



north coast community college

CAREER

Kickstart your career with a nationally recognised qualification. North Coast Community College offers flexible study options including full-time, part-time, classroom, online or in a combination that works for you. For many qualification courses you can start at a time when it suits you. Contact our Customer Support team on 6628 5426 to help you choose the course that is right for you.

Courses are subject to continuation of Smart & Skilled funding.

CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS FSK20113



Improve your skills, confidence and proficiency in reading, writing, numeracy and communication. This course will assist you in developing these skills to prepare for employment or further training.

CERTIFICATE IV IN NEW SMALL BUSINESS BSB42615



"If only I knew that when I started out!" is a phrase we hear constantly from business start-ups. This qualification provides valuable tools and knowledge for new or established businesses to develop a financial plan and monitor business performance. You'll learn about legal requirements, risk management, relevant legislation, industry regulations and more.

This training is subsidised by the NSW government.

CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30415



Does the idea of working in an office administration role appeal to you? This qualification will help you develop a broad range of workplace administration skills. You will use popular software applications, prepare financial documents and deliver quality customer service. If you have worked previously in an office you may be eligible for recognition of prior learning (RPL).

This training is subsidised by the NSW government.

CERTIFICATE IV IN BUSINESS ADMINISTRATION BSB40515



If you have completed Certificate III in Business Administration, or you already have some experience working in office administration, this qualification will give you the additional skills to provide leadership and manage staff. Choose electives that suit your goals and gain the confidence to build your career in business.

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CAREER



CERTIFICATE III IN INDIVIDUAL SUPPORT (AGED CARE) CHC33015



With Australia's ageing population continuing to grow, aged care is one of the few industries where job security and new opportunities are almost guaranteed for decades to come. Are you interested in a career helping others? Qualified carers are in high demand. This course will provide you with entry level qualifications into this vital industry.

This training is subsidised by the NSW government.

CERTIFICATE III IN INDIVIDUAL SUPPORT (DISABILITY) CHC33015



Get qualified to work in community services or residential settings providing person-centred support to people with disabilities. The work involves using discretion and judgement in relation to individual support. The course will give you information, tools, techniques and procedures as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

This training is subsidised by the NSW government.

CERTIFICATE III IN EDUCATION SUPPORT CHC30213



Are you interested in supporting children in their educational development? This course provides a range of rewarding career options such as working as a Teacher's Aide in school classrooms or in after school care, working with special needs children or with children from a culturally diverse background.

This training is subsidised by the NSW government.

CERTIFICATE III IN HOSPITALITY SIT30616



Get qualified for the many hospitality jobs in this region and around Australia. The training includes work placement, giving students hands-on experience in hotels, clubs, restaurants or cafes, working as a bar attendant, waitperson or barista.

This training is subsidised by the NSW government.

CERTIFICATE IV IN WORK HEALTH & SAFETY BSB41415



Supporting a safe and healthy work environment is a truly rewarding career option. Gain the skills needed in the workplace to manage and supervise work health and safety (WHS). Assessment tasks are workplace based and will lead to an authentic workplace appraisal.

This training is subsidised by the NSW government.

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Enrolment Policy

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Conditions

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Refunds

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This program is an initiative of the NSW Ageing Strategy and is funded through a partnership between the NSW government and Telstra. Tech Savvy Seniors aims to provide those over 60 with affordable training to gain confidence in using computers and online technology.

TECH SAVVY SENIORS

INTRODUCTION TO IPAD

Learn how to navigate around your iPad, change basic settings to personalise and secure your device, connect to the internet and use emails. iPads can do a lot of the things your computer can do, and you can take them pretty much anywhere. Each workshop attendee will need to bring their iPad.

Alstonville | Ballina | Yamba | 2.5 hr workshop

INTRODUCTION TO ANDROID TABLET

Tablets are a revolutionary new way of accessing the Internet, playing games and communicating, like a computer that you can take nearly anywhere. Each workshop attendee will need to bring their Android tablet.

Alstonville | Ballina | Yamba | 2.5 hr workshop



INTRODUCTION TO SOCIAL MEDIA PART 1

Social media sites like Facebook, Flickr, YouTube and Skype can help you keep in touch with family and friends, share videos and photos, or make video calls for free. This workshop takes you through the most popular social media applications to give you a good understanding of what social media is and what the various services offer.

Alstonville | Ballina | Yamba | 2.5 hour workshop

INTRODUCTION TO ONLINE SHOPPING PART 1

Learn the basics of online shopping, from paying bills to booking a holiday or buying groceries. We'll walk you through the process and show you how to stay safe online while shopping.

