

Looking for change?

Need to upskill?

It all starts here!

2020/2021

COURSE GUIDE




JOBLINKplus
Focused on our Community

Your future • your choice
TRAINING
J O B L I N K plus

 **ataac**

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Student Information

Joblink Plus is a for purpose, not for profit organisation, providing employment services and vocational training across rural and regional NSW, covering around 70% of the state. You'll find us as far north as Boggabilla and Tenterfield, out west to Broken Hill, throughout the Hunter and Newcastle region, across the Central West to Lake Cargelligo, and as far south as Wollongong.

We have a number of businesses that we own and operate to support our communities and the goals and aspirations of participants. Joblink Plus has a learner driver school, a heavy vehicle driving school, two barber shops, in addition to two Registered Training Organisations (RTOs):

- Joblink Plus Training – RTO ID 91434
- Australian Training and Consulting – RTO ID 90886

Our RTOs work collaboratively to bring a whole range of qualification and training opportunities to our communities. While both RTOs share some similarities in industries we train in, each has their own specialties as shown below:



- Agriculture & Rural Operations
- Beekeeping
- Meat Processing
- Aged Care & Disability Support
- Community Services
- Early Childhood Education & Care
- Cleaning Operations
- Horse and Greyhound Racing
- Barbering and Hairdressing
- Warehousing Operations

- Business
- Leadership & Management
- Hospitality
- Retail

- Horticulture
- Human Resources
- Work Health and Safety
- Local Government
- Civil Construction
- Fitness & Sports Coaching
- Events
- Traffic Control

In Joblink Plus Training, we focus on the delivery of quality classroom-based and blended training and assessment. We deliver to Joblink Plus employment services participants, members of the public, and apprentices and trainees. We also offer short courses with RSA, RCG and First Aid being some of our most popular courses.

Through Australian Training and Consulting (ATAC), we specialise in workplace-based training and short course delivery especially in civil construction and safety. Our most popular short courses are in traffic control, working at heights, confined spaces, and our hospitality programs such as coffee skills and safe food handling.

For compliance and legal purposes, our two RTOs are distinctly separate. We have different national identification numbers, and are both separately approved Providers of:

- Government subsidised training under NSW Smart and Skilled for apprenticeships and traineeships, and classroom-based and distance education full qualification courses;
- High Risk Work (HRW) Forklift and General Construction Induction (white card) training by SafeWork NSW; and
- Food Safety Supervisor training by NSW Food Authority.

As Joblink Plus businesses, we partner with a diverse range of organisations with shared values, including local sporting teams, arts events, health initiatives as well as various youth and Indigenous programs to provide a holistic approach to supporting our learners. Our ownership structure gives us access to a wide range of complimentary services such as health and wellbeing, mentoring, and employment services support. Regardless of which RTO you select to train with, we strive to provide you with an exceptional learning experience.

Unique Student Identifier (USI)

What is a USI?

A Unique Student Identifier (USI) is a 10 character reference number made up of numbers and letters. A USI allows an individual to see all of their training results from all providers for all accredited training units and qualifications completed.

You must provide your USI when undertaking any form of accredited training.

How do I get a USI if I don't have one? How can I find out what my USI is if I have lost the details?
Visit the USI Registry website – <https://www.usi.gov.au/>

Traineeships and Apprenticeships

Joblink Plus Training & ATAC deliver workplace-based traineeships and apprenticeships across a wide range of qualifications.

Traineeships and Apprenticeships can form an integral part of your business recruitment and training strategy and supports an individual to achieve their learning and career pathway goals.

Employing trainees and apprentices enables you to:

- Bring new skills into the business to increase your competitiveness
- Prevent future skills shortages and safeguard your business
- Access Government funding, incentives and rebates if eligible
- Train staff to suit the unique needs of your business

Opportunities for Funding

Training under an Apprenticeship or Traineeship is subsidised under NSW Smart & Skilled funding, for New Entrant Trainee's (*must meet eligibility criteria*) and both New Entrant and Existing Worker Apprentices.

In addition to subsidised training, employers may also be eligible for other incentives:

- Wages of apprentices and trainees may be less than those of skilled workers
- Standard incentives of up to \$4000.00*
- Workers Compensation exemption*
- Payroll tax off-sets*
- Extra incentives may be available to assist in the employment of those with a disability, mature-aged, school-based and indigenous Australians.

Trainees and Apprentices may also be eligible for additional incentives to support the completion of their qualification.

**Eligibility criteria applies and in some cases is State specific. Benefits and services are subject to change at any time without notice.*

Boosting Apprenticeship Commencements

Boosting Apprenticeship and Traineeship Commencements will support businesses to take on 100,000 new apprentices and trainees. Under this measure employers who engage an Australian Apprentice or Trainee on or after 5 October 2020 may be eligible for a subsidy of 50 per cent of wages paid to an apprentice between 5 October 2020 and 30 September 2021, to a maximum of \$7,000 per quarter.

