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Southern Queensland Institute of TAFE

TOOWOOMBA
100 Bridge Street
Toowoomba Q 4350
Phone (07) 4694 1600

DALBY
Condamine Street
Dalby Q 4405
Phone (07) 4669 9999

ROMA
Timbury Street
Roma Q 4455
Phone (07) 4620 4200

CHARLEVILLE
Parry Street
Charleville Q 4470
(07) 4654 4900

CHINCHILLA
9 Zeller Street
Chinchilla Q 4413
Phone (07) 4669 1205

KINGAROY
Cnr Bunya Hwy & Geritz Road
Kingaroy Q 4610
Phone (07) 4160 4400

NURUNDERI
Collins Road, Cherbourg
Murgon Q 4605
Phone (07) 4169 9999

WARWICK
176–202 Dragon Street
Warwick Q 4370
Phone (07) 4660 4600

STANTHORPE
22 Caves Road
Stanthorpe Q 4380
Phone (07) 4685 5000

Make the right choice for you!

Our part time courses are designed to suit your lifestyle and give you practical skills to enhance your future direction in life. If you have a training need that is not listed in this guide please let your local TAFE campus know so we can look at new ways to help you make the right training choice!

Construction Tickets/Skilled Operators

The following training and assessment is offered at all locations subject to demand. These courses are delivered to meet all Queensland WH&S Certification standards. Formal training consists of a two day workshop, followed by on-the-job assessment.

Enquiries: Ronaldah Hardy 4669 1205

HIGH RISK WORK OCCUPATION (LICENCE RENEWABLE EVERY 5 YEARS)

CB	Bridge and Gantry Crane (cabin)
V	Vehicle Loading Crane
CN	Non-Slewing Mobile Crane
C2	Slewing Mobile Crane (20T)
C6	Slewing Mobile Crane (60T)
C1	Slewing Mobile Crane (100T)
WP	Elevating Work Platform
HP	Personnel and Material Hoists
LF	Forklift
LO	Order Picking Forklift
DG	Dogger
RB	Basic Rigger
SB	Basic Scaffold
RI	Intermediate Rigger
SI	Intermediate Scaffold
RA	Advance Rigger
SA	Advance Scaffold

EARTHMOVING AND PARTICULAR CRANES (NON-RENEWABLE LICENCE)

LBG	Bridge and Gantry Crane (remote)
LZ	Dozer
LL	Front End Loader
LE	Excavator
LB	Front End Loader/Backhoe
LS	Front End Loader/Skid Steer
LG	Grader
LR	Roller

CERTIFICATE III QUALIFICATIONS ALSO OFFERED IN DOGGING, RIGGING & SCAFFOLDING



PLEASE CALL FOR FURTHER INFORMATION OR TO REGISTER YOUR INTEREST FOR THE FOLLOWING COURSES

**DISTANCE EDUCATION
CERTIFICATE II TO
DIPLOMA OF BUSINESS
CERTIFICATE IV
IN TRAINING AND
ASSESSMENT**

Studying a course by distance education is perfect for people who need to juggle study with work and life. With distance education courses, the qualification you receive is identical to one received from on-campus study.

Enquiries: Errol Baldwin
4654 4905
errol.baldwin@det.qld.gov.au

**BUSINESS
CERTIFICATE III IN
BUSINESS
ADMINISTRATION**

MYOB Cluster 1: Maintain Financial Records
MYOB Cluster 2: Process Payroll
Start: Tuesdays 5.30–7.30pm (flexible start dates)

**DIPLOMA OF BUSINESS
ADMINISTRATION**

Total of 8 units (minimum of 5 Administration units and 3 others)

- Manage meetings
- Plan and manage conferences
- Manage business document design and development
- Manage payroll
- Plan and review administration systems
- Industrial relations
- Promote innovation and change
- Recruit, select and induct staff

**CERTIFICATE IV IN SMALL
BUSINESS MANAGEMENT**

Comprehensive training program for current owners and managers who need essential management skills, additional knowledge and skills in areas of business planning, marketing, financial planning and legal requirements necessary to establish and successfully manage a small business.

BASIC COMPUTER SKILLS

Start anytime, work at your own pace.
Start: Mon–Thurs 9am–12noon, Tues 5.30–7.30pm
Cost: Approx. \$123.50 full fee / \$82.92 concession

**CONSTRUCTION
TICKETS/SKILLED
OPERATORS**

For information on training offered please refer to the start of this guide.
Enquiries: Ronaldah Hardy
4669 1205

**CONSTRUCTION
WOODWORKING
CERTIFICATE II IN
FURNISHING**

Beginners, Intermediate and Advanced
Make or restore your own masterpiece. Learn and improve your skills in the use of hand and power tools, joining timber, wood lathing and much more.
Start: Weekend workshops held in Cunnamulla and Charleville

**ENGINEERING
CERTIFICATE II IN
ENGINEERING**

Basic Welding Course—get semi-skilled employment or go on to further qualifications with this certificate.

- Manual Heating and Thermal Cutting Oxy
- Routine Oxy Acetylene Welding
- Routine Manual Metal Arc Welding (stick)
- Routine Gas Metal Arc Welding (MIG)

Start: Wednesdays 6–9pm for 8 weeks blocks, call to confirm start dates

**INTERMEDIATE WELDING
COURSE**

- Routine Gas Metal Arc Welding

Pre-requisite units such as OHS must be completed to enrol in this level.
Start: Wednesdays 6–9pm, call to confirm start dates
Note: Welding classes can be offered on weekends or school holidays to Cunnamulla or other areas with appropriate facilities.

**GENERAL EDUCATION
ENGLISH AS A SECOND
LANGUAGE**

This course assists adult learners from non-English speaking backgrounds to develop language and literacy skills and integrate into the community. Call to make an appointment, please bring your visa/passport to the appointment.
Start: Each Tuesday morning 8.30am–12noon

LITERACY AND NUMERACY

LLNP students must be referred by Centrelink.

Start: Classes each Tuesday morning 8.30am–12noon

HOSPITALITY**FOOD SAFETY SUPERVISOR COURSE**

All food businesses must have one staff member trained in workplace hygiene procedures and implement food safe procedures (as per new Queensland Government legislation).

RESPONSIBLE SERVICE OF ALCOHOL (RSA)

Start: Dates set depending on student numbers

Cost: \$80

PROVIDE RESPONSIBLE GAMBLING SERVICES (RGS)

Covers all aspects of the RGS 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).

Duration: 6 hours

RESPONSIBLE MANAGEMENT OF LICENSED VENUES (RMLV)

The mandatory RMLV training has been developed to help reduce the negative impact of poor venue management practices in the community. The RMLV course not only provides details of law and liquor license requirements, it also includes a range of management strategies to assist operators in responsible conduct of their business.

Duration: 2 day course

Cost: \$495 or \$455 for two or more enrolments

HUMAN RESOURCES DIPLOMA OF HUMAN RESOURCE MANAGEMENT

Total of eight units (minimum of five Human Resources units and three electives).

RURAL WILD ANIMAL FIELD HARVESTING

Learn about hygienic production of game meat for human consumption. This is a Safe Food Queensland course and QPWS compliant. Delivered twice yearly.

Start: Accepting expressions of interest.

Cost: \$400

CERTIFICATE II & III IN AGRICULTURE

Total of 16 units for each certificate level—includes, feeding livestock, fencing, using chemicals, shearing, moving stock, handling horses, vehicle operation and work place health and safety, chainsaw tickets level one and two.

AG CHEM (CHEM CERT) ACCREDITATION WORKSHOP

Designed for experienced or semi-experienced farmers, growers and all users of farm chemicals.

- Prepare and apply chemicals
- Transport, handle and store chemicals
- Control weeds

Cost: \$354.90 full fee / \$331.28 conc.

RURAL BUSINESS CERTIFICATE III IN RURAL BUSINESS

Total of 16 units of competency must be completed. Includes financial records, electronic mail, business records, buy and sell online, using hand-held e-technology, accounting, internet and installing software.

CERTIFICATE IV IN RURAL BUSINESS

Total of 12 units of competency must be completed. Includes staff recruitment, information systems, financial planning and transactions.

SHEEP AND WOOL CERTIFICATE II IN WOOL HANDLING

Rural training is usually conducted in the field and concentrates on practical/hands on skills. Total of eight units delivered. Traineeships available.

Enquiries: Daryl Aspinall
4654 4900

WORKPLACE TRAINING CERTIFICATE IV IN TRAINING & 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: Tuesday nights anytime (work at your own pace)

5.30–7.30pm (classes are not compulsory)



PLEASE CALL FOR FURTHER INFORMATION OR TO REGISTER YOUR INTEREST FOR THE FOLLOWING COURSES

BUSINESS CERTIFICATE II IN BUSINESS

Provides the first stages of a career in the clerical and administrative field. Most suitable for students who have limited experience in an office environment.

CERTIFICATE III IN BUSINESS

Provides advanced office skills and builds on Certificate II in Business.

CERTIFICATE III IN BUSINESS ADMINISTRATION

Provides advanced office skills to students who have previously completed a Certificate II in Business and/or a Certificate III in Business.

