Page 9
Build Your Own Website	Expressions of Interest	Page 9
Social Media	MON 10 SEP	Page 9
Marketing	MON 27 AUG	Page 9
MYOB	Expressions of Interest	Page 10
Ecommerce	WED 29 AUG	Page 11
Succession Planning	WED 29 AUG	Page 11
Provide First Aid	SAT 18 AUG / SAT 15 SEP / SAT 6 OCT	Page 12
CPR	SAT 18 AUG / SAT 15 SEP / SAT 6 OCT	Page 13
Child Care First Aid	SAT 15 SEP	Page 12
Food Handling	WED 8 AUG / THU 11 OCT	Page 14
Espresso Coffee	THU 9 AUG / FRI 12 OCT	Page 14
Bar Skills	MON - TUE 27-28 AUG	Page 18
RSA	TUE 31 JUL / TUE 9 OCT	Page 18
RCG	WED 1 AUG / WED 10 OCT	Page 18
White Card	THU 23 AUG / MON 17 SEP	Page 20
Work Safely at Heights	FRI 31 AUG	Page 20
Forklift	WED - FRI 22-24 AUG	Page 21
Chemical User	WED - THU 15-16 AUG	Page 21
Beginners Computer Training	TUE TBA	Page 27
Touch Typing	TUE TBA	Page 27
Cured Meat Workshop	SAT 4 AUG	Page 27
Soft Cheese Workshop	SUN 5 AUG	Page 27
Suicide Prevention Workshop	TUE 31 JUL	Page 27
Personalised Computer Training	By Appointment	Page 27

MOREE

Employment Skills for Women	WED-THU	Page 5
Foundation Skills	WED-THU	Page 5
Job Seeker Training	Expressions of Interest	Page 5
Business Big Day Out	WED 29 AUG	Page 11
Provide First Aid	FRI 3 AUG / MON 20 AUG / TUE 11 SEP / SAT 22 SEP	Page 12
CPR	FRI 3 AUG / MON 20 AUG / TUE 11 SEP / SAT 22 SEP	Page 13
Child Care First Aid	FRI 3 AUG / MON 20 AUG / TUE 11 SEP / SAT 22 SEP	Page 12
Food Handling	WED 26 SEP	Page 14
RSA	WED 19 SEP	Page 18
RCG	FRI 28 SEP	Page 18
Customer Service	THU 6 SEP	Page 19
Manage Conflict	THU 27 SEP	Page 19
Health & Safety Representative	TUE - THU 7-9 & TUE - WED 4-15 AUG	Page 19
Health & Safety Representative Refresher	THU 16 AUG	Page 19
White Card	THU 20 SEP	Page 20
Welding for Beginners	TUE 4 AUG - 18 SEP	Page 28
Scrapbook Workshop	SAT 1 SEP	Page 28
Personalised Computer Training	By Appointment	Page 28
iPad & iPhone Training	By Appointment	Page 28
Community Support Skills	THU 23 AUG	Page 28
Mental Health First Aid	MON - TUE 17-18 SEP	Page 29
Workplace Support Skills	THU 30 AUG	Page 29
Facebook for Business	TUE 21 AUG	Page 29
Instagram and Twitter for Business	TUE 4 SEP	Page 29
Google + Business	TUE 18 SEP	Page 29

NARRABRI

Foundation Skills	TUE - WED	Page 5
Foundation Skills (Wee Waa)	WED-THU	Page 5
Provide First Aid	TUE 24 JUL / SAT 4 AUG / THU 16 AUG	Page 12
Provide First Aid	MON 3 SEP / THU 27 SEP	Page 12
CPR	TUE 24 JUL / SAT 4 AUG / THU 16 AUG	Page 13
CPR	MON 3 SEP / THU 27 SEP	Page 13
Child Care First Aid	TUE 24 JUL / SAT 4 AUG / THU 16 AUG	Page 12
Child Care First Aid	MON 3 SEP / THU 27 SEP	Page 12
Food Handling	WED 19 SEP	Page 14
Espresso Coffee	THU 20 SEP	Page 14
RSA	MON 17 SEP	Page 18
RCG	TUE 18 SEP	Page 18
Health & Safety Representative	TUE - THU 21-23 & TUE - WED 28-29 AUG	Page 19
Health & Safety Representative Refresher	THU 30 AUG	Page 19
Confined Spaces	THU - FRI 6-7 SEP	Page 20
Work Safely at Heights	FRI 14 SEP	Page 20
Forklift	WED - FRI 19-21 SEP	Page 21
Chemical User	TUE - WED 4-5 SEP	Page 21
Creative Cake Art	WED 26 SEP, 3, 10, 17 OCT	Page 30
Community Support Skills	MON 20 AUG	Page 30
Wellbeing and You	MON 6 AUG	Page 30
Workplace Support Skills	MON 3 SEP	Page 30
Personalised Computer Training	By Appointment	Page 30

Hospitality and Service

RSA

SITHFAB002 Provide responsible service of alcohol

In NSW, it's a requirement of the NSW Liquor, Gaming and Racing - Justice (OLGR) that anyone working within a licensed alcohol-serving venue hold an OLGR approved RSA Competency Card. You will need your RSA if you are involved in the sale or service of alcohol in your employment or as a volunteer at a fundraising or community event. This training meets the requirements of the national unit of competency SITHFAB002 Provide responsible service of alcohol.

Upon completion you will be issued with an interim certificate (valid for 90 days), which together with your identity documents should be presented to a Service NSW outlet such as the Roads and Maritime Services (RMS) to process your RSA photo competency card.

RSA Competency Cards are valid for five years.