Trainee and Apprentice Fee Free Initiatives

- Under the NSW Government Fee Free Apprenticeship Initiative, NSW apprentices that commence their training on or after 1 July 2018 may be eligible for fee free training. For more information go to vet.nsw.gov.au. For eligible apprentices there will be no requirement to pay the fee.
- Under the NSW Government Fee Free Traineeship Initiative, NSW trainees that commence their training on or after 1 January 2020 may be eligible for fee free training. For more information go to vet.nsw.gov.au. For eligible trainees there will be no requirement to pay the fee.

Existing Worker Traineeships are also available as a Fee for Service training opportunity and prices can be provided upon application, per student and qualification.

Traineeships and Apprenticeships

The Federal Government announced a wage subsidy for businesses through the JobMaker Hiring Credit in the October 2020 Budget.

With years of experience, Joblink Plus Training and ATAC we are well-equipped to help business owners navigate the new incentive and the paperwork that comes with it. Taking on a trainee or apprentice can be a great option to grow your business as well as employment opportunities in the community.

Birth Beat founder, Edwina Sharrock worked with Joblink Plus to recruit trainee Mikala Ellis, the winner of the New England Region 2020 NSW Training Awards and said many business could reap the rewards of a traineeship. Joblink Plus have supported Mikala in her traineeship, as well as Edwina in how to approach and manage the process to gain great outcomes for her online business supporting new parents.

Traineeships and apprenticeships are often a pathway for younger people into work, however they can also be an option for more mature and experienced people looking for a change in career and an opportunity to expand their horizons. Some come to Joblink Plus Training and ATAC straight from school, ready to start their training and develop the skills to set them up for a great career, for others a change in circumstances can open a door to a new world of potential, learning and fulfillment.

Trainees and apprentices can come from any walk of life and are eager to learn, no matter your business model or industry. Traineeships are a great option for businesses and present a huge opportunity to pass on your skills and industry knowledge to someone keen and ready to work.

A traineeship provides an invaluable opportunity for job seekers to find meaningful employment, and for business owners to give something back to the community.

*“Mikala is so smart and talented –
she’ll be running the show before we know it!”
– Edwina Sharrock*

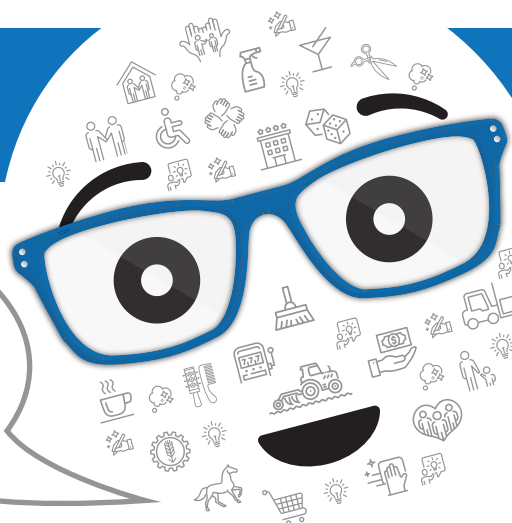
We focus on the individual needs and strengths of people when helping them get ready to work. With an emphasis on the development of pre-employment skills and offering support through all stages of the job placement process, Joblink Plus aims to ensure that young people have a positive experience when entering the workforce.



Build Your Own Courses

Joblink Plus Training and ATAC can create a program to meet the needs of your training wish list! If you have an individual or group training need, we have the knowledge and experience to match, where we work with you to build your own course.

We can deliver a wide range of training to help upskill and train people in specific areas providing practical benefits to them and employers. These non-accredited courses aren't linked to a nationally recognised unit of competency, meaning training options can be tailored to meet your needs.



Joblink Plus Training are pleased to announce the introduction of oLLie, our Online Learning, Information and Education platform.

Joblink Plus Training have been offering face-to-face training and distance learning opportunities for over 12 years and we recognise that we need to continue support the people we work with in every way possible. This is why Joblink Plus Training have created an exciting, user-friendly and engaging learning platform to ensure that we make each student's learning opportunity the best it can be.

With oLLie, it's not all about enrolling students online and leaving it at that. Our team of administrators, coordinators and trainers at Joblink Plus Training are here to support you every step of the way. You will be supported with additional mentoring and training sessions in group-based and one-on-one environments. We will support you the way you tell us you need to be supported, whether it be through phone calls, text messages, emails or video sessions.

Enrolling into oLLie

Information on our oLLie qualifications is available at our website, www.joblinkplustraining.edu.au or by contacting our training office, training@joblinkplus.com.au or phone: 6764 6858.

To enrol into an oLLie qualification, our team will provide you with an online enrolment form. From here, you will receive an email from oLLie and our team, welcoming you to your qualification and providing you with all your login details.