Start: All Business Certificates flexible throughout the year

COMMUNITY SERVICES CERTIFICATE III IN CHILDREN'S SERVICES

This program prepares you for a child care career as an assistant in a long day care centre or kindergarten, a home based carer, a family day care provider, a vacation carer, an out of school hours carer or a teacher aide.

DIPLOMA OF CHILDREN'S SERVICES

After completion of Certificate III in Children's Services, this diploma allows you to work as a long day care group leader, school or aged care assistant/coordinator, an occasional care group leader or a family day care coordinator. We also offer a Diploma of Child Studies linked to a Bachelor of

Education (Early Childhood). Enrol with TAFE and use it as a stepping stone to uni.

Start: All Childrens Services flexible throughout the year

CONSTRUCTION TICKETS/SKILLED OPERATORS

For information on training offered please refer to the start of this guide or contact our TAFE Work Safety Officer based in Chinchilla on 4669 1205.

CONSTRUCTION TEST AND TAG ELECTRICAL SAFETY COURSE

Training includes requirements of Standard AS/NZ 3760 and covers planning for inspection, inspecting and testing electrical equipment and safety switches, inspection and test results.

WORKPLACE HEALTH AND SAFETY OFFICER (WHSO)

Covers all requirements to be a qualified Workplace Health and Safety Officer. Participants complete the three compulsory units of competency and an elective to achieve certification.

Compulsory Units—five days

- Provide advice on health and safety
 - Manage health and safety hazards and risks
 - Manage workplace incidents
- Elective Unit—four days**
- Building and Construction

GENERAL EDUCATION ACCESS 10—GRADE 10 EQUIVALENT

Subjects include English, mathematics, computing, science and Australian history. Year 8 competency is required.

HOSPITALITY 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.
Cost: \$80

RESPONSIBLE SERVICE OF GAMBLING (RSG)

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).

RESPONSIBLE MANAGEMENT OF LICENSED VENUES (RMLV)

All applicants for liquor licenses (including new licenses, transfers of license or change on nominee) must undertake a two-day training course focusing on liquor law and best practice in venue management.

Duration: 2 days

Cost: \$495 or \$455 for two or more enrolments

COCKTAIL MAKING COURSE

Learn the skills behind creating cocktails—how to pour, layer, blend, shake, stir and muddle the best cocktails around. Accepting expressions of interest.

COFFEE MAKING COURSE

Do you have a coffee machine yet aren't 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 more.

FOOD SAFETY SUPERVISOR COURSE

All food businesses must have one staff member trained in workplace hygiene procedures and implement food safe procedures (as per new Queensland Government legislation).

RURAL CERTIFICATE II IN AGRICULTURE

Units studied range from health and safety to fencing and operation of small farm machinery. Held Wednesdays at Chinchilla TAFE from 9am–3pm (except school holidays).

AG CHEM (CHEM CERT)

Accreditation workshop provides chemical accreditation for those who use agricultural chemicals such farmers, growers, gardeners, weed controllers (roadside, national parks, and railways), council parks and gardens and school grounds persons.

- Prepare and apply Chemicals
- Transport handle and store chemicals
- Control weeds

WORKPLACE TRAINING CERTIFICATE IV IN TRAINING & ASSESSMENT

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



PHONE 07 4669 9999

Dalby Campus

PLEASE CALL FOR FURTHER INFORMATION OR TO REGISTER YOUR INTEREST FOR THE FOLLOWING COURSES

BUSINESS

Business and computer skills are vital assets. Southern Queensland Institute of TAFE's flexible training options allow you to select subjects to meet your needs—do one or two subjects or the full certificate. Tailor your study times around personal or work commitments.

BUSINESS ADMINISTRATION

Offerings include Microsoft Office—Word, Excel, Access, Outlook, Publisher, PowerPoint, Web design and E-business.

- Operate a Personal Computer
- Create Electronic Presentations
- Recommend products and services
- Deliver/monitor customer service
- Design/develop text documents
- Process Payroll
- Process accounts payable and receivable
- General Ledger
- Communicate in the Workplace
- Promote innovation in a team environment
- Organise personal work priorities and development

CERTIFICATE II IN BUSINESS

Entry level study for careers in clerical and administrative fields. Suitable for students who have limited experience in an office environment.

CERTIFICATE III IN BUSINESS

Provides advanced office skills and builds on the Certificate II in Business.

CERTIFICATE III IN BUSINESS ADMINISTRATION

Provides advanced office skills to students who have previously completed a Certificate II in Business and/or a Certificate III in Business.

CERTIFICATE IV IN BUSINESS ADMINISTRATION

Reflects the role of individuals who use well-developed administrative skills and have a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

CERTIFICATE IV IN FRONTLINE MANAGEMENT

Frontline managers (supervisors, team leaders, coordinators) have an important role in any organisation. They need to be effective decision makers and possess the necessary skills to lead their teams. This course is a short intensive program complemented with workplace

activities and assessments designed to assist first line supervisors and team leaders.

Enquiries: Tina Torrens
0417 010 292

E-BUSINESS

Learn how to save time and money by using email, forums, wikis, blogs and chatrooms, and do your banking, paying bills or buying online. Certificate III level e-business competencies available now.

WEBSITE DESIGN

This training is aimed at people who want to use Dreamweaver to design websites and publish them. This course requires advanced word processing skills including competent use of tables and researching on the internet.

Accepting expressions of interest now.

CONSTRUCTION TICKETS/SKILLED OPERATORS

For information on training offered please refer to the start of this guide.

Enquiries: Ronaldah Hardy
4669 1205

PHOTOGRAPHY PHOTOIMAGING

This course covers units from Certificate IV in Photoimaging and is ideally suited for photographers with 35mm Digital SLR style cameras.

Start: Register your interest.

Chinchilla & Dalby Campus

BUILDING COURSE IN PREPARATION FOR OWNER/BUILDER PERMIT 39219 QLD.

Start: Rolling starts—
external course

ENGINEERING NIGHT WELDING

Programs include:

- Basic welding
- Intermediate welding
- Advanced welding
- Manual heating, thermal cutting and gouging
- Welding certificates to AS1796

Basic and intermediate Stick, MIG and TIG welding programs are also available

Start: Mondays 6–9pm

Call to confirm dates

GENERAL EDUCATION ACCESS 10—GRADE 10 EQUIVALENT

The Access 10 program develops literacy and numeracy skills to a level that enables entry to study or employment requiring Year 10 level education. The courses are offered on a part-time basis for people from 15 years of age and above. Flexible start dates.

VOCATIONAL LITERACY AND NUMERACY

Classes cater for students of 16 years and older to improve their skills in literacy and numeracy. Contact us today to get started.

HOSPITALITY FOOD SAFETY SUPERVISOR COURSE

All food businesses must have one staff member trained in workplace hygiene procedures and implement food safe procedures (as per new Queensland Government legislation).

Duration: 1 day

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.

Cost: \$80

RESPONSIBLE SERVICE OF GAMING (RSG)

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).

RESPONSIBLE MANAGEMENT OF LICENSED VENUES (RMLV)

The two day RMLV course not only provides details of the law and liquor license requirements, it also includes a range of management strategies to assist operators in the responsible conduct of their business, ensuring continued positive

relations with community stakeholders. This is mandatory training for venue nominees, licensees and all new applicants of a manager's license and would benefit other venue staff such as managers (trainee and duty), supervisors, senior staff members and bar, food & beverage staff.

Start: Register your interest as the above classes will run subject to demand. Classes scheduled for August 2009.

Cost: \$495 or \$455 for two or more enrolments



BUSINESS CERTIFICATE II & III IN BUSINESS CERTIFICATE III IN BUSINESS ADMINISTRATION

Available part time and externally if you have access to the appropriate software and the internet. Self paced classes are offered Monday to Wednesday during school hours, perfect for parents. You can choose your study times around your personal or work commitments. You can study a full qualification or just the specific skills you need.
Enquiries: Kingaroy Business Studies Team 4160 4415

AGED CARE/DISABILITY

CERTIFICATE III IN AGED CARE

Face to face classes offered one day per week
Start: Rolling starts throughout the year.
Enquiries: Sue de Vries 4160 4473

FLEXIBLE STUDY IN AGED CARE AND DISABILITY CERTIFICATE III & IV IN AGED CARE, CERTIFICATE III & IV IN DISABILITY

Manage your study load around your existing work and family commitments through our flexible program.
Enquiries: Justine Constable 4660 4613

CHILDCARE FEE-FREE TRAINING IN CHILDRENS' SERVICES

The federal government is offering funded training in the Diploma and Advanced Diploma in Childrens' Services in 2009. All you pay for is your books!
Enquiries: Bernadette Upton 4660 4429

CERTIFICATE III IN CHILDRENS' SERVICES

This is the base level qualification to work in the childcare industry. Gain these skills through our flexible program, or attend classes one day a week to keep you on track.
Enquiries: Lori Jones 4660 4429

CONSTRUCTION TICKETS/SKILLED OPERATORS

For information on training offered please refer to the start of this guide.
Enquiries: Ronaldah Hardy 4669 1205

ENGINEERING GENERAL MACHINING

Select from a number machining competencies in Certificate III in Engineering. Flexible learning options available.
Enquiries: Steve Davis 4160 4420

WELDING

Classes held one night a week—beginners to advanced. Classes cover Stick, MIG, TIG and Oxy welding which form part of the Certificate II and III in Engineering.
Start: Tuesday 6–9pm over 17 weeks
Enquiries: Janice Nielsen 4160 4420

CERTIFICATE III IN COMPUTER AIDED DESIGN (CAD) SYSTEM

This will enable you to:

- Create 2D drawings using Computer Aided Design (CAD) System
- Interpret technical drawings
- Perform engineering measurements
- Produce advanced CAD tasks

Start: July 2009, Wednesday nights 6–9pm. Flexible Learning options available.

