

course guide

TERM 1 2018



Barraba | Bingara | Gunnedah | Inverell
Moree | Narrabri | Wyallda

www.communitycollegeni.nsw.edu.au

A MESSAGE FROM OUR EXECUTIVE OFFICER

Many people ask me 'what does the College do?' Well, my answer is to work with people locally to learn the skills they need. Our difference is that we are local first and foremost and we offer the courses that are required; often at no charge via government funded programs. We are part of a state wide network but the college is owned and run by the local community. We employ local people and work closely with businesses and organisations to utilise facilities that are available to run our courses. This keeps our costs down and cycles the money in to local economy.

Local doesn't mean low quality, we are a Nationally Registered Vocational Education and Training Provider (ASQA accredited) and therefore must meet the same stringent requirements of other providers such as private RTOs or TAFEs.

CCNI has developed strong industry networks and partnerships in our signature specialisations of aged care, disability services and community care, first aid, industry safety licensing, foundation skills for learning and business administration.

Our colleges are open to all adults, regardless of age or previous education. We are enriching lives and expanding the horizons of over 3300 people each year.

We also invest in community and economic development, building a resilience and social capacity through a truly unique range of leisure and lifestyle workshops, from the artistic and creative to the practical and informative.

You may see our outreach programs popping up in townships and Indigenous communities across the region. These courses are an important component of our annual program, and underscore our commitment to our region.

Please contact your local campus if you have any questions or ideas for your college so we can build and repair our community together.

Alison Heagney
Executive Officer

Barraba Ph 6782 1662
Fax 6782 1138

Bingara Ph 6724 1965
Fax 6724 1420

Gunnedah Ph 6742 5630
Fax 6742 0789

Inverell Ph 6721 3656
Fax 6721 3660

Moree Ph 6751 1430
Fax 6751 1810

Narrabri Ph 6792 6196
Fax 6792 1536

Warialda Ph 6729 1487
M 0429 934 346

REFUND AND CANCELLATION 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.communitycollegeninsw.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.

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.

CONTACTS

Head Office

Phone: 6782 1662 Fax: 6782 1138
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 Address: 92 Queen Street, Barraba NSW 2347

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Barraba

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Phone: 6724 1965 Fax: 6724 1420
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 Address: 6 Riddell Street, Bingara NSW 2404

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 Address: 39 Chandos Street, Gunnedah NSW 2380

Inverell Coordinator – Tania Archer

Phone: 6721 3656 Fax: 6721 3660 Mobile: 0429 015 009
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 Address: 42-44 Campbell Street, Inverell NSW 2360

Moree Coordinator – Julianne Farrell

Phone: 6751 1430 Fax: 6751 1810 Mobile: 0428 114 706
 Email: moree@communitycollegeni.nsw.edu.au
 Address: 45 Frome Street, Moree NSW 2400

Narrabri Coordinator – Joan Longworth

Phone: 6792 6196 Fax: 6792 1536 Mobile: 0407 222 914
 Email: narrabri@communitycollegeni.nsw.edu.au
 Address: Shop 3, 100 Maitland Street, Narrabri NSW 2390

Warialda Coordinator – Lesley Rogers

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 Email: warialda@communitycollegeni.nsw.edu.au
 Address: PO Box 144, Warialda NSW 2402

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.

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KICK START YOUR CAREER - ENROL ONLINE TODAY

www.communitycollegeni.nsw.edu.au

Enrol online from any device at a time that suits you. If there are no classes scheduled, add your name to a waiting list and be the first to know when a class becomes open for enrolment! **Remember**, enrolling early not only secures your place in popular courses but also helps prevent course cancellation.

Enrolling online is easy, simply follow the steps:



* If you've enrolled in a Nationally Recognised Training (NRT) course, we're required to collect certain information from you as part of the enrolment process. The Enrolment Confirmation email that we send to you will provide a link to a secure portal where you can complete the required questions. You must provide your Unique Student Identifier (USI) in order to be issued a Statement of Attainment or Qualification on the successful completion of your accredited training. If you don't have a USI you can apply for one via the link in the Enrolment Confirmation email.

ATTENTION BUSINESSES & ORGANISATIONS:

Tech Savvy for Small Business Program

Are you a small business owner who wants to up-skill yourself or your staff **fee free**?

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.

What courses are offered?

We have a number of fully subsidised **FREE** short courses available across our locations and online. See page 24 for full course schedule.

Accredited short courses

- Word 2013 Introduction *
- Excel 2013 Introduction *
- Word 2013 Intermediate *
- Excel 2013 Intermediate *
- Computer Skills for Work
- Customer Service Skills *
- Basic Bookkeeping and MYOB
- InDesign Introduction
- Aspiring Supervisor Skill Set *
- Working Effectively for Home-Based Businesses and Off-Site Workers *
- Communication Skills and Numeracy
- Social Media for Business
- Small Business Marketing
- Build your Own Website (Wordpress)
- Do more with Gmail and Google Drive

* These courses can be delivered online.

Customised Training

If you have staff who need training, talk to us about a customised course for your staff. The course can be delivered at your premises or in one of our modern, fully equipped training rooms.

Eligibility

For the purposes of this program, a small business is defined as a business with 20 employees or less, or an annual turnover of less than \$2,000,000.

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.

Community College Northern Inland Inc. Policies

For more information on the College policies, student information and local courses in your community; refer to the college website www.communitycollegeni.nsw.edu.au.

Contact your local College staff for additional information.

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.

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 24 for a list of courses available.

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.



A FLEXIBLE APPROACH TO TRAINING

Thinking about a career change, looking to up-skill or just starting out?

If you have been thinking about training in 2018 there has never been a better time to start.

At Community College Northern Inland Inc. we understand it can be a challenge to fit training around work and life commitments so we offer a range of flexible study options to suit your lifestyle.

Online

In a first for the Community College, in 2018 we will be offering online training for accredited business skills courses and Certificate III in Business.

Study online, at a time convenient to you, then join our fun fortnightly tutorial workshops in the classroom to catch up with other students and your trainer.

For more information about business courses see page 8 for Certificate III in Business or page 24 for short business courses.

Taster Courses

Unsure if a course is the right option for you? Join any one of our Certificate courses for the first six weeks before deciding to commit to the full qualification. Any units you complete will count towards your full qualification now or in the future.

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.

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.

Foundations Programs starting in Term 1:

BINGARA

6 Riddell St

Phone: 6724 1965

Calling for Expressions of Interest

INVERELL

42-44 Campbell St

Phone: 6721 3656

WHEN: WED - THU | 9.30AM - 3.00PM

MOREE

45 Frome St

Phone: 6751 1430

WHEN: THU - FRI | 9.30AM - 3.00PM

NARRABRI

Shop 3, 100 Maitland St

Phone: 6792 6196

WHEN: MON - TUE | 9.30AM - 3.00PM

WARIALDA

36 Hope St

Phone: 6729 1487

Calling for Expressions of Interest



Career Courses are nationally recognised qualifications which prepare you for the workforce. Whether you are just starting out or seeking to up-skill these courses will get you headed in the right direction.

