



NSW Vocational  
Education & Training  
Accreditation Board

# RTO status until December 2012



Issue 9

April 2008

# Tamworth Community College

## Community College News

228 Marius Street,  
Tamworth NSW 2340  
www.tamworthcc.nsw.edu.au

Tamworth—Phone: 6766 4775 Fax 6766 6523  
Quirindi—Phone: 6746 4150  
admin@tamworthcc.nsw.edu.au

Another year is just flying by. Wasn't that long ago we were opening presents under the Christmas Tree and by now most of the Easter eggs have been eaten and we are madly trying to lose weight before winter gets a hold.

At the College we have had a great start to the year. Tamworth Community College passed its VETAB Registered Training Organisation (**RTO**) audit in March with a single improvement required to be added to our client feedback form. This was a mighty effort for the College and special thanks goes to Lynne Sheather, Peter Johnston, Jo Michie and the admin staff as they all worked towards creating a better and more efficient training organisation for the Community. The College is accredited until December 2012 and like TAFE and other RTO's it gives us the right to advertise by using the VETAB logo as we all train and assess qualifications to VETAB and Australian Standards.



Enrolments continue to increase and we are constantly looking for new tutors mainly in IT and Business courses. With the growth in enrolments we now have problems with lack of venues to run many of our wonderful classes. The College wishes to thank organisations that allow us to use their facilities, some at very little or no cost to the College. The organisations that support Tamworth Community College include: **Tamworth:** UNE Centre, McCarthy Catholic College, Oxley High School, Tennis Club, Bridge Club, Kip McGrath, ATAC, **Quirindi:** Rec Centre, TAFE, RSL, **Manilla:** St Michaels Catholic School, RSL, Werris Creek Bowling and Tennis Club. Thank you to those organisations.



Jo Michie presenting Ann Richards with a thank you gift

Tamworth Community College had our **AGM** in March, and after 6 years of holding the position as President, Ann Richards stood aside to let someone else take on the role as the President. John White was elected president and both John and I have been working on improving governance procedures for the College and of the Management Committee.

### Members of the Board include:

Patron	Peter Draper
Vice President	Julie Green
Treasurer	Vicki Cooper
TRC Rep	Warren Woodley
Quirindi Rep	Vacant

**Committee:** Dorothea Moriarty, Sue O'Halloran, Ann Richards, Dot Halloran

I wish to thank Ann for her efforts over the last few years and we are appreciative of her commitment to stay on as a member of the Management Committee as her management experience is immeasurable. Thank you members of the committee for your continued support.

## Tutor Notes:

### Tutor Meeting:

Tutors facilitating accredited and IT courses are required to attend a staff meeting and training session on Friday 9 May from 4:00 pm—6:00 pm in the Lander room. RSVP to Toni by 5 pm, 7 May.

### First Aid Course:

Sunday 18 May, Senior First Aid course 9 am—5pm **\$70.00** (TCC will contribute the balance). Limited to Tutors, Management Committee and Staff only. Online workbook needs to be completed before workshop.

**BOOKINGS ESSENTIAL..**

### TUTORS WANTED:

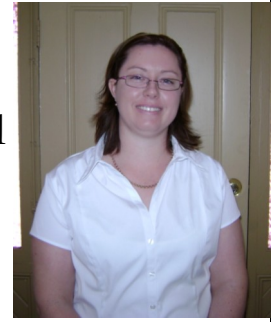
We are still compiling a list of possible tutors for the College. Please don't despair if you have contacted us in the last couple of months but you have not received an information pack. We are currently sorting through the high need areas and courses that we wish to deliver in the second half of the year, so we will get back to you all soon.

We are always looking for additional tutors to pass on their knowledge to waiting students. Are you retired and looking for a community activity for some of your spare time? Think about becoming a tutor and pass on your experiences that you have gained through business, industry or hobbies over the years. Not all tutors need to have teaching and assessing qualifications and there is training and mentoring available to help with your transition from worker to facilitator.

Often the best tutors are passionate about their subject and are willing to pass these skills to others.

### New Staff: Stacie Blackwell

started as the administration trainee at the College on 14 April and she will be working towards her Certificate III in Business Services. Stacie will be assisting Toni and Elana by taking course enrolments and completing the loads of data and statistics that need to be entered. As Stacie is learning her new roles, please make her welcome and be patient with her if she is not as fast as the other experienced administration staff members.



**Peter Johnston** has taken on the role as the Vocational Education and Training (VET) Coordinator.

Peter comes with a wealth of knowledge in Business and Management. Peter has big shoes to fill in replacing Lynne Sheather who is off around the world contracting for Qantas but I am told that she “still calls Australia home”. Peter will also hold the tutor support role and he is continuing to improve training material, assessment tasks and tutor paperwork so that the organisation will continue to have consistency in course delivery and assessing.

### NOTE for Tutors:

Term 3 program will need to be compiled and sent to the printer by mid June so if you will be away, have changes and new class ideas for Term 3, you will need to have the information to Jo by 17 June.