Enquiries: Chris Richardson 4160 4420

HOSPITALITY

FOOD SAFETY SUPERVISOR COURSE

All food businesses must have one staff member trained in workplace hygiene procedures and implement food safe procedures (as per new Queensland Government legislation).

Start: Jason Ford 4160 4400

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. Register your expressions of interest.

Cost: \$80

Enquiries: Jason Ford 4160 4400

PROVIDE RESPONSIBLE GAMBLING SERVICES (RGS)

This course covers all aspects of the RGS 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).

Duration: 6 hours

RESPONSIBLE MANAGEMENT OF LICENSED VENUES (RMLV)

All applicants for liquor licenses (including new licenses, transfers of license or change on nominee) must undertake a two-day training course focusing on liquor law and best practice in venue management.

Duration: 2 days

Cost: \$495 or \$455 for two or more enrolments

TRAINING AND ASSESSMENT CERTIFICATE IV IN TRAINING & ASSESSMENT

Become a qualified workplace trainer and assessor or pursue a career as a teacher/trainer in the vocational education industry. This course is offered one night per week over one semester with students expected to undertake additional self paced study. If you already hold the BSZ40198 qualification, you can undertake an upgrade to gain the current Certificate IV in Training and Assessment. Expressions of interest are now being taken. The Certificate IV in Training and Assessment for 2010 is offered in Friday workshops over one semester with students expected to undertake additional self paced study.

Enquiries: Sharon McFarlane 4160 4415

PLEASE CALL FOR FURTHER INFORMATION OR TO REGISTER YOUR INTEREST FOR THE FOLLOWING COURSES

**BUSINESS
CERTIFICATE II IN
BUSINESS
CERTIFICATE III
IN BUSINESS
ADMINISTRATION**

Part-time and can be studied 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.
Start: Mondays and/or Tuesdays during school hours.

**TRAINEESHIPS IN
BUSINESS**

A business traineeship provides financial incentives to train your staff to your specific business needs.

**CERTIFICATE III IN MICRO
BUSINESS OPERATIONS**

A new qualification for small business operators with less than five employees or anyone interested in starting a business. Course content includes business finance, resources, technology and regulatory requirements.

Enquiries: Meredith Kerkow
4169 9999

**COMMUNITY SERVICES
CERTIFICATE III AND IV
IN INDIGENOUS PRIMARY
HEALTH CARE**

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

Start: Call to register your interest

**CERTIFICATE III IN AGED
CARE/CERTIFICATE III
IN DISABILITY SERVICES**

Learn new skills and join the community service industry with many employment opportunities are available.

Duration: Classes operate one day per week with additional tutorial support available

Start: July
Enquiries: Mary Walters
4169 9999

**CERTIFICATE IV IN
COMMUNITY SERVICES
(CHILD PROTECTION)**

Course includes orientation to child protection, identifying children at risk, working in legal/ethical framework, participating in workplace safety, support the right and safety of children, recognise domestic violence, work with culturally diverse clients, specialist communication skills, facilitate co-operative behaviour, and interact effectively with children.

Duration: Block training with tutorial support available

**CONSTRUCTION
TICKETS/SKILLED
OPERATORS**

For information on training offered please refer to the start of this guide.

Enquiries: Ronaldah Hardy
4669 1205

**GENERAL EDUCATION
VOCATIONAL LITERACY,
NUMERACY AND
COMPUTER LITERACY
CLASSES**

Improve your reading, writing, spelling and maths to help

prepare for work, study, community work or helping children with their school work.

Duration: Wednesdays

Start: July

Enquiries: Ros O'Connell
4169 9999

**HOSPITALITY
RESPONSIBLE
MANAGEMENT OF
LICENSED VENUES (RMLV)**

All applicants for liquor licenses (including new licenses, transfers of license or change of nominee) must undertake a two-day training course focusing on liquor law and best practice in venue management.

Duration: 2 days

Cost: \$495 or \$455 for two or more enrolments

**FOOD SAFETY
SUPERVISOR COURSE**

All food businesses must have one staff member trained in workplace hygiene procedures and implement food safe procedures (as per new Queensland Government legislation).

Duration: 1 day

**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.

Cost: \$80

Duration: 4 hours

Start: 27 July 4–8pm or
5 October 4–8pm

**PROVIDE RESPONSIBLE
GAMBLING SERVICES (RGS)**

Covers all aspects of the RGS 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).

Duration: 6 hours

Start: 13 October 9–3pm

**WORKPLACE TRAINING
CERTIFICATE IV
IN TRAINING AND
ASSESSMENT (TAA 40104)**

In this course you will complete all 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. Flexible study options available.

**UPGRADE PACKAGE FROM
BSZ40198 TO TAA40104**

Upgrade your qualification old Train the Trainer to the current Training and Assessment

Qualifications. Flexible study options available.

Enquiries: Meredith Kerkow
4169 9999

**UPGRADE FROM BSZ50198
DIPLOMA TO NEW
DIPLOMA IN TAA50104**

Upgrade your old diploma to the current diploma qualification. Flexible and external delivery across the Institute.

Start: Enrolments open late July 2009, fees to be advised.

Enquiries: Errol Baldwin
4654 4900



PHONE 07 4620 4200

Roma Campus

PLEASE CALL FOR FURTHER INFORMATION OR TO REGISTER YOUR INTEREST FOR THE FOLLOWING COURSES

BUSINESS

Part-time 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 & DIPLOMA IN BUSINESS

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

CERTIFICATE II, III, IV & DIPLOMA IN BUSINESS ADMINISTRATION

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

INTRODUCTION TO BUSINESS TECHNOLOGY

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

MYOB/QUICKBOOKS

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

BUSINESS MANAGEMENT

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

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 in Certificate III. Learn quality care and effective communication skills for working in a child care environment. External study is available. Recognition of Prior Learning (RPL) is available to eligible clients. Selected units are available online.

COMPUTING

OPERATE A COMPUTER

Basic computing for beginners including email, internet, windows and file management.

CONSTRUCTION

GENERAL SITE SAFETY INDUCTION (BLUE CARD) 30215QLD

Essential for people working on construction sites.

COMPUTER AIDED DESIGN (CAD)

Prepares you for employment in engineering and manufacturing industries and includes 2D drawings with online resources and access.

TEST & TAG ELECTRICAL SAFETY COURSE

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.

FIRST AID

Roma Campus conducts full Senior First Aid courses, CPR Refresher and Recertification of Senior First Aid.

ENGINEERING

MANUAL HANDLING

Practical ways of moving materials around without injury to people or material.

NIGHT TIME MACHINING

Basic skills used in metal machining using a centre lathe.

NIGHT TIME BASIC WELDING

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

GENERAL EDUCATION 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 and computing.

FREE COURSE IN VOLUNTEER TUTORING

Gain the skills to help people who need support with their learning. This course is available in flexi-mode.

ADULT MIGRANT ENGLISH PROGRAM (AMEP)

This program provides English language training for recently arrived migrants to assist in the development of functional English. TAFE Queensland offers a range of AMEP funded English language training options through a selection of certificates in Spoken and Written English (CSWE) courses.

LANGUAGE, LITERACY & NUMERACY PROGRAM (LLNP)

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

WELL PROGRAM

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

HOSPITALITY 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.

Cost: \$80

PROVIDE RESPONSIBLE GAMBLING SERVICES (RGS)

Covers all aspects of the RGS 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).

Duration: 6 hours

Start: 27 May 4–9pm,
13 October 9–3pm

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 Queensland liquor laws and best practice in venue management.

Cost: \$495 or \$455 for two or more enrolments

FOOD SAFETY SUPERVISOR COURSE

Under the Food Act 2006, every licensable food business in Queensland must have a Food Safety Supervisor. Training includes workplace hygiene procedures and implement food safe procedures.

DISCOVER THE 'ART OF COFFEE MAKING'

Do you have a coffee machine yet aren't 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.

COCKTAIL COURSE

Learn the skills behind the best cocktails—how to pour, layer, blend, shake, stir and muddle the hottest drinks around.

BUSH TUKKA

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

COOKING FOR BLOKES

Basic cooking skills and recipes which are quick, delicious and simple to prepare.

INDIGENOUS STUDIES CERTIFICATE III IN EDUCATION SUPPORT

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

CERTIFICATE III, IV & DIPLOMA IN ABORIGINAL & TORRES STRAIT ISLANDER PRIMARY HEALTH CARE

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

RURAL CERTIFICATE II & 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 & 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, 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 of up to \$1000 may be available.

GRAFTING WORKSHOP—SUPPORT NURSERY WORK

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

Enquiries: Peter MacQueen
4694 1861

WILD ANIMAL HARVESTING

Learn about hygienic production of game meat for human consumption. This is a Safe Food Queensland course and QPWS compliant.

