



Upcoming Courses at Roma....

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.

When: 23 November 2009; 5pm

Cost: \$80 Full Fee

Responsible Management of Licensed Venues (RMLV)

From 1 January 2009 the Queensland Government has introduced new legislation requiring all licensees, nominees or new applicants for manager's licenses to have completed the Responsible Management of Licensed Venues (RMLV) course. The 2 day course focuses on QLD liquor laws and best practice in venue management.

When: Tuesday 24 and Wednesday 25 November; 9am – 3pm

Cost: \$495 Full Fee

Responsible Gaming Services (RGS)

Covers all aspects of the RGS Code of Practice and relates to all industry gambling products and providers including gaming machines, TAB, Keno, casino gaming and newsagency (Golden Casket, Lotto, etc).

When: Tuesday 24 November; 5pm

Cost: \$36 Full Fee, \$27.60 Concession

First Aid

Offering Full Senior First Aid, Recertification and CPR Refresher

When: Thursday 26 November and Friday 27 November 2009

Full First Aid – 8.30am – 5.00pm both days

CPR Refresher – 8.30am – 11.30 am Thursday 26 November

Recertification – 8.30am – 5.00pm Thursday 26 November

Cost: \$200 Full First Aid

\$165 Recertification

\$115 CPR Refresher



Visual Arts – how to get great ideas for artworks

Creative and exciting ways for you to generate ideas for your art or craftwork. Learn about creative process. Do you suffer from creative block when trying to generate your own art or craftwork, then this is the workshop for you.

You need to bring – your own visual journal, lead and colour pencils, your own artworks, personal photos and lunch

When: Saturday 5 and Sunday 6 December 2009

9am – 4pm both days

Cost: \$45

Graphic Design – learn how to manipulate, compose, edit and add text to photos

Our photoshop expert will show you how to turn those happy snaps into photographs. Our two day workshop gives you the skills to use photoshop

You need to bring – some of your snapshots

When: Saturday 5 and Sunday 6 December

9am – 4pm both days

Cost: \$114

Business

Part-time and/or externally if you have access to the appropriate software and the internet. You can study a full qualification or just specific skills you need and can tailor your study times around your personal or work commitments.

Certificate II, III, IV and Diploma in Business

All levels of office skills including word processing, spreadsheets, communicating electronically within a business environment

Start: Start Anytime!

Certificate II, III, IV and Diploma in Business Administration

All levels of skills from processing accounts payable and receivable, processing payroll, organising schedules and developing keyboard speed and accuracy skills

Start: Start Anytime!

Certificate III in Education Support

Support our educators as a Teacher Aide and work with young people to maximize their learning outcomes.

Start: Start Anytime!



Business Management

Covers leadership in the workplace, developing work priorities, WH &S, continuous improvement, team effectiveness, people performance, recruitment, selection and induction of staff.

Start: Start Anytime!

Child Care

Certificate III & Diploma of Children's Services

FREE DIPLOMA Childcare – only pay for set rate of \$30 per unit for material fees.

FAMILY DAY CARE providers are encouraged to contact SQIT regarding subsidised training to Certificate III. Learn quality care and effective communication skills for working in a child care environment. Study externally. Recognition of Prior Learning (RPL) option is available to eligible clients. Selected units available online.

Start: Start Anytime!

Community Services

Deliver care services using a Palliative Care Approach

This unit describes the awareness, knowledge, skills and values required of a worker in contributing to the care of clients with life limiting illness and /or normal ageing process with the delivery of care services using a palliative approach. This competency will be useful for Enrolled Endorsed Nurses, Direct Care Workers, Community Care Workers & staff interested in palliative care issues within the workplace.

Start: Expressions of Interest

Certificate IV in Youth Work

This qualification covers workers who develop and coordinate programs for young people through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental & protection needs of young people. This may be undertaken through employment in community, government & welfare agencies and will be responsible for implementing policies & guidelines of the employing organization. The worker will largely be self directed and have fairly autonomous decision making capacity under the direct supervision of a manager.