Alstonville | Ballina | Yamba | 2.5 hour workshop

INTRODUCTION TO SMARTPHONES - ANDROID & IPHONE

Mobile smartphones let you access the internet, use social media, get live news updates, play music and videos, and much more. Come along and learn the basics of how to navigate your way around a touchscreen, make and receive calls, add and find a contact, and discover the world of apps, in this relaxed and friendly workshop.

Alstonville | Ballina | Yamba | 2.5 hour workshop

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LIFESTYLE



YOGA

Yoga is enjoyed by people of all ages and levels of physical fitness. In this class you'll learn easy and gentle yoga postures to tone your muscles, increase flexibility, balance and nourish your body's internal systems. The qualified and experienced teacher will guide you through meditation and breathing practices to bring a sense of wellbeing into your daily life. Come along and enhance your health from the very first class. Beginners and experienced yoga students are welcome.

Yamba | Alstonville

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UNDERSTANDING YOUR DREAMS

Approach life and dreams differently! In this fun and fascinating course, you'll learn simple yet powerful tools to help understand your dreams and apply their gifts in waking life. Through discussion, guided meditation journeys and journaling, learn to use your dreams consciously to solve problems, get answers, recognise and prepare for opportunities and challenges, improve your health, boost creativity, make better choices, recover lost parts of yourself, improve your relationships, find your purpose.

Yamba | Alstonville

ITALIAN 1

Are you planning a trip to Italy? Would you like to have fun learning this beautiful and musical language? If you are interested in Italian culture, these classes offer a blend of introductory language skills, travel tips and cultural insights.

Alstonville

FRENCH 1

Bonjour! This beginner French Course offers you a golden opportunity either to revive that old school French, or to learn the basics of the French language for fun or travel. Learn to hold everyday conversations and gain valuable insights into French culture.

Alstonville

FRENCH 3

This term you will learn to talk about yourself in more detail, describe people, their appearance and personality, and talk about your travel plans. You will learn to write an email in French. Come along and use French to shop for food at the markets and order a main meal.

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**Are you a small business owner
wanting to upskill yourself
or your staff fee FREE?**

Tech Savvy for Small Business training is subsidised by the NSW government for eligible businesses. The Tech Savvy Small Business program is part of Smart and Skilled funding and aims to support small business owners and their staff by providing fully subsidised training in targeted courses.

To be eligible for Smart and Skilled training, you must be:

- An Australian citizen, permanent resident or humanitarian visa holder, or a New Zealand citizen and
- Be aged 15 years or older, and
- Live or work in NSW, and
- No longer be at school or equivalent.

To be eligible for Tech Savvy Small Business training, you must be the above, plus:

- An owner of a small business, or
- An employee of a small business.

A small business is defined as a business with:

- 20 employees or less, or
- An annual turnover of less than \$2,000,000.

**North Coast Community College is offering fully subsidised training under the Tech Savvy for Small Business funding.*

Enquire now on 02 6628 5426 or visit www.northcoastcc.edu.au for more information.



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TECH SAVVY

SMALL
BUSINESS

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TECH SAVVY SMALL BUSINESS



MS WORD

In this workshop, you will learn how to create documents using the basic features of Word 2013. Students will be introduced to the skills needed to create professional looking documents such as signs, menus, flyers, letters, forms, brochures, templates, reports and newsletters.

BSBITU303 Design and produce text documents - Online

One day workshop | Alstonville | Yamba

MS EXCEL

Participants will gain an understanding of spreadsheets and learn how to use the basic features of Excel 2013. This practical, hands-on workshop is useful for businesses wanting to create sortable lists of customers and products, setting up budgets and accounts, analysing data and projections, plus many other uses.

BSBITU304 Produce spreadsheets - Online

One day workshop | Alstonville | Yamba

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BASIC BOOKKEEPING

Fine tune your business with the financial skills and knowledge needed for basic bookkeeping and processing payroll using manual and computerised payroll systems. The course covers how to maintain daily financial records, reconcile debtor and creditor accounts, prepare and maintain a general ledger and trial balance. You'll also learn how to monitor cash control for business planning and accounting purposes.

BSBFIA301 Maintain financial records - Online

BSBFIA302 Process payroll - Online

One day workshop | Alstonville | Yamba

SAFETY IN THE WORKPLACE

This workshop is for anyone in a management role or responsible for protecting the safety of employees. Gain the skills and knowledge required to implement and monitor your organisation's work health and safety (WHS) policies, procedures and programs in order to meet your industry's legal requirements.