Qualifications available:

INDUSTRY	QUALIFICATION	
COMMUNITY SERVICES	CHC32015	Certificate III in Community Services - Youth Focus
	CHC32015	Certificate III in Community Services - Complex Barriers Focus
	CHC32015	Certificate III in Community Services - General Focus
INDIVIDUAL SUPPORT	CHC33015	Certificate III in Individual Support - Ageing Focus
	CHC33015	Certificate III in Individual Support - Disability Focus
CLEANING OPERATIONS	CPP30316	Certificate III in Cleaning Operations
RETAIL SERVICES	SIR30216	Certificate III in Retail
HOSPITALITY SERVICES	SIT30316	Certificate III in Hospitality – Café and Kitchen Focus
	SIT30316	Certificate III in Hospitality – Bar and Gaming Focus
	SIT30316	Certificate III in Hospitality – Accommodation Focus
BUSINESS SERVICES	BSB30115	Certificate III in Business

Summer Skills Program

Training Services NSW are providing support for upskilling for year 12 school leavers as part of a School Holiday Program. Delivery of a range of courses across varied locations in NSW is to take place between December 2020 and January 2021.

The Summer Skills Program is aimed at:

- Providing training through short courses which will provide a pathway into further training or sustainable employment.
- Preparing Year 12 School Leavers for work by providing non-accredited work readiness training, that focuses on teaching employability skills.

Enrolling into Summer Skills Program courses

You can enrol into a Summer Skills Program course by contacting our training office, training@joblinkplus.com.au or phone: 6764 6858.

Available Summer Skills Program Courses – Delivered by Joblink Plus Training (RTO ID # 91434)

REGION	SITE	SITE	DATE
FAR WEST ORANA	RSA & RCG <i>SITHFAB002 Provide responsible service of alcohol; and SITHGAM001 Provide responsible gambling services</i>	WELLINGTON	14 & 15 December 2020
	FENCING <i>AHCWHS301 Contribute to work health and safety processes; and AHCINF202 Install maintain and repair farm fencing</i>	DUBBO	11, 12, 13, 14 & 15 January 2021
		WELLINGTON	18, 19, 20, 21 & 22 January 2021
NEW ENGLAND NORTH WEST	RSA & RCG <i>SITHFAB002 Provide responsible service of alcohol; and SITHGAM001 Provide responsible gambling services</i>	NARRABRI	22 & 23 December 2020
		ARMIDALE	18 & 19 January 2021
	ACCOMMODATION ESSENTIALS <i>SITHACS001 Clean premises and equipment; SITHACS002 Provide housekeeping services to guests; and SITHACS003 Prepare rooms for guests</i>	TAMWORTH	11, 12, 13, 14 & 15 January 2021
	INFECTION CONTROL <i>HLTINF001 Comply with infection prevention and control policies and procedures</i>	INVERELL	21 December 2020
		GLEN INNES	22 December 2020
		TAMWORTH	7 January 2021
	WHITE CARD <i>CPCWHS1001 Prepare to work safely in the construction industry</i>	GLEN INNES	11 January 2021
		TAMWORTH	12 January 2021
		MOREE	18 January 2021
		ARMIDALE	11 January 2021
		NARRABRI	19 January 2021

Available Summer Skills Program Courses – Delivered by ATAC (RTO ID # 90886)

REGION	SITE	SITE	DATE
NEW ENGLAND NORTH WEST	WORK WITH POWER TOOLS <i>RIISAM203D Use hand and power tools</i>	TAMWORTH	11, 12 & 13 January 2021
		GUNNEDAH	18, 19 & 20 January 2021
	CHEMICAL USER <i>AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases; AHCCHM304 Transport and store chemicals</i>	TAMWORTH	14 & 15 January 2021
		GLEN INNES	14 & 15 January 2021
		INVERELL	12 & 13 January 2021

Safe Food Handling RTOID: 91434

Overview

This course describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.

The course applies to all organisations with permanent or temporary kitchen premises or smaller food preparation or bar areas. This includes restaurants, cafes, clubs, hotels, and bars; tour operators; attractions; function, event, exhibition and conference catering; educational institutions; aged care facilities; correctional centres; hospitals; defence forces; cafeterias, kiosks, canteens and fast food outlets; residential catering; in-flight and other transport catering.

It applies to food handlers who directly handle food or food contact surfaces such as cutlery, plates and bowls during the course of their daily work activities. This includes cooks, chefs, caterers, kitchen stewards, kitchen hands, bar, and food and beverage attendants, and sometimes room attendants and front office staff.

Course covers unit of competency: SITXFSA001 - Use hygienic practices for food safety.

Entry requirements or Pre-requisites

There are no entry requirements or pre-requisites for this course.