ISSUING REGISTERED TRAINING ORGANISATION:

ATAC (RTO 90886)

COST: \$190 (Min. 10)

BARRABA	THU 23 AUG 9.00AM - 4.00PM
BINGARA	MON 24 SEP 9.00AM - 4.00PM
GUNNEDAH	WED 26 SEP 9.00AM - 4.00PM
INVERELL	TUE 31 JUL 9.00AM - 4.00PM TUE 9 OCT 9.00AM - 4.00PM
MOREE	WED 19 SEP 9.00AM - 4.00PM
NARRABRI	MON 17 SEP 9.00AM - 4.00PM



RCG

SITHGAM001 Provide responsible service of gambling

The NSW Gaming Laws mandate Responsible Conduct of Gambling training for all people working in the gaming industry. The Responsible Conduct of Gambling (RCG) course helps to promote safety (harm minimisation) in venues where there are gaming machines, including how to recognise gambling problems and addiction.

Training is aimed at all persons working in the hospitality industry with gaming machines.

RCG Competency Cards are valid for five years.

ISSUING REGISTERED TRAINING ORGANISATION:

ATAC (RTO 90886)

COST: \$135 (Min. 10)

BARRABA	WED 22 AUG 9.00AM - 4.00PM
BINGARA	TUE 25 SEP 9.00AM - 4.00PM
GUNNEDAH	THU 27 SEP 9.00AM - 4.00PM
INVERELL	WED 1 AUG 9.00AM - 4.00PM WED 10 OCT 9.00AM - 4.00PM
MOREE	FRI 28 SEP 9.00AM - 4.00PM
NARRABRI	TUE 18 SEP 9.00AM - 4.00PM

BAR SKILLS

SITXFSA001 Use hygienic practices for food safety

SITHFAB001 Clean and Tidy bar areas

SITHFAB003 Operate a bar

This course applies to all staff working in hospitality organisations that run a bar, including hotels, restaurants, clubs, cafes and wineries.

Covering setting up and bar display, setting up your work area, taking customer orders, processing payments, preparing and serving a variety of beverages, glassware and bar etiquette, bar duties, hygiene and appearance.

Please bring current photo ID with you on the day.

Prerequisites: Students must be 18 years or older, hold a current RSA and bring this to the course.

ISSUING REGISTERED TRAINING ORGANISATION:

ATAC (RTO 90886)

COST: \$295 (Min. 8, Max. 15)

INVERELL MON - TUE 27 - 28 AUG | 9.00AM - 4.00PM

All Hospitality and Service training will be delivered and assessed by Coates Hospitality Services, trading as Australian Training & Consulting (ATAC) RTO ID 90886. Statements of Attainment will be issued to students assessed as competent by ATAC.

CUSTOMER SERVICE

SITXCCS007 Enhance customer service experiences

This course applies to those who deal directly with customers on a daily basis and who operate independently or with limited guidance from others. It includes senior frontline sales personnel, supervisors and managers who use discretion and judgment to provide quality customer service experiences.

ISSUING REGISTERED TRAINING ORGANISATION:
ATAC (RTO 90886)

COST: \$115 (Min. 10, Max. 20)

MOREE THU 6 SEP | 9.00AM - 4.00PM

MANAGE CONFLICT

SITXCOM005 Manage conflict

This course is for all frontline staff who deal with customers in any workplace environment.

The course aims to assist staff in identifying the potential for conflict quickly, knowing how to avoid or deal with situations where personal safety may be threatened and learn how to use effective communication strategies.

ISSUING REGISTERED TRAINING ORGANISATION:
ATAC (RTO 90886)

COST: \$115 (Min. 10, Max. 20)

MOREE THU 27 SEP | 9.00AM - 4.00PM

HEALTH & SAFETY REPRESENTATIVE

HSR Five-day SafeWork NSW approved training

This course is designed for elected Health and Safety Representatives, Health and Safety committee members, managers and supervisors or anyone within an organisation who has an interest in Work Health & Safety.

Prerequisites: To be eligible for the refresher training course students must provide proof that they have previously completed the five-day HRS course in the form of the original course certificate issued by the SafeWork NSW ATP.

ISSUING REGISTERED TRAINING ORGANISATION:
ATAC (RTO 90886)

COST: \$635 (Min. 8) **REFRESHER COST:** \$215 (Min. 8)

MOREE
TUE - THU 7-9 & TUE - WED 14-15 AUG | 9.00AM - 4.00PM

MOREE (REFRESHER)
THU 16 AUG | 9.00AM - 4.00PM

NARRABRI
TUE - THU 21-23 & TUE - WED 28-29 AUG | 9.00AM - 4.00PM

NARRABRI (REFRESHER)
THU 30 AUG | 9.00AM - 4.00PM



Construction and Safety

White Card

CPCCWHS1001 Prepare to work safely in the construction industry

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work.

The unit requires the person to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to self and others.

It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

This basic program is required for all persons working on construction sites in Australia.

Prerequisites: Must be 14 years or over. Must bring 100 points of ID including photo ID. Wear enclosed shoes, long sleeve shirt and long pants during training.

ISSUING REGISTERED TRAINING ORGANISATION: Hunter Plant Operator Training School (RTO 90352)

COST: \$145 (Min. 10)

GUNNEDAH TUE 14 AUG | 9.00AM - 4.00PM

MOREE THU 20 SEP | 9.00AM - 4.00PM

INVERELL THU 23 AUG | 9.00AM - 4.00PM
MON 17 SEP | 9.00AM - 4.00PM

WARIALDA TUE 18 SEP | 9.00AM - 4.00PM



CONFINED SPACES

RIIWH202D Enter and work in confined spaces

This course is suitable for all persons working on, or intending to work on construction sites or other situations where there may be confined spaces.

