

For work,  
for leisure,  
for income,  
for pleasure



Community College  
Northern Inland

# COURSE GUIDE

Term 3, 2016

Barraba | Bingara | Gunnedah | Inverell

Moree | Narrabri | Wyallda

[www.communitycollegeni.nsw.edu.au](http://www.communitycollegeni.nsw.edu.au)





## Barraba

Ph 6782 1662

Fax 6782 1138

## Bingara

Ph 6724 1965

Fax 6724 1420

## Gunnedah

Ph 6742 5630

Fax 6742 0789

## Inverell

Ph 6721 3656

Fax 6721 3660

## Moree

Ph 6751 1430

Fax 6751 1810

## Narrabri

Ph 6792 6196

Fax 6792 1536

## Warialda

Ph 6729 1487

# About the College

RTO 90027

ABN 46 590 341 073

Community College-Northern Inland Inc. is a community based, non-profit organisation, managed by a voluntary committee and run by an Executive Officer with part-time Program Coordinators located in each town.

Funding support is received from the NSW Government through the Department of Education and Communities, State Training Services, which provides some support for some course fees.

New members to the Management Committee and suggestions or enquiries about courses are always welcome.

## Message from the Executive Officer



Community College-Northern Inland is growing. Having received more funding, we can now offer more courses to more people for a very low fee and in some cases for free. With this increase we genuinely would like to recruit more trainers and assessors. If you have your Certificate IV in Training and Assessment and expertise in an industry area please drop your resume to your local community college.

Community College-Northern Inland is proud to announce we have just been made an approved delegate of the Australian Skills Quality Authority (ASQA) (<http://www.asqa.gov.au/vet-regulatory-reforms/delegating-regulatory-responsibility-to-rtos/>

[delegating-regulatory-responsibility-to-registered-training-organisations.html](http://www.asqa.gov.au/vet-regulatory-reforms/delegating-regulatory-responsibility-to-rtos/)) ASQA is the governing body for Registered Training Organisations (RTOs) and approvals are only given to high performing RTOs.

Be reassured that when you train with Community College-Northern Inland you will receive high quality training from accredited trainers and assessors.

It's never too late to change your career to something more fulfilling and we have new courses starting this term. Remember with changes to the NDIS the NSW government says it will create almost 30,000 new jobs in the sector and double the size of the disability services market. We offer nationally accredited courses in disability and aged care – giving highly sort after skills. The Community College-Northern Inland is a not for profit organisation and we are here for you.

## Employment opportunities at Community College-Northern Inland Inc.

### Employment opportunities at Community College-Northern Inland Inc.

### Trainers and Assessors required for all areas

Must have recent Industry experience and TAE40110 Certificate IV in Training and Assessment

Help us develop the next workforce generation across our different locations

Drop your resume into your local Community College or post to PO Box 20 Barraba, 2347



All Courses with the Nationally Recognised Training logo are accredited and comply with a national standard. These courses are recognised by employers and educational institutions Australia wide.

## Options for Enrolling

- In person** Call into your local College office where enrolment and payment can be done in person. Please be aware all our Program Coordinators are part-time so the office is not open full business hours.
- Phone** Contact your local College office, enrolment and payment can be done over the phone with your credit card.
- Online** Go to [www.communitycollegeni.nsw.edu.au](http://www.communitycollegeni.nsw.edu.au) select the town and course of your preference, complete the online enrolment form.
- You will have 2 options**
- 1 Click the 'send and pay later' button. We will contact you to confirm your enrolment and make arrangements for payment for your selected course
  - 2 Click the 'send and pay online now'. You will be directed to a secure online payment gateway so have your credit card ready. A confirmation email will be sent to your email address.