Please note, this unit of competency is a prerequisite for Food Safety Supervisor training if you wish to obtain a NSW Food Authority Food Safety Supervisor Certificate.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	17 February 2021
		15 June 2021
	MAITLAND	19 April 2021
	MAYFIELD	13 January 2021
		10 May 2021
	MUSWELLBROOK	9 February 2021
		4 May 2021
	WALLSEND	22 March 2021

Safe Food Handling RT01D: 91434

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
CENTRAL WEST	BATHURST	26 April 2021
	MUDGEES	8 March 2021
	ORANGE	2 December 2020
FAR WEST ORANA	DUBBO	21 June 2021
		15 February 2021
		12 April 2021
NEW ENGLAND NORTH WEST	ARMIDALE	7 June 2021
		7 December 2020
		8 February 2021
		30 March 2021
	GLEN INNES	2 June 2021
		3 December 2020
		18 February 2021
		15 April 2021
	GUNNEDAH	17 June 2021
		13 January 2021
		10 March 2021
		19 May 2021
	INVERELL	13 January 2021
		18 March 2021
		12 May 2021
	TAMWORTH	25 November 2020
		15 December 2020
		3 February 2021
		23 March 2021
		28 April 2021
		25 May 2021
		30 June 2021

Coffee Skills

RTOID: 91434

Overview

This course aims to equip learners with the skills and knowledge required to extract and serve espresso coffee beverages using commercial espresso machines and grinders. It requires the ability 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.

This course applies to any hospitality organisation that serves espresso coffee beverages, including cafes, restaurants, bars, clubs, function and event venues. It applies to espresso machine operators who operate with some level of independence and under limited supervision.

Course covers unit of competency: SITHFAB005 - Prepare and serve espresso coffee.

Entry requirements or Pre-requisites

SITXFSA001 - Use hygienic practices for food safety is a pre-requisite unit for this course. Learners must hold this unit or attend a Safe Food Handling course prior to commencing this course.



Coffee Skills RTOID: 91434

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	18 & 19 February 2021
		16 & 17 June 2021
	MAITLAND	20 & 21 April 2021
	MAYFIELD	14 & 15 January 2021
		11 & 12 May 2021
	MUSWELLBROOK	10 & 11 February 2021
		5 & 6 May 2021
	WALLSEND	23 & 24 March 2021
CENTRAL WEST	BATHURST	27 & 28 April 2021
	MUDGEES	9 & 10 March 2021
	ORANGE	3 & 4 December 2020
		22 & 23 June 2021
FAR WEST ORANA	DUBBO	16 & 17 February 2021
		13 & 14 April 2021
		8 & 9 June 2021
NEW ENGLAND NORTH WEST	ARMIDALE	8 & 9 December 2020
		9 & 10 February 2021
		31 March & 01 April 2021
		3 & 4 June 2021
	GUNNEDAH	14 & 15 January 2021
		11 & 12 March 2021
		20 & 21 May 2021
	TAMWORTH	26 & 27 November 2020
		16 & 17 December 2020
		4 & 5 February 2021
		24 & 25 March 2021
		29 & 30 April 2021
		26 & 27 May 2021
		1 & 2 July 2021

Infection Control RT0ID: 91434

Overview

This course aims to equip learners with the skills & knowledge required to follow organisational infection prevention and control policies/procedures; this includes implementing standard/transmission-based precautions and responding to infection risks in the workplace.

This course addresses cleaning and infection control process and procedures for COVID-19 in the cleaning, aged care and personal services, retail and food handling sectors.

Course covers unit of competency: HLTINF001 - Comply with infection prevention and control policies and procedures OR HLTINFCOV001 - Comply with infection prevention and control policies and procedures depending on sector focus.

Entry requirements or Pre-requisites

There are no entry requirements or pre-requisites for this course.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	5 May 2021
	MAITLAND	17 March 2021
	MAYFIELD	20 April 2021
		9 June 2021
	WALLSEND	25 February 2021

Infection Control RT01D: 91434

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
CENTRAL WEST	BATHURST	10 February 2021
		19 May 2021
	MUDGEES	21 April 2021
	ORANGE	25 November 2020
FAR WEST ORANA	DUBBO	20 January 2021
		17 March 2021
		12 May 2021
NEW ENGLAND NORTH WEST	ARMIDALE	11 February 2021
		29 March 2021
		15 June 2021
	GLEN INNES	15 February 2021
		18 June 2021
	GUNNEDAH	12 January 2021
		9 March 2021
		18 May 2021
	INVERELL	12 April 2021
	MOREE	12 November 2020
		20 January 2021
		12 May 2021
	NARRABRI	17 December 2020
		10 March 2021
		15 April 2021
		9 June 2021
	TAMWORTH	14 December 2020
		2 February 2021
		22 March 2021
		27 April 2021
		24 May 2021
		29 June 2021

Responsible Service of Alcohol (RSA) RTOID: 91434

Overview

Responsible practices must be undertaken wherever alcohol is sold or served, including where alcohol samples are served during on-site product tastings. This unit, therefore, applies to any workplace where alcohol is sold or served, including all types of hospitality venues, packaged liquor outlets and wineries, breweries and distilleries.

The course applies to all levels of sales personnel involved in the sale, service and promotional service of alcohol in licenced premises. Those selling or serving alcohol may include food and beverage attendants; packaged liquor sales persons selling in person, over the phone or online; winery, brewery and distillery cellar door staff; and supplier sales representatives.