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

BARRABA

Calling for Expressions of Interest

INVERELL

WHEN: MON 9.00AM - 3.00PM

NARRABRI

Calling for Expressions of Interest

BINGARA

Calling for Expressions of Interest

MOREE

WHEN: TUE 9.00AM - 3.00PM

WARIALDA

Calling for Expressions of Interest

COMMUNITY SERVICES

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT



Gain the skills to work in one of Australia's highest growth industries. This is a community care qualification with three specialisation choices, ageing, disability, or home and community care, providing lots of work options for graduates.

With a qualification in Individual Support you will gain the skills to operate effectively in community care and/or residential facilities following individualised plans to provide person-centred support due to ageing, disability or other reasons.

To complete this qualification, students must complete at least 120 hours of work experience in a residential aged care facility to allow all competencies to be assessed on-the-job.

Additional costs include: National Criminal Record Check is an additional \$55 (approx.) paid direct to NSW Police. Students must purchase two CCNI work shirts for work placement at a cost of \$50 (approx.).

This course is Centrelink approved over semesters 1 and 2 (2 terms) and includes a 26hpw commitment of study and 120hrs of work placement.

Registered Training Organisation: Community College Northern Inland Inc. (RTO 90027)

COST: Refer to student fee table on page 10

BARRABA (AGEING / DISABILITY)

Calling for Expressions of Interest

NARRABRI (AGEING / DISABILITY)

Calling for Expressions of Interest

INVERELL (AGEING / DISABILITY)

COMMENCING: FEB 2018

MOREE (AGEING)

WHEN: MON-TUE 9.00AM - 3.00PM

GUNNEDAH (AGEING / DISABILITY)

WHEN: MON 9.00AM - 3.00PM

Fees and subsidies

Talk to us about subsidies under Smart and Skilled.
You may be eligible for a much higher subsidy.

Please Note: Aged care and disability organisations require Federal Police Criminal Record checks for all staff, including students undertaking work placement.

The College recommends all prospective students obtain a Police Record Check prior to commencement to ensure any industry visits can be undertaken and access to workplaces approved.

The College also recommends students obtain a Working With Children Check.

CHC32015 CERTIFICATE III IN COMMUNITY SERVICES



This qualification will skill you to work in community services at an entry level. Work may include the day-to-day support of individuals in a community setting or supporting the implementation of community-based programs in a range of community service organisations.

To complete this qualification, students must complete work experience in a community services organisation to allow all competencies to be assessed on-the-job.

Additional costs include: National Criminal Record Check is an additional \$55 (approx.) paid direct to NSW Police. Students must purchase two CCNI work shirts for work placement at a cost of \$50 (approx.).

Registered Training Organisation: Community College Northern Inland Inc. (RTO 90027)

COST: Refer to student fee table on page 10

MOREE

NARRABRI

WHEN: MON-TUE 5.00PM - 8.00PM

Calling for Expressions of Interest

OUR STUDENTS

At Community College Northern Inland Inc. we care about our student's outcomes. That is why we are proud to announce that **80% of our vocational students find employment** in their chosen industries upon completion of their training.

See what they have to say about studying with us:

"Completing my Cert IV in Disability has been a priority for myself for a long time, but work commitments and the unexpected things in life put this on hold, but this year it happened! Wouldn't have without Narrabri Community College and the office ladies Joan and Ruth. Ean Muhs, our trainer, was an incredible teacher and a brilliant motivator and we are very grateful. This qualification not only benefits us as workers, it more importantly benefits the people we work with everyday at Mercy Connect & Summit Community Services."

ROSIE MANGAN - Certificate IV in Disability, Narrabri



"I had a long career working at the local meat-works. I really felt like I needed a change. After doing some courses with a job agency it was suggested I come and talk to Community College. I enrolled in the Aged Care course commencing the beginning of 2017."

I enjoyed returning to study to retrain for a different career. Class time was always engaging and I felt I had support at all times during theory and work placement.

After doing my work placement I applied for a position with McLean Care and was offered a position in the hostel before completing my course.

I would highly recommend the Community College to those who would like to learn in a positive, encouraging adult learning facility."

WAYNE ORCHARD - Certificate III in Individual Support - Ageing, Inverell



UNE SMART Region Incubator - Ideation Workshop

Are you thinking about starting a micro-business but not sure how to take the next step?

The SMART Region Incubator is offering **free workshops** to help you sense-check your idea.

Learn the core concepts of successful startup ideas and walk away with an actionable plan to validate your ideas in the marketplace as you move into developing a potential business.

The SMART Region Incubator also supports local entrepreneurs and contractors to connect with each other, gain skills and access markets via networking. Visit www.smartri.com.au to find out more.

Community College Northern Inland Inc. is calling for expressions of interest for workshops in **GUNNDAH**, **INVERELL** and **NARRABRI**. Contact your local College for more information.



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 or **Email** vicki@communitycollegeni.nsw.edu.au

INVERELL

Calling for Expressions of Interest



TRAINING AND ASSESSING

TAE40116 CERTIFICATE IV IN TRAINING AND ASSESSMENT - Full Qualification or Upgrade

Position yourself as a corporate trainer within your industry; start your own business as a freelance trainer and assessor; manage learning and development programs in your organisation; or create community training initiatives with confidence.

This course is focussed on developing skills in vocational education and training. The course at BCA National will allow students to gain real experience in the classroom (online and face to face), practice in small groups of up to 12 students and undertake holistic assessments based on current work practices.

It is expected that a fulltime study load will involve up to 17 hours a week of study.

Issuing Registered Training Organisation: BCA National (RTO 91758)

FULL QUALIFICATION COST: \$2990

UPGRADE COST: \$1050

Smart and Skilled funding may be available for this course. Enquire at your local College for more information.

NARRABRI

WHEN: FOUR TWO-DAY WORKSHOPS | WED-THU 14-15 FEB, 7-8 MAR, 28-29 MAR, 11-12 APR



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
CHC32015 Certificate III in Community Services	\$1450	\$1750	\$240
CHC33015 Certificate III in Individual Support	\$1450	\$1750	\$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.

First Aid is much more than just CPR. At Community College Northern Inland Inc. we pride ourselves on our high quality training and realistic scenarios. Our trainers are dedicated to providing the knowledge you need to respond appropriately in an emergency with a hands-on, practical training approach.

Our First Aid training courses are compliant with Workplace Health and Safety requirements and will provide you with the knowledge and hands on skills required to administer first aid to a victim of illness or injury until the arrival of professional medical help.

Any one of us - parent, work colleague or passer-by, irrespective of job or background, may have to give first aid at some time in our lives. That's why 'Everyone can be a lifesaver'. We should all be prepared.

FIRST AID - One Day Course Option



- 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.