WORKPLACE TRAINING CERTIFICATE IV IN TRAINING & 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.

UPGRADE PACKAGE FROM BSZ40198 TO TAA40104

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



PHONE 07 4685 5000

Stanthorpe Campus

PLEASE CALL FOR FURTHER INFORMATION OR TO REGISTER YOUR INTEREST FOR THE FOLLOWING COURSE

**BUSINESS
CERTIFICATE II & III IN
BUSINESS
CERTIFICATE III
IN BUSINESS
ADMINISTRATION**

Start: Classes commence 13 July, 2009 with flexible starts throughout the year.

**INFORMATION
TECHNOLOGY**

All classes commence 13 July with flexible starts throughout the year.

**OPERATE A
PERSONAL COMPUTER**

Learn the basic fundamentals of the computer operating system including Windows XP, file management, creating and saving files, internet, email.

**DEVELOP KEYBOARD
SKILLS**

Learn how to touch type. Speed and accuracy testing available.

**INTRODUCTORY
WORD PROCESSING**

Introduction to word processing including creating and saving documents, editing text, page layout and creating tables.

**INTRODUCTORY
SPREADSHEETS**

Introduction to spreadsheets including entering and formatting data in a spreadsheet, using formulae to make calculations.

INTRODUCTORY DATABASE

Introduction to databases including creating simple data tables, forms, reports, and queries to create a simple database for storing and retrieving information.

**INTRODUCTORY
DESKTOP PUBLISHING**

Introduction to desktop publishing including how to design simple text documents such as reports, flyers, brochures and promotional material.

**INTERMEDIATE
SPREADSHEETS**

This course continues on from Introductory Spreadsheets, including spreadsheet design and format, formulae and charts.

**INTERMEDIATE
WORD PROCESSING**

An intermediate word processing course including tables, mail merge, templates, styles, columns, sorting and importing data.

ADVANCED SPREADSHEETS

Continuation from Introductory and Intermediate Spreadsheets including functions (statistical, mathematical, logical etc), formulae, macros, templates, importing and exporting data.

**ADVANCED
DESKTOP PUBLISHING**

Continuation from Introductory Desktop Publishing and includes the design and development of business documents including long documents, multiple sections, templates, linked/embedded objects, drawing and advanced document presentation.

**ADVANCED
WORD PROCESSING**

Continuation from Intermediate Word Processing and includes the technical features of word processing, including master documents, sections, multiple headers and footers, mail merge and data selection, forms with fields and document protection.

**ELECTRONIC
PRESENTATIONS**

Learn how to design and produce electronic presentations for speakers, for self access and for online access. This course includes presentation requirements (overhead transparencies, slides, handouts, outlines, data show), presentation features (graphics, headlines, logos, pictures, sound, music).

MANUAL BOOKKEEPING

This course covers the maintenance of financial records for a business. It includes activities such as the maintenance of daily financial records, including reconciling debtors' and creditors' systems, preparing and maintaining a general ledger and preparing a trial balance. It also covers the activities associated with monitoring cash control for accounting purposes.

COMPUTERISED ACCOUNTING MYOBv17 OR QUICKBOOKS v2007/08

Computerised accounting caters for first time to advanced users. The course covers understanding accounting processes from invoicing to general ledger including cashbooks, general ledger, accounts receivable and accounts payable.

COMPUTERISED ACCOUNTING PAYROLL MYOBv17

Learn how to use the payroll component of MYOBv17. This course covers how to set up wage categories, process payroll, end of month and end of year processing.

CONSTRUCTION TICKETS/SKILLED OPERATORS

For information on training offered please refer to the start of this guide.

Enquiries: Ronaldah Hardy
4669 1205

FOOD PROCESSING (WINE) CERTIFICATE II & III IN FOOD PROCESSING (WINE)

This qualification provides students with skills and knowledge to work in the wine sector of the food processing industry.

Start: Study part-time with flexible starts throughout the year.

Enquiries: Catherine Orford or
Suzanne Smith 4685 5000.

LABORATORY WORKSHOP

Covers both the theoretical and practical aspects of wine analyses and is designed to complement on-the-job experience. Suitable for owners, people working in the wine industry and people interested in working in the industry. Assessment is optional.

Duration: 3 days

VITICULTURE WORKSHOP

Covers both the theoretical and practical aspects of grape growing and is designed to complement on-the-job experience. Suitable for owners, people working in the wine industry and people interested in working in the industry. Assessment is optional.

Duration: 5 days

WINE TOURISM WORKSHOP

Complementing the Cellar Door course, students learn the skills and knowledge required to provide tourist services to winery visitors. Assessment is optional.

Duration: 2 days–1 day a week for 2 weeks

CELLAR DOOR WORKSHOP

Includes uncorking, the smell, swirl and sip of wine from a cellar door perspective. This workshop is designed to offer basic cellar door tastings and sales knowledge.

Assessment is optional.

Duration: 1 day

EVALUATE WINES WORKSHOP

This is a fun course for people who want to learn a little bit more about wine. This workshop is designed to give students the skills and knowledge required to complete a standard sensory evaluation of wine.

Assessment is optional.

Duration: 1 day

WINE PROCESSING WORKSHOP

This four day intensive course covers the key processes involved in winemaking. It is designed to complement practical workplace experience, including clean and sanitize equipment, prepare and make additions and finings, operate the pressing process, perform fermentation operations, carry out transfer operations, operate the crushing process, perform oak handling activities, carry out inert gas handling operations, perform must draining operations, operate the fine filtration process, perform heat exchange operations, clean equipment in place, and handle spirits. Suitable for people working in the wine industry and people interested in working in the industry.

Assessment is optional.

Duration: 4 days

CORE SUBJECTS (CERTIFICATE II & III IN FOOD PROCESSING—WINE)

Four, one day workshops covering the mandatory units.





HOSPITALITY, EVENTS & TOURISM

Courses in hospitality include:

- Certificate II in Hospitality
- Certificate III in Hospitality (Operations)
- Certificate IV in Hospitality (Supervision) Diploma of Hospitality Management
- Certificate III in Events
- Diploma of Events
- Certificate III in Tourism
- Certificate IV in Tourism
- Diploma of Tourism (Operations)

Enquiries: Catherine Orford
4685 5000

RESPONSIBLE MANAGEMENT OF LICENSED VENUES (RMLV)

All applicants for liquor licenses (including new licenses, transfers of license or change on nominee) must undertake a two-day training course focusing on liquor law as and best practice in venue management.

Duration: 2 days

Start: 27–28 July 9am–3pm or 5–6 October 9am–3pm

Duration: 2 days

Cost: \$495 or \$455 for two or more enrolments

FOOD SAFETY SUPERVISOR COURSE

All food businesses must have one staff member trained in workplace hygiene procedures and implement food safe procedures (as per new Queensland Government legislation).

Duration: 1 day

Start: 14 July 8–4pm

Courses held periodically

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.

Cost: \$80

Duration: 4 hours

Start: 27 July 4–8pm or

5 October 4–8pm

Courses held periodically

PROVIDE RESPONSIBLE GAMBLING SERVICES (RGS)

Covers all aspects of the RGS 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).

Duration: 6 hours

Start: 13 October 9–3pm

Courses held periodically

BAR SHORT COURSE

With an emphasis on practical, hands-on learning, this short course covers skills such as bar operation, preparing alcoholic and non alcoholic drinks, finance, and Responsible Service of Alcohol—RSA (Liquor Licensing Course). With further studies, students will be eligible to obtain a Certificate II in Hospitality (Operations).

Duration: 6 days

Start: Courses held regularly

COFFEE SHOP/CAFÉ COURSE

Hands-on short course which covers skills including espresso coffees, non alcoholic

beverages, finance, hygiene standards and front of house service skills. With further studies, students will be eligible to obtain a Certificate II in Hospitality (Operations).

Duration: 4 days

Start: Courses held regularly

LANGUAGE, LITERACY & NUMERACY

ACCESS 10—GRADE 10 EQUIVALENT

Flexible delivery course covering English, mathematics, computing, science and Australian history. Year 8 competency is required or pre assessment.

Duration: 3–6 months rolling enrolment

Enquiries: Jenny Eldridge
4660 4615

COMMUNITY COMPUTING

General computing courses for seniors and others—photo stories, simple photo editing, basic introduction or design your own course.

Duration: 6–8 weeks, 2 hours per week

Cost: Full fee approx \$90 with concessions available

Enquiries: Jenny Eldridge
4660 4615

VISUAL ARTS

Expressions of interest are sought for this part-time course covering painting, drawing sculpture and textiles.

Duration: 3–6 months

PLEASE CALL FOR FURTHER INFORMATION OR TO REGISTER YOUR INTEREST FOR THE FOLLOWING COURSES

ACCOUNTING COMPUTERISED ACCOUNTING USING MYOB (VERSION 18)

- Banking and receipts
- Processing journal entries
- Set up and operate a computerised accounting system

Students enrol in all 3 units and choose either a night or day classes

Start: Mondays 6–9pm commencing 27 July, or Tuesdays 9am–12noon commencing 28 July
Duration: 19 weeks

INTRODUCTORY ACCOUNTING CLUSTER (MANUAL BOOKKEEPING)

- Maintain financial records
 - Financial reporting
- Students enrol in both units and attend both nights.