Start: Start Anytime!



Diploma of Youth Work

This qualification covers people with responsibility for the development and the outcomes of programs and services for young people managed through a range of community and institution-based agencies and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people. This work may be undertaken through employment in community, government and welfare agencies. It has been designed to ensure that policies and guidelines of the employing organisation are implemented. It includes responsibility for the direction and supervision of staff, the contracting of external agencies, and/or the management of specialist services.

Start: Start Anytime!

Diploma of Counselling

The Diploma of Counselling is an interactive program providing the practical and theoretical skills and knowledge required to offer counselling services. This program focuses on developing the areas of counselling communication micro-skills, interview structures, counselling theories and strategies, counsellor-client relationships, codes of ethics and conduct, and reflective practice. Training will combine face-to-face classes, role plays, triad work, scenarios, case studies and assignments.

Start: Available in 2010!

Computing

Certificate II, III in Information Technology

These qualifications provide foundation to technical functions in ICT. Careers can range from office assistant, records management officer to PC support and system administration roles

Start: Start Anytime!

Operate a Computer

Basic computing for beginners. This unit defines the competency required to operate a personal computer, including starting the PC, logging in, using and understanding desktop icons and their links to underlying programs, navigating a directory structure, saving work, printing and closing down the PC.

Start: Expressions of Interest

Introduction to Business Technology

Using a computer, Windows XP, working with folders, using applications such as word, excel, power point, databases, paint and email

Start: Expressions of Interest

Basic and Advanced Word



Course in Basic or advanced Word, using functions of the program to become more efficient in production of documents. Courses to suits all levels of students

Start: Expressions of Interest

Basic and Advanced Excel

Course in Basic or Advanced Excel, using functions of the program to become more efficient with spreadsheets. Courses to suit all levels of students

Start: Expressions of Interest

MYOB/Quickbooks

Computerised accounting catering for first time to advanced users. Covers understanding account processes from invoice to general ledger, cashbooks, accounts receivable and payable

Start: Expressions of Interest

Construction

General Site Safety Induction (White Card)

The aim of General Safety Induction (White Card) is to provide initial basic health and safety education to all persons working within the building and construction industry. It is compulsory that you complete this Construction Induction White Card training course to be able to work on a domestic or commercial construction site. Protect yourself and your workmates by being aware of how to increase safety at work. The White Card is nationally accepted so you can work in anywhere in Australia!

When: Expressions of Interest

Builder's Licences

SQIT can assist you to obtain your builders licence. We can provide the technical qualifications in the following licence classes: Builder low rise, Builder restricted to kitchens, bathrooms and laundries, Builder restricted to shade sails, Builder restricted to signs, Builder restricted to structural landscaping, Builder restricted to shop fitting, Builder restricted to swimming pools, Low rise supervisor. All study is undertaken on the job and at home. Your experience and previous qualifications will be assessed in this skills assessment process. Some short answer and project work will be required.

Start: Expressions of Interest



Workplace Health and Safety Officer (WHSO)

This course enables participants to attain competencies and knowledge of current legislation requirements and workplace health and safety practices. It has been developed to meet workplace health and safety statutory requirements for training and appointments of WHSO's. Upon successful completion participants will receive a statement of attainment from TAFE. Students may then apply to the Department of Employment and Industrial Relations for appointment as a WHSO.

Start: Expressions of Interest

Engineering

High Pressure Welding

Expression of interest now being taken

Manual Handling

Practical ways of moving materials around without injury to man or material

Start: Expressions of Interest

Night Time Basic Welding

Basic skills in Arc Welding (Stick) and basic skills in GMAW.

Start: Expressions of Interest

Night Time Machining

Basic skills used in metal machining using a centre lathe.

Start: Expressions of Interest

Test and Tag

Learn to conduct in service safety testing of electrical equipment (other than fixed line equipment). Units include planning for inspection, inspect and test electrical equipment and safety switches, inspection and test results

Start: Expressions of Interest

Learning Skills

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.

