

## Free Training

For a limited time only, SQIT is offering **FREE training to eligible job seekers in:**

- Certificate III in Children's Services CHC30402
- Certificate II in Agriculture RTE20103
- Certificate III in Agriculture RTE30103
- Certificate II in Hairdressing WRH20106\*
- Certificate III in Horticulture RTF30103
- Certificate II in Hospitality (Operations) THH21802
- Certificate III in Hospitality (Operations) THH33002
- Certificate II in Hospitality (Kitchen Operations) THH22002\*
- Certificate II in Retail SIR20207
- Certificate III in Retail SIR30207
- Certificate II in Tourism (Operations) THT20502
- Certificate III in Tourism (Operations) THT31002

\*Some programs will require participation in classes at Toowoomba TAFE.

Please contact your Employment Consultant to confirm your eligibility and request a referral to the

### Productivity Places Program

For further information please phone Dalby TAFE 4669 9999 or log on to [www.productivityplaces.deewr.gov.au](http://www.productivityplaces.deewr.gov.au)  
**The Productivity Places Program is funded by the Australian Government.**

## Business

Business and computer skills are vital assets. Tailor your study times around your personal or work commitments.

- Select office and computer subjects to meet your needs—do one or two subjects or the full certificate.
- Vacancies exist for immediate start in day and evening classes.

### Certificate II in Business

Provides the first stages of a career in the clerical and administrative field. Suitable for students who have limited experience in an office environment.

### Certificate III in Business

Provides advanced office skills and builds on the Certificate II in Business.

### Certificate III in Business Administration

Provides advanced office skills to students who have previously completed a Certificate II in Business and /or a Certificate III in Business.

### Certificate IV in Business Administration

Reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

## Certificate IV in Small Business Management

Comprehensive training program for current owners/managers who need essential management skills, additional knowledge and skills in areas of business planning, marketing, financial planning and legal requirements necessary to establish and successfully manage a small business.

Current offerings include Microsoft Office—Word, Excel, Access, Outlook, Publisher, PowerPoint, Web design and e-Business.

### Computer Skills

- Operate a personal computer
- Produce simple word processed documents
- Create and use spreadsheets
- Create and use databases
- Create electronic presentations

### Customer Service Skills

- Deliver and monitor customer service
- Recommend products and services
- Meet customer needs and expectations

### Financial Skills

- Process payroll
- Process accounts payable and receivable

### e-Business Skills

- Communicate electronically
- Conduct online transactions

### Communication and Workplace Effectiveness Skills

- Communicate in the workplace
- Promote innovation in a team environment
- Organise personal work priorities and development

## Child Care

### Certificate III in Children's Services

This program prepares you for a 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.

## Construction Tickets/Skilled Operators

The following training and assessment is offered at all locations subject to demand. These courses are delivered to meet all Qld WH&S Certification standards.

**Enquiries: Dalby TAFE, Ronaldah Hardy 4669 1205**

## High Risk Work Occupation (Licence Renewable Every 5 Years)

- CB Bridge and Gantry Crane (cabin)
- CV Vehicle Loading Crane
- CN Non-Slewing Mobile Crane
- C2 Slewing Mobile Crane (20T)
- C6 Slewing Mobile Crane (60T)
- C1 Slewing Mobile Crane (100T)
- WP Elevating Work Platform
- HP Personnel and Material Hoists
- LF Forklift
- LO Order Picking Forklift
- DG 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

## Course in General Safety Induction (Blue Card) 30215Qld

## Certificate III Qualifications also offered in Dogging, Rigging and Scaffolding

### e-Business

Learn how to save time and money by using email, forums, wikis, blogs and chatrooms, and do your banking, paying bills or buying online. Certificate III level e-Business competencies available now.

**Register your interest for:**

- Website Development
- Website Design
- Plan and Develop a Business Website (complete competency)

## Engineering

### Automotive

Automotive mechanical training available locally for both apprentices and those seeking to gain an apprenticeship.

### Night Welding

Programs include:

- Basic welding
- Intermediate welding
- Advanced welding
- Manual heating, thermal cutting and gouging
- Welding certificates to AS 1796

**Start: Mondays 6pm–9pm**

## Computer Aided Design (CAD)

Computer Aided Design 2D and 3D for engineering applications courses are designed to cater for participants at all levels.

## General Education

### Access 10—Grade 10 Equivalent

Develop literacy and numeracy skills to a level that enables entry to study or employment requiring Year 10 level of education. Includes English, mathematics, computing, science and Australian history. Year 8 competency is required.

**Start:** Day classes offered Thursdays and Fridays. Evening classes offered Tuesdays.

## Hospitality

The hospitality trade provides people with tremendous employment opportunities, a flexible lifestyle and a chance to socially interact while you work. The hospitality industry is screaming out for trained employees. Our courses will give you accredited skills that are nationally recognised.

### Responsible Service of Alcohol (RSA)

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

### Responsible Gambling Service (RGS)

Covers all aspects of the RGS Code of Practice and relates to all industry gambling products and providers e.g. gaming machines, TAB, Keno, casino gaming and newsagency (golden casket, lotto, etc).

### Workplace Hygiene Procedures

This unit deals with the skills and knowledge required to follow key hygiene procedures in hospitality and tourism enterprises.

## Photography

### Certificate IV in Photoimaging

This course is designed to provide skills and competencies that relate to employment within art and commercial areas. Successful completion may lead to employment in the photo imaging industry in roles such as photo imaging assistant, cadet photographer or digital laboratory technician.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is about turning your experience into formal qualifications. Anyone with on-the-job experience (paid or unpaid), may be eligible! The process is simple, using current workplace practice, previous training and achievements, you can demonstrate your ability in various subject areas. You may even be eligible for funding to help pay for your qualification.

Experienced and Qualified—Perfect!  
**Enquiries: RPL team 4694 1768**