

TAFE PLUS TRAINING - SHOALHAVEN CALENDAR - SEMESTER 1 2008

Course	Dates	Location	Description	Cost
Building, Construction & Welding				
Occupational Health & Safety Construction Industry Induction (white-card) 1209 (NRT)	22 Feb 28 Mar 2 May 13 Jun 21 Jul	Nowra	5 hrs (Friday 1-6pm). Mandatory training as required by WorkCover NSW for Building & Construction Workers. Course focuses on WorkCover OH&S obligations and worksite safety awareness.	\$110
Owner Builders Course 9052 (NRT)	26 & 27 Feb 1 & 2 Apr 20 & 21 May 24 & 25 Jun	Nowra	2 evenings (Tue/Wed 6-10pm). Provides mandatory Dept of Fair Trading training outcomes for all Owner Builders undertaking projects valued more than \$12K.	\$160
Scaffolding Licence 32000 (NRT) – BCGSC2002B	21/22/28/29 Mar & 4 April	Nowra	5 day program provides training & assessments for anyone wishing to gain a WorkCover approved Basic Scaffolding Licence. Pre-requisite: Must be 18 years of age and hold a current WorkCover NSW approved OH&S Construction Induction Card.	\$700
Rigging Basic Licence (including Dogging Skills) 32000 (NRT) – BCGD03001B & BCGR13002B	Register Your Interest	Nowra	Combined Dogging/Rigging Skills course for workers wishing to gain a WorkCover NSW Dogging & Rigging (Basic) Licence. Pre-requisite: Must be 18 years of age and hold a current WorkCover NSW approved OH&S Construction Induction Card.	\$1980
Bonded Asbestos Removal 9055 (NRT)	3 Mar 5 May 23 Jun	Nowra	4 ½ hrs (Monday 12.30-5pm). WorkCover endorsed course aimed at construction workers who need to undertake mandatory asbestos training to satisfy OH&S legislation & council building codes.	\$150
Bonded Asbestos – Nominated Supervisors Program 17632 (NRT)	31 Mar 2 Jun	Nowra	4 hrs (Monday 1-5pm). This course is for people required to supervise the removal of bonded asbestos & includes OHS Regulations & Codes of Practice to develop safe work, waste & WorkCover notification procedures. On completion of the course you may apply to WorkCover for an Asbestos Supervisor licence.	\$150
Introductory Welding 5661	26 Mar & 2/9 Apr 11/18/25 Jun	Nowra	12 hrs (Wednesday 6-10pm) Practical training in arc/gas/oxy welding & cutting. Ideal course for home or workshop requirements and for job seekers looking to upgrade their skills.	\$210
Business Services & Information Technology				
Advanced Project Management – Certificate IV 8532 (NRT) BSB41504	19/26 Mar & 2/9 Apr 4/11/18/25 Jun	Nowra	4 days (Wednesday 9am-5pm). This program focuses on assisting participants to develop the practical skills and knowledge required to plan, organise and manage successful projects. Offers an integrated and accelerated approach towards achieving a nationally recognised qualification endorsed by the Australian Institute of Project Management.	\$985
Advanced Project Management – Diploma 8557 (NRT) BSB51504	21/28 May	Nowra	2 days (Wednesday 9am-5pm). Provides graduates of the Certificate IV in Project Management program with an opportunity to upgrade to a Diploma qualification.	\$750

