



NSW Vocational
Education & Training
Accreditation Board

Updated Scope of Registration



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Tamworth Community College

Community College News

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Additional Training Opportunities at TCC.

The College has recently applied to have additional training Certificates added to our current scope of registration.

New accredited courses that we will be delivering in Term 4, 2008 and beyond include:

- Certificate I to III in General Education
- Certificate III in Business Administration
- Certificate III in Business Administration (Medical)
- Certificate III in Micro Business Operations
- Certificate IV in Business Administration
- Certificate IV in Small Business Management
- Certificate IV in Frontline Management
- Certificate IV in Governance

Keep an eye out for our Term 4 program as we advertise the new accredited courses for the end of 2008 and the beginning of 2009.

AED training for College Staff:

Ian Chapman from Parasol New England is volunteering his time to train the Staff, Tutors and Management Committee on how to use the new defibrillator that Parasol donated to the College.

Training will be on Friday 1 August from 5:00 pm to 9:00 pm. Limited places so please book with Elana or Stacie

First Aid is First Priority at the College

Tamworth Community College is proud to be one of the first community organisations in Tamworth to install a Automated External Defibrillator (AED). As we train over 6500 people each year we felt there was a need to update our "First Aid Station" at the College.

The College has always taken its role in the promotion of community health and safety very seriously, so with the donation of a AED from Ian Chapman and his Company Parasol EMT New England, we have installed a portable defibrillator in the College. The AED enhances the already large first aid station set up at the College, where we offer approximately 22 accredited first aid courses each term.

The AED machine can administer a controlled electric

shock to the chest when efforts at manual CPR (cardio-pulmonary resuscitation) have not been successful. The AED instructs the operator in plain English all the necessary steps required to use the machine and the success rate for survival is far superior than that of manual CPR. It's a great necessity for any organisation to have, as it can save lives in the hands of a trained first-aider.

The College would also like to encourage other businesses in Tamworth area to take up the challenge and install this life saving equipment. Senior First Aid courses now train first-aiders in the use of AED's.

The College provides Senior First Aid training, courses in Anaphylaxis and Basic First Aid—Kiddycare, which is a course focussing on first aid for infants and children.



TCC Executive Officer Patrick Foley (left) taking charge of the AED from Ian Chapman of Parasol EMT NE.

Staff Success:

Congratulations to Elana Davis for completing her traineeship, and now has a Certificate III in Business qualification behind her. Elana is the first of the administration staff to have completed the current round of accredited training that was offered to the staff at the College.

As a leading training organisation we don't just tutor other people and organisations, we also ensure that our Staff are up-to-date with their skills.

The Management Committee support the staff in completing both short skilled courses and longer Certificate courses to keep us at the top of our profession. All of the administration staff at the College are currently undertaking training so that we both gain skills for our current positions and to help with the re-skilling of Australia. Some government subsidies are available for staff training, so ring the College for further details.



FREE Training

Are you over 40 and sense you need a certificate to show off your skills and knowledge, then one of these courses may be for you.

Course one: 6 units from the Certificate IV in Business—Tamworth begins 14 July. Additional information, page 2 in the Term 3 course guide.

Course two: 5 Units from the Certificate II in Business—Gunnedah begins 8 September.

Both courses focus on developing and maintaining customer relationships, working as part of a team. The Tamworth course includes a unit in project management.

These two courses are wonderful opportunities for local people to upgrade their skills, or to have their prior learning formally recognised. The basic requirements are that the person learning be over the age of forty, either in the workforce or looking for work.

Places are limited for these two courses and the College is interested in hearing from mature aged people interested in taking on the challenge. It's a great way for people to build their work place skills and ease back into studying.

Courses funded by the NSW Department of Education's *Strategic Skills Program*.

New Courses in Term 3:

Jo Michie has come up with a number of new courses to tempt you this term. Are you looking at how you can help the environment, travelling to a far off land or taking your singing talents to the "local" for a night of entertainment? We may have a course to help! Full descriptions in the course guide or on our WEB site. Some new courses include:

Administration of Medication
 Basic Budgeting
 Business Letter and Report Writing
 Cert IV in Business
 CPD Training for Real Estate Agents
 Design and Apply Makeup
 Manicure & Pedicure Services
 Reception Skills
 Basic First Aid – Kiddycare
 MYOB II
Office 2007 Upgrade
 French III
 Indonesian II
 Basic Cookery
 Environmental Gardening
 Killer Karaoke Singing
 Songwriting for Beginners
 Wake up to your Life
 Writers Club
 Beauty Tips

New course highlights for Term 3, 2008:

ENVIRONMENTAL GARDENING:

Interested in decreasing your carbon footprint on the earth and learning how to make your garden or small block of land work for you without wasting money, and while achieving this you are being kind to the environment? In this course you will learn water conservation techniques, uses of mulch and create your own compost. As the garden grows learn to differentiate between good and bad chemical or natural pesticides.

WRITERS CLUB

Get together with other writers to practice and develop your skills. Share if you wish for feedback or just enjoy the chance to write in the company of others. This is the perfect group for those who never seem to get the time to write. No previous writing experience necessary.

ADMINISTRATION OF MEDICATION



Gain valuable awareness, knowledge, skills and values required of a worker in contributing to the care of clients when administering medications. Units: *CHCCS303A Provide physical assistance with medication & CHCCS304A Assist with self medication.*

These 2 units are linked to the **CERTIFICATE III IN AGED CARE** course that the College is currently running.

NOTE: Computers at the College will be upgraded to Microsoft Office 2007 in July.