The course covers all aspects of working safely in confined spaces and safety equipment used, including: plan and prepare for entering and working in confined spaces, safety requirements, signage and equipment, gaining access and maintaining communication, record keeping and legislation.

Confined Spaces Certificates are valid for 5 years.

Prerequisites: Must bring 100 points of ID. Wear steel cap boots, long sleeve shirt and long pants during training.

ISSUING REGISTERED TRAINING ORGANISATION:

Hunter Plant Operator Training School (RTO 90352)

COST: \$370 (Min. 8)

RECERTIFICATION: \$225

NARRABRI THU - FRI 6 - 7 SEP | 9.00AM - 4.00PM

HEIGHTS

RIIWH204D Work safely at heights

The HPOTS working at Heights course was developed to provide what was needed and wanted by employers in the manufacturing, construction and mining industries.

Trainees are made familiar with the hazards of working from heights, the correct procedures to deploy and use fall restraint and arrest equipment and harnesses, static lines, lanyards and inertia reels and procedures to reduce risk to themselves and others.

Prerequisites: Must bring 100 points of ID. Wear steel cap boots, long sleeve shirt and long pants during training.

ISSUING REGISTERED TRAINING ORGANISATION:

Hunter Plant Operator Training School (RTO 90352)

COST: \$220 (Min. 6, Max. 12)

INVERELL FRI 31 AUG | 9.00AM - 4.00PM

NARRABRI FRI 14 SEP | 9.00AM - 4.00PM

FORKLIFT

TLILIC2001 Licence to operate a forklift truck

This program provides practical training and the knowledge required to complete the WorkCover assessment for Forklift license.

The program includes pre-start inspections and operation of the forklift to undertake varied tasks and general safety.

Topics covered:

- Risk assessment
- Driver safety
- Pre-operational inspections
- Load assessment
- Site assessment
- Operation techniques
- Shutdown inspection

Prerequisites: Must be 18 years or over. Must bring 100 points of ID including photo ID. Wear steel cap boots, long sleeve shirt and long pants during training.

ISSUING REGISTERED TRAINING ORGANISATION:

Hunter Plant Operator Training School (RTO 90352)

COST: \$850

GUNNEDAH THU, FRI, MON 9, 10, 13 AUG | 9.00AM - 4.00PM

INVERELL WED - FRI 22 - 24 AUG | 9.00AM - 4.00PM

NARRABRI WED - FRI 19 - 21 SEP | 9.00AM - 4.00PM

CHEMICAL USER

AHCCHM303 Prepare and apply chemicals

AHCCHM304 Transport and store chemicals

Chemical user training is required by law for any person using chemicals as part of their work.

This course covers basic chemical safety rules, transporting, handling and storing chemicals, and legislation surrounding use of chemicals in the workplace, personal and environmental safety and container disposal.

It is nationally recognised for 5 years and enables the holder to legally use restricted chemicals unsupervised.

Chemical user re-accreditation course needs to be completed before the current ticket expires.

Refreshers only attend the second day of this two-day Chemical Users course.

Prerequisites for re-accreditation: Participants must hold a current Chemical User qualification that has not expired and bring this to be sighted by the trainer on the day of the course.

ISSUING REGISTERED TRAINING ORGANISATION:

ATAC (RTO 90886)

COST: \$355 (Min. 8) **REFRESHER:** \$265 (2nd day only)

INVERELL WED - THU 15 - 16 AUG | 9.00AM - 4.00PM

NARRABRI TUE - WED 4 - 5 SEP | 9.00AM - 4.00PM



Barraba Community College 92 Queen St, Barraba

Monday - Friday 9.00AM - 4.00PM (may vary during school holidays)

Phone: 6782 1662 Mob: 0437 036 038 Email: barrabacoord@communitycollegeni.nsw.edu.au

COMPUTER COURSES

Windows 10 Workshop

A short course to gain skills in Windows 10.

You can choose to complete FSKDIG03 Use digital technology for routine workplace tasks from FSK20113 Certificate II in Skills for Work and Vocational Pathways.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$130 or no cost under CSO funding for eligible students who complete an assessment for FSKDIG03 Use digital technology for routine workplace tasks. Contact your local Community College for more information.

WHEN: 4 x FRI 7 - 28 SEP | 10.00AM - 12.00PM

Touch Typing

A blended training course with four face-to-face sessions and home study to build your skills.

Using Typequick, a proven way to learn to touch type at your own pace, you will be guided through interactive lessons.

This course is aligned with FSKDIG03 Use digital technology for routine workplace tasks from FSK20113 Certificate II in Skills for Work and Vocational Pathways.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$95 **Fee free** training is available for eligible students. Contact your local Community College for more information.

WHEN: 4 x FRI 7 - 28 SEP | 1.00PM - 2.00PM

HOBBIES / LEISURE

Kangaroo Hide Whip Making

The famous John McMaster has agreed to come to Barraba to share his skills over one weekend in September. In this two day course learn how to make a basic four strand kangaroo hide whip and additional techniques you can use to make your whips more elaborate.

The Whip Making with John is always popular with some people traveling many kilometres and inter-state to attend the classes. Don't delay with your enrolment there is a maximum of eight in the class.

Prerequisites: A small vice and clamp or other means of attachment to a bench. A very sharp vegetable or paring knife to cut the leather.

WHEN: SAT - SUN 29 - 30 SEP | 8.30AM - 4.00PM

COST: \$170 per session plus approx. \$100 to cover the cost of leather used in your whip.

VENUE: Clay Pan

HOBBIES / LEISURE

Make your own Silver Ring

Back by popular demand. After a very successful workshop in May Misty is returning to Barraba to run another workshop. You will learn the traditional technique of carving and shaping jewellers wax to create your own unique sterling silver ring.

