

HOSPITALITY

Responsible Service of Alcohol (RSA)

This course covers the new government legislation and policy required for staff working behind a bar to provide responsible service to the public.

Miles Class, Monday, 19 October, 5.30pm – 9.00pm, \$80
Tara Class, Tuesday, 20 October, 5.30pm – 9.00pm, \$80

Responsible Service of Gambling (RSG)

RSG covers all aspects of the RSG Code of Practice and relates to all industry gambling products and providers eg, gaming machines, TAB, Keno, casino gaming and newsagency (golden cassette, lotto, etc). Book now for an October class in Chinchilla - 9.00am – 3.00pm, \$30

Responsible Management of a Licensed Venue

All applicants for liquor licenses (including new licenses or transfers of licence) **must** undertake a two-day training course focusing on liquor laws and best practices in venue management. Applicants will have to attend the Responsible Management of Licensed Venues (RMLV) training if they:

- Have not completed the course in the last three years or
- Have not held the same type of licence within the last three years.

Chinchilla Class, Monday/Tuesday, 19/20 October, 9am – 4pm, \$495.00

Food Safety Supervisor Course

Food Safety Standards requirements to be addressed include:

- Personal, professional and environmental hygiene
- Food receipt and storage
- Food cycle and handling
- Food temperature danger zones (bacterial growth)

Session 1 – Workplace Hygiene Procedures, Tuesday 7 October

Session 2 – Implement Food Safety Procedures, Wednesday 8 October

Cocktails – Chinchilla Class

Are you interested in entertaining with cocktails? Do you work in the hospitality industry and are looking to gain some more skills. Come along and learn about cocktails – shake, blend, stir, mix and ice. Wednesday 8 October in the Hospitality Room from 9.00am – 3.00pm.

COMMUNITY SERVICES

Certificate III Children's Services – Chc30402

This program prepares students to work at a professional level in the Children's Services Industry. This courses enables participants to start their child care career as an assistant in a long day care centre or kindergarten, a home based carer, a family day care provider, a vacation carer, an out of school hours carer or a teacher aide.

Diploma/Advanced Diploma Children's Services = Free Training

After completion of the Certificate III the next step in your Child Care career is the Diploma level. This course enables you to work as a long day care group leader, school or aged care assistant/coordinator, an occasional care group leader or a family day care coordinator. For 2009 under a joint Commonwealth and Queensland Government initiative, students enrolling in a Diploma or Advanced Diploma at TAFE will not have to pay tuition fees. This means you can enrol in a Diploma and Advanced Diploma with minimum costs.

RURAL

Certificate II Agriculture

Learn all about the farming and rural industry with theory session at Chinchilla TAFE campus and practical training at various locations around the area. Every Wednesday from 9.00am – 3.00pm.

CONSTRUCTION

Workplace Health & Safety Officer (WHSO)

This course is presented by a Department of Workplace Health and Safety Trainer and covers all requirements to be a fully qualified Workplace Health & Safety Officer. Participants must complete the three compulsory units of competency (completed in a 5 day block) and complete an elective to achieve full certification.

White Card General Safety Construction

Now available in one on one training sessions at Chinchilla TAFE – cost \$85.00 per person and you get your white card at the end of the session. Please allow at least 2 hours for the computer program.

BUSINESS

Certificate II Business

This course provides the first stages of a career in the clerical and administrative field. It is most suitable for students who have limited experience in an office environment, who have recently completed high school or who have recently had a career change to office administration.

Certificate III Business

This certificate is ideally suited to provide advanced office skills to students who have previously completed a Certificate II in Business or to gain a formal qualification for people who are employed in an office environment.

Certificate III Business Administration

This certificate is ideally suited to provide advanced office skills to students who have previously completed a Certificate II in Business and /or a Certificate III in Business. Many of the competencies previously completed in the Certificate II and III of Business are credited towards this additional qualification for the skills they are using in the or to gain a formal qualification for people who are employed in an office environment.

Certificate IV Frontline Management

Frontline Managers (supervisors, team leaders, coordinators) have an important role in any organisation. This means that front line managers need to be effective decision makers and possess the necessary skills to lead their teams. The Certificate IV Frontline Management is a short intensive program complemented with workplace activities and assessments designed to assist first line supervisors and team leaders in any organisation to lead by example, facilitate team work, encourage innovation and implement best practice in performance and customer service.

Recognition of Prior Learning

Recognition of Prior Learning is available where an applicant may have attained skills and knowledge equivalent to specific competencies through previous training, work experience or life experiences. Cost is dependent on the selected training pathway such as RPL, existing worker traineeship or workplace funded training.

GENERAL EDUCATION

Access 10 – Grade 10 Equivalent

This course will develop your literacy and numeracy skills to enable you to enter study or employment that requires a Year 10 level of education. Subjects covered are orientation and study skills, exploring options, English, mathematics, computing and introductions to science and Australian history and elective study.

Year 8 competency is required.

Certificate IV Training and Assessment – TAA40104

TAA40104 specifies the competencies required to deliver training in industry and to conduct competency-based assessment in a range of contexts. This new Certificate IV in Training and Assessment replaces the previous BSZ40198 Certificate IV in Assessment & Workplace Training.

The Certificate IV in Training and Assessment addresses a range of competencies that represent the key areas of work undertaken with organisations that provide training and assessment services – Learning Environment, Learning Design, Delivery and Facilitation, and Assessment. On successful completion of this program you will receive a Certificate IV in Training and Assessment which may lead to work in a broad range of functions and activities which may include roles such as a workplace trainer, workplace assessor, tutor or teacher at TAFE or other registered training organisations.

PRESCRIBED OCCUPATIONS

A person must hold a certificate of competency before they can perform any work in a prescribed occupation – this means that persons who are working in or intend to work in the construction or other related industry require a prescribed occupation certificate to operate certain plant, equipment or perform certain activities.

Formal Training and Occupational Health and Safety Assessments may be offered on-site in your particular construction, manufacturing or industrial area.

High Risk Work Occupation (licence renewable every 5 years)

CV	Vehicle loading crane
CN	Non-Slewing Mobile Crane
C2	Slewing Mobile Crane (20T)
C6	Slewing Mobile Crane (60T)
C1	Slewing Mobile Crane (100T)
LF	Forklift
WP	Elevating Work Platform
DP	Personnel and Material Hoists
HG	Dogger
RB	Basic Rigger
SB	Basic Scaffold
RI	Intermediate Rigger
SI	Intermediate Scaffold
RA	Advance Rigger
SA	Advance Scaffold

Earthmoving and Particular Cranes (non-renewable licence)

LBG	Bridge and Gantry Crane (remote)
LZ	Dozer
LL	Front End Loader
LE	Excavator
LB	Front End Loader/Backhoe
LS	Front End Loader/Skid Steer
LG	Grader
LR	Roller

If your training is not listed or you have a particular interest or course that you would like to study please feel free to call the Chinchilla TAFE campus for a program guide and information pack today.