COST: \$160 (Min. 10)

Registered Training Organisation: Community College Northern Inland Inc. (RTO 90027)

BARRABA

THU 22 FEB | 9.00AM - 4.30PM

BINGARA

MON 5 MAR | 9.00AM - 4.30PM

GUNNEDAH

MON 26 FEB | 8.30AM - 5.30PM

SUN 25 MAR | 8.30AM - 5.30PM

FRI 6 APR | 8.30AM - 5.30PM

ASHFORD

SAT 10 FEB | 8.30AM - 5.00PM

INVERELL

SAT 3 FEB | 8.30AM - 5.00PM

SAT 17 MAR | 8.30AM - 5.00PM

SAT 7 APR | 8.30AM - 5.00PM

SAT 5 MAY | 8.30AM - 5.00PM

MOREE

WED 14 FEB | 9.00AM - 4.30PM

FRI 9 MAR | 9.00AM - 4.30PM

SAT 17 MAR | 9.00AM - 4.30PM

NARRABRI

TUE & THU 13 & 15 FEB | 6.00PM - 9.00PM

WED 7 MAR | 9.00AM - 4.00PM

MON 9 APR | 9.00AM - 4.00PM

MON 30 APR | 9.00AM - 4.00PM

WARIALDA

TUE 13 MAR | 8.30AM - 5.00PM

Community College-Northern Inland Inc. (RTO 90027) is registered to deliver and assess: HLTAID001 Provide cardio pulmonary resuscitation; HLTAID002 Provide basic emergency life support; HLTAID003 Provide first aid, and; HLTAID004 Provide an emergency first aid response in an education and care setting.



HLTAID001 - PROVIDE CARDIO PULMONARY RESUSCITATION (CPR)

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

COST: \$65 (Min.10)

Registered Training Organisation: Community College Northern Inland Inc. (RTO 90027)

BARRABA

THU 22 FEB | 9.00AM - 11.30AM

BINGARA

MON 5 MAR | 9.00AM - 11.30AM

GUNNEDAH

MON 26 FEB | 8.30AM - 12.30PM

SUN 18 MAR | 8.30AM - 12.30PM

SUN 25 MAR | 8.30AM - 12.30PM

FRI 6 APR | 8.30AM - 12.30PM

INVERELL

SAT 3 FEB | 8.30AM - 11.30AM

SAT 17 MAR | 8.30AM - 11.30AM

SAT 7 APR | 8.30AM - 11.30AM

SAT 5 MAY | 8.30AM - 11.30AM

MOREE

WED 14 FEB | 9.00AM - 11.00AM

FRI 9 MAR | 9.00AM - 11.00AM

SAT 17 MAR | 9.00AM - 11.00AM

NARRABRI

TUE 13 FEB | 6.00PM - 9.00PM

SAT 24 FEB | 9.00AM - 11.30AM

WED 7 MAR | 9.00AM - 11.30AM

MON 12 MAR | 6.00PM - 8.30PM

MON 9 APR | 9.00AM - 11.30AM

MON 30 APR | 9.00AM - 11.30AM

WARIALDA

TUE 13 MAR | 8.30AM - 11.30AM

ASHFORD

SAT 10 FEB | 8.30AM - 11.30AM

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.

COST: \$160 (Min. 10)

Registered Training Organisation: Community College Northern Inland Inc. (RTO 90027)

GUNNEDAH

SUN 18 MAR | 8.30AM - 5.30PM

MOREE

WED 14 FEB | 9.00AM - 4.30PM

FRI 9 MAR | 9.00AM - 4.30PM

SAT 17 MAR | 9.00AM - 4.30PM

NARRABRI

SAT 24 FEB | 9.00AM - 4.00PM

**Do you have a USI?**

All students of nationally recognised courses need to have a Unique Student Identifier (USI).

For more information go to www.usi.gov.au or contact your local Community College.

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 2 demonstrations, each of 4 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 10 minutes during the CPR component assessment time.

BARRABA COMMUNITY COLLEGE

Main Office & Training: 92 Queen St, Barraba

Mail: PO Box 20, Barraba NSW 2347

Phone: 6782 1662

Fax: 6782 1138

Email: info@communitycollegeni.nsw.edu.au

Office Hours: Monday - Friday, 9.00am - 4.00pm (may vary during school holidays)

All courses will be held at the Community College unless otherwise noted.

Tech Savvy for Small Business

Are you a small business owner who wants to up-skill yourself or your staff free?

Community College Northern Inland has funding from the NSW Department of Industry to support small businesses by providing fully subsidised training targeting information technology, business services and foundation skills.

We offer training in a range of areas from computer skills to customer service, in the classroom, workplace or online. If your staff need up-skilling, come and talk to us about customised training options. See page 24 for more details.

Barraba Learning Centre - Tutoring Services

WHEN: MON-THU | 3.30PM - 6.00PM

HOBBIES / LEISURE

Yoga

MON: Hatha Yoga 6.00PM

WED: Sit & Stretch Yoga 9:00AM (Allows those recovering from injury or illness)

VENUE: Barraba Rugby Club

CONTACT: Karen 0429 647 928

Get Skilled:

Barraba Community College offers a range of fully Accredited Courses. Whether you are looking to get skilled for the workforce, up-skill in your current position or re-skill for a career change, we can help.

Certificate III Business	TBA	Page 8
Certificate III Individual Support	TBA	Page 8
Provide First Aid	THU 22 FEB	Page 11
CPR	THU 22 FEB	Page 12
Food Safety	FRI 23 MAR	Page 27
Responsible Service of Alcohol	MON 5 MAR	Page 29
Responsible Gambling Services	TUE 6 MAR	Page 29

BINGARA COMMUNITY COLLEGE

Main Office & Training: 6 Riddell St, Bingara

Mail: PO Box 91, Bingara NSW 2404

Phone: 6724 1965

Fax: 6724 1420

Email: bingara@communitycollegeni.nsw.edu.au

Office Hours: Monday - Thursday 9.00am - 4.00pm (may vary during school holidays)

All courses will be held at the Community College unless otherwise noted.

COMPUTER COURSES

Computer Club

Have your computer questions answered or get a hand with computer functions such as setting up an email, familiarisation with your new laptop, downloading photos, or attaching photos to an email. Toni Moodie and Tina Simpson will help answer your questions. If you would like to use the computers to browse the net or check emails this is also available during these times.

COST: \$5 per session

WHEN: Please call to see which Thursdays it will be running.

Tech Savvy for Small Business

Are you a small business owner who wants to up-skill yourself or your staff fee free?

Community College Northern Inland has funding from the NSW Department of Industry to support small businesses by providing fully subsidised training targeting information technology, business services and foundation skills.

We offer training in a range of areas from computer skills to customer service, in the classroom, workplace or online. If your staff need up-skilling, come and talk to us about customised training options. See page 24 for more details.

HOBBIES / LEISURE

Welding

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.

