

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 Warwick TAFE 4660 4600 or log on to www.productivityplaces.deewr.gov.au

The **Productivity Places Program** is funded by the Australian Government.

BUSINESS

CERTIFICATE III IN BUSINESS ADMINISTRATION

Are you aiming for a career in administration, payroll, accounts payable/receivable clerk, medical receptionist, personal assistant, or supervisor? Take control of your future and get a leading edge in the business world! Choose individual units or work towards a full qualification. Study externally or in class (day or night).
Enquiries: Sandy Kemp 4660 4600

COMPUTING

Full range of computing units from novice to advanced in Word, Excel, Publisher, PowerPoint, and MYOB.
Enquiries: Lesley Harrower 4660 4600

GENERAL EDUCATION

ACCESS 10 — GRADE 10 EQUIVALENT

English, mathematics, computing science and Australian history. Year 8 competency or pre-assessment is required.

Duration: 3 – 6 months (partial or full completion, part or full-time).

Start: Expressions of interest now being taken for 2009 enrolments.

Enquiries: Jenny Eldridge 4660 4600

COMMUNITY COMPUTING

General computing courses: beginners or intermediate – word, spreadsheets, photos, email

Duration: 6–8 weeks (2 hours per week)

Start: Expressions of interest for possible holiday courses starting December 7th 2008 and 1st Term 2009.

Cost: Approx \$40 (conc) \$84 (full fee)

Enquiries: Jenny Eldridge 4660 4600

LITERACY AND NUMERACY CLASSES

Adult literacy and numeracy classes providing students with the opportunity to gain specific literacy skills required for further studies or work.

Enquiries: Merisa Ots 4660 4600

ENGLISH AS A SECOND LANGUAGE (ESL)

Improve language, literacy and numeracy skills for adult migrants, refugees, eligible youth refugees and provides community access and general communication skills.

Enquiries: Merisa Ots 4660 4600

VOCATIONAL SKILLS DEVELOPMENT (SPECIAL NEEDS)

For students with a disability or who are disadvantaged, with the skills to gain employment or articulation to further study leading to employment. This is a preparatory program that assists learners to become more independent through socialisation and skills acquisition.

Enquiries: Merisa Ots 4660 4600

HOSPITALITY

CERTIFICATE II, III, IV AND DIPLOMA OF HOSPITALITY

Career options — bar, cellar, kitchen hand, short order cook, chef, front of house service, café, front office. Full-time, part-time or flexible delivery.

FOOD SAFETY SUPERVISOR COURSE

All food business must have 1 staff member trained in Workplace hygiene procedures and Implement food safe procedures (as per new Qld Government legislation).

Register your interest – date to be advised

GAMING SHORT COURSE

This course covers Responsible Gambling Service (RGS), Attend Gaming Machines and Process Financial Transactions, and is suitable for anyone seeking to gain employment at a front-line operational level in the gaming industry. It will expand your job opportunities in Casinos, Hotels, Nightclubs, Clubs or Taverns where gaming services are provided. Applicants are not required to be over 18 years of age to undertake this course.

Start: Register your interest for 2009 as classes will run subject to demand.

RESPONSIBLE SERVICE OF ALCOHOL (RSA)

This new course is delivered by a Liquor Licensing accredited trainer and details all current legislation affecting the industry including compliance & fines. Upon successful completion of this course, participants will receive certification from Qld Liquor Licensing as well as receive 'Result of Assessment' from TAFE Queensland.

Start: Call for Expression of Interest

RESPONSIBLE GAMBLING SERVICE (RGS)

Covers all aspects of the RSG 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).

Start: Call for Expression of Interest

HEALTH AND COMMUNITY SERVICES

CERTIFICATE III IN AGED CARE

You will work primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans. You will cover topics including personal care practices; workplace safety, dementia care; the aging process; supporting difference and diversity for clients and colleagues; workplace organisation requirements; palliative care; communication; and clients' rights.

Start: February 2009

Enquiries: Mary Higgins 4660 4652

RETAIL

CERTIFICATE II IN RETAIL

Get your foot in the door of the retail industry! Students learn the skills and knowledge to work competently in a variety of retail roles. Content areas covered include: communication in the workplace; operate retail technology; organise and maintain work area; apply safe work practices; minimise theft, perform stock control, interact with customers; apply point of sale handling procedures; balance registers; advising; recommending and selling products and services; merchandising and work effectively within the retail industry. All trainers are experienced Retailers having worked in the Industry for many years.

Start: Expressions of Interest

Enquiries: Kathryn Searston 4694 1169 or Bruce Affleck 4660 4609

INDIGENOUS STUDIES

Register your interest for the following courses by contacting Carol Turnbull (Indigenous Project Officer) 4660 4600

CERTIFICATE III IN ABORIGINAL AND/OR TORRES STRAIT ISLANDER PRIMARY HEALTH CARE

CERTIFICATE IV IN ABORIGINAL AND/OR TORRES STRAIT ISLANDER PRIMARY HEALTH (COMMUNITY CARE)

DIPLOMA OF ABORIGINAL AND/OR TORRES STRAIT ISLANDER PRIMARY HEALTH CARE

These courses are suitable for people seeking to make a difference to the future health of Aboriginal and/or Torres Strait Islander people by providing health care services.

CERTIFICATE III IN EDUCATION SUPPORT

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

ENGINEERING

AUTO CAD 2D (COMPUTER AIDED DRAWING)

Start: Expressions of Interest for 2009

Duration: 80 hours – evening class (once per week)

Enquiries: Tony Elliott 4660 4676

RURAL

CERTIFICATE II AND III IN AGRICULTURE

New course delivered at Warwick Campus in 2009. **Jackaroo / Jillaroo Course.**

This course is delivered as a full time course at the Warwick campus.

It commences on the 16 March and concludes on the 21 May with one week of Industry Placement from the 13 - 17 of April. Students will also travel to live work sites under teacher guidance to undertake some of the practical components of this course. Students will be expected to be on campus Monday to Friday.

Completion of this course will provide many job opportunities such as Jackaroo, Jillaroo, Stable Hand, Station Hand, Stud Groom.

CERTIFICATE II IN SHEARING

Our next shearing course will commence in February 2009. This course is a 'hands on' course and is delivered over approximately eight weeks.

The shearing course gives participant the skills necessary to enter the wool industry

Phone for your information pack today on our 2009 Rural Courses.

RURAL SHORT COURSES

AG CHEM (CHEMCERT) ACCREDITATION WORKSHOP

2-day accredited course delivered at various locations across the region.

BEEF CATTLE WORKSHOP

2-day accredited course delivered in conjunction with breed societies across Queensland.

WORKING DOGS

2-day accredited course delivered at Warwick TAFE Campus

HORSE SHOEING

1-day accredited course delivered at Warwick TAFE Campus.

2 DAY FENCING WORKSHOP

Covers Conventional and Electric Fencing.

WORKING WITH HORSES

Gain the skills needed for employment in the horse industry.

Start: Expressions of interest

Enquiries: Rural team 4660 4600

WOOL INDUSTRY

CERTIFICATE IV IN WOOL CLASSING

Enrol in both qualifications and get skills in all areas of woolshed operations...the new fast track way into a new job.

Start: Can start anytime

Enquiries: Lexie Brackin or

Des Humphrey 4660 4600

REGISTER YOUR INTEREST

• DIGITAL SCRAPBOOKING

Enquiries: 4660 4600 — register your interest

Warwick Campus will be closed for the Christmas/New Year Holidays from Thursday 25th December 2008 and will reopen on Monday 5th January 2009.