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Certificate IV Training & Assessment (TAA) Full Program 17081 (NRT) TAA40104	Commences 18 Feb	Shoalhaven	17 wks (Mon/Thu 6-9pm). This program will enable participants to develop the knowledge, skills and attitudes required to competently perform the role of a skilled trainer, facilitator and assessor in the workplace and/or the Vocation & Education training (VET) sector.	\$1,795
Certificate IV Training & Assessment (TAA) Upgrade 17081 (NRT) TAA40104	On Request	Shoalhaven	1:1 Recognition (RPL) based program for current Certificate IV in Assessment & Workplace Training qualified Trainers wishing to upgrade to the new TAA qualification.	\$950
Property Practice (Real Estate) 7319 (NRT)	Commences 4 March	Shoalhaven	10 wks (Tue/Thu 6-9pm). As required by Office of Fair Trading for people wishing to gain their Certificate of Registration in Real Estate and work as an accredited Real Estate Sales Agent. Includes latest legislative and mandatory requirements.	\$750
OH&S Consultation 6415 (NRT)	9/16/23/30 May 8/15/22/29 Aug 24/31 Oct & 7/14 Nov	Nowra	4 days (Friday 9am-4pm). WorkCover accredited qualification for OH&S Committee members, Coordinators, Safety Officers/Representatives. Also suitable for all levels of Management.	\$450
IT Coaching & Advisory Service	On Request	On-site Nowra or Ulladulla Township	This new on-site service aims to provide businesses with straight to the point computer training and commonsense advice on effective solutions to your business's computer based practices. This service will be conducted 1:1 on your premises by a qualified and professional IT Training Specialist with the appropriate experience to ensure you receive the right coaching and advice relevant to your business.	\$330 for 2 hours \$660 for 4 hours GST Inc
MYOB with GST for Beginners 5663	12, 19, 26 May & 2 Jun	Shoalhaven	12 hrs (Monday 5.45-9pm). Provides practical skills in MYOB & GST book-keeping procedures, Accounting/GST System set-up, transactions & reports.	\$280
Continuing Professional Development (CPD) Real Estate Agents 26341	4 Apr 27 Jun	Shoalhaven	1 day (Friday 9am-3.30pm). Provides 12 CPD points for Licensed Real Estate Agents as part of their ongoing professional development obligations.	\$250
Graduate Certificate in Management (Professional Practice)	Register Your Interest	Wollongong	Joint TAFE/Charles Sturt Uni program for existing Managers wishing to gain a University qualification with a practical approach.	\$6000 full program x 2 semesters
Certificate IV in Business (Frontline Management) Flexible Delivery Mode 17044 (NRT) BSB41004	On Request	Shoalhaven	This program provides a 1:1 flexible, self paced approach to gaining the skills & knowledge required to perform effectively as a Frontline Manager/Supervisor.	\$2350 full program or \$350 per unit
Fashion				
Make Your Own Hat – "Fascinators"	26 Mar & 2/9 Apr	Nowra	9 hrs (Wednesday 6-9pm). This short practical course provides the skills required to produce an individually designed fascinator for fashion enthusiasts to compliment that stunning outfit.	\$165

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General Education				
Writing for Pleasure and Publication 6513	Register Your Interest	Nowra	12 hrs (4 x 3 hr evenings). This course aims to inspire those who wish to publish their writings & includes writing techniques, editing & how to get your work published.	\$160
Communication Skills – Dealing with Conflict 9595 (NRT)	28 Mar & 4 Apr	Nowra	8 hrs (Friday 9am-1pm). Assists participants to develop interpersonal communication skills with focus on conflict resolution & achieving win/win solutions.	\$160
Electrical Trades				
Safety Checking Electrical Appliances (Test & Tag) 9989 (NRT)	12/19/26 Mar 28 May & 4/11 Jun	Nowra	12 hrs (Wednesday 6-10pm). Provides the training needed to inspect, test & tag electrical equipment for safety as per WorkCover requirements.	\$260
Restricted Electrical Work - Disconnect & Reconnect 0433 (NRT)	Register Your Interest	Nowra	60 hrs (Mon & Wed 4-9.30pm). Provides the mandatory training required to apply for the Restricted Electrical Licence with Fair Trading.	\$1,100
Personal & Community Services & Child Studies				
Senior First Aid Flexible Delivery Mode 4370 (NRT)	12 Mar 30 Apr 18 Jun	Nowra	1 day (Wednesday 9am-5.30pm). This fast tracked WorkCover endorsed program provides students with the Senior First Aid training manual to use at home or work to prepare for a day of practical training & formal assessment.	\$160
Cooks in Childcare 3599 (NRT)	6/13/20/27 Mar	Nowra	18 hrs (Thursday 4.30-9.30pm). Designed for people wishing to work in childcare centres as an accredited cook or food preparer or for existing child care workers wanting to formalise and upgrade their existing skills by gaining an industry recognised TAFE qualification.	\$390
Support the Rights and Safety of Children 3299 (NRT) – CHCCHILD2C	Register Your Interest	Nowra or Ulladulla	4 hrs (2 x 2 hr evenings). This program is targeted to existing or intending Authorised Supervisors wishing to gain the latest National Unit of competence in Child Protection as required by DOCS. Pre-requisite: Diploma in Child Care or equivalent.	\$100
Upgrade to Authorised Supervisor in Child Care 3299 (NRT) - CHCORG14B	Register Your Interest	Nowra or Ulladulla	4 hrs (2 x 2 hr evenings). This program allows existing Child Care workers to complete the current manage a Service Organisation National Unit of Competence required to update staff with the knowledge and skills to work in an Authorised Supervisor's position. Pre-requisite: Diploma in Child Care or equivalent.	\$100
Implementing the NSW Curriculum Framework 32044	Register Your Interest	Nowra or Ulladulla	4 hrs (2 x 2 hr evenings). Designed to provide Child Care & Pre- School centre workers with an understanding of the NSW Curriculum Framework for Early Childhood Services.	\$100
OH&S in Child Care 24726	Register Your Interest	Nowra or Ulladulla	4 hrs (2 x 2 hr evenings). This training aims to provide child care workers with the knowledge and skills required to conduct risk assessments, identify potential hazards and to control these risks within their childcare environments.	\$100