TUTOR: Tony Gomez **VENUE:** Bingara Central School **COST:** \$290 (Min./Max. 3) **WHEN:** TBA

Pallamallawa Sewing and Craft Group

WHEN: Thursdays | 7.00PM – 10.00PM (during school terms)

VENUE: Pallamallawa School

Needlecraft Group

WHEN: Wednesdays | 9.30AM - 12.30PM

Get Skilled:

Bingara Community College offers a range of fully Accredited Courses. Whether you are looking to get skilled for the workforce, up-skill in your current position or re-skill for a career change, we can help.

Foundation Skills	TBA	Page 7
Certificate III Business	TBA	Page 8
Customer Service Skills	SAT 17 & 24 MAR	Page 25
Computer Skills for Work	SAT 3, 10, 17, 24 FEB, SAT 3, 10 MAR	Page 24
Provide First Aid	MON 5 MAR	Page 11
CPR	MON 5 MAR	Page 12
Food Safety (Warialda)	TUE 10 APR	Page 27
Responsible Service of Alcohol	THU 1 MAR	Page 29
Responsible Gambling Services	FRI 2 MAR	Page 29
White Card (Warialda)	TUE 13 FEB	Page 30

GUNNEDAH COMMUNITY COLLEGE

Main Office & Training: 39 Chandos St, Gunnedah

Phone: 6742 5630

Fax: 6742 0789

Email: gunnedah@communitycollegeninsw.edu.au

Office Hours: Monday - Friday 8.30am - 3.00pm (may vary during school holidays)

All courses will be held at the Community College unless otherwise noted.

Tech Savvy for Small Business

Are you a small business owner who wants to up-skill yourself or your staff fee free?

Community College Northern Inland has funding from the NSW Department of Industry to support small businesses by providing fully subsidised training targeting information technology, business services and foundation skills.

We offer training in a range of areas from computer skills to customer service, in the classroom, workplace or online. If your staff need up-skilling, come and talk to us about customised training options. See page 24 for more details.

Employability Skills

A must-attend course for new employees just starting work and unemployed persons seeking work. Ideally suited to organisations employing a number of new starters at the one time and can be linked with compulsory induction training to provide a 'ready for work' package.

This is a non-accredited course, participants will receive a Certificate of Attendance upon completion.

COST: \$120 **WHEN:** TUE 13 MAR | 9.00AM - 4.00PM

COMPUTER COURSES

Computer Basics for Seniors at our BFS Kiosk

BROADBAND FOR SENIORS
STAYING CONNECTED

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)

HEALTH & WELLBEING

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: FREE **WHEN:** WED-THU 7-8 FEB | 9.00AM - 3.30PM

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 **WHEN:** WED 28 MAR | 10.30AM - 1.30PM

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:** WED 11 APR | 10.30AM - 12.00PM



HOBBIES / LEISURE

Leather Plaiting Fundamentals

More than just an introduction, this course is also for plaiters who want to brush up on their skills. No experience is necessary. Learn how to plait flat (belts), round (hatbands) and 'Turks Heads' from an expert in the field. Please bring along a very sharp knife to cut leather and a measuring tape.

TUTOR: John McMaster

COST: \$170 paid in advance (plus materials to be paid on the day)

WHEN: SAT-SUN 10-11 FEB | 8.30AM - 4.00PM

VENUE: Gunnedah High School (Min 6. Max. 8)

Introduction to Photography

Improve every picture you take with this exciting introduction to the fundamentals of photography. Become better acquainted with your camera and all its functions.

This course is ideal if you are a beginner who is curious about photography and suitable for all those who want to get creative with their picture taking. Don't forget your camera and enthusiasm. Morning tea will be provided.

TUTOR: Hayley Hausfeld

COST: \$100

WHEN: SAT 17 FEB | 10.00AM - 1.00PM

Travel in Style

Your trainers for this evening course, Louise Brock of She's My Travel Agent and Tracey Cullen of Style for You, will teach you valuable tips on finding the right trip and packing with style.

Everyone deserves to feel confident and have their unique beauty highlighted.

From organising travel documents, packing tips, dressing with style on any budget, and mixing and matching colours and styles to release your inner beauty and confidence, these two experts will show you how it is done.

COST: \$35 (A light supper will be provided)

WHEN: WED 7 MAR | 5.00PM - 8.00PM

Jade Punch Art

Join local artist Jade Punch for a fun and interactive workshop. Gain valuable tips on turning your trash into treasure, and your waste into art. Be a part of the solution while having fun exploring your creative side.

TUTOR: Jade Punch

COST: \$30

WHEN: SAT 24 MAR | 10.00AM - 1.00PM

Blackjack Camera Club

WHEN: Group meets the last Tuesday of the month 7.00PM

Get Skilled:

Gunnedah Community College offers a range of fully Accredited Courses. Whether you are looking to get skilled for the workforce, up-skill in your current position or re-skill for a career change, we can help.

Certificate III Individual Support	TBA	Page 8
Provide First Aid	MON 26 FEB / SUN 25 MAR / FRI 6 APR	Page 11
Provide First Aid Education & Care	SUN 18 MAR	Page 12
CPR	MON 26 FEB / SUN 18 / 26 MAR / FRI 6 APR	Page 12
Food Safety	TUE 6 MAR	Page 27
Prepare & Serve Espresso Coffee	WED 7 MAR	Page 28
Responsible Service of Alcohol	MON 19 FEB / SAT 10 MAR	Page 29
Responsible Gambling Services	TUE 20 FEB / SUN 11 MAR	Page 29
Waiting Skills	THU-FRI 5 - 6 APR	Page 28
White Card	WED 14 FEB	Page 30
Enter & Work In Confined Spaces	TUE-WED 27 - 28 MAR	Page 30
Chemical Users Training	THU-FRI 15 - 16 MAR	Page 31
Forklift	TUE-THU 27 FEB - 1 MAR	Page 31

INVERELL COMMUNITY COLLEGE

Main Office & Training: 42-44 Campbell St, Inverell

Phone: 6721 3656

Fax: 6721 3660

Email: inverell@communitycollegeninsw.edu.au

Office Hours: Monday - Friday 9.30am - 3.00pm (may vary during school holidays)

All courses will be held at the Community College unless otherwise noted.

Tech Savvy for Small Business

Are you a small business owner who wants to up-skill yourself or your staff for free?

Community College Northern Inland has funding from the NSW Department of Industry to support small businesses by providing fully subsidised training targeting information technology, business services and foundation skills.

We offer training in a range of areas from computer skills to customer service, in the classroom, workplace or online. If your staff need up-skilling, come and talk to us about customised training options. See page 24 for more details.

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 4 people. (This includes a free initial meeting and appraisal of your needs to ensure we meet your specific requirements.)

HOBBIES / LEISURE

Make your own Silver Ring

Learn the traditional technique of carving and shaping jeweller's wax to create your own unique sterling silver ring.

Once you are satisfied with your wax ring, it will be professionally cast into silver, cleaned and polished, ready to wear and be shown off. Bring along some inspiration or design your piece from scratch.

