



TERM 2 - 2011

COURSES AND WORKSHOPS IN WALCHA

Coffee Service / Espresso

Unit: SITHFAB012A

Extract and serve espresso coffee using a commercial espresso machine, including cleaning, care and maintenance of the machine.

Course delivered by ATAC)

Date: Wednesday 20th of July

Time: 9am - 4pm

Fee: \$115



Safe Food Handling

National Code: SITXOHS002A

This course is the first level in a three stage process in the delivery of food handling & safety training. It applies to any venue that operates a permanent or temporary kitchen or smaller food preparation area, such as restaurants, cafes, clubs, hotels, attractions, events & conference venues, fast food restaurants, retail food outlets such as sandwich shops & food court outlets.

Course delivered by ATAC

Date: Tuesday 19th of July

Time: 9.00am - 3.30pm

Fee: \$85

Waiting Skills

National Code: SITHFAB003B

All who want the basic skills to work in the food service industry as a wait-person.

Provide basic food and beverage service skills & knowledge suitable for cafes, coffee-shops, pubs, clubs and restaurants.

Pre-requisites: Students must complete prior to or at same time SITXOHS002A

Safe Food Handling to obtain the statement of attainment.

Date:

Thursday 21st of July & Friday 22nd July (2 day course)

Time: 9am - 4pm

Fee: \$160



Waiting Skills Package

Coffee Service - 20th July (as above)

Safe Food Handling - 19th July (as above)

Waiting Skills - 21st & 22nd July (as above)

Fee: \$325

Disclaimer:

While all care is taken and all information is believed to be correct at the time of printing; We recommend that readers confirm dates, times and prices as these details may be subject to unforeseen change.

Responsible conduct of Gambling (RCG)

National Code: SITHGAMO06A

Course is LAB approved and meets DGR requirements.

Course delivered by ATAC

Date: Tuesday 19th of July

Time: 9am - 4pm

Fee: \$90

Responsible service of Alcohol (RSA)

National Code: SITHFABO09A

Course is LAB approved and meets DGR requirements.

Course delivered by ATAC

Date: Monday 18th of July

Time: 9am - 4pm

Fee: \$90



Bar Skills Package

(RSA + RCG + Bar Skills)

RSA - 18th July (as above)

RCG - 19th July (as above)

Bar Skills - 20th July (Gain a basic understanding of bar operations in a one day practical experience session)

Fee: \$265

Housekeeping / Accommodation Services

SITXOHS002A Follow workplace hygiene procedures

SITHACS004B Provide housekeeping services to guests

SITHCS005B Prepare room for guests

SITHACS006B Clean premises and equipment

Gain the skills and knowledge required to carry out general cleaning duties as a part of job roles in a tourism or hospitality facility. You will learn the skills to prepare rooms including bedrooms and bathrooms for guests and also how to provide a range of general housekeeping services to guests.

Course includes 18 hours of work experience and 24 hours of theory.

Date: 20th, 21st, 22nd & 23rd of June (theory)
+ work experience

Time: 9am - 4pm

Fee: \$595

First Aid

Gain a sound understanding and working knowledge of first aid procedures. A VETAB accredited course where you work at home on the theory (with a workbook) and cover the practical and do the assessment in class.

Certificate is valid for three years.

Trainer: Paul Byrne

Date: Monday 30th of May.

or Monday 20th of June.

or Monday 25th of July.

Time: 8.30am - 4.00pm

Fee: \$140



OH&S Construction Induction

This is a NSW WorkCover certificate and card, for persons working on, or intending to work on construction sites. The course aims are to familiarise participants with the basic principles of health and safety in the construction industry. (1x6hr) Delivered by Allens Training - a WorkCover NSW approved Registered Training Organisation.