Once you are satisfied with your wax ring it will be cast into silver, cleaned and polished, ready to wear. You're welcome to bring your own design inspiration or use one supplied.

This one day workshop is designed for all levels, no experience necessary, just bring your enthusiasm.

All tools, materials, sterling silver for casting and polishing is included in the cost.

WHEN: SAT 8 SEP | 9.30AM - 3.30PM

COST: \$210



Photography

The **Barraba Shutterbug photography group** welcomes new participants.

Photography is 'all about the light' capturing it in its many forms and not about the camera or lenses that you may or may not have. The 'Shutterbugs' is a very inclusive environment so that you can grow to be more confident and expand your own photography experience.

The group meets on the 2nd Wednesday of the month at the Claypan at 5.30pm.

Margaret Harris, convener of the group said "Bring a list of things you like help with ... it may be getting your camera out of its box, or help getting off auto or perhaps simple photo editing. The more members we have, will mean we will be able to bring in expert help when and as needed."

For more information Contact Margaret Harris 0428 661 439 or visit Barraba Shutterbugs on Facebook.

Ukulele Lessons

Are you interested in learning the ukulele? Give us a call and if sufficient people are interested we will arrange some lessons. Ukuleles can be purchased from approx. \$50 if you don't have one.

HOBBIES / LEISURE

Toastmasters Group

Barraba has a Toastmasters Group, who together with people from across the region, meet online twice each month at the Community College. The College has video conferencing equipment so the group can participate in the meeting from a remote location. If you didn't want to join the Barraba group you could log in from home.

Meetings are the 2nd and 4th Tuesday of each month commencing at 7pm. There is no cost to participate. Contact Richard Witten on 0434 119 276 or Bronwyn Clinch at the Community College for more information.

HEALTH AND WELLBEING

Hatha Yoga

Yoga will assist with increased flexibility, range of movement, strength and balance as well as offering breathing and relaxation to reduce stress and tension and encourage improved sleep.

Classes suitable for beginners to intermediate levels.

WHEN: MON 5.30PM - 6.45PM, 10 weeks
Commencing 23 JUL

COST: \$15 per session

VENUE: Barraba Rugby Club

Sit & Stretch Yoga

Utilising a chair for support, this is perfect for anyone recovering from injury or illness, or with mobility issues, or weight/age related issues to practice yoga without the need to get down onto the floor.

WHEN: MON 1.45PM - 2.45PM, 10 weeks
Commencing 23 JUL

COST: \$10 per session

VENUE: Barraba Rugby Club

HEALTH AND WELLBEING

Barraba Learning Centre - Tutoring

One-to-one homework, tutoring and extension learning support with Lesley Grigg. Suitable for school students and adults.

Each afternoon Monday to Thursday, book a time between 3.30PM and 6.00PM.

COST: 1hr \$45 or 30min \$25 payable direct to Lesley.

Booking essential, please discuss payment options with Lesley, 0428 228 109, when you book a time.

BUSINESS

Big Day Out

The Big Day Out is a one-day workshop designed for small/medium business owners or managers to assist the search for existing 'forgotten business treasures' that help reinvigorate their operations.

Virginia Eddy, workshop facilitator, understands how time poor small business owners are and how difficult it is to have a day out.

"But what if, out of that one day, you discovered that simple and easy ways already exist in your business for you and your business to turn a corner, and that they could make every day ahead less stressful and more rewarding?" Virginia said.

"Every business has within it something that is being overlooked, wouldn't it be worth seizing that one day? After all, what's the worst that could happen? You could spend the day discovering new possibilities, connections and under utilised assets in the business."

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$120 (Min. 6) or \$35* for eligible students. Contact your local college to discuss eligibility.

**This course is funded under the Tech Savvy Small Business program, conditions apply.*

WHEN: THU 20 SEP | 9.00AM - 4.30PM



Bingara Community College 6 Riddell St, Bingara

Monday - Thursday 9.00AM - 4.00PM (may vary during school holidays)

Phone: 6724 1965 Mob: 0484 324 896 Email: bingara@communitycollegeni.nsw.edu.au

COMPUTER COURSES

Touch Typing

A blended training course with four face-to-face sessions and home study to build your skills.

Using Typequick, a proven way to learn to touch type at your own pace, you will be guided through interactive lessons.

This course is aligned with FSKDIG03 Use digital technology for routine workplace tasks from FSK20113 Certificate II in Skills for Work and Vocational Pathways.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$95 **Fee free** training is available for eligible students. Contact your local Community College for more information.

WHEN: 4 x FRI 10 - 31 AUG | 10.00AM - 12.00PM

Email Marketing

You asked, we listened. Reach out to your business customers like a pro (for free!) with MailChimp. Learn the 'why' and 'how' of sending free targeted email newsletters to your customers. Create an email list from scratch or learn how to import your database into a free MailChimp account.

Discover the tricks to designing a professional looking newsletter. Send your first campaign to up to 2,000 customers for FREE! This is a hands-on workshop led by an experienced designer who creates MailChimp campaigns on the job!

Every business owner should enrol in this course and bring along their promotions staff. After you send your first campaign and take a peek at your MailChimp reports – where you'll be able to pinpoint who's opening your newsletter and who's not – you'll be hooked! Seats will be limited. Enrol with Tina to secure your place.

COST: This training is subsidised by the NSW Government. Contact your local college to discuss eligibility.

WHEN: 2 x THU 13 & 20 SEP | 5.00PM - 8.00PM

HOBBIES / LEISURE

Needlecraft

Come and work on your own project in a social environment.

WHEN: Wednesdays | 9.30AM - 12.30PM

Pallamallawa Sewing and Craft

Group meets on Thursday evenings during school terms.