The course also applies to security staff who monitor customer behaviour and to the licensee who is ultimately responsible for responsible service of alcohol (RSA) management. The course meets knowledge requirements under NSW liquor licensing law for employees engaged in the sale or service of alcohol.

Joblink Plus Training and ATAC are approved by Liquor and Gaming NSW to deliver RSA classroom based training and assessment for the issue of a NSW RSA Competency Card.

Course covers unit of competency: SITHFAB002 – Provide responsible service of alcohol.

Entry requirements or Pre-requisites

There are no pre-requisites or entry requirements for this unit.

Please note, undertaking this qualification prior to turning 18 years of age is permissible however individuals cannot serve or sell alcohol until they have turned 18.

The RSA Competency Card is currently valid for a period of 5 years.

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	6 May 2021
	MAITLAND	18 March 2021
	MAYFIELD	10 December 2020
		21 April 2021
		10 June 2021
	WALLSEND	23 February 2021
CENTRAL WEST	BATHURST	9 February 2021
		17 May 2021
	MUDGEES	19 April 2021
	ORANGE	14 January 2021
		24 June 2021
FAR WEST ORANA	DUBBO	18 January 2021
		15 March 2021
		10 May 2021

Responsible Service of Alcohol (RSA) RTOID: 91434

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
NEW ENGLAND NORTH WEST	GLEN INNES	1 December 2020
		16 February 2021
		13 April 2021
		15 June 2021
	GUNNEDAH	24 November 2020
		21 January 2021
		23 March 2021
		25 May 2021
	INVERELL	11 January 2021
		16 March 2021
		10 May 2021
	MOREE	10 November 2020
		18 January 2021
		10 May 2021
	NARRABRI	15 December 2020
		8 March 2021
		13 April 2021
		7 June 2021
	QUIRINDI	11 February 2021
		22 June 2021
	TAMWORTH	2 November 2020
		7 December 2020
		4 January 2021
		1 March 2021
		6 April 2021
		3 May 2021
		7 June 2021

Responsible Conduct of Gambling (RCG) RTOID: 91434

Overview

Responsible gambling services must be provided wherever gambling activities are undertaken. In the hospitality industry, the gambling environment is usually referred to as the gaming area and is provided in a range of venues, such as hotels, motels, clubs, pubs and casinos. The major forms of gambling are wagering (racing and sport) and gaming (gaming machines, table games, Keno and lotteries). Both forms of gambling are relevant to the hospitality industry.

Responsible provision of gambling services is an essential underpinning skill for all hospitality personnel involved in the sale and service of gambling activities in licenced premises, including the licensee, gaming supervisors and gaming managers when involved in operational gambling activities.

The course applies equally to frontline operational gambling personnel who operate with a limited level of autonomy and under some supervision and guidance from others. They would operate within predefined organisational procedures, and regulatory authority and industry and organisational codes of conduct.

Operational job roles would include gaming attendant, table game attendant, croupier and multi-skilled food and beverage attendant.

The course satisfies the requirements for providing responsible gambling services under NSW legislation. Joblink Plus Training and ATAC are approved by Liquor and Gaming NSW to deliver RCG classroom based training and assessment for the issue of a NSW RCG Competency Card.

Course covers unit of competency: SITHGAM001 - Provide responsible gambling services

Entry requirements or Pre-requisites

There are no pre-requisites or entry requirements for this unit.

Please note, undertaking this qualification prior to turning 18 years of age is permissible however individuals cannot work in a gaming environment until they have turned 18.

The RCG Competency Card is currently valid for a period of 5 years.

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	7 May 2021
	MAITLAND	19 March 2021
	MAYFIELD	11 December 2020
		22 April 2021
		11 June 2021
	WALLSEND	24 February 2021
CENTRAL WEST	BATHURST	10 February 2021
		18 May 2021
	MUDGEES	20 April 2021
	ORANGE	15 January 2021
		25 June 2021

Responsible Conduct of Gambling (RCG) RTOID: 91434

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
FAR WEST ORANA	DUBBO	19 January 2021
		16 March 2021
		11 May 2021
NEW ENGLAND NORTH WEST	GLEN INNES	2 December 2020
		17 February 2021
		14 April 2021
		16 June 2021
	GUNNEDAH	25 November 2020
		22 January 2021
		24 March 2021
		26 May 2021
	INVERELL	12 January 2021
		17 March 2021
		11 May 2021
	MOREE	11 November 2020
		19 January 2021
		11 May 2021
	NARRABRI	16 December 2020
		9 March 2021
		14 April 2021
	QUIRINDI	8 June 2021
		12 February 2021
	TAMWORTH	23 June 2021
		3 November 2020
		8 December 2020
		5 January 2021
		2 March 2021
		7 April 2021
		4 May 2021
		8 June 2021

First Aid RTOID: 91434

Overview

This course delivers the skills and knowledge required to provide a first aid response to a casualty. It applies to all people who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Course covers unit of competency: HLTAID003 – Apply first aid.