Trainer: Paul Byrne

Date: Thursday 12th of May, 4.00pm - 10.30pm

or Thursday 09th of June, 4.00pm - 10.30pm

or Thursday 14th of July, 4.00pm - 10.30pm

Fee: \$140 (includes WorkCover Cert. & Card Fee of \$20)

Enter and Work in Confined Spaces

National Code: TRIIOHS202A

This course is to train persons in the requirements of AS2865-2001 (Safe working in confined spaces) and covers all aspects of working safely in confined spaces and safety equipment used including entry & exit procedures, assessment of associated risks & how to operate safely in a confined space which is at atmospheric pressure during occupancy.

Date: 12th & 13th of July

Time: 9am - 4pm

Fee: \$295

Work Safely at Heights

National Code:RIIOHS204A

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 well as: identifying the work requirements, work procedures and instructions for the task; accessing and installing equipment; performing work at heights; and cleaning up the work area.

Date: Thursday 14th of July

Time: 9am - 3.30pm

Fee: \$185

Discovering Your Employability Skills

Learn job search skills, personal attributes and career development based on eight employability skills. We will cover: attitude, goals and ambitions as well as employer expectations, communication skills, basic techniques used for job search, and personal presentation.

Date: 3 consecutive Thursdays beginning 9th June

Time: 10am - 1pm

Fee: \$95

Personal Development Course

Participants will be led through confidence building activities that aid in promoting positive thoughts and attitudes. Time management, communication skills, as well as the importance of positive reinforcement and dealing with constructive criticism will also be covered in the course.

Date: 2 consecutive Thursdays beginning 9th June

Time: 2pm - 5pm

Fee: \$65

Careers – Who am I and where to now?

In this workshop we will look at how your past shapes you into who you are today but should not determine your future. We then explore your individual skills / talents and hidden abilities that can be utilised to enhance your opportunities.

Date: Thursday 23rd June

Time: 2pm - 5pm

Fee: \$35

Downloading and Filing Photos

Learn the basics in downloading photos from a camera, knowing where to file them to enable you to find them later, and how to attach the photos to emails so you are able to share your happy snaps with friends and family.

Date: Wednesday 25th May 1pm – 4pm

Fee: \$45

Basic Photo-Editing: An Introduction

Learn how to upload photos from your camera onto your computer, basic photo manipulations such as how to rotate and crop images, improve colour and sharpness, saving them to disk and printing photos in different sizes. NB: Participants should have a reasonable understanding of basic Windows operations such as: opening and closing a program opening and saving.

Date:

2 consecutive Thursday's beginning 26th May 2pm – 4pm
Or

2 consecutive Thursday's beginning 26th May 5pm – 7pm

Fee: \$60

File Management - Where did it go?

Learn simple but valuable methods for systematically organising your drives, folders and files allowing you to easily locate and retrieve any document, file or photo.

Date:

2 consecutive Wednesday's beginning 1st June 2pm – 4pm

Fee: \$60

Basic Computing

This course provides an introduction to computers and is designed for people who have never touched a computer before. Learn how to use the mouse and keyboard, basic word processing, the Internet and email, come and conquer your fears with this course.

Date:

4 consecutive Thursday's beginning 09th June 10am – 1pm

Fee: \$165

Understanding your Childs Virtual World

Topics Covered: Blogs, Chat Rooms, Filters, Instant Messenger, Photo Sharing Websites, Podcasting, Search Engines, Social Networking sites, Tagging, Wikis, YouTube, Netiquette and keeping children safe on the internet.

Date:

3 consecutive Wednesday's beginning 15th June 2pm – 4pm
Or

3 consecutive Wednesday's beginning 15th June 6pm – 8pm

Fee: \$90

Crochet for beginners.

Learn the basic stitches and how to follow a pattern. Once you start, there is no telling what you could make, a scarf, a hat, or just some squares for rugs. (basic starter kit provided)

Date:

3 consecutive Monday's beginning 23rd May 6.30pm – 8.30pm

Fee: \$80

Embroidery for beginners.

Learn some basic stitches and how to put them together to create whatever you want. You will create a small sampler and gain some skills to get you started in this great winter pastime. (basic starter kit provided)

Date:

3 consecutive Monday's beginning 20th June 6.30pm – 8.30pm

Fee: \$80



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