## College Contacts

<b>Executive Officer</b>	<b>Lynne Sheather</b> PO Box 20, Barraba, 2347 ◆ Mobile 0428 498 171 ◆ Fax 02 6782 1138 ◆ Email <a href="mailto:eo@communitycollegeni.nsw.edu.au">eo@communitycollegeni.nsw.edu.au</a>
<b>VET Manager</b>	<b>Vicki Zammit</b> PO Box 20, Barraba, 2347 ◆ Phone 02 6782 1662 ◆ Mobile 0437 811 424 ◆ Email <a href="mailto:vicki@communitycollegeni.nsw.edu.au">vicki@communitycollegeni.nsw.edu.au</a>
<b>Barraba Program Coordinator</b>	<b>Sue Craig</b> PO Box 20 or 92 Queen St, Barraba, 2347 ◆ Phone 02 6782 1662 ◆ Fax 02 6782 1138 ◆ Email <a href="mailto:barraba@communitycollegeni.nsw.edu.au">barraba@communitycollegeni.nsw.edu.au</a>
<b>Bingara Program Coordinator</b>	<b>Tina Simpson</b> PO Box 91 or Community College, Riddell St, Bingara, 2404 ◆ Phone 02 6724 1965 ◆ Fax 02 6724 1420 ◆ Email <a href="mailto:bingara@communitycollegeni.nsw.edu.au">bingara@communitycollegeni.nsw.edu.au</a>
<b>Gunnedah Program Coordinator</b>	<b>Nicolette Bronkhorst</b> PO Box 418 or 39 Chandos St, Gunnedah, 2380 ◆ Phone 02 6742 5630 ◆ Fax 02 6742 0789 ◆ Email <a href="mailto:gunnedah@communitycollegeni.nsw.edu.au">gunnedah@communitycollegeni.nsw.edu.au</a>
<b>Inverell Program Coordinator</b>	<b>Tania Archer</b> PO Box 1184 or 42-44 Campbell St, Inverell, 2360 ◆ Phone 02 6721 3656 ◆ Fax 02 6721 3660 Mobile 0429 015 009 ◆ Email <a href="mailto:inverell@communitycollegeni.nsw.edu.au">inverell@communitycollegeni.nsw.edu.au</a>
<b>Moree Program Coordinator</b>	<b>Julianne Farrell</b> PO Box 473 or 47 Frome St, Moree, 2400 ◆ Phone 02 6751 1430 ◆ Fax 02 6751 1810 ◆ Email <a href="mailto:moree@communitycollegeni.nsw.edu.au">moree@communitycollegeni.nsw.edu.au</a>
<b>Narrabri Program Coordinator</b>	<b>Joan Longworth</b> Shop 3, 100 Maitland St, Narrabri, 2390 ◆ Phone 02 6792 6196 ◆ Fax 02 6792 1536 ◆ Mobile 0407 222 914 ◆ Email <a href="mailto:narrabri@communitycollegeni.nsw.edu.au">narrabri@communitycollegeni.nsw.edu.au</a>
<b>Warialda Program Coordinator</b>	<b>Nerida Hansen</b> PO Box 144, Warialda, 2402 ◆ Phone 02 6729 1487 ◆ Mobile 0429 934 346 ◆ Email <a href="mailto:warialda@communitycollegeni.nsw.edu.au">warialda@communitycollegeni.nsw.edu.au</a>

## Contents

About the College/Message from EO .....	Page 2
Enrolling and College Contacts .....	Page 3
Accredited Qualifications .....	Page 4-6
First Aid Courses .....	Page 7-9
Service & Hospitality Short Courses .....	Page 9 - 12
Construction, Workplace Safety and Compliance .....	Page 12 - 13
Traffic Control .....	Page 14
Vocational Short courses – non accredited .....	Page 15
<b>Barraba</b> .....	Page 16
<b>Bingara</b> .....	Page 17 - 18
<b>Gunnedah</b> .....	Page 19 - 21
<b>Inverell</b> .....	Page 22
<b>Moree</b> .....	Page 23-24
<b>Narrabri</b> .....	Page 25-27
<b>Warialda</b> .....	Page 28-29
Online courses .....	Page 30
General information .....	Page 30-31

# Accredited Courses

## Are you currently working in Industry?

### Gain national qualifications through recognition of your skills

If you have been working in industry it is advisable to get your skills recognised and gain a national qualification. A national qualification signals to employers that your skills are to industry standards. Recognition of Prior Learning (RPL) takes into account the skills you already have and you may not need to do any training. Contact your local college for further details.



