



**WESTERN RIVERINA
COMMUNITY COLLEGE**

growingyou.com.au



WORKPLACE SKILLS **COURSE** DIRECTORY

At WRCC we bring the skills and knowledge to you

Western Riverina Community College is a not for profit, community based college that specialises in the development and delivery of quality vocational training and education programs.

WRCC has the resources to bring adult education to you, your business and your community. Our range of accredited courses is aimed at helping people increase their workplace skills and broaden opportunities for employment. All of our courses are run by experienced trainers in a supportive and flexible learning environment.

Whether it's a forklift licence or first aid certificate, RSA accreditation, WHS or a full certificate course in the areas of business, computers and hospitality, to name a few, we can cater for your learning needs and bring the training to you.

This brochure is a sample of the many courses WRCC has on offer and if you are unable to find what you need, contact us - we like to say yes!

David Martin
CEO



Smart and Skilled provides eligible students with an entitlement to government-subsidised training up to and including Certificate III.

Up to 100% funding is available in some cases, and fee-free scholarships are also offered. Employers can also access incentives for traineeships. Please contact us for details.



Provide Responsible Gambling Services (RGS) | 1 day

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SITHGAM022 | Provide Responsible Gambling Services

Successful course completion will provide participants with certification required by NSW legislation to work in the sale of and service of gambling activities such as gambling machines, Keno and TAB.



APPROVED
TRAINING
PROVIDER

RSA and/or RCG
courses in NSW

Provide Responsible Service of Alcohol (RSA) | 1 day

{A}

SITHFAB021 | Provide Responsible Service of Alcohol

Successful course completion will provide participants with certification required by NSW legislation to work in the sale, service and supply of alcohol.



APPROVED
TRAINING
PROVIDER

RSA and/or RCG
courses in NSW

Food Safety Supervisor | 1 day

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SITXFSA005 | Use Hygienic Practices for Food Safety

SITXFSA006 | Participate in Safe Food Handling Practices

Delivered as approved by the NSW Food Authority. This course will cover such things as the identification of food hazards, food safety risks, handling and preparing food safely, storing and disposing of food safely, preventing food contamination, personal hygiene, HACCP and other food safety principles, procedures and processes and hygienic cleaning practices. Pre-learning required.

Licence to Operate a Boom-type Elevating Work Platform (Boom length 11m or more) (EWP) | 3 days

{A}

TLILIC0005 | Licence to Operate a Boom-type Elevating Work Platform

Gain the skills and knowledge required to safely operate a boom-type elevating work platform where the length of the boom is 11m or more. On completion of the course, participants will have gained the skills and knowledge to plan operations, pre-operational inspections, shift loads and conclude operations.

Work Safely in the Construction Industry (White Card) | 1 day

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CPCWHS1001 | Prepare to Work Safely in the Construction Industry

The Construction Induction course is primarily for people who require WHS induction training and are required to access construction sites in NSW. Provides participants with general knowledge of WHS requirements for the NSW construction industry. School students (14 years and over) are welcome to complete the course to prepare for experience in the workplace.

Use Hygienic Practices for Food Safety | Half day

(A)

SITXFSA005 | Use Hygienic Practices for Food Safety

Enables participants to develop the skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. Food hygiene is required for any organisations that prepare and provide food for the general public. Pre-learning required.

Barista Course | 4 days

(A)

SITHFAB025 | Prepare and serve espresso coffee

Participants will learn how to advise customers on coffee beverages, select and grind coffee beans, prepare and assess espresso coffee beverages and to use, maintain and clean espresso machines and grinders. Pre-requisite SITXFSA005 use Hygienic Practices for Food Safety is combined in this course.

Pre-Accredited | Use an Espresso Machine to prepare and serve coffee

This course will go through the fundamentals in making the perfect espresso and show you how to master Latte Art to impress your family, friends, colleagues and customers. It's a great introductory course for Cappuccino Connoisseurs who want to make better coffee at home or staff who work in hospitality already but want to have the edge over rival job seekers.

Employment All-Rounder Program - Hospitality | Spread over 1-2 weeks

*Accredited components

Bundled together are a range of essential courses, accredited and non-accredited, designed to remove barriers to employment in the Hospitality industry. This program is customisable to serve the needs of organisations and can include RSA (SITHFAB021 Provide responsible service of alcohol)* RGS (SITHGAM022 Provide responsible gambling services)*, Customer Service, use Hygienic Practices for Food Safety (SITXFSA005)*, Barista (Non-accredited - Use an espresso machine and prepare and serve coffee).

Licence to Operate a Forklift | 3 days

(A)

TLILIC0003 | Licence to Operate a Forklift Truck

Gain the skills and knowledge required to operate a forklift truck safely. Successful completion of this course will provide the participant with skills and knowledge to plan work, conduct routine checks, safely shift loads, shut down and secure equipment after completing operations. This licence is required to operate a forklift in NSW.

Employment All-Rounder Program - Industry/Construction | 1 week

*Accredited components

Bundled together are a range of essential courses, accredited and non-accredited, designed to remove barriers to employment in Industry/Construction. This program is customised to serve the needs of organisations and can include White Card (CPCWHS1001 Prepare to work safely in the construction industry)*, First Aid (HLTAID009 Provide CPR, HLTAID010 Provide basic emergency life support and HLTAID011 Provide first aid)*, Working in High-Risk Environments.