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements - Online

BSBWHS201 Contribute to health and safety of self and others - Online

One day workshop | Alstonville | Yamba

CUSTOMER SERVICE

This Customer Service Workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. Learn how to identify customer needs, deliver and monitor customer service and handle formal and informal negative feedback and complaints from customers.

BSBCUS301 Deliver and monitor a service to customers - Online

BSBCMM301 Process customer complaints - Online

One day workshop | Alstonville | Yamba

PRESENTATION SKILLS

The Presentation Skills Workshop will benefit anyone who provides training, facilitates meetings, leads discussions, and creates sales presentations or marketing materials. No matter your role, this workshop will give you skills to become more efficient and proficient in visually communicating information to others.

BSBITU302 Create electronic presentations - Online

BSBITU309 Produce desk top published documents - Online

One day workshop | Alstonville | Yamba

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WORK SKILLS

FOOD SAFETY SUPERVISOR COURSE (LEVEL 1 & 2)



Food businesses in the hospitality and retail food service sector are required to have at least one trained Food Safety Supervisor (FSS) designated to implement safe food handling on their premises. The Food Act 2003 (NSW) requirement applies to businesses serving food that is ready-to-eat and potentially hazardous.

Nationally recognised Statement of Attainment units: SITXFSA001 Use hygienic practices for food safety and SITXFSA002 Participate in safe food handling practices.

Alstonville | Ballina | Yamba | One day course plus workplace assessment

ACCREDITED BARISTA TRAINING



Become a certified barista and learn to make and serve espresso coffees using commercial espresso machines and grinders. Training includes how to select and grind coffee beans, maintain and clean espresso machines and grinders, and advise customers on coffee beverages.

Nationally recognised Statement of Attainment units: SITHFAB005 Prepare and serve espresso coffee and SITXFSA001 Use hygienic practices for food safety.

One day course plus workplace assessment

Alstonville | Ballina | Yamba



RESPONSIBLE SERVICE OF ALCOHOL SITHFAB002



RSA training is mandatory for workers where alcohol is served or sold. It's also recommended for security staff in hotels and clubs and the licensee who is ultimately responsible for RSA management. This course is approved by Liquor and Gaming NSW. It's advised to also complete RCG (Responsible Conduct of Gambling) so both licences appear on one photo competency card.

Alstonville | Ballina | Yamba | One day course

RESPONSIBLE CONDUCT OF GAMBLING SITHGAM001



Provide responsible gambling services

Compulsory for everyone working in gaming venues of licenced premises in NSW, this six hour, accredited program, approved by Liquor and Gaming NSW, aims to encourage a responsible, caring, professional approach to gambling. To obtain both licences on one photo competency card both RSA and RCG must be completed within 90 days of each other.

Alstonville | Ballina | Yamba | One day course



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WORK SKILLS



GENERAL CONSTRUCTION INDUCTION CERTIFICATE (WHITE CARD)



CPCCWHS1001 Prepare to work safely in the construction industry

The issuing RTO for this unit is Allen's Training P/L - Provider Number 90909

Accredited by SafeWork NSW, this general induction training is for anyone entering the construction industry or those seeking registration as an owner builder. The course delivers a basic knowledge of requirements under the WHS Act, the common hazards and risks likely to be encountered on construction sites and how these risks should be controlled. Original 100pt ID to be shown to Trainer on day of the course. A SafeWork NSW certificate will be issued at completion of training to successful participants.

Alstonville | Ballina | Yamba

One day course

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FIRST AID & CPR

HLTAID003 Provide First Aid HLTAID001 Cardiopulmonary Resuscitation

The issuing RTO for this unit is Allen's Training P/L - Provider Number 90909

This nationally recognised certification gives you skills and knowledge useful at home and in the workplace.

Provide First Aid is a full day course. CPR is covered in the morning session.

If your current certificate is from 2015 or earlier you'll need recertification to bring it up to date. Please bring your current First Aid Certificate for the trainer to sight.

COMPULSORY course pre-work is required. Students can either request a first aid manual and workbook from the college or access the materials online. This must be completed before attending the course. All other resources are provided on the day.

Alstonville | Ballina | Yamba | One day course

PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING HLTAID004



The issuing RTO for this unit is Allen's Training P/L - Provider Number 90909

This course is for educators and support staff working in an education or care setting who are required to provide first aid to infants, children and adults, including asthmatic and anaphylactic emergencies.

COMPULSORY course pre-work is required. Students can either request a first aid manual and workbook from the college or access the materials online. This must be completed before attending the course. All other resources are provided on the day.

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