Entry requirements or Pre-requisites

There are no entry requirements for this course, however students must be able to participate in practical role plays that require the student to sit, stand, crouch, and lift heavy/awkward objects.

Ask us about CPR refresher & First aid for children courses.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	17 & 18 June 2021
	MAITLAND	11 & 12 February 2021
	MAYFIELD	22 & 23 April 2021
	WALLSEND	3 & 4 December 2020
CENTRAL WEST	BATHURST	19 & 20 January 2021
		9 & 10 March 2021
		18 & 19 May 2021

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
CENTRAL WEST	MUDGEES	2 & 3 March 2021
		17 & 18 June 2021
	ORANGE	23 & 24 February 2021
		27 & 28 April 2021
		29 & 30 June 2021
FAR WEST ORANA	DUBBO	6 & 7 January 2021
		3 & 4 March 2021
		4 & 5 May 2021
NEW ENGLAND NORTH WEST	ARMIDALE	17 & 18 December 2020
		18 & 19 February 2021
		20 & 21 April 2021
		22 & 23 June 2021
	GLEN INNES	12 & 13 January 2021
		11 & 12 May 2021
	INVERELL	18 & 19 November 2020
		16 & 17 March 2021
	MOREE	23 & 24 February 2021
		8 & 9 June 2021
	NARRABRI	8 & 9 December 2020
		13 & 14 April 2021
	TAMWORTH	11 & 12 November 2020
		16 & 17 December 2020
		13 & 14 January 2021
		17 & 18 February 2021
		17 & 18 March 2021
		14 & 15 April 2021
		12 & 13 May 2021
		16 & 17 June 2021

White Card

RTOID: 91434

Overview

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work. The unit requires the person to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to self and others. It covers identifying and verbally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common Personal Protective Equipment (PPE) used for construction work.

Entry requirements or Pre-requisites

You must be at least 14 years of age and be able to present 100 Points of Identification to the trainer as listed on the SafeWork NSW website

<https://www.safework.nsw.gov.au/licences-and-registrations/licences/evidence-of-identity>, on the day of the course. These **must** be original documents. Document copies cannot be accepted.

Course covers unit of competency: CPCCWHS1001 Prepare to work safely in the construction industry.

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	16 June 2021
	MAITLAND	10 February 2021
	MAYFIELD	2 December 2020
		21 April 2021
	WALLSEND	11 May 2021
CENTRAL WEST	BATHURST	18 January 2021
		8 March 2021
		17 May 2021
	MUDGEES	1 March 2021
		16 June 2021
	ORANGE	22 February 2021
		26 April 2021
		28 June 2021
FAR WEST ORANA	DUBBO	1 December 2020
		8 January 2021
		2 February 2021
		5 March 2021
		6 April 2021
		3 May 2021
		1 June 2021

White Card

RTOID: 91434

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
NEW ENGLAND NORTH WEST	ARMIDALE	9 November 2020
		15 March 2021
		10 May 2021
	GLEN INNES	10 May 2021
		15 December 2020
	GUNNEDAH	17 February 2021
		22 March 2021
		23 April 2021
		19 May 2021
		25 June 2021
	INVERELL	17 November 2020
		15 March 2021
	MOREE	7 December 2020
		23 March 2021
		18 May 2021
	NARRABRI	22 February 2021
		12 April 2021
		7 June 2021
	QUIRINDI	15 January 2021
		19 April 2021
	TAMWORTH	10 November 2020
		15 December 2020
		16 February 2021
		16 March 2021
		13 April 2021
		11 May 2021

Overview

This unit specifies the skills and knowledge required to operate a forklift truck safely in accordance with all relevant legislative requirements. A person performing this work in NSW is required to hold a High Risk Work (HRW) licence issued by SafeWork NSW. This course includes both training in the required licencing unit of competency, and the required HRW Assessment under the SafeWork NSW National Assessment Instrument by an accredited assessor.

Joblink Plus Training and ATAC are approved by SafeWork NSW to conduct HRW assessments for forklift truck (class LF).

Course covers unit of competency: TLILIC0003 Licence to operate a forklift truck.

Entry requirements or Pre-requisites

No entry requirements or pre-requisites apply to the unit of competency, however in order to obtain a SafeWork NSW High Risk Work licence, students must:

- Be at least 18 years of age
- Be enrolled in and complete a recognised training course with a Registered Training Organisation (RTO) and have been assessed as competent by an Assessor working for the RTO
- Have literacy and numeracy skills at a level that enables the safe performance of high risk work
- Be able to present 100 Points of Identification to the assessor as listed on the SafeWork NSW website <https://www.safework.nsw.gov.au/licences-and-registrations/licences/evidence-of-identity>, on the day of the HRW Assessment. These **must** be original documents. Document copies cannot be accepted.