First Aid Course | 1 day

(A)

HLTAID009 | Provide CPR

HLTAID010 | Provide Basic Emergency Life Support

HLTAID011 | Provide First Aid

Delivers the skills and knowledge required to provide first aid response, life support and management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. Online theory has to be completed prior to attending class. 4-6 hours Face to Face delivery. Please call the College if there are barriers to Online delivery.

Provide Cardiopulmonary Resuscitation (CPR) | Half day

(A)

HLTAID009 | Provide Cardiopulmonary Resuscitation

Prepares participants to conduct life-saving resuscitation in an emergency. Some organisations require CPR component of First Aid to be renewed every 12 months in line with the Australian Resuscitation Council guidelines (CPR expiry within 12 months of completion of training). Online theory must be completed prior to attending class. Please call the College if there are barriers to online delivery.

First Aid Children's Services | 1 day

(A)

HLTAID012 | Provide First Aid in an Education and Care Setting

Designed for the childcare industry, including educators and support workers in the education and care setting, and is for people who do not hold a current First Aid Children's Services credential. Provides the skills and knowledge required to provide first aid response and this includes asthmatic and anaphylactic emergencies. Online theory has to be completed prior to attending class. 4-6 hours Face to Face delivery. Please call the College if there are barriers to online delivery.

Course in First Aid Management of Anaphylaxis

(A)

[22578VIC] | Half day

VU23090 | Provide First Aid Management of Anaphylaxis

VU23091 | Develop Risk Minimisation and Risk Management Strategies for Anaphylaxis

Teaches the skills needed to identify the triggers, signs and symptoms of allergic reactions, including anaphylaxis. It will assist the participants to develop risk management and risk minimisation strategies for anaphylaxis and how to provide a first aid response in an emergency situation.

Course in the Management of Asthma Risks and Emergencies in the Workplace [22556VIC] | Half day

(A)

VU22927 | Manage Asthma Risks and Emergencies in the Workplace

For people who wish to obtain the knowledge and skills in the recognition and treatment of Asthma including emergency first aid procedures.

(A) Where you see this symbol, this unit is an accredited, nationally recognised qualification.



Enter and Work in Confined Spaces | 2 days

(A)

RIIWH5202E | Enter and Work in Confined Spaces

Designed to expose participants who work in and around confined spaces to a broad range of potentially high-risk situations and to correctly implement a safe working procedure. Upon completion, participants will be competent to enter and work in confined spaces using applicable gas detection devices and protective equipment in line with WHS guidelines.

Working Safely at Heights | 2 days

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CPCCCM2012 | Work Safely at Heights

Designed for people who work above 1.5m from ground level and where fall protection measures are required. The course will expose participants to a broad range of height risk situations and to correctly implement a safe working procedure. Upon completion, participants will be competent to work at height using applicable fall protective equipment in line with WHS guidelines.

Workplace Health and Safety Representative Training | 5 days

This 5 day course is designed for Work Health and Safety Representatives and has been updated to reflect new legislation and the WHS Act and Regulations 2011. Equips participants with essential skills for effectively dealing with workplace health and safety issues. As per Safework NSW, HSRs are entitled to attend an approved five-day training course in work health and safety and a one day refresher course each year during their term of office.

Workplace Health and Safety Representative Refresher Training | 1 day

This one-day refresher course has been updated to reflect new legislation and the WHS Act and Regulations 2011. This course is for those who have formerly completed the 5-day HSR course. As per Safework, HSRs are entitled to a one day refresher course each year during their term of office. Pre-requisite – Completion of the 5 day HSR Course. Statement of Attendance required.

Digital Skills/Computer Options

*Can be Accredited units or Non-Accredited

From beginners to advanced users, our computer courses allow for the development of various skills with participants able to elect to undertake a formal assessment to receive a Statement of Attainment. Programs can be tailored to aid specific workplace development needs.

Workforce Development

WRCC will tailor a training program specific to your workplace requirements. Focus points can include, but are not limited to, literacy and numeracy, customer service, communication skills, computer skills, team building and governance. Contact the College to discuss your requirements.

The information contained in this brochure was correct at time of printing and is subject to change (August 2023)

Enjoy the Community College difference

Community colleges take a different approach to study and we're sure you'll find the experience rewarding.

Here are some of the things that set WRCC apart from other training organisations.

- Enjoy personalised attention with a course customised to your needs and your career goals
- Study in a supportive environment with caring and engaged staff
- Benefit from ongoing support from your trainer – by phone and email
- Our Student Support Officer is available to help if you need extra assistance
- We offer a range of nationally-recognised qualifications
- Our courses are offered in mixed-mode delivery with a combination of distance education and face-to-face workshops allowing you to study around your other commitments
- All workshop components are held face-to-face with your trainer at our campus in either Griffith or Leeton
- We organise work placements as required to fulfil your course requirements

Come and be part of our education



Accredited vocational education training is a full qualification or a course forming part of a full qualification. Nationally recognised in Australia, accredited training meets national quality assurance requirements and provides competency-based outcomes through appropriate assessment. These courses are aligned to the Australian Qualifications Framework.





Interested?

To find out more, contact us by phone, drop in to see us or visit our website.

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23 Hickey Cres, Griffith
(02) 6964 5334
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Leeton

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Visit

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Western Riverina Community College National Provider 1252