This workshop is designed for all levels with no previous experience necessary, so just bring your enthusiasm along.

Please Note: All tools, materials and sterling silver casting included in price.

COST: \$165 (Min. 6 / Max. 10)

WHEN: MON-TUE 29-30 JAN | 6.00PM - 8.00PM



Make your own Silver Pendant or Ring

Learn the traditional technique of carving and shaping jeweller's wax to create your own unique sterling silver pendant or ring. Bring along some inspiration or design your piece from scratch.

Once you are satisfied with your wax piece, it will be professionally cast into silver, cleaned and polished, ready to wear and be shown off.

This workshop is designed for all levels with no previous experience necessary, so just bring your enthusiasm along.

Please Note: All tools, materials and sterling silver casting included in price.

COST: \$210 (Min. 6 / Max. 10)

WHEN: MON-TUE 26-27 FEB | 6.00PM - 8.30PM

Get Skilled:

Inverell Community College offers a range of fully Accredited Courses. Whether you are looking to get skilled for the workforce, up-skill in your current position or re-skill for a career change, we can help.

Foundation Skills	WED-THU	Page 7
Certificate III Business	COMMENCING FEB	Page 8
Certificate III Individual Support	COMMENCING FEB	Page 8
Certificate II or III Engineering	TBA	Page 10
Word 2013 Intermediate	COMMENCING FEB	Page 25
Excel 2013 Intermediate	COMMENCING FEB	Page 25
Computer Skills for Work	COMMENCING MAR	Page 24
Customer Service Skills	COMMENCING MAR	Page 25
Aspiring Supervisor Skill Set	COMMENCING FEB	Page 26
Work Effectively from Home	COMMENCING FEB	Page 26
Small Business Marketing	TBA	Page 26
Build Your Own Website	SAT-SUN 7-8 APR	Page 26
Provide First Aid	SAT 3 FEB / SAT 17 MAR / SAT 7 APR / SAT 5 MAY	Page 11
Provide First Aid (Ashford)	SAT 10 FEB	Page 11
CPR	SAT 3 FEB / SAT 17 MAR / SAT 7 APR / SAT 5 MAY	Page 12
CPR (Ashford)	SAT 10 FEB	Page 12
Food Safety	THU 1 FEB	Page 27
Prepare & Serve Espresso Coffee	FRI 2 FEB	Page 28
Responsible Service of Alcohol	TUE 30 JAN / SAT 24 FEB	Page 29
Responsible Gambling Services	WED 31 JAN / SUN 25 FEB	Page 29
Housekeeping	MON-WED 26-28 FEB	Page 29
White Card	MON 12 FEB	Page 30
Enter & Work In Confined Spaces	TUE-WED 20-21 FEB	Page 30
Work Safely At Heights	THU 22 FEB	Page 30

MOREE COMMUNITY COLLEGE

Main Office & Training: 45-47 Frome St, Moree (opposite Moree Police Station)
Parking is available at rear of building (Wesley Lane)

Phone: 6751 1430 **Fax:** 6751 1810 **Email:** moree@communitycollegeni.nsw.edu.au

Office Hours: Monday - Friday 9.00am - 3.00pm (may vary during school holidays)

All courses will be held at the Community College unless otherwise noted.

Book early to avoid disappointment! To ensure that all courses run, please book and pay the course fee 7 days prior to the start date.

Enrolments can be made by visiting the college or online at www.communitycollegeni.nsw.edu.au

Tech Savvy for Small Business

Are you a small business owner who wants to up-skill yourself or your staff free?

Community College Northern Inland has funding from the NSW Department of Industry to support small businesses by providing fully subsidised training targeting information technology, business services and foundation skills.

We offer training in a range of areas from computer skills to customer service, in the classroom, workplace or online. If your staff need up-skilling, come and talk to us about customised training options. See page 24 for more details.

COMPUTER COURSES

Tech Savvy Club

For those who have attended one of our Computer Courses, Tech Savvy Seniors or Personalised Computer Tutoring and would like to hone your skills, with help at hand. Use our computers or bring your own laptop, tablet or smartphone. Julieanne will be available to answer any questions, guide you through some basic functions and offer assistance in using a computer or your device. Bookings are essential.

TUTOR: Julieanne Farrell **COST:** \$15 per session **WHEN:** Fridays | 11.00AM - 12.00PM

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: \$40 per hour

HEALTH & WELLBEING

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: FREE **WHEN:** WED-THU 4-5 APR | 9.00AM - 3.30PM

HOBBIES / LEISURE

Photography Workshop

A hands on workshop designed to put you in control of your camera. Learn how to get the most out of your DSLR camera in a fun and friendly environment with lots of professional tips and tricks. Open to all levels of experience.

Subjects covered include:	Composition	What the buttons do	Shutter speed
	Aperture	ISO	Dos & don'ts
	Equipment	When to take photos	
How to take photos of:	Lightning	Stars	Sunsets
	Portraits	Sports	Landscapes
What to bring:	DSLR Camera	Manual	Any equipment you have
	Notebook	Pen	Lunch & morning tea

TUTOR: Candice O'Neill **WHEN:** SAT 24 MAR | 9.00AM - 3.30PM

COST: TBA

Drum Lampshade Making Workshop

Learn how to make a 30cm drum lampshade or pendant light. Design your own to match your upholstery, curtains or room theme. Bring along your choice of fabric (99cm x 27cm) for your own personal touch. You will make and take home a 30cm diameter x 21.5cm height Drum lampshade or pendant light - perfect for your own home. Included in the price is a Do-It-Yourself Lampshade Kit which includes everything you need.

TUTOR: Carolyn Coleman

WHEN: Calling for Expressions of Interest

Get Skilled:

Moree Community College offers a range of fully Accredited Courses. Whether you are looking to get skilled for the workforce, up-skill in your current position or re-skill for a career change, we can help.

Foundation Skills	THU-FRI	Page 7
Certificate III Business	TUE	Page 8
Certificate III Individual Support	MON-TUE	Page 8
Certificate III Community Services	MON-TUE	Page 9
Word 2013 Introduction	MON 12, 19 & 26 FEB	Page 24
Excel 2013 Introduction	MON 5, 12 & 19 MAR	Page 24
Computer Skills for Work	COMMENCES MON 12 FEB	Page 24
Basic Bookkeeping & MYOB	TBA	Page 25
Provide First Aid	WED 14 FEB / FRI 9 MAR / SAT 17 MAR	Page 11
CPR	WED 14 FEB / FRI 9 MAR / SAT 17 MAR	Page 12
Provide First Aid Education & Care	WED 14 FEB / FRI 9 MAR / SAT 17 MAR	Page 12
Food Safety	TUE 13 MAR	Page 27
Prepare & Serve Espresso Coffee	WED 14 MAR	Page 28
Responsible Service of Alcohol	WED 21 FEB	Page 29
Responsible Gambling Services	THU 22 FEB	Page 29
Forklift	MON-WED 26-28 FEB	Page 31

NARRABRI COMMUNITY COLLEGE

Main Office & Training: 3/100 Maitland St, Narrabri

Phone: 6792 6196

Fax: 6792 1536

Email: narrabri@communitycollegeninsw.edu.au

Office Hours: Monday - Thursday 8.30am - 3.30pm, Friday 8.30am - 12.30pm (may vary during school holidays)

All courses will be held at the Community College unless otherwise noted.