WHEN: Thursdays | 7.00PM - 10.00PM

VENUE: Pallamallawa School

HOBBIES / LEISURE

Ukulele for First Timers

Boost your confidence and musical abilities, meet with others and enjoy learning something new.

This course will have you developing unexpected musical skills while learning to play the Ukulele. Enjoy playing and singing with others in a fun and relaxed environment.

Students will require a Ukulele and other equipment which will be advised upon enrolment. Remember to bring a water bottle.

COST: This course is subsidised by the College for concession card holders at \$95 per person. This course may be FREE* for eligible students.

*Conditions apply, speak to your local college for details.

WHEN: 9 x Thursdays | 1.00PM - 3.00PM Commencing 23 AUG

SING! SING! SING! with Lyn Hill

Lyn is a local with many years of experience conducting community choirs including the Inverell Singers group and the Gwydir Singers. Pianist Keiko Robertson is a concert pianist with local and international experience.

Join Sing! Sing! Sing! for the enjoyment of singing with other men and women in a musical and supportive environment. Connect with other people in the community in a positive and supportive way via music and enjoy expressing yourself via singing a variety of music. Be relaxed and energised by participating.

Learn to sing a variety of songs together, gradually gaining the ability to read music and learning to recognise basic musical terms. If the course goes to the end of the year we may do a performance for family and friends.

WHEN: 7 x Wednesdays | 10.00AM - 12.00PM

Commencing 9 MAY

COST: \$95 per person with concession card or funded – eligibility rules apply



HOBBIES / LEISURE

Decorative Welding

Horseshoes are a classic symbol of the wild west, games, and luck. Apart from throwing them at a pole, they also have many other uses you might have not even considered, particularly great horseshoe crafts. Their sturdy and unique design make them perfect for so many different craft ideas.

If you want to try your luck with horseshoe crafts, check out our project ideas and see if you find something you want to try. Whilst you are at it you will learn the basic principles of welding with an ARC welder and a MIG Welder. Wear cotton clothing, protective boots and bring safety glasses if you have them. A number of projects will be on offer!

COST: \$350 (All materials supplied.)

WHEN: SAT - SUN 4 - 5 & SAT 11 AUG | 9.00AM - 3.00PM

VENUE: Bingara Central School



DIY projects using wooden pallets

Get creative using pallets - repurpose them for your DIY project. There are so many different type of items and decorations that can be made from this rustic wood.

Pallets are simply leftover wood and using them is a very eco-friendly and green thing to do. You'll be pleased to discover that many pallet crafts can be created over a weekend or two. A few hours of DIY work with a good dose of creativity, pallets can help you create your own project, without limiting good taste and style. You are going to love these easy to make ideas. Everything from pallet home decor, wall hangings, outdoor ideas, storage, and so much more.

COST: \$300 (All materials supplied.)

WHEN: SAT - SUN 18 - 19 & SAT 25 AUG | 9.00AM - 3.00PM

VENUE: Bingara Central School

BUSINESS

Big Day Out

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Virginia Eddy, workshop facilitator, understands how time poor small business owners are and how difficult it is to have a day out.

"But what if, out of that one day, you discovered that simple and easy ways already exist in your business for you and your business to turn a corner, and that they could make every day ahead less stressful and more rewarding?" Virginia said.

"Every business has within it something that is being overlooked, wouldn't it be worth seizing that one day? After all, what's the worst that could happen? You could spend the day discovering new possibilities, connections and under utilised assets in the business."

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$120 (Min. 6) or \$35* for eligible students. Contact your local college to discuss eligibility.

**This course is funded under the Tech Savvy Small Business program, conditions apply.*

WHEN: SUN 23 SEP | 9.00AM - 4.30PM

VENUE: The Living Classroom

HEALTH AND WELLBEING

Hatha Yoga

Yoga will assist with increased flexibility, range of movement, strength and balance as well as offering breathing and relaxation to reduce stress and tension and encourage improved sleep.

Classes suitable for beginners to intermediate levels.

Karen brings over 20 years of yoga practice and teaching into these warm and welcoming classes.

Contact Karen on 0429 647 928 with any enquiries.

WHEN: THU 9.30AM - 10.45AM and 5.30PM - 6.45PM
Commencing 26 JUL

VENUE: Gwydir Health Club



Gunnedah Community College 39 Chandos St, Gunnedah

Monday - Friday 8.30AM - 3.00PM (may vary during school holidays)

Phone: 6742 5630 Mob: 0438 846 262 Email: gunnedah@communitycollegeni.nsw.edu.au

COMPUTER COURSES

Computer Basics for Seniors at our BFS Kiosk



We have a Broadband for Seniors Kiosk on site to assist all seniors over 50 to learn the basics of working with computers and the Internet, free of charge. We try our best to run our classes on a one-on-one basis where possible, with no more than 3 people in a session.

The Kiosk is run with the help of volunteer tutors, so in order to avoid disappointment please call in advance to reserve a spot.

WHEN: MON / WED / THU | 10.00AM - 12.00PM
(excluding School Holidays and Public Holidays)

MEET THE TRAINER

Meet our Individual Support - Ageing Trainer, Dr Gaurav Sharma



I started my career in health care as a volunteer with Red Cross-India at the age of 18.

A year after finishing high school I wanted to go away from home and I was fortunate to move to Nepal to do medicine. This path of healing led me to work in a teaching-hospital and there I attended some health camps at Annapurna and Everest base camps in Nepal. It was a great learning experience to study and stay there for about six years. During my studies, I also tutored school children and found my passion in teaching. Working Nepal gave me opportunities to treat patients and to know their culture. During my stay in Nepal, I gave some first aid training to tourists at Annapurna and Everest base camps. Then I moved to Australia, joined Western Sydney University and learned about nursing by completing a Registered Nurse course. While studying I was mentoring nursing and medical students.