Start: Tuesdays 6–9pm, Wednesdays 6–8 pm commencing 21 July
Duration: 21 weeks

LEGAL & BUSINESS REQUIREMENTS—LAW UNIT

Start: Tuesdays 6–9pm, commencing 28 July
Duration: 19 weeks

AUDITING

Start: Wednesdays 6–9pm, commencing 29 July
Duration: 19 weeks

REPORTING FOR REPORTING ENTITIES

Start: Thursdays 6–9pm, commencing 30 July
Duration: 19 weeks
Note: Other units are available in day classes
Enquiries: Lyn Joyce 4694 1678

AROMATHERAPY CERTIFICATE IV IN AROMATHERAPY

This qualification allows graduates to provide aromatherapy health assessment and treatment and formulate applications based around relaxation for patients. This qualification also provides the skills for application of aromatherapy during massage.

Duration: Part-time, 1 day per week 9am–5pm for 2 semesters (1 year)
Start: July
Cost: Approximately \$4000
Enquiries: Ann-Maree Lucht 4694 1660

BEAUTY THERAPY CERTIFICATE II IN NAIL TECHNOLOGY

Provides skills and knowledge to establish a nail technology clientele, providing hand and feet treatments and acrylic and gel nails.

Duration: Part-time, 1 night per week for 20 weeks (one semester) 5.30–9pm
Start: July
Cost: Approximately \$2000

CERTIFICATE III IN BEAUTY SERVICES

Provides skills and knowledge to work within a beauty salon or spa, providing hand and foot treatments, waxing and tinting services, administration tasks and retailing. Students also choose subjects from a specialty stream (make-up or artificial nails).

Duration: Part-time, 3–4 days per week for one semester (6 months)
Start: July
Cost: Approximately \$3600

CERTIFICATE IV IN BEAUTY THERAPY

Provides skills and knowledge to work as a beauty therapist providing beauty, skin and body treatments in a beauty salon or day spa.

Duration: Part-time, 3–4 days per week for 2 semesters (12 months)
Start: July
Cost: Approximately \$5500

DIPLOMA OF BEAUTY THERAPY

This qualification can be achieved by completing training in specialist units in conjunction with, or after completion of Certificate IV in Beauty Therapy. Diploma subjects are offered one day per week for one semester (six months) and learners choose specialist subjects from either spa therapies (electrolysis) or spa therapies (massage stream).

Start: July
Cost: Approximately \$3500
Enquiries: Lenice Jahnke or Melissa Truscott 4694 1660

FLEXIBIZ

Phone: 4694 1734 or 4694 1670
Flexible delivery programs for business studies.
All programs commence 20 July.

CERTIFICATE IV IN BUSINESS

Option 1

- Analyse and present research information
- Address customer needs
- Establish networks

Option 2

- Monitor a safe workplace



CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT

- Identify business opportunities
- Identify business legal requirements and risk management
- Undertake financial planning
- Market the small business
- Undertake business planning

CERTIFICATE IV IN FRONTLINE MANAGEMENT

- Show leadership in the workplace
- Promote team effectiveness
- Implement operational plans

DIPLOMA OF MANAGEMENT

Option 1

- Manage people performance
- Facilitate continuous improvement

Option 2

- Manage budgets and financial plans
- Manage operational plan

Option 3

- Manage quality customer service
- Evaluate marketing opportunities

DIPLOMA OF HUMAN RESOURCE MANAGEMENT

Option 1

- Industrial relations
- Recruit, select and induct
- Manage separation or termination

Option 2

- Manage human resource management services
- Manage performance management systems
- Manage workforce planning

CERTIFICATE III IN MICRO BUSINESS

A micro business is a business that provides products or services and employs less than five staff

3-day workshops each month, including course areas:

- Investigate micro business opportunities
- Develop a micro business proposal
- Organise finances for the micro business
- Determine resource requirements for the micro business
- Comply with regulatory, taxation requirements
- Provide a quotation

BUSINESS

CERTIFICATE II IN BUSINESS

This qualification provides knowledge and practical skills necessary to perform a range of routine tasks under direct supervision. It is for people entering the workforce and includes competencies in following OH&S processes, work and communicating effectively, handling mail, using computers to produce work processed documents and spreadsheets.

CERTIFICATE III IN BUSINESS

If you are already employed in an office environment, but want to upgrade your skills or have them formally recognised, this is the course for you. This course provides advanced office skills and builds on the Certificate II in Business.

CERTIFICATE III IN BUSINESS ADMINISTRATION

If you are after an ideal starting point for gaining skills and knowledge to work in an office, this program will get you started. This program is designed to give students skills and knowledge to confidently work within the business environment.

CERTIFICATE IV IN BUSINESS

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of business contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some responsibility for the output of others.

CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT

This program requires students to develop a wide range of small business skills and a broad knowledge base.

This program is suited to individuals working in the small business management area may provide leadership and guidance to others, and have responsibility for the output of others.

CERTIFICATE IV IN FRONTLINE MANAGEMENT

This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any vocation or profession, yet require skills or recognition in supervisory functions.

DIPLOMA OF MANAGEMENT

This qualification reflects the role of individuals who are engaged to manage the work of others or to review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their

respective industries or vocational areas. The Diploma of Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

DIPLOMA OF HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who possess a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area.

ADDITIONAL COURSES OFFERED SEMESTER 1 2010: CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

This this program is suited to individuals who work in a range of support positions in human resources management. In smaller companies they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units or business areas focussed on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

CERTIFICATE IV IN MARKETING

This program is suited to individuals who use well-developed marketing skills and have a broad knowledge base in a wide variety of marketing contexts.

COMMUNITY SERVICES HEALTH

MAINTAIN INFECTION CONTROL STANDARDS IN OFFICE PRACTICE SETTINGS

This program provides you with the skills and knowledge required to comply with Queensland Government infection control regulations, standards, guidelines, policies and procedures. It will assist you to identify, manage and control infection risks to clients, yourself and other industry colleagues.

Duration: External (3 months)

Start: Rolling start

AGED CARE

CERTIFICATE III IN AGED CARE WORK (ON CAMPUS)

This course includes topics such as personal care practices, workplace safety, dementia care, palliative care and clients' rights.

Duration: Approximately 16 weeks in total, including three days per week in class, then five days per week for the final three weeks of program. No classes during school holidays.

Start: Mondays 3 August

Cost: Approx \$1250 full/\$686 conc

CHILDREN'S SERVICES

CERTIFICATE III IN CHILDREN'S SERVICES

Learn quality care and effective communication skills for working in a childcare environment.

Duration: 9–12 months. Classes are offered Mondays and Tuesdays 9.30am–2.30pm and Mondays 6pm–8pm

Start: New classes start every 3 weeks

Enquiries: Brenda Taylor or Suzanne Boyce 4694 1958

DIPLOMA OF CHILDREN'S SERVICES

This program prepares students to work at a professional level in the Children's Services Profession. Certificate III is a pre-requisite. Until the end of 2009, classes are \$30 per subject and are offered on Thursday daytime and Tuesday and Thursday nights. External/flexible study mode also available.

Enquiries: Suzanne Boyce
4694 1958

ADVANCED DIPLOMA OF CHILDREN'S SERVICES

This program prepares students to work as directors/co-ordinators of long day care centres, outside school hours care services and family day care schemes. The Diploma of Children's Services (or equivalent is the pre-requisite for this program). The Advanced Diploma is offered via external study mode and Recognition of Prior Learning. Classes held on Wednesday evenings from 6–8pm until the end of 2009, subjects are \$35 each.

Enquiries: Mary Dolphin
4694 1909

CERTIFICATE III IN EDUCATION SUPPORT

This program prepares students to undertake work as an Education Support Worker (Teacher Aide) in a variety of school settings from prep to year 12 including special education programs, also outside school hours and vacation care. This is an external program.

Enquiries: Mary Dolphin
4694 1909 or Ros O'Connell
4160 4400

CONSTRUCTION TICKETS/ SKILLED OPERATORS

For information on training offered please refer to the start of this guide.

Enquiries: Ronaldah Hardy
4669 1205

FOOD PROCESSING IMPLEMENT THE FOOD SAFETY PROGRAM & PROCEDURES

This module will fulfill the requirement for the qualification as a Food Safety Supervisor to comply with council requirements for food processing businesses.

Start: July, various other dates for 1 day

Cost: \$79.90

Enquiries: Kay Newborn or Robyn Faint 4694 1812

GENERAL EDUCATION CERTIFICATE IV IN ADULT TERTIARY PREPARATION— GRADE 12 ALTERNATIVE FOR ADULTS

English, computing and mathematics plus a range of other electives including environmental studies, psychology, modern world history, biology, legal studies, pure mathematics (Maths B).

Start: 13 July 2009 and 8 February 2010

Duration: 12 months

Enquiries: Charmaine Davis
4694 1677

ACCESS 10—GRADE 10 EQUIVALENT

English, mathematics, computing, science and Australian history. Year 8 competency is required.

Start: 13 July

Duration: 6 months

Enquiries: Charmaine Davis
4694 1677

COURSES IN LITERACY & NUMERACY

Start: Enrolments taken throughout the year

Enquiries: Helen Sullivan
4694 1724

COURSE IN SKILLS FOR THE FUTURE

This course is suited for people with a disability who have high support needs.