Tech Savvy for Small Business

Are you a small business owner who wants to up-skill yourself or your staff free?

Community College Northern Inland has funding from the NSW Department of Industry to support small businesses by providing fully subsidised training targeting information technology, business services and foundation skills.

We offer training in a range of areas from computer skills to customer service, in the classroom, workplace or online. If your staff need up-skilling, come and talk to us about customised training options. See page 24 for more details.



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.)

MYOB Day to Day

This course has been developed to cover the setting up and day to day processes of your MYOB program. The skills and knowledge gained in this course will allow you to create a company file, create invoices, receive payments, pay bills, reconcile bank statements, produce financial reports and accurately complete BAS/IAS forms.

Prerequisites: Computer competency, basic understanding of bookkeeping and USB stick. Training manual supplied.

TUTOR: Ann Bowen **COST:** \$250 (Min.6) **WHEN:** WEDNESDAYS 14 FEB - 14 MAR | 6.00PM - 9.00PM | 5 SESSIONS

MYOB Payroll Fundamentals

Aimed at existing MYOB users, MYOB Payroll is designed to provide participants with the practical training to enhance their skills and to process payroll effectively.

Prerequisites: Basic bookkeeping, MYOB and computing skills. Manual supplied.

TUTOR: Ann Bowen **COST:** \$100 (Min.6) **WHEN:** WEDNESDAYS 28 MAR & 4 APR | 6.00PM - 9.00PM | 2 SESSIONS

HEALTH & WELLBEING

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: FREE

WHEN: TUE-WED 13-14 MAR | 9.00AM - 3.30PM

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: TUE 3 APR | 10.30AM - 12.00PM



Yes You Can - Workshop Series

Building a Better Life. Whatever stage of life you are at, you can always set goals and reach for them – big or small – Yes, you can!

This series of six workshops gives you the skills to motivate and to achieve your goals. All topics overlap and interact to give you confidence to deal with situations, overcome roadblocks, change bad habits, achieve your goals and have a fulfilled life.

Sessions include:

- Being proactive
- Communication skills
- Goal setting
- Confidence skills
- Stress management
- Managing difficult situations

TUTOR: Helen Dugdale **COST:** \$150 (Max. 10) **WHEN:** COMMENCES FRI 23 FEB | 9.30AM - 12.30PM | 6 SESSIONS

HOBBIES / LEISURE

Creative Cake Art - Easter Decorating

This six week course will set you up with techniques and products to start you decorating.

You will cover the art of decorating 'sugar eggs', learn to make Easter daisies, daffodils, cornflowers and chocolate roses made from chocolate pettinice.

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: COMMENCES WED 21 FEB | 6.00PM - 9.00PM | 6 SESSIONS



Get Skilled:

Narrabri Community College offers a range of fully Accredited Courses. Whether you are looking to get skilled for the workforce, up-skill in your current position or re-skill for a career change, we can help.

Foundation Skills	MON-TUE	Page 7
Certificate III Business	TBA	Page 8
Certificate III Individual Support	MON-TUE	Page 8
Certificate III Community Support	TBA	Page 9
Certificate IV Training & Assessing	COMMENCING FEB	Page 10
Provide First Aid	TUE & THU 13 & 15 FEB / WED 7 MAR	Page 11
Provide First Aid	MON 9 APR / MON 30 APR	Page 11
Provide First Aid Education & Care	SAT 24 FEB	Page 12
CPR	TUE 13 FEB / SAT 24 FEB / WED 7 MAR	Page 12
CPR	MON 12 MAR / MON 9 APR / MON 30 APR	Page 12
Food Safety	WED 14 FEB	Page 27
Prepare & Serve Espresso Coffee	THU 15 FEB	Page 28
Responsible Service of Alcohol	MON 12 FEB	Page 29
Responsible Gambling Services	TUE 13 FEB	Page 29
Enter & Work in Confined Spaces	WED-THU 14-15 MAR	Page 30
Work Safely at Heights	THU 8 MAR	Page 30
Forklift	WED-FRI 28 FEB - 2 MAR	Page 31
Chemical Users Training	MON-TUE 26-27 MAR	Page 31

WARIALDA COMMUNITY COLLEGE

Main Office & Training: 36 Hope St, Warialda

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

Office Hours: Tuesdays 9.00am – 5.00pm. (Closed at all other times but contactable by mobile.)

All courses will be held at the Community College unless otherwise noted.

Book online at www.communitycollegeni.nsw.edu.au. Payment is required when booking courses unless alternative arrangements have been made. If you need help to make your booking, call us on 0429 934 346.

Remember, booking early helps prevent course cancellation.

Tech Savvy for Small Business

Are you a small business owner who wants to up-skill yourself or your staff free?

Community College Northern Inland has funding from the NSW Department of Industry to support small businesses by providing fully subsidised training targeting information technology, business services and foundation skills.

We offer training in a range of areas from computer skills to customer service, in the classroom, workplace or online. If your staff need up-skilling, come and talk to us about customised training options. See page 24 for more details.

HOBBIES / LEISURE

Introduction to Plaiting

You won't need any experience to take part in this weekend workshop with renowned whipmaker John McMaster. Learn how to plait flat (belts), round (hatbands), and turks heads. Join us for the first in a series of courses that will run throughout the year where you'll develop techniques of increasing complexity. Please bring a small but very sharp knife to cut the leather.

TUTOR: John McMaster

COST: \$170 plus materials cost to be paid in cash on the day

WHEN: SAT-SUN 17-18 MAR | 8.30AM - 4.00PM

VENUE: Woodwork Room, Warialda High School

Beginner Leadlighting

Create a stained glass work of art!

Enrol in this practical and enjoyable weekend workshop to learn all the basic techniques for leadlighting/stained glass. Artisan Peter Robertson will provide an introduction to achieving professional results in glass cutting, lead working, soldering and finishing. Students complete their own leadlight panel of a set design and size. The cost covers tuition, use of workshop tools and materials, choice of a large selection of coloured and textured glass.

TUTOR: Peter Robertson

WHEN: Calling for Expressions of Interest

Get Skilled:

Warialda Community College offers a range of fully Accredited Courses. Whether you are looking to get skilled for the workforce, up-skill in your current position or re-skill for a career change, we can help.