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Course	Dates	Location	Description	Cost
Child Care Workshops <ul style="list-style-type: none"> Literature, Language & Storytelling “The Tale Has Just Begun” Think, Create & Communicate “Learning Centres with Imagination” Developing the Child – Care for Earth “Working Sustainably with Children” 	17 Mar 5 Jun To Be Advised	Nowra Ulladulla Nowra or Ulladulla	1 day (9am-3pm). These 1 day workshops have been designed to provide existing childcare workers with fresh ideas and practical solutions to assist in the development of children in their care. Participants will receive a National Unit of Competence upon successful completion. For further details please contact the Nowra TAFE Head Teacher of Child Studies on: 44219839.	\$100 per workshop
Stress Management Workshops for Community Service Workers	Register Your Interest	Nowra or Ulladulla	6 hrs (2 x 3 hr sessions). These “straight to the point” workshops will provide Community Service based workers & volunteers with a range of effective solutions to deal with difficult & stressful situations.	\$95
Community Management Committee Training 21220	Register Your Interest	Nowra or Ulladulla	15 hrs (3 x 5 hrs). Provides management committee members with the knowledge required to effectively and ethically manage financial, legal and organisational obligations.	\$245
Rural Studies & Transport (Automotive)				
SmartTrain Chemical Application Program – AQF Level 3 9016 (NRT)	3/4 Apr 19/20 Jun 25/26 Sep 20/21 Nov	Nowra	2 days (Thu & Fri 8.30am-4.30pm). Mandatory training for anyone required to handle, transport or apply chemicals in a rural, horticultural or agricultural situation. Includes EPA & Dept of Primary Industry approved ID Card.	\$350
SmartTrain Chemical Accreditation Refresher 9016 (NRT)	4 Apr 20 Jun 26 Sep 21 Nov	Nowra	This 1 day refresher program is only open to holders of a previously recognised NSW Department of Primary Industry approved Chemical Users certificate and who need to renew this qualification under the latest scheme. Pre-requisite: Must show accreditation card on the day.	\$220
Chainsaw Operations - Level 1 6411 (NRT)	25/26 Mar 10/11 Jun 14/15 Oct	Nowra	2 days (Tue & Wed 8.30am-4pm). Provides competency based practical training in the safe use of chainsaws for cross cutting & trimming felled trees & timber.	\$535
Auto Air Conditioning Licence 5659 (NRT) - AUR20705	9 May	Nowra	4 hrs (Friday 10am-2.30pm) + workplace assessment. For existing MVRIA endorsed air conditioning repairers wishing to gain the Commonwealth Refrigeration Handling Licence.	\$220
Authorised Inspection Station Training – RTA Accreditation 9021 (NRT) - Light Vehicles (ASCIS) - Gas Inspection (ASCIS)	6 Jun 13 Jun	Nowra	10 hrs (Friday 8am-6pm). This course is open to new examiners and/or proprietors who have been advised by the RTA that they are eligible to undertake the Light Vehicle Authorised Inspection Station accreditation program. To book please contact the TAFE RTA AIS Coordinator on Ph: 4229 0521	\$360 (combined Examiner Proprietor)
Automotive LPG Fuel Conversion 17401 (NRT)	Register Your Interest	Nowra	2 weeks full time. Provides qualified Auto Mechanics with the MVRIA endorsed training required to install, repair and service LPG fuel systems in an approved manner.	\$1800