An urge to explore regional Australia brought me to the Hunter New England region, now my home, where I have worked in various challenging environments from psychiatry to aged care.

Thanks to Community College Northern Inland for giving me a chance to continue my passion of teaching. Community college is a temple of knowledge and gave me a sense of satisfaction by being a part of their mission.

FOUNDATION SKILLS

Kickstart your career

This exciting new program will provide you with a map for setting your personal goals and developing the skills you need to get the job you want.

This foundation program is designed to help you break into the industry of your choice and navigate the road from wanting the job to getting the job.

This course is a great launching pad into further training or acquiring nationally recognised tickets required for specific industries.

This course includes units of competency from FSK20113 Certificate II in Skills for Work and Vocational Pathways.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

6 WEEKS: THU - FRI 9 AUG - 14 SEP | 9.30AM - 3.00PM

This course is FREE to eligible students. Contact your local Community College for more information.

MEET THE CLASS

Next Steps: Employment Skills for Women



Gunnedah Program Coordinator Lena Curran, Trainer Angela McCormack, Michele Bruce, Vicki McClung and Amy Barton.

Over six weeks a small group of women were provided with tools and direction to help guide their future career steps. Sessions focused on developing personal values, identifying strengths and skill-sets and setting career goals. Armed with these tools students have been able to map out an action plan to achieve employment in an area that enhances their strengths and skills. Guest speakers from the community inspired students to step out of their comfort zone, be courageous to make a difference in their lives and expanded their networks to assist in developing their careers. Community College Northern Inland Executive Officer, Alison Heagney, says the program has been a success.

"This has been a valuable pilot that has demonstrated the power of career planning for personal growth and for building confidence in women who may have struggled to gain control of their own decisions and future."

Inverell Community College 42-44 Campbell St, Inverell

Monday - Friday 9.00AM - 5.00PM (may vary during school holidays)

Phone: 6721 3656 Mob: 0429 015 009 Email: inverell@communitycollegeni.nsw.edu.au

COMPUTER COURSES

Personalised Computer Training

The College Computer Room, which runs on Windows 10 with Microsoft 2013, is available for Corporate Computer Training and Group Training and also bookings by individuals or small groups who wish to undertake specific tuition on programs or applications. You set the agenda, we provide the training, whether it's navigating Windows 10, using Publisher, Excel, Word and other programs or even using the Internet. You can arrange as many lessons as you need.

WHERE: Inverell Community College Computer Room or your workplace.

COST: \$65 per hour aimed at groups of up to four people. (This includes a free initial meeting and appraisal of your needs to ensure we meet your specific requirements.)

Beginners Computer Training



ICTICT101 Operate a personal computer

If you're new to computers or feeling a bit rusty, this beginners computer course will get you up-and-running. Learn how to operate your personal computer from Internet browsing to email, using basic software, file management and backing up your important documents.

This course covers all the basics of computer operation and is a good precursor to other introduction courses like Word and Excel.

COST: \$100 (Max. 7) (FREE for eligible students)

WHEN: 3 x TUE TBA | 9.30AM - 12.30PM

Touch Typing

A blended training course with four face-to-face sessions and home study to build your skills.

Using Typequick, a proven way to learn to touch type at your own pace, you will be guided through interactive lessons.

This course is aligned with FSKDIG03 Use digital technology for routine workplace tasks from FSK20113 Certificate II in Skills for Work and Vocational Pathways.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$95 ***Fee free** training is available for eligible students. Contact your local Community College for more information.*

WHEN: 4 x TUE TBA | 1.00PM - 3.00PM

HOBBIES / LEISURE

Cured Meat Workshop

Learn how to make Ham, Bacon, Quick Bacon, Beef Jerky and Prosciutto the Icelandic way with Siggí and Gustaf.

You will learn to smoke meat, the easy way, and by making it yourself you get the best meat - you cannot beat the flavour!

Ingredients and equipment for the workshop are supplied and you'll enjoy morning tea, a light lunch, and take home the goodies you make on the day as well!

COST: \$210

WHEN: SAT 4 AUG | 10.00AM - 3.00PM

Soft Cheese Workshop

Learn how to make Camembert, Fetta, Cream Cheese, Mascarpone, Ricotta and Greek Yoghurt - all in the one workshop!

There's a lot of value in this course - not only will you take part in a hands-on workshop where you'll learn how to make these delicacies, you'll also take home a step-by-step manual so you can continue with your cheesemaking at home!

If that's not enough, you'll enjoy morning tea, a light lunch, and take home the goodies you make on the day as well!

COST: \$200

WHEN: SUN 5 AUG | 9.30AM - 3.00PM

HEALTH AND WELLBEING

Good SPACE Suicide Prevention Workshop

The Good SPACE workshop teaches participants how to identify that someone may be struggling or may be at risk of suicide, how to have a conversation with the person, and where to refer them for help.

The workshop also aims to improve the health and wellbeing of participants, and willingness to seek help when needed.

This 4-hour community workshop is provided by the Centre for Rural and Remote Mental Health to improve the mental wellbeing of rural and remote communities.

The workshop is open to anyone 18+.

Registration is essential before 25th May - positions are limited. Presented by Fiona Livingston from the Good SPACE program.

Lunch and refreshments will be provided.

COST: FREE

WHEN: TUE 31 JUL | 10.00PM - 2.00PM

Moree Community College 45-47 Frome St, Moree

Monday - Friday 9.00AM - 3.00PM (may vary during school holidays)

Phone: 6751 1430 Mob: 0428 114 706 Email: moree@communitycollegeni.nsw.edu.au

COMPUTER COURSES

Personalised Computer Training

The College Computer Room, which runs on Windows 10 with Microsoft 2013, is available for Corporate Computer Training and Group Training and also bookings by individuals or small groups who wish to undertake specific tuition on programs or applications. You set the agenda, we provide the training, whether it's navigating Windows 10, using Publisher, Excel, Word and other programs or even using the Internet. You can arrange as many lessons as you need.