The following courses are nationally accredited. This means they reach an industry standard and are valuable for career advancement and provide a stepping stone to more advanced studies. For pricing refer to the student fee table on page 7

**Do you have your Unique Student Identifier?**  
**For more information go to [www.usi.gov.au](http://www.usi.gov.au) or contact your local Community College.**  
**As of 1 January 2015, all students of nationally recognised courses need to have a USI. Get yours today.**

## Foundation Studies

### FSK10213 Certificate I in Skills for Vocational Pathways

Are your Language and Literacy skills holding you back? This qualification is designed to help you prepare for a vocational qualification and further develop workplace skills. This training can be done in conjunction with other training courses and will add to your overall work readiness.

#### Ideal for:

- school leavers
- people returning to the workforce wishing to brush up on skills
- long term unemployed people

The course is suitable for people who require:

- A pathway to employment and vocational training
- Improved reading, writing, numeracy, oral communication and general work skills
- Entry level IT and employability skills
- Education, training and employment goals.

**Registered Training Organisation: Community College-Northern Inland Inc RTO 90027**

**Where:** Gunnedah Community College

**Trainer:** Leanne Crookall



**When:** Starts Wednesday 20<sup>th</sup> July 2016, 9am – 1pm  
3 days per week face to face Training

**Cost:** Refer to student fee table on page 6

## Business

### BSB30115 Certificate III in Business



This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

**Registered Training Organisation: Tamworth Community College 90095**

**Where:** Gunnedah Community College

**When:** Expressions of Interest taken for Term 3, 2016  
2 days per week face to face Training

**Cost:** Refer to student fee table on page 6

### BSB30415 Certificate III in Business Administration

An introduction into business administration with practical activities adapted to suit a variety of industries. The course provides a general understanding of office procedures with an extensive IT focus to provide the skills necessary to cope with the modern office environment.

This qualification is provided in partnership with Camden Haven Community College.

**Registered Training Organisation: Camden Haven Community College 90018**

**Where:** Moree Community College

**When:** Expressions of Interest to Start Term 3  
2 day per week face to face Training

**Cost:** Refer to student fee table on page 6



Inverell's 2015 Students hard at work in their Business Admin course

# Accredited Courses

## Retail

### SIR30216 Certificate III in Retail



Successful Cert II in Retail Services Class in Gunnedah – Lynne Sheather said “One student secured a job with a national company before the course even ended and stayed to complete her qualification. We love that the course has assisted her to get an outcome of employment”. Another student, Ann Chapman, when asked about the course commented, “It was brilliant”

This qualification reflects the role of individuals who have the primary responsibility of engaging the customer, maintaining daily store operations and delivering on organisational expectations.

The qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants.

Individuals with this qualification are able to perform roles such as frontline sales assistant, customer service representative, shop assistant, retail supervisor, team leader and senior sales assistant.

**Registered Training Organisation: Camden Haven Community College 90018**

**Where:** Gunnedah Community College

**When:** Expressions of Interest taken for Term 3, 2016  
2 days per week face to face Training

**Cost:** Refer to student fee table on page 6

## Community Services

### CHC32015 Certificate III in Community Services



This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in

community settings or support the implementation of specific community-based programs. Work may take place in a range of community services organisations.

All students will be expected to complete 80 hours of work experience in a community services organisation, preferably an organisation who deals with people who include a wide variety of cultures and those who are socially disadvantaged.