Foundation Skills (Bingara)	TBA	Page 7
Certificate III Business	TBA	Page 8
Small Business Marketing	WED 7, 14 & 21 FEB	Page 26
Build Your Own Website	SAT-SUN 24-25 MAR	Page 26
Provide First Aid	TUE 13 MAR	Page 11
CPR	TUE 13 MAR	Page 12
Food Safety	TUE 10 APR	Page 27
Responsible Service of Alcohol (Bingara)	MON 19 FEB	Page 29
Responsible Gambling Services (Bingara)	TUE 20 FEB	Page 29
White Card	TUE 13 FEB	Page 30

Business skills are in demand across all industries. Our short business courses will teach you key skills from word processing and spreadsheets, to customer service, marketing and more to help you succeed.

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.

MOREE

ONLINE

WHEN: MONDAYS 12, 19 & 26 FEB | 9.30AM - 3.00PM

Talk to your local college about online study options.

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 to use 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.

MOREE

ONLINE

WHEN: MONDAYS 5, 12 & 19 MAR | 9.30AM - 3.00PM

Talk to your local college about online study options.

Computer Skills for Work



- ICTICT102 Operate word processing applications
- ICTICT105 Operate spreadsheet applications
- FSKDIG03 Use digital technology for routine workplace tasks

This course will provide students the entry level computer skills essential for a range of administration roles. Learn how to use Windows 10 (inc. file management skills), Word 2013 and Excel 2013.

Registered Training Organisation: Community College Northern Inland Inc. (RTO 90027)

COST: \$850 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

BINGARA

INVERELL

WHEN: SATURDAYS 3 FEB - 10 MAR | 9.00PM - 4.00PM

WHEN: COMMENCING MAR

MOREE

WHEN: MONDAYS 12 FEB - 26 MAR | 9.30AM - 3.00PM

Tech Savvy Small Business

Are you a small business owner who wants to up-skill yourself or your staff for free? Enrol in any of these 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 5 for full eligibility and funding details.

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.

INVERELL

ONLINE

WHEN: COMMENCING FEB

Talk to your local College about online study options.

Excel 2013 Intermediate



- BSBITU304 Produce spreadsheets

This course is focused on more advanced features of MS Excel. Learn to manage your finances, business data, display and interpret information, use relative and absolute references and more. This course would suit those who have basic day to day Excel 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.

INVERELL

ONLINE

WHEN: COMMENCING FEB

Talk to your local College about online study options.

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.

MOREE

Calling for Expressions of Interest

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

BINGARA

INVERELL

WHEN: SATURDAYS 17 - 24 MAR | 9.00PM - 3.00PM

WHEN: COMMENCING MAR

ONLINE

Talk to your local College about online study options.

Aspiring Supervisor Skill Set



- BSBFLM303 Contribute to effective workplace relationships
- BSBFLM305 Support operational plan
- BSBFLM306 Provide workplace information and resourcing plans
- BSBFLM312 Contribute to team effectiveness

This skill set is for newly appointed or aspiring supervisors and team leaders. Learn how to contribute to team effectiveness, plan to meet expected outcomes and develop team cohesion.

Registered Training Organisation: Community College Northern Inland Inc. (RTO 90027)

COST: \$950 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

INVERELL

ONLINE

WHEN: COMMENCING FEB

Talk to your local college about online study options.

Work effectively for Home-Based Businesses and Off-site Workers



- BSBWOR302 Work effectively as an off-site worker
- BSBWOR301 Organise personal work priorities and development

Do you work from home or off-site and struggle to work effectively? In this course you will learn time management and prioritisation skills, and how to work effectively from home.

Registered Training Organisation: Community College Northern Inland Inc. (RTO 90027)

COST: \$780 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

INVERELL

ONLINE

WHEN: COMMENCING FEB

Talk to your local college about online study options.

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

INVERELL

WARIALDA

Calling for Expressions of Interest

WHEN: WEDNESDAYS 7, 14 & 21 FEB | 9.30AM - 3.00PM

Build Your Own Website (WordPress)



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 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: \$275 (Min. 6) **Fee free** training is available for eligible students. Contact your local college to discuss eligibility.

INVERELL

WARIALDA

WHEN: SAT-SUN 7-8 APR | 9.00AM - 5.00PM

WHEN: SAT-SUN 24-25 MAR | 9.00AM - 5.00PM

Customised Training

If you have staff who need training, talk to us about a customised course for your staff. Courses can be delivered at your premises or in one of our modern, fully equipped training rooms.

Hospitality and Service industries are the largest employers in Australia. Studying service and hospitality can lead to a huge range of career paths and a rewarding future.

Our courses offer practical skills to boost your career opportunities, getting you job-ready and operational for the professional world.

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 5 years.

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

Issuing Registered Training Organisation: ATAC (RTO 90886)

BARRABA

FRI 23 MAR | 9.00AM - 5.00PM

INVERELL

THU 1 FEB | 9.00AM - 5.00PM

NARRABRI

WED 14 FEB | 9.00AM - 5.00PM

GUNNEDAH

TUE 6 MAR | 9.00AM - 5.00PM

MOREE

TUE 13 MAR | 9.00AM - 5.00PM

WARIALDA

TUE 10 APR | 9.00AM - 5.00PM

FOOD SAFETY SUPERVISOR (LEVEL 2) - REFRESHER

- SITXFSA001 Use hygienic practices for food safety
- SITXFSA002 Participate in safe food handling practices

If your current certificate is nearing expiry then you are able to refresh by attending this Recertification Course. Food Safety Supervisor Certificates are valid for 5 years.

Prerequisites: Students must hold a current NSW Food Authority Food Safety Supervisor Certificate and Statement of Attainment and present this to the trainer on the day of the course.

COST: \$120 (Min. 8, Max. 15)

Issuing Registered Training Organisation: ATAC (RTO 90886)

BARRABA

FRI 23 MAR | 9.00AM - 5.00PM

MOREE

TUE 13 MAR | 9.00AM - 5.00PM

GUNNEDAH

TUE 6 MAR | 9.00AM - 5.00PM

NARRABRI

WED 14 FEB | 9.00AM - 5.00PM

INVERELL

THU 1 FEB | 9.00AM - 5.00PM

WARIALDA

TUE 10 APR | 9.00AM - 5.00PM

Do you have a USI?

All students of nationally recognised courses need to have a Unique Student Identifier (USI).

For more information go to www.usi.gov.au or contact your local Community College.



FOOD HANDLING (LEVEL 1)

- SITXFSA001 Use hygienic practices for food safety

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.

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

Issuing Registered Training Organisation: ATAC (RTO 90886)

BARRABA

FRI 23 MAR | 9.00AM - 5.00PM

INVERELL

THU 1 FEB | 9.00AM - 5.00PM

NARRABRI

WED 14 FEB | 9.00AM - 5.00PM

GUNNEDAH

TUE 6 MAR | 9.00AM - 5.00PM

MOREE

TUE 13 MAR | 9.00AM - 5.00PM

WARRIALDA

TUE 10 APR | 9.00AM - 5.00PM

SITHFAB005 - PREPARE AND SERVE ESPRESSO COFFEE

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 (level 1) for accreditation. (Not required if the course is for personal development.)