Start: July

Duration: 6 months

Enquiries: Anne Stefan 4694 1656

VOLUNTEER TUTORING

This course includes the range of skills identified as being important to volunteer tutors. These skills include communication with the various people you will encounter, identification of specific client needs and skills for preparing for and delivering volunteer tutoring to clients.

Start: Call to confirm

Enquiries: Hal Hopper 4694 1728

HAIRDRESSING CERTIFICATE II IN HAIRDRESSING

Duration: Full-time—17 weeks (students are required to attend industry placement)

External—20 weeks with a compulsory 2 day workshop

Start: July 2009

Enquiries: Sheryl Dooley
4994 1662

CERTIFICATE IV IN HAIRDRESSING

Completed at students pace

Start: Rolling starts throughout the year

Enquiries: Julie Nitschke
4694 1661

DIPLOMA OF HAIRDRESSING SALON MANAGEMENT

Completed at students pace.

Start: Rolling starts throughout the year

Enquiries: Julie Nitschke
4694 1661

HORTICULTURE CLASSES CERTIFICATE II IN HORTICULTURE

- Gardening
- Landscape
- Nursery
- Full time / part time / selected weekdays—your choice.

Start: February 2010

CERTIFICATE II WORKSHOPS

- Plant identification
- Plant protection
- Gardening
- Landscaping

Start: February 2010

CERTIFICATE III WORKSHOPS

- Plant identification
- Weeds and chemicals
- Pests and diseases
- Irrigation / turf
- Gardening
- Landscaping

Start: February 2010

EVENING CLASSES

Garden design Monday night

5–8pm (commence 15/2/10)

Plant Propagation Monday night

5–8 pm (commence 15/2/10)

LANDSCAPING —STRUCTURAL (TRADE)

Need a Structural Landscaping licence? TAFE Toowoomba offers workshops designed to assist you to gain your BSA licence. You must be working in the industry or have workplace access for practical competency.

DIPLOMA OF HORTICULTURE

Register your interest in completing a diploma. The initial structure will provide an ability to complete training within an 18 month period depending on the specialisation chosen.

Enquiries: Jamie McDougall
4694 1857
james.mcdougall@deta.qld.gov.au

SKILLS FIRST (RECOGNITION OF PRIOR LEARNING)

If you have been working in the horticulture industry for a number of years and believe you have the knowledge and skills you may apply for credit. Please contact us for an interview and we will help get you started.

EXTERNAL PROGRAM

Supported by workshops and you must be working in the industry or have workplace access for practical competency. Workshops held at Toowoomba campus and also often delivered in regional areas. Selected units available 'on-line'.

Enquiries: 46941855

HOSPITALITY

DIPLOMA OF HOSPITALITY

Duration: 12 to 18mths,
2–3 days per week for 2 or 3 semesters depending on your previous study and work experience.

Start: 14 July
Enquiries: Chris Clark 4694 1731

FOOD SAFETY SUPERVISOR COURSE

All food business must have one staff member trained in workplace hygiene procedures and implement food safe procedures (as per new Queensland Government legislation).

Start: 8 hour course, offered one

Monday per month subject to demand. Call to confirm.

Cost: Approx \$95

Enquiries: Emma Bennett or
Christine Manktelow 4694 1660

CERTIFICATE III HOSPITALITY (FOOD & BEVERAGE SERVICE)

Duration: 2 or 3 semesters depending on your previous study and work experience.

Attendance: 2 to 3 days per week arranged to be flexible to suit the students' requirements.

Start: 14 July
Enquiries: Chris Clark 4694 1731

DISCOVER THE 'ART OF COFFEE MAKING'

Do you have a coffee machine and yet aren't 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: Day or evening classes subject to demand—call to register your interest

Enquiries: Natalie White
4694 1731

WINE & CHEESE APPRECIATION

Sip sauvignon, quaff cabernet, taste triple cream brie. Learn about the elements of wine and cheese at this informative, educational and enlightening course. Impress your friends with intimate knowledge of wines from across the region and how to go about matching the perfect cheese.

Start: Day and evening classes
Enquiries: Natalie White
4694 1731



COCKTAIL MAKING COURSE

Learn the skills behind the best cocktails—how to pour, layer, blend, shake, stir and muddle the hottest drinks around.

Accepting expressions of interest.
Enquiries: Natalie White
 4694 1731

AUTHENTIC AUSTRALIAN COOKING—BUSH TUKKA

Evening sessions, delivered over four weeks, three hours per week
Start: Expressions of Interest

RESPONSIBLE MANAGEMENT OF LICENSED VENUES (RMLV)

All applicants for liquor licenses (including new licenses, transfers of license or change on nominee) must undertake a two-day training course focusing on liquor law and best practice in venue management.

Duration: 2 days
Cost: \$495 or \$455 for two or more enrolments

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.

Cost: \$80
Duration: 4 hours

PROVIDE RESPONSIBLE GAMBLING SERVICES (RGS)

Covers all aspects of the RGS 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).

Duration: 6 hours

**INDIGENOUS STUDIES CERTIFICATE I & II IN INDIGENOUS EDUCATIONAL & VOCATIONAL ACCESS**

Gain the skills and knowledge you require in every day life. Subjects include basic computing skills, access the internet, literacy and numeracy, workplace safety procedures, organise daily work activity, cultural identity and promote personal health and wellbeing.

Start: Call to register your interest
Enquiries: Kelli Wallace 4694 1733 or 0427 967 679

CERTIFICATE III IN VISUAL ARTS & CONTEMPORARY CRAFT (INDIGENOUS)

Learn how to express yourself and your culture through art! This course will help develop your artistic ability and give you the skills and knowledge in the areas of drawing, painting, sculpture, ceramics, textiles, and print making.

Start: Evening classes and weekend workshops offered—call to register your interest
Enquiries: Kelli Wallace 4694 1733 or 0427 967 679

CERTIFICATE III, IV & DIPLOMA IN ABORIGINAL & TORRES STRAIT ISLANDER (COMMUNITY CARE)

This program provides entry level professional knowledge and skills for health workers and/or community workers. The program develops the students' understanding and provides practical experience in working with indigenous people.

Start: Call to register your interest
Enquiries: Carol Turnbull
 4660 4624 or 0428 458 569

INFORMATION TECHNOLOGY CERTIFICATE III IN INFORMATION TECHNOLOGY

Start: 20 July–November 2009 or February–June 2010

Time: Mondays 6–9pm (start any time during the semester)

Cost: Call to confirm (it will be necessary to purchase textbooks)

Enquiries: Pam Rayner 4694 1688

CERTIFICATE I IN INFORMATION TECHNOLOGY Introduction to Information Technology.

This course provides fundamental IT knowledge and skills in using a personal computer, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access and internet and email.

Start: 20 July–November 2009, or February–June 2010

Time: Mondays 6–9pm (students may start any time during the semester)

Enquiries: Pam Rayner 4694 1688

CERTIFICATE II IN INFORMATION TECHNOLOGY Business Software

This course provides fundamental IT knowledge and skills in using any of Microsoft Word, Microsoft Excel and Microsoft Access and also forms a basis for further IT study.

Start: 20 July–November 2009, or February–June 2010

Time: Mondays 6–9pm (students may start any time during the semester)

Cost: Call to confirm (it will be necessary to purchase textbooks)

Enquiries: Pam Rayner 4694 1688

CERTIFICATE IV IN INFORMATION TECHNOLOGY (SUPPORT) Web Development

These units provide skills in web page design and creation using HTML and JavaScript coding and the use of Dreamweaver.

Start: 22 July–November 2009 or February–June 2010

Time: Wednesdays 6–9pm

Enquiries: Pam Rayner 46941688

CERTIFICATE III IN INFORMATION TECHNOLOGY Networking

This course provides skills in networking encompassing installing and managing networks as well as looking at the administrative aspects of networking.

Start: 21 July–November 2009 or February–June 2010

Time: Tuesdays 6–9pm

Cost: Call to confirm (it will be necessary to purchase textbooks)

Enquiries: Peter Ayriess 4694 1688

CERTIFICATE III IN INFORMATION TECHNOLOGY PC Admin & Diagnostics

This course provides skills in the administration of a computer, backups, PC security, using diagnostic software including anti-virus and anti-spyware software and the installation of operating systems.

Start: 23 July–November 2009

Time: Thursdays 6–9pm

Cost: Call to confirm (it will be necessary to purchase textbooks)

Enquiries: Des Hayes 4694 1688

CERTIFICATE III IN INFORMATION TECHNOLOGY PC Hardware & Maintenance

This course provides skills in

the assembly of a computer, component selection, basic troubleshooting, general maintenance procedures and maintenance scheduling.

Start: February–June 2010

Time: Thursday 6–9pm

Cost: Call to confirm (it will be necessary to purchase textbooks)

Enquiries: Des Hayes 4694 1688

MESSAGE CERTIFICATE IV IN MESSAGE THERAPY PRACTICE

Entry-level qualification for the massage industry. Graduates are qualified as a massage therapist. Completion of this qualification can lead into study of higher level qualifications such as Diploma of Remedial Massage.