Talk to us about subsidies under Smart and Skilled. You may be eligible for a much higher subsidy. Cost includes all workbooks and assessment tasks. National Criminal Record Check is an additional \$55 paid direct to NSW Police. The College recommends students also obtain a Working with Children Check

**Registered Training Organisation: Community College-Northern Inland Inc RTO 90027**

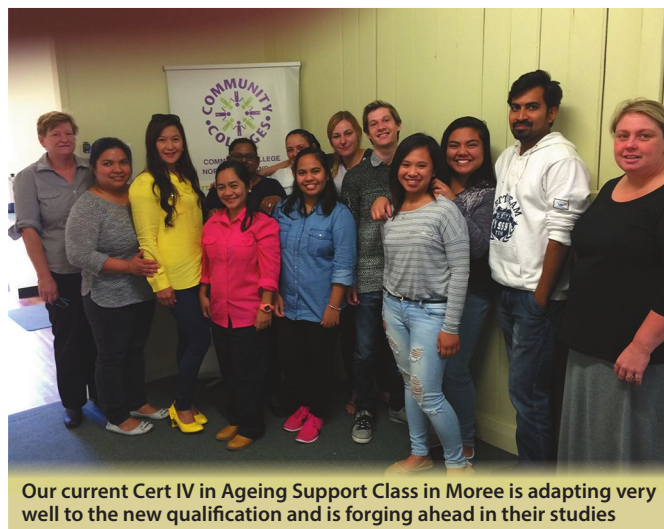
**Where:** Narrabri Community College

**Trainer:** Brooke Whitaker

**When:** *Expressions of Interest are now being taken*

**Cost:** Refer to student fee table on page 6

### CHC43015 Certificate IV in Ageing Support



This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

**To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.**

**Where:** Inverell Community College

**When:** Taking Expression of Interest for Term 3, 2016

**Cost:** Refer to student fee table on page 6

# Accredited Courses

## Engineering

### Rodney Day Metal Fabrication and Welding



Specialising in workplace-delivered  
**MEM20105 Certificate II in Engineering and**  
**MEM30305 Certificate III in Engineering – Fabrication Trade**



- ✓ Alternative to off-the-job training
- ✓ Apprentices and Trainees trained in your workplace – you have them when you need them
- ✓ Training plans to meet your workshop needs
- ✓ Qualified, experienced workplace trainers come to you



**Entry Requirements** There are no formal entry requirements for this course.  
 For **more information** or enrolment please contact  
 Rodney Day, metal fabrication and welding  
 Ph. 0428 998 044 [rodneyday2@gmail.com](mailto:rodneyday2@gmail.com) or  
 Vicki Zammit at Community College-Northern Inland Inc. RTO 90027  
 Ph. 0437 811 424 [vicki@communitycollegeni.nsw.edu.au](mailto:vicki@communitycollegeni.nsw.edu.au)

## Student Fees



**Smart and Skilled**

NSW Government subsidized training means students eligible for Smart and Skilled have the following fees. These may be further reduced if you are eligible for further subsidies. Use this as a guideline and get an obligation free quote. In some cases there may be a zero cost.

### Student Fees By Qualification Smart and Skilled

Qualification Level	Student Fee if First Qualification	Student Fee if Second Qualification
<b>Certificate I</b>		
FSK10213 Cert I in Skills for Vocational Pathways	\$220	\$220
<b>Certificate II</b>		
MEM20105 Cert II Engineering	\$1310	\$1570
<b>Certificate III</b>		
BSB30415 Cert III Business Administration	\$1310	\$1570
BSB30115 Certificate III in Business	\$1310	\$1570
SIR30216 Certificate III in Retail	\$1440	\$1730
CHC32015 Cert III in Community Services	\$1440	\$1730
MEM30305 Cert III Engineering Fabrication Trade	\$2660	\$3190
<b>Certificate IV</b>		
CHC43015 Certificate IV in Ageing Support	\$1970	\$2300

### Non Smart and Skilled

**If you are not eligible for Smart and Skilled funding please ask for a quote at your local college.**