Start: Start Anytime!



Free Course in Volunteer Tutoring

Gain the skills to help people who need support with their learning. Available in flexi-mode.

Start: Start Anytime!

Adult Migrant English Program (AMEP)

Funded by the Department of Immigration and Citizenship, the AMEP provides English language training for recently arrived migrants to assist in the development of functional English. TAFE Queensland can offer a range of AMEP funded English language training options through a selection of Certificates in Spoken and Written English (CSWE) courses.

Start: Start Anytime!

Language, Literacy and Numeracy program (LLNP)

Available free of charge to eligible adults who want to improve their skills in these areas.

Start: Start Anytime!

WELL Program

Contextualised Language, literacy and numeracy to the needs of the workplace.

Start: Start Anytime!

Hospitality

Food Safety Supervisor Course

Under the *Food Act 2006*, every licensable food business in Qld must have a Food Safety Supervisor. Training includes Workplace hygiene procedures and Implement food safe procedures.

When: Expressions of Interest

Certificate II Hospitality (Kitchen Operations)

You will gain entry into the hospitality industry or you can have your current skills recognised through this course. You'll work with colleagues and customers; follow health, safety and security procedures; follow workplace hygiene procedures; organise and prepare food; clean and maintain kitchen. This course can help you gain an apprenticeship or employment as a kitchen hand or catering assistant.

Start: Start Anytime!



Certificate III Hospitality Operations

You may elect to specialise in your area of hospitality in: food and beverage; gaming; front office; housekeeping. Content areas include; hygiene, health, safety, security, general administration, financial administration, computer technology and language. Careers to include front of house opportunities, waiter or bar attendant.

Start: Start Anytime!

Certificate III in Hospitality (Commercial Cookery)

In addition to cookery skills, the program covers the generic skills needed when working in a commercial kitchen including working with others, receiving and storing supplies, communication and hygiene. It offers the opportunity to students to learn professional, creative and modern cooking skills. This qualification is internationally recognised and the employment possibilities across the country and internationally are many and varied. Careers include a qualified chef.

Start: Start Anytime!

Certificate III in Hospitality (Catering Operations)

Love to cook and want to make it your business. This qualification is designed to reflect the role of those who perform a range of skilled operations. You will be qualified to: organise and prepare food; present food; receive and store kitchen supplies; clean and maintain kitchen premises; use basic methods of cookery; implementing food safety procedures and package prepared foodstuffs.

Start: Start Anytime!

Certificate IV in Hospitality

Are you already or aspiring to be a team leader or supervisor? This will give you the qualifications to train employees under you. Through the course you will cover areas such as safety and security; general administration, financial administration, computer technology, languages and training and assessment. Careers such as Food and beverage supervisor, gaming supervisor or front office supervisor.

Start: Start Anytime!

Diploma of Hospitality Management

This qualification reflects the role of a manager in hospitality. You will be trained in communication, developing and implementing operational plans; how to roster staff; manager quality customer service; manage finances within a budget and establish and conduct business relationships.

Start: Start Anytime!



Southern Queensland Institute of TAFE, Roma Campus

Discover the 'Art of Coffee Making'

Do you have a coffee machine and are not sure what types of coffee you can make? Are you thinking of a career as a barista? Learn all about the different types of coffee, how to make them and how to present them artistically to the customer—from espresso to cappuccino, macchiato to vienna and lots more.

Start: Expressions of Interest

Cocktail Course

Learn the skills behind the best cocktails – how to pour, layer, blend, shake, stir and muddle the hottest drinks out

Start: Expressions of Interest

Bush Tukka

Tantalise your taste buds by cooking meals using native spices, berries, nut, fruits and vegetables

Start: Expressions of Interest

Cooking for Blokes

Basic cooking skills and recipes which are quick and simple and anyone can prepare

Start: Expressions of Interest

Diabetic Cookery

Have you been diagnosed with, or live with someone who has diabetes? Our aim is to provide the skills and knowledge for people with a diagnosis of diabetes to confidently choose and cook appealing foods that will enable them to manage their condition.