Duration: Part-time, 1 day per week for 2 semesters (1 year)

Start: July

Cost: Approximately \$4100

DIPLOMA OF REMEDIAL MASSAGE

Available to learners who have completed or who are currently completing Certificate IV in Massage Therapy Practice. Provides the skills and knowledge to become a remedial massage therapist/practitioner and be self-employed as an independent practitioner or work within a larger health service.

Duration: Part-time, 1 day per week for one semester (six months)

Start: July

Cost: Approximately \$3800

Enquiries: Ann-Maree Lucht 4694 1660

PHOTOGRAPHY PHOTOIMAGING

This course covers units from Certificate IV in Photoimaging

and is ideally suited for photographers with DIGITAL and 35mm SLR style cameras. Also suitable for those with an interest in computer work with software e.g. Adobe Photoshop.

Start: Call to confirm

Enquiries: 4694 1923 for enrolment documentation. For enquiries about course content or equipment call 4694 1815.

SLR CAMERA WORK Use a 35mm SLR Camera or Digital Equivalent

Make photographs using your own equipment, process and print the files (at your own expense) and present the images for assessment and review in class.

Start: Call to confirm

Cost: \$215

Enquiries: 4694 1923 for enrolment documentation.

For enquiries about course content or equipment call 4694 1815.

DIGITAL IMAGING COMPUTER WORK Apply Techniques to Create Digital Images

To enrol in this class participants must have computer skills. Learn how to use the computer to optimise and enhance digital images using the basic Photoshop workflows.

Start: Call to confirm

Cost: \$270

Enquiries: 4694 1923 for enrolment documentation.

For enquiries about course content or equipment call 4694 1815.

RETAIL CERTIFICATE III IN RETAIL

Provides the skills and knowledge to work in the retail industry at a supervisory or specialised level in operations. Suitable for employed people who have completed

Certificate II in Retail or who have two years work experience.

Start: flexible*

CERTIFICATE IV IN RETAIL
Combined with on-the-job experience, this course provides leadership, guidance, organisational and task management skills for advancement into higher supervisory roles or middle management positions in the retail industry. Also suitable for employed retail supervisors or managers wishing to further develop their skills.

Start: flexible*

DIPLOMA OF RETAIL

Suitable for those who hold, or wish to hold, higher management positions involving the provision of support to senior management in a medium to large retail outlet or managing a retail business (e.g. store or senior management).

Start: flexible*

*Our retail courses recognise your current workplace experience and have flexible starting times to suit your work commitments. Call today so we can help you work out a suitable study timetable.

Enquiries: Kathy Searston 4694 1669

VISUAL ARTS CERTIFICATE III IN VISUAL ARTS & CONTEMPORARY CRAFT

Whether you are looking to kick-start a career in the arts, or simply undertake single units in an area of interest, this course is for you. You will be introduced to techniques and materials in a range of practical areas including painting, drawing, printmaking, ceramics, sculpture and digital imaging. Core components are design, art analysis and drawing.

Duration: Full-time six months, part-time 12 months or full-time equivalent

Start: Orientation 16 July start 20 July

Enquiries: Creative Media Team 4694 1923

CERTIFICATE IV IN VISUAL ARTS & CONTEMPORARY CRAFT

This qualification is also the first year of the Diploma of Visual Arts and will develop conceptual processes as well as industry links and networks. It provides an opportunity to integrate creative processes into studio practice and extend techniques and materials used. Mentored tuition in a range of practical areas including painting, drawing, printmaking, ceramics, sculpture and textiles. Prospective students may undertake single units in areas of interest.

Duration: Full-time 12 months, part-time 24 months or full-time equivalent

Start: Orientation 16 July start 21 July

Enquiries: Creative Media Team 4694 1923

USE TECHNIQUES TO PRODUCE TEXTILES/FIBRE

This single unit from the Certificate III and/or IV in Visual Arts and Contemporary Craft provides an introduction to techniques, equipment and media involved with the production of art using textiles and fibre processes. Access to a sewing machine may be required for some aspects of this unit.

Duration: Single unit—6 months (20 weeks). Full qualification in Cert III—6 months, Cert IV—12 months or full-time equivalent

Start: Wednesday 5:30–8:30pm Orientation 16 July, start 22 July

Enquiries: Creative Media Team 4694 1923

LIFE DRAWING CLASS

This class will start with the basics of anatomy and progress to working with the body in motion and at rest. The class is recommended for able to strong drawers/draft persons who wish to extend their knowledge of and ability in capturing the human body. Persons under the age of 18 will require parental approval to attend as the class will include the partial or complete nudity of the model/subject. Please note this class is full fee for service.

Duration: 6 months (20 weeks)

Start: Tuesdays 5:30–8:30pm.

Classes start 21 July

Enquiries: Creative Media Team 4694 1923

APPLY TECHNIQUES TO PRODUCE GLASS WORK

Explore the fundamentals of kiln forming glass. This introductory course is suited to the absolute beginner and students with some glass experience who wish to extend their skills. Students will be instructed on how to prepare, design and construct fused and slumped glass.

Cost: \$216 (full-fee)

Start: 21–27 September

9am–5pm, or over 3 consecutive weekends 31 Oct–1 Nov, 7–8 Nov, and 14–15 Nov

Accepting expressions of interest:

Liddy Timmins 4694 1626

liddy.timmins@det.qld.gov.au

WORKPLACE TRAINING CERTIFICATE IV IN TRAINING & ASSESSMENT

TAA40104 specifies all 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. Flexible study options available.

Start: 23 July, every Thursday 12noon–3pm

Duration: 18 weeks

Start: 12 October, every Monday and Tuesday 12 noon–3pm

Duration: 9 weeks

UPGRADE PACKAGE FROM BSZ40198 TO TAA40104

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



AGED CARE CERTIFICATE III IN AGED CARE WORK

Start: Wednesday 15 July 2009 & February 2010 (on-campus)
Duration: 8 months
Enquiries: Information pack 4660 4600

DELIVER CARE SERVICES USING A PALLIATIVE CARE APPROACH

This qualification is relevant for enrolled endorsed nurses, direct care workers, and community care workers & staff interested in palliative care issues within the workforce. 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.

Requirements: Must be currently working in the industry
Enquires: Mary Higgins 4660 4652

BUSINESS CERTIFICATE III & IV BUSINESS ADMINISTRATION

Are you aiming for a career in administration, payroll, accounts payable or receivable? 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).

COMPUTING

Full range of computing units from beginners to advanced in Word, Excel, Publisher, Power Point and MYOB. Self paced mode or external options available.

BOOKKEEPING

Have you noticed the number of job vacancies in bookkeeping lately? If you haven't worked in this area before then start with manual bookkeeping and get a good understanding of the principles of bookkeeping. Move on then to computerised bookkeeping (MYOB).

OVER 40'S AND TERRIFIED

Are you a raw beginner? Consider our class for a relaxed and easy way to break the ice and get started. Other units available include medical receptionist, office practices, supervisory skills, payroll, workplace health and safety, organisational and time management skills.

Start: Flexible delivery—call to discuss your study needs
Enquiries: 4660 4600

COMPUTING COMMUNITY COMPUTING

General, non assessable computing skills and applications (e.g. simple photo-editing and photo-stories, spreadsheets, Word and PowerPoint).

Duration: 8 weeks
Start: Beginning each term, beginners rolling start
Enquiries: Jenny Eldridge 4660 4615

CONSTRUCTION TICKETS/ SKILLED OPERATORS

For information on training offered please refer to the start of this guide.
Enquiries: Ronaldah Hardy 4669 1205

GENERAL EDUCATION ACCESS 10—GRADE 10 EQUIVALENT

English, mathematics, computing. Year 8 competency is required or pre-assessment.

Duration: 3–6 months (partial or full completion, part or full-time)
Start: Rolling starts until end September
Enquiries: Jenny Eldridge 4660 4615

ADULT TERTIARY PREPARATION— YEAR 12 EQUIVALENT Over 18 only

Start: Rolling starts
Enquiries: Jenny Eldridge 4660 4615

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.

Duration: 6 months
Start: Rolling start
Enquiries: Merisa Ots 4660 4615

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.

Duration: 6 months

Start: Rolling start

Enquiries: Merisa Ots 4660 4615

VOCATIONAL SKILLS DEVELOPMENT (SPECIAL NEEDS)

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

Duration: 6 months

Start: Rolling start

Enquiries: Merisa Ots 4660 4615

HOSPITALITY AUTHENTIC AUSTRALIAN COOKING—BUSH TUKKA

Tantalise your taste buds by cooking meals using native spices, berries, nut, fruits and vegetables. Evening sessions, delivered over four weeks, three hours per week.

Start: Expressions of interest

COFFEE SHOP SHORT COURSE

Cost: \$229 full fee, \$153.40 concession

Start: 28 September to 2 October 9am–4pm

Duration: 5 days

BAR SHORT COURSE INC RSA & RGS

Cost: \$328 full fee, \$248.20 concession

Duration: 6 days

Start: 28 September to 2 October 9am–4pm and 6 October 9am–3pm

GAMING SHORT COURSE

Course covers Responsible Gambling Service (RGS), Attend Gaming Machines and Process Financial Transactions.

Suitable to anyone seeking to gain employment at a front-line operational level in the gaming industry.