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

Issuing Registered Training Organisation: ATAC (RTO 90886)

GUNNEDAH

WED 7 MAR | 9.00AM - 4.00PM

MOREE

WED 14 MAR | 9.00AM - 4.00PM

INVERELL

FRI 2 FEB | 9.00AM - 4.00PM

NARRABRI

THU 15 FEB | 9.00AM - 4.00PM



WAITING SKILLS

- SITXFSA001 Use hygienic practices for food safety
- SITHFAB007 Serve food and beverage

This course is aimed at all staff who want the basic skills to work in the food industry as a waitperson.

The training will provide you with the skills and knowledge required to serve food and beverages to customers in a casual dining setting including hotels, clubs, cafes and coffee shops.

COST: \$190 (Min. 8, Max. 15)

Issuing Registered Training Organisation: ATAC (RTO 90886)

GUNNEDAH

THU-FRI 5-6 APR | 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.

SITHFAB002 - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL (RSA)

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 5 years.

COST: \$190 (Min. 10)

Issuing Registered Training Organisation: ATAC (RTO 90886)

BARRABA

MON 5 MAR | 9.00AM - 5.00PM

GUNNEDAH

MON 19 FEB | 9.00AM - 4.00PM

SAT 10 MAR | 9.00AM - 4.00PM

MOREE

WED 21 FEB | 9.00AM - 4.00PM

BINGARA

THU 1 MAR | 9.00AM - 4.00PM

INVERELL

TUE 30 JAN | 9.00AM - 4.00PM

SAT 24 FEB | 9.00AM - 4.00PM

NARRABRI

MON 12 FEB | 9.00AM - 4.00PM

SITHGAM001 - PROVIDE RESPONSIBLE SERVICE OF GAMBLING (RCG)

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 5 years.

COST: \$135 (Min. 10)

Issuing Registered Training Organisation: ATAC (RTO 90886)

BARRABA

TUE 6 MAR | 9.00AM - 5.00PM

GUNNEDAH

TUE 20 FEB | 9.00AM - 4.00PM

SUN 11 MAR | 9.00AM - 4.00PM

MOREE

THU 22 FEB | 9.00AM - 4.00PM

BINGARA

FRI 2 MAR | 9.00AM - 4.00PM

INVERELL

WED 31 JAN | 9.00AM - 4.00PM

SUN 25 FEB | 9.00AM - 4.00PM

NARRABRI

TUE 13 FEB | 9.00AM - 4.00PM

HOUSEKEEPING

- SITXFSA001 Use hygienic practices for food safety
- SITHACS001 Clean premises and equipment
- SITHACS002 Provide housekeeping services to guests
- SITHACS003 Prepare rooms for guests

This course is for all jobseekers and staff wanting to work in commercial accommodation establishments, staff who work under supervision and usually as part of a team.

COST: \$650 (Min. 10, Max. 15)

Issuing Registered Training Organisation: ATAC (RTO 90886)

INVERELL

MON-WED 26-28 FEB | 9.00AM - 4.00PM



Construction and Safety qualifications are a must for many industries. Our courses are designed to give you the knowledge and skills you need to be job ready and to work safely in this growing sector.

WHITE CARD

- CPCCWHS1001 Prepare to work safely in the construction industry

Accredited by SafeWork NSW, this general induction training covers persons entering the construction industry or those seeking registration as an owner builder. The course delivers a basic knowledge of requirements under the Work Health and Safety (WHS) Act 2011, the common hazards and risks likely to be encountered on construction sites and how these risks should be controlled.

This course covers employee and supervisor responsibilities, health and safety information in the workplace, identifying safety signs, identifying hazards, reporting unsafe conditions, accidents or incidents, and injury management.

COST: \$145 (Min. 10)

Issuing Registered Training Organisation: Hunter Plant Operator Training School (RTO 90352)

GUNNEDAH

WED 14 FEB | 9.00AM - 4.00PM

INVERELL

MON 12 FEB | 9.00AM - 4.00PM

WARIALDA

TUE 13 FEB | 9.00AM - 4.00PM

RIIWHS202D - 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.

FULL COURSE COST: \$370 (Min. 8)

RECERTIFICATION COST: \$225

Issuing Registered Training Organisation: Hunter Plant Operator Training School (RTO 90352)

GUNNEDAH

TUE-WED 27-28 MAR | 9.00AM - 4.00PM

NARRABRI

WED-THU 14-15 MAR | 9.00AM - 4.00PM

INVERELL

TUE-WED 20-21 FEB | 9.00AM - 4.00PM

RIIWHS204D - WORK SAFELY AT HEIGHTS

For all employees who are required to work at heights, this course covers the safety requirements, responsibilities and use of equipment when working at heights as required by SafeWork NSW.

This unit covers; Identify work requirements, identify work procedures and instructions, access and install equipment, perform work at heights, clean up work area.

This unit specifies the competency required to undertake safe work practices when working at heights or depths.

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

Issuing Registered Training Organisation: Hunter Plant Operator Training School (RTO 90352)

INVERELL

THU 22 FEB | 9.00AM - 4.00PM

NARRABRI

THU 8 MAR | 9.00AM - 4.00PM

FORKLIFT

- **TLILIC2001 Licence to operate a forklift truck**

This course is designed to give participants the skills and knowledge required to operate a forklift in the Resources and Infrastructure Industries.

The work required relates to the National Standard for High Risk Work. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and industry sectors. Relevant information must be sourced prior to application.

Evidence is required to be collected which demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within the sector's work operations and satisfy all of the requirements of the performance criteria of this unit.

COST: \$850

Registered Training Organisation: Hunter Plant Operator Training School (RTO 90352)

GUNNEDAH

TUE-WED-THU 27-28 FEB, 1 MAR | 9.00AM - 4.00PM

NARRABRI

WED-THU-FRI 28 FEB, 1-2 MAR | 9.00AM - 4.00PM

MOREE

MON-TUE-WED 26-27-28 FEB | 9.00AM - 4.00PM

CHEMICAL USERS TRAINING

- **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.

FULL COURSE COST: \$355 (Min. 8)

REFRESHER COST: \$265 (2nd Day Only)

Issuing Registered Training Organisation: ATAC (RTO 90886)

GUNNEDAH

THU-FRI 15-16 MAR | 9.00AM - 4.00PM

NARRABRI

MON-TUE 26-27 MAR | 9.00AM - 4.00PM

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LEARN LOCALLY

Courses Commencing in 2018:

Enrol online today at www.communitycollegeni.nsw.edu.au

Business

- Certificate III in Business

Community Services

- Certificate III in Individual Support (Specialisation options in Ageing Support or Disability Support)
- Certificate III in Community Service

Engineering

- Certificate II in Engineering
- Certificate III in Engineering - Fabrication Trade

Training and Assessing

- Certificate IV in Training and Assessing



www.communitycollegeni.nsw.edu.au

Community College Northern Inland Inc is a not for profit registered training organisation.