WHERE: Moree Community College Computer Room or your workplace.

COST: \$65 per hour aimed at groups of up to 4 people. (This includes a free initial meeting and appraisal of your needs to ensure we meet your specific requirements.)

iPad & iPhone Training

Have an iPhone or iPad but don't know how to use it? We can help! Bring your device and we'll help you to set it up according to your needs or show you how to use it. You can arrange one, or as many lessons as you need. Bookings are essential.

COST: \$50 per hour

HOBBIES / LEISURE

Scrapbooking Workshop

Scrapbooking creates permanent memories for you and others to share for a lifetime.

Rather than leaving your photos on your phone or computer, print them off and scrapbook them!

In this workshop you will learn the basics of scrapbooking from tools, albums, adhesives and basic design principles. Get started on your own album with a double page layout. Bring along 5 - 10 photos of the same theme. All other equipment and paper supplied.

Afternoon tea included.

COST: \$50

WHEN: SAT 1 SEP | 1.00PM - 3.00PM



HOBBIES / LEISURE

Welding for Beginners

This is a six week course, designed to gain basic knowledge and practical skills for welding with Manual Metal Arc (stick) and Gas Metal ARC (MIG) welding processes and ensure success in your home welding projects.

Wear cotton clothing and protective boots. Bring your own safety helmet and welding gloves.

COST: \$330

WHEN: 6 x Tuesdays | 6.00PM - 9.00PM
Commencing 14 AUG



HEALTH AND WELLBEING

RAMHP Community Support Skills



Community Support Skills training develops the skills, knowledge and confidence of participants to identify and approach people they are concerned about, and provide appropriate advice to connect those people with mental health services and support.

Participants are also encouraged to practice self-care and to seek help if they have any concerns about their own mental wellbeing. This course is conducted by Rural Adversity Mental Health Program (RAMHP).

COST: FREE

WHEN: THU 23 AUG | 10.00AM - 11.30AM

HEALTH AND WELLBEING

RAMHP Workplace Support Skills



Workplace Support Skills training provides participants with the skills and knowledge to deal effectively with clients experiencing stress, to minimise the negative impacts of their own experiences with clients, and to identify when it may be necessary to seek further assistance and link clients with appropriate health services.

Participants also learn how to look after their own mental wellbeing, how to recognise when a colleague, friend or family member may be struggling with their mental health and how to both seek and provide appropriate help. This course is conducted by Rural Adversity Mental Health Program (RAMHP).

COST: \$10. Light refreshments included.

WHEN: THU 30 AUG | 5.30PM - 8.30PM

RAMHP Mental Health First Aid



Mental Health First Aid course teaches adults (18 years and over) how to provide initial support to other adults who are developing a mental illness or experiencing a mental health crisis.

Participants will learn about the signs and symptoms of common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective, and how to provide first aid in a crisis situation. This course is conducted by Rural Adversity Mental Health Program (RAMHP).

COST: \$50. Morning tea and lunch included.

WHEN: MON - TUE 17 - 18 SEP | 9.00AM - 3.00PM

BUSINESS

Big Day Out

The Big Day Out is a one-day workshop designed for small/medium business owners or managers to assist the search for existing 'forgotten business treasures' that help reinvigorate their operations.

Virginia Eddy, workshop facilitator, understands how time poor small business owners are and how difficult it is to have a day out.

"But what if, out of that one day, you discovered that simple and easy ways already exist in your business for you and your business to turn a corner, and that they could make every day ahead less stressful and more rewarding?" Virginia said.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$120 (Min. 6) or \$35* for eligible students. Contact your local college to discuss eligibility.

**This course is funded under the Tech Savvy Small Business program, conditions apply.*

WHEN: WED 29 AUG | 9.00AM - 4.30PM

DIGITAL MARKETING

Social Media Masterclasses:

Develop your online brand and profile and find out how to manage your reputation. Learn how to choose the best social media platform for your business needs.

Facebook for Business

A guided tour of a Facebook page. Learn the difference between a page, a group and a profile. Creating a page for your business including getting your vanity URL. Learn about privacy on Facebook, what to post, how to post when to post and how often as well as common tabs and applications you might use.

Useful free resources to takeaway!

COST: \$90

WHEN: TUE 21 AUG | 5.30PM - 7.30PM

Instagram and Twitter for Business

Use Instagram and Twitter to sell and promote your products and services through captivating images and captions. Learn how to put the strategies in place you need to grow your brand awareness and sales including, account set up, gaining followers and following, hashtags and tagging, what to post, how to post when to post and how often.

COST: \$90

WHEN: TUE 4 SEP | 5.30PM - 7.30PM

Google + Business

How visible is your business on google? Have you set up or claimed your google business listing? Discover how your business can capitalize on Google My Business's free business listing and start reaching new customers

COST: \$90

WHEN: TUE 18 SEP | 5.30PM - 7.30PM



Narrabri Community College 3/100 Maitland St, Narrabri

Monday - Thursday 8.30AM - 3.30PM, Friday 8.30AM - 12.30PM (may vary during school holidays)

Phone: 6792 6196 Mob: 0407 222 914 Email: narrabri@communitycollegeni.nsw.edu.au

COMPUTER COURSES

Personalised Computer Training

The College Computer Room, which runs on Windows 10 with Microsoft 2013, is available for Corporate Computer Training and Group Training and also bookings by individuals or small groups who wish to undertake specific tuition on programs or applications. You set the agenda, we provide the training, whether it's navigating Windows 10, using Publisher, Excel, Word and other programs or even using the Internet. You can arrange as many lessons as you need.