Cost: \$137.40 full fee, \$94.56 concession

Start: Expressions of interest

RESPONSIBLE GAMBLING SERVICES (RGS)

Cost: \$36 full fee, \$27.60 concession

Start: 27 June 4–9pm, 6 October 9–3pm

CERTIFICATE III IN EVENTS

Career options—events, conference or exhibition assistance.

Part time or flexible delivery.

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, part time or flexible delivery.

Start: Rolling start

FOOD SAFETY SUPERVISOR COURSE

All food business must have one staff member trained in workplace hygiene procedures and implement food safe procedures—as per Queensland Government legislation.

Start: 21 July 9am–5pm,

28 September 9am–5pm

Cost: \$135 full fee, \$80.40 concession

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 and fines.

Cost: \$80

Duration: 4 hours

Start: 16 June 5–9pm,

7 September 5–9pm,

29 September 9am–2pm,

or 9 November 5–9pm

RESPONSIBLE MANAGEMENT OF LICENSED VENUE (RMLV)

All applicants for liquor licenses (including new licenses, transfers of licence or change of nominee) must undertake a two-day training course focussing on liquor law as and best practices in venue management.

Duration: 2 days

Cost: \$495 or \$455 for two or more enrolments

Start: Expressions of interest



INFORMATION TECHNOLOGY

Warwick InfoTech will be offering short (one evening), non-assessable classes, including:

- Operate digital cameras
- Photoshop Elements photo retouching
- Intro to Windows Vista
- Intro to Microsoft Office 2007
- Intro to OpenOffice
- Intro to Linux
- Internet security measures
- Tune up your PC
- Buying and selling on eBay

Other subjects may be added to the list as indicated by demand.

Start: Tuesday and/or Thursday evenings 5:30pm–7:30pm

Cost: \$36.30 each

Enquiries: 4660 4667

RURAL CERTIFICATE III IN AGRICULTURE

These qualifications are delivered to trainees across the region. We can also deliver flexibly to those either working on the land or with access to the relative work. All short courses offered can also be credited towards these qualifications. Training plans are customised to suit your needs in the areas of cattle, sheep, horses and cropping.

RURAL SHORT COURSES Ag Chem (Chem Cert)

Accreditation Workshop

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

Working Dogs

2 day accredited course delivered at Warwick TAFE campus.

Horse Shoeing

1 day accredited course delivered at Warwick TAFE campus.

Enquiries: Rural team 4660 4600

VISUAL ARTS CERTIFICATE III OR IV IN VISUAL ARTS & CONTEMPORARY CRAFT

Looking to kick-start a career in the arts? This course will introduce techniques and materials in a range of practical areas including painting, drawing, textiles, sculpture and digital imaging. Core components are design, art analysis and drawing. Depending on elective choice can lead to further study in visual arts and graphic design. Prospective students may undertake single units in areas of interest. Maybe combined with additional face-to-face study at the Toowoomba campus.

Start: Orientation 15 July, start 22 July

Enquiries: Creative Media Team 4694 1923

WOOL INDUSTRY CERTIFICATE II IN SHEARING 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: Rolling start September to December

CERTIFICATE II IN WOOL HANDLING

Can be delivered flexibly or attend our next fast track course.

Start: July—limited places available
Enquiries: Lexie Brackin or Des Humphrey 4660 4600

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.

Duration: 16 weeks, every Wednesday

Start: Wednesday 22 July 9am–12noon

Enquiries: Merisa Ots 4660 4615



GENERAL INFORMATION

WHY SHOULD I STUDY EXTERNALLY?

Studying externally is perfect for people who need to juggle study with work and other commitments. There is a wide variety of external study options available, depending on the course you choose, including online learning, Videoling, self-paced learning materials and workplace assessment. For people with busy lives—or who cannot commit to on-campus study times—we have assembled a great range of courses that can be studied externally.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is about turning your experience into formal qualifications. Anyone with on-the-job experience (paid or unpaid), may be eligible! The process is simple. Using current workplace practice, previous training and achievements to demonstrate your ability in various subject areas, you can gain credits towards full qualifications. You may even be eligible for funding to help pay for your qualification.

Experienced and Qualified—Perfect!

Enquiries: RPL team 4694 1768

MAKE THE RIGHT CHOICE FOR YOU!

Our part-time courses are designed to suit your lifestyle and give you practical skills to enhance your future direction in life. If you have a training need that is not listed in this guide then please let your local TAFE campus know.

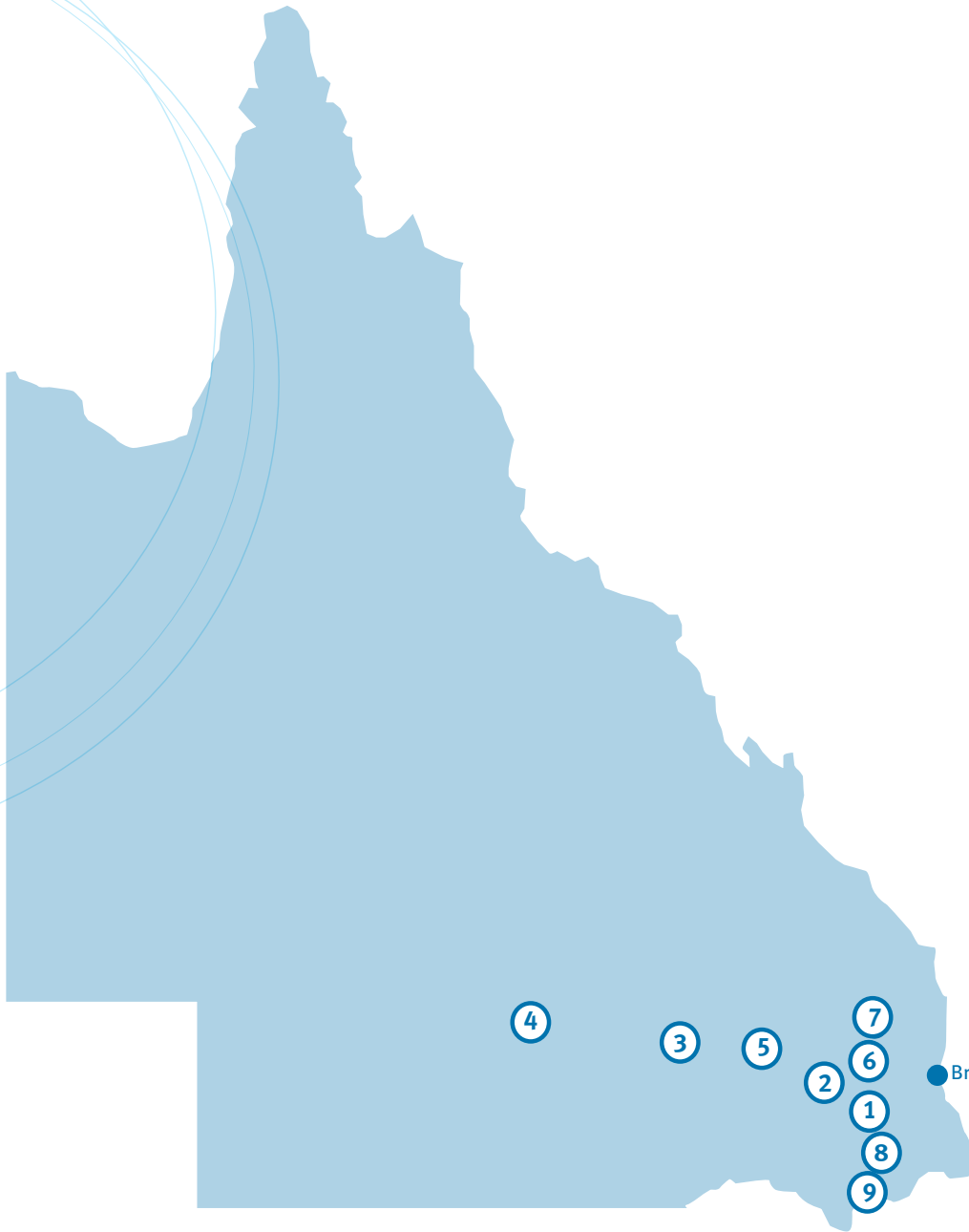


**Call today so we can help you
make the right training choice!**

Disclaimer: While every effort has been made to ensure that the information in this publication is accurate, changes may occur.

Programs may be cancelled if insufficient applications are received.

All information is current at June 2009. Prices may change.



TOOWOOMBA
100 Bridge Street
Toowoomba Q 4350
Phone (07) 4694 1600

DALBY
Condamine Street
Dalby Q 4405
Phone (07) 4669 9999

ROMA
Timbury Street
Roma Q 4455
Phone (07) 4620 4200

CHARLEVILLE
Parry Street
Charleville Q 4470
(07) 4654 4900

CHINCHILLA
9 Zeller Street
Chinchilla Q 4413
Phone (07) 4669 1205

KINGAROY
Cnr Bunya Hwy & Geritz Road
Kingaroy Q 4610
Phone (07) 4160 4400

NURUNDERI
Collins Road, Cherbourg
Murgon Q 4605
Phone (07) 4169 9999

WARWICK
176–202 Dragon Street
Warwick Q 4370
Phone (07) 4660 4600

STANTHORPE
22 Caves Road
Stanthorpe Q 4380
Phone (07) 4685 5000