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Course	Dates	Location	Description	Cost
Tourism & Hospitality				
Responsible Service of Alcohol (RSA) 6650 (NRT)	20 Feb 2 Apr 14 May 11 Jun 26 Mar 4 Jun	Nowra Ulladulla	1 day (Wednesday 9am-3.30pm). Mandatory qualification for anyone wishing to work in the Hospitality or Liquor Industry. Department of Gaming & Racing, Liquor Administration Board (LAB) & Industry endorsed program. Includes mandatory LAB certification. Pre-requisite: Must be 18 years of age.	\$95
Responsible Conduct of Gambling (RCG) 4515 (NRT)	25 Feb 7 Apr 19 May 16 Jun 31 Mar 9 Jun	Nowra Ulladulla	1 day (Monday 9am-3.30pm). Mandatory qualification for those wishing to work with gaming facilities in clubs, hotels & casinos. Industry & Department of Gaming & Racing endorsed. Pre-requisite: Must be 18 years of age	\$95
Bar Skills 4528 (NRT)	17 & 24 Mar 26 May & 2 Jun 28 Apr & 5 May	Nowra Ulladulla	6 hrs (Monday 6-9pm). This straight to the point course provides participants with the skills, knowledge and attitude to provide general assistance in beverage service outlets and the training to perform basic bar and customer service. Pre-requisite: Must be 18 years of age	\$130
Workplace Hygiene 3405 (NRT)	11/12 Mar 6/7 May 17/18 Jun On Demand	Nowra Ulladulla	6 hrs (Tue & Wed 6-9pm). This course covers the latest hygiene & food handling practices as required under the "Food Safety Standards". Highly recommended for anyone working or wishing to work in the Food Preparation, Catering or Hospitality Industry.	\$100
Work Skills in Cookery – Certificate II in Kitchen Operations 2673 (NRT)	Register Your Interest	Nowra	7 weeks (Wed, Thu & Fri). This course is open to Australian citizens over the age of 25 without any previous Cert 2 or higher qualifications and who have not completed the HSC or equivalent. This fast tracked course is aimed at people wishing to work in a commercial kitchen or for anyone currently working as a cook or kitchen assistance wishing to formalise or upgrade their existing skills by gaining an industry recognised TAFE qualification in commercial cookery. Pre-requisite. Subject to eligibility of the Federal Government's Work Skills Training Voucher. Please call Nowra TAFE on 44219888 for further details.	Work Skills Voucher Approved Applicants
AussieHost Customer Service (21559)	5 Mar 30 Apr 25 Jun	Nowra	1 day (Wednesday 9am-5.30pm). Highly regarded award winning National Customer Service Program. A must for all service providers.	\$160
Coffee Preparation and Service 4514 (NRT)	20, 27 Mar & 3 Apr 29 May & 5, 12 Jun On Demand	Nowra Ulladulla	9 hrs (Thursday 6-9pm). Provides an entry level qualification to use espresso machine to prepare and serve coffee professionally. Ideal course for anyone wishing to gain coffee shop work or for the domestic espresso machine owner/user.	\$195

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Course	Dates	Location	Description	Cost
Retail Travel Computer Reservations (Galileo) 3418 (NRT)	Commences 18 Mar	Nowra	8 wks (Tue & Thu 5.30-9.30pm). By completing this course you will be able to operate a computerised reservations system to create bookings for a range of tourism and travel products and services. The course provides successful candidates with the accredited training required to receive a Galileo certificate allowing Galileo sign-on within a travel agency.	\$950
Retail Travel Airfares & Ticketing 3420 (NRT)	Commences 3 Jun	Nowra	15 wks (Tue & Thu 5.30-9.30pm). This course is for people who work or wish to work in a travel agency in positions requiring airfares and ticketing qualifications. You will acquire the domestic and international airfares skills needed to prepare travel itineraries for clients & includes QANTAS Ticketing Certification upon completion.	\$2,100
Cooks in Childcare 3599 (NRT)	6/13/20/27 Mar	Nowra	18 hrs (Thursday 4.30-9.30pm). Designed for people wishing to work in childcare centres as an accredited cook or food preparer or for existing child care workers wanting to formalise and upgrade their existing skills by gaining an industry recognised TAFE qualification.	\$390

Course Bookings

If you are interested in attending any of these TAFE PLUS programs please complete the attached Registration Form and return to the Nowra Campus at the address indicated.

CUSTOMISED TRAINING FOR INDUSTRY AND BUSINESS

TAFE NSW – Illawarra Institute can also customise training to meet your business or organisation’s specific workplace requirements.

This training can be delivered flexibly on your premises at a time that best suits your needs.

For professional and free advice on TAFE PLUS short courses, customised programs, traineeships and government funded initiatives please call the Nowra Business Development Unit on 44219888.

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