Start: Expressions of Interest

Gluten Free Cookery

This short course is designed for people interested in gluten free and wheat free cookery, people diagnosed with coeliac disease and others interested in expanding their baking or recipe repertoire. Our aim is to provide the knowledge and skills to enable participants to confidently choose gluten free ingredients and then to utilise these ingredients in a variety of baked items and dishes to complement them.

Start: Expressions of Interest



Quick Meals for Busy People

Are you sick of takeaway meals? Find a healthier, cheaper and more rewarding option by cooking your own meals, whether you are cooking for one, two or a family. With this short course, you'll discover how easy it is to put together quick satisfying meals that are tasty and healthy. We'll show you how – with just a few key ingredients and fast cooking methods. Great value – the food is included in the cost of the course and you get to take home what you cook!

Start: Expressions of Interest

Work Safety Division

LF Forklift Training

People working in prescribed occupations require a certificate to operate machinery.

When: Expressions of Interest

Expressions of interest are being taken for the following training courses:

- Work safely in confined spaces
- Operate a front end loader/backhoe
- Operate an Excavator
- Operate a vehicle loading crane

Rural

Certificate II and III in Agriculture

Includes feeding livestock, fencing, using chemicals, shearing, using chainsaws, moving stock, handling horses, vehicle operation and workplace health and safety.

Certificate III and IV in Rural Business Management

Certificate III Includes financial records, electronic mail, business records, buy and sell online, using hand held e-technology, accounting, internet and installing software.

Certificate IV includes staff recruitment includes staff recruitment, information systems, finance planning and transactions

Diploma of Agriculture or Rural Business Management

Fast track your qualification by having your skills and knowledge formally recognised using the Recognition of Prior Learning (RPL) process. Funding assistance up to \$1000 may be available.

Start: Start Anytime!

Grafting Workshop – Support Nursery Work

This workshop will introduce participants to the art and science of propagating plants by grafting and budding, types of grafts, methods able to be used. Learn to propagate fruit trees, roses, bottle trees and more



AgChem (ChemCert)/ACDC Accreditation Workshop

This abbreviated two day chemical accreditation workshop is designed for experienced or semi-experienced farmers, growers and all users of agricultural chemicals.

Start: Expressions of Interest

Sample Soils, Analyse Results and Implement a Plant Nutrition Plan

Includes skills such as soil sampling, soil physical and chemical properties, organic matter, soil organisms, composting and mulches, soil water and management. Also includes nutritional requirements of plants, nutrient charting and run off and practical application of fertilisers.

Start: Expressions of Interest

Wild Animal Field Harvesting

Students can choose to do the Queensland Parks and Wildlife Service (QPWS) course, the Safe Food Qld (SFQ) course or both.

Start: Expressions of Interest

Transport and Logistics

Certificate III in Transport and Logistics (Road Transport)

This qualification is a nationally recognised qualification and the desired level outcome for the industry. This program is designed to develop employability and technical skills required by those commencing a career in the transport and logistics industry. Recommend at least 3 years experience. Career occupations include Freight driver, tour bus driver, furniture removalist, tanker driver, transit bus driver, livestock transport worker, mobile crane operator. This qualification can be achieved by Recognition of prior learning process.

Start: Start Anytime!

Workplace Training

Certificate IV in Training and Assessment

TAA40104 specifies the competencies required to deliver training in industry and to conduct competency based assessment in a range of contexts. Includes learning environment, learning design, delivery and facilitation, and assessment.

Start: Start Anytime!

Upgrade Package from BSZ40198 to TAA40104

Upgrade your old Train the Trainer to the current Training and Assessment Qualifications. Flexible study options available.

Start: Start Anytime!