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	MAITLAND	10, 11 & 12 March 2021
	MAYFIELD	19, 20 & 21 January 2021
	WALLSEND	19, 20 & 21 January 2021
CENTRAL WEST	BATHURST	27, 28 & 29 January 2021
		24, 25 & 26 March 2021
	MUDGEES	24, 25 & 26 May 2021
FAR WEST ORANA	DUBBO	2, 3 & 4 December 2020
		3, 4 & 5 February 2021
		7, 8 & 9 April 2021
		2, 3 & 4 June 2021
NEW ENGLAND NORTH WEST	ARMIDALE	16, 17 & 18 March 2021
		28, 29 & 30 June 2021
	TAMWORTH	8, 9 & 10 December 2020
		9, 10 & 11 February 2021
		20, 21 & 22 April 2021
		22, 23 & 24 June 2021

Use Hand and Power Tools RTOID: 90886

Overview

This unit describes a participant's skills and knowledge required to use hand and power tools in the Resources and Infrastructure Industry.

This unit is appropriate for those working in operational roles.

Students will complete practical components in all units for this course in a simulated work-place environment.

Course covers unit of competency: RIISAM203D - Use hand and power tools.

Entry requirements or Pre-requisites

There are no entry requirements for this course. However, students must provide and wear their own appropriate work boots with a reinforced toe e.g. steel cap. Other required Personal Protection Equipment (PPE) will be provided.

We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	MAITLAND	22, 23 & 24 February 2021
	MAYFIELD	3, 4 & 5 May 2021
CENTRAL WEST	BATHURST	19, 20 & 21 January 2021
		13, 14 & 15 April 2021
	MUDGEES	2, 3 & 4 February 2021
		11, 12 & 13 May 2021
	ORANGE	9, 10 & 11 February 2021
		18, 19 & 20 May 2021
FAR WEST ORANA	DUBBO	16, 17 & 18 February 2021
		20, 21 & 22 April 2021
NEW ENGLAND NORTH WEST	ARMIDALE	23, 24 & 25 February 2021
		16, 17 & 18 June 2021
	MOREE	9, 10 & 11 February 2021
		25, 26 & 27 May 2021
	NARRABRI	7, 8 & 9 April 2021
	TAMWORTH	1, 2 & 3 March 2021
		17, 18 & 19 May 2021

Confined Spaces RTOID: 90886

Overview

This unit describes a participant's skills and knowledge required to enter and work in confined spaces in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles undertaking work in confined spaces.

Course covers unit of competency: RIIWHS202D - Enter and work in confined spaces.

Entry requirements or Pre-requisites

Learners will need to enter a dark, closely enclosed space wearing a breathing apparatus. People with claustrophobia or fear of dark spaces may not be able to complete this course.

If you have any concerns, please contact us.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	30 June & 1 July 2021
	MAITLAND	1 & 2 February 2021
	MAYFIELD	12 & 13 April 2021
	MUSWELLBROOK	11 & 12 January 2021
CENTRAL WEST	BATHURST	2 & 3 February 2021
	MUDGEES	6 & 7 July 2021
	ORANGE	4 & 5 May 2021
NEW ENGLAND NORTH WEST	INVERELL	20 & 21 April 2021
	MOREE	22 & 23 June 2021
	NARRABRI	16 & 17 March 2021
	TAMWORTH	2 & 3 February 2021
		11 & 12 May 2021

Safe Heights RT0ID: 90886

Overview

This unit describes a participant's skills and knowledge required to work safely at heights in the resources and infrastructure industries.

This unit is appropriate for those working in operational roles where they are required to perform work at heights.

Course covers unit of competency: *RIIWH5204D - Work safely at heights.*

Entry requirements or Pre-requisites

Learners will need to climb to a height and be suspended in a harness as part of the assessment. People with a fear of heights may not be able to complete this course.

If you have any concerns, please contact us.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	CESSNOCK	2 July 2021
	MAITLAND	3 February 2021
	MAYFIELD	14 April 2021
	MUSWELLBROOK	13 January 2021
CENTRAL WEST	BATHURST	9 June 2021
	MUDGEES	1 February 2021
	MUDGEES	5 July 2021
NEW ENGLAND NORTH WEST	ORANGE	3 May 2021
	INVERELL	19 April 2021
	MOREE	21 June 2021
	NARRABRI	15 March 2021
	TAMWORTH	1 February 2021
		10 May 2021

Accommodation Services RTOID: 90886

Overview

This course is designed for people wanting to enter the housekeeping/cleaning industry in a range of hospitality and accommodation venues.

This course is delivered over 5 days and includes accredited units of competency. Students will complete practical components under real working conditions.

Course covers unit of competency: SITHACS001 - Clean premises and equipment; SITHACS002 - Provide housekeeping services to guests; SITHACS003 - Prepare rooms for guests.

Entry requirements or Pre-requisites

Students do not require any previous qualification to undertake this course.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE
HUNTER	MAITLAND	18-22 January 2021
	MAYFIELD	15-19 March 2021
	WALLSEND	1-5 February 2021
CENTRAL WEST	BATHURST	12-16 April 2021
FAR WEST ORANA	DUBBO	1-5 February 2021
NEW ENGLAND NORTH WEST	TAMWORTH	8-12 February 2021

SIT30616 Certificate III in Hospitality RTOID: 91434

Overview

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, food and beverage and gaming.