WHERE: Narrabri Community College Computer Room or your workplace.

COST: \$65 per hour aimed at groups of up to 4 people. (This includes a free initial meeting and appraisal of your needs to ensure we meet your specific requirements.)

HOBBIES / LEISURE

Creative Cake Art

Learn to decorate **Cakes for Kids** - it's easier than you think!

In this four-week course Janice Smith you will learn buttercream techniques to bring your cake skills to the next level.

The class is open to all who would like to decorate like professionals in a relaxed creative environment.

For additional information contact Janice Smith 0429 921 741.

WHEN: 4 x Wednesdays | 6.00PM - 9.00PM
Commencing WED 26 SEP



HEALTH AND WELLBEING

RAMHP Community Support Skills



Community Support Skills training develops the skills, knowledge and confidence of participants to identify and approach people they are concerned about, and provide appropriate advice to connect those people with mental health services and support.

Participants are also encouraged to practice self-care and to seek help if they have any concerns about their own mental wellbeing. This course is conducted by Rural Adversity Mental Health Program (RAMHP).

COST: FREE. Bookings essential.

WHEN: MON 20 AUG | 10.00AM - 11.30AM

RAMHP Workplace Support Skills



Workplace Support Skills training provides participants with the skills and knowledge to deal effectively with clients experiencing stress, to minimise the negative impacts of their own experiences with clients, and to identify when it may be necessary to seek further assistance and link clients with appropriate health services.

Participants also learn how to look after their own mental wellbeing, how to recognise when a colleague, friend or family member may be struggling with their mental health and how to both seek and provide appropriate help.

This course is conducted by Rural Adversity Mental Health Program (RAMHP).

COST: FREE. Bookings essential.

WHEN: MON 3 SEP | 5.30PM - 8.30PM

RAMHP Wellbeing and You



This free 1 hour session delivered by RAMHP - Rural Adversity Mental Health Program facilitated by Letitia Cross will provide you with:

- Information about and insight into mental health, wellbeing and stress
- Strategies to find help and take care of yourself
- A new perspective on your own wellbeing and a workbook filled with tricks, tips and goals

COST: FREE. Bookings essential.

WHEN: MON 6 AUG | 10.00AM - 11.00AM

Warialda Community College 36 Hope St, Warialda

Tuesdays 9.00AM - 5.00PM (Closed all other times, contactable by mobile)

Phone: 6729 1487 Mobile: 0429 934 346 Email: warialda@communitycollegeni.nsw.edu.au

COMPUTER COURSES

Touch Typing

A blended training course with four face-to-face sessions and home study to build your skills.

Using Typequick, a proven way to learn to touch type at your own pace, you will be guided through interactive lessons.

This course is aligned with FSKDIG03 Use digital technology for routine workplace tasks from FSK20113 Certificate II in Skills for Work and Vocational Pathways.

REGISTERED TRAINING ORGANISATION:

Community College Northern Inland Inc. (RTO 90027)

COST: \$95 **Fee free** training is available for eligible students. Contact your local Community College for more information.

WHEN: 4 x TUE 14 AUG - 4 SEP | 10.00AM - 12.30PM

HOBBIES / LEISURE

DIY Series: Introduction to Card-making

Learn how to make beautiful hand-made cards!

In this 3-hour introductory workshop you'll have the opportunity to make up to 3 cards using pre-prepared card-making kits.

There's something very special about a handmade card - learn the essential techniques of this ageless art from award-winning local card-maker Yvonne Devenish.

COST: \$35 includes card-making materials.

WHEN: TUE 7 AUG | 9.30AM - 12.30PM

HOBBIES / LEISURE

DIY Series: It's a Wrap!

Beads are one of the earliest forms of decoration known to man. Learn how to make a gorgeous beaded wrap bracelet in this 1-day workshop using leather and a selection of exquisite beads. Discover how to incorporate the stunning snake knot into your design to create a beaded masterpiece that everyone will want!

COST: \$90 includes bracelet-making materials.

WHEN: SAT 22 SEP | 10.00AM - 4.00PM

Roo- Hide Whip Making

This is a 2-day intensive course presented by renowned local whipmaker, John McMaster. Students come from far and wide to learn the specialised techniques that John is famous for. This class is recommended for those who have previously completed the basic 4-strand red-hide whipmaking course as the techniques taught are more complex.

This is a very hands-on workshop where you'll be interacting with both the trainer and other participants in a "community of learning" environment. People who come to our leatherwork courses leave feeling part of the family. Bring along your lunch which you can enjoy in the company of others. Tea, coffee and biscuits will be provided.

Prerequisites: Bring along your lunch and a very sharp knife to cut the leather.

COST: \$170 + \$150 approx materials cost to be paid in cash on the day.

WHEN: SAT - SUN 11 - 12 AUG | 8.30AM - 4.00PM

VENUE: Warialda High School Woodwork Room



Explore a career in Engineering!



MEM20413

Certificate II in Engineering Pathways

Metal and Engineering
HSC VET Course



Engineering Pathways HSC VET courses count as Board Endorsed unit credit for the HSC but **do not contribute towards an Australian Tertiary Admission Rank (ATAR).**

Like working with your hands?

Did you know your local Community College specialises in delivering accredited school-based training to local students?

This learning program will help you develop trade-like skills and could be just right for you if you want to gain exposure to an engineering or related working environment with a view to entering into employment in that area.

This qualification delivers broad-based underpinning skills and knowledge in a range of engineering and manufacturing tasks which will enhance a graduates' entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace.

For more information, contact Vicki Zammit, VET Manager, on 0437 811424.