Entry requirements or Pre-requisites

There are no entry requirements for this qualification.

Learners must complete a minimum of 36 Service Periods of work or work placement in a relevant hospitality venue to meet the requirements of SITHIND004 - Work effectively in hospitality service. A relevant venue means one that offers services that align with the course training plan e.g. where the course has a focus on bar and gaming operations, work placement must be completed in a venue with access to gaming machines and TAB outlet and an operating bar including beer taps and keg lines.

Learners should already hold an RSA and RCG Competency Card prior to commencing this course or undertake RSA and RCG training prior to commencing work placement.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE	WHEN
CENTRAL WEST	BATHURST	4 February 2021	Thurs/Fri for 19 Weeks
NEW ENGLAND NORTH WEST	TAMWORTH	8 March 2021	Mon/Tues/Wed for 17 Weeks

CPP30316 Certificate III in Cleaning Operations RT01D: 91434

Overview

This qualification reflects the role of cleaners responsible for undertaking a range of routine and non-routine tasks according to work schedules, liaising with clients and in some cases members of the public, and operating in a range of general residential and commercial settings as well as specialist cleaning environments.

The cleaner may work alone, with or without supervision, and has responsibility for selecting, preparing and using appropriate cleaning methods for a range of cleaning situations while ensuring safe work practices.

Entry requirements or Pre-requisites

There are no pre-requisites to this qualification. However, students must obtain a Police Check prior to commencing in this qualification as sector employers require this prior to work placement and access to client sites.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE	WHEN
HUNTER	MAITLAND	8 February 2021	Mon/Tues for 20 Weeks
	MAYFIELD	10 February 2021	Wed/Thurs for 20 Weeks

CHC32015 Certificate III in Community Services RTOID: 91434

Overview

This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

At this level, work takes place under the direction of others and supervision may be direct or indirect. Work may take place in a range of community services organisations.

Joblink Plus Training offers three elective streams in community services:

- Youth (introduction to youth work)
- Complex Barriers (mental health, alcohol and other drugs, homelessness)
- General (case management)

Contact us for a sample training plan.

Entry requirements or Pre-requisites

There are no pre-requisites to this qualification. However, students must obtain a NSW Working With Children Check issued by the NSW Office of the Children's Guardian, and Police Check prior to commencing in this qualification as sector employers require these checks prior to work placement.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE	WHEN
HUNTER	WALLSEND	30 November 2020	Mon/Tues/Wed for 17 Weeks
CENTRAL WEST	BATHURST	4 February 2021	Thurs/Fri for 19 Weeks
NEW ENGLAND NORTH WEST	TAMWORTH	24 November 2020	Tues/Wed for 19 Weeks

CHC33015 Certificate III in Individual Support (Ageing) RTOID: 91434

Overview

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

This course meets the requirements of the *Certificate III in Individual Support (Ageing)* specialty. Contact us for a sample training plan.

Entry requirements or Pre-requisites

There are no pre-requisites to this qualification. However, to achieve this qualification you must complete at least 120 hours of work or work placement to meet the requirements of the units of competency. Students must also obtain a Police Check and Working With Children Check issued by the NSW Office of the Children's Guardian prior to commencing in this qualification as sector employers require this prior to work placement.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE	WHEN
CENTRAL WEST	ORANGE	8 February 2021	Mon/Tues for 29 Weeks
FAR WEST ORANA	DUBBO	4 February 2021	Thurs/Fri for 29 Weeks
NEW ENGLAND NORTH WEST	INVERELL	2 February 2021	Tues/Wed/Thurs for 26 Weeks
	TAMWORTH	26 November 2020	Thurs/Fri for 29 Weeks

TLI30319 Certificate III in Supply Chain Operations RTOID: 91434

Overview

This is a qualification for those engaged in supply chain operations and includes specialisations for logistics and warehousing operations.

It involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in selecting equipment, services or contingency measures within known time constraints. It may also include responsibility for coordinating the work of others.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

- Logistics operator
- Warehouse operator
- Supply chain administration operator
- supply chain administration officer

Contact us for a sample training plan.

Entry requirements or Pre-requisites

There are no pre-requisites to this qualification.



We ask students to arrive at 8:30am ready for a 9am start.

REGION	SITE	DATE	WHEN
HUNTER	MAITLAND	1 February 2021	Mon/Tues for 21 Weeks
	MAYFIELD	3 February 2021	Wed/Thurs for 21 Weeks

Our Footprint

FAR WEST ORANA **NEW ENGLAND NORTH WEST**
CENTRAL WEST **HUNTER**

FAR WEST ORANA **NEW ENGLAND NORTH WEST**
CENTRAL WEST **HUNTER**

FAR WEST ORANA **NEW ENGLAND NORTH WEST**
CENTRAL WEST **HUNTER**

FAR WEST ORANA **NEW ENGLAND NORTH WEST**
CENTRAL WEST **HUNTER**



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