

# GET WHERE YOU WANT TO GO!

## NovaSkill – Port Macquarie Additional Local Courses

Course name and code	Cost	Dates	Times	Location
<b>RSA - Provide Responsible Service of Alcohol</b> (SITHFAB009A)	\$180 \$270 for RSA & RCG	Thurs 20 <sup>th</sup> Oct Thurs 17 <sup>th</sup> Nov Thurs 1 <sup>st</sup> Dec Thurs 15 <sup>th</sup> Dec	9.00 - 4pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>RCG Provide Responsible Gambling Services</b> (SITHGAM006A)	\$120 \$270 for RSA & RCG	Friday 21 <sup>st</sup> Oct Friday 18 <sup>th</sup> Nov Friday 2 <sup>nd</sup> Dec Friday 16 <sup>th</sup> Dec	9am – 4pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Safe Food Handling &amp; Hygiene</b> (SITXOHS002A) Follow workplace hygiene procedures	\$85 \$75 with Basic Barista	Friday 11 <sup>th</sup> Nov Friday 9 <sup>th</sup> Dec	9am – 3pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Basic Barista</b> (SITHFAB012A) Prepare and Serve Espresso Coffee	\$85 \$75 with Safe Food Handling & Hygiene	Thurs 10 <sup>th</sup> Nov Thurs 8 <sup>th</sup> Dec	9am – 3pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>4 Ingredients Course</b> Provide Responsible Service of Alcohol (SITHFAB009A) Provide responsible Gambling Services (SITHGAM006A) Safe Food Handling & Hygiene (SITXOHS002A) Follow Workplace Hygiene Procedures Basic Barista (SITHFAB012A) Prepare and Serve Espresso Coffee	\$370 (Usually \$470)	10 <sup>th</sup> 11 <sup>th</sup> 17 <sup>th</sup> 18 <sup>th</sup> November 8 <sup>th</sup> 9 <sup>th</sup> 15 <sup>th</sup> 16 <sup>th</sup> December	4 Days 9am – 4pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Boost Your Barista – NEW!</b> A high intensity course designed to fine tune your Barista skills. Focus on Speed, Consistency and Coffee Art. Allow yourself to get creative and improve your skills!	\$250	Monday 21 <sup>st</sup> Nov	2pm – 5pm 4 Sessions Mon, Tue, Wed, Thurs	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
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or email us at [mail@novaskill.com.au](mailto:mail@novaskill.com.au)



[www.novaskill.com.au](http://www.novaskill.com.au)



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<b>Food Safety Supervisors Training Course</b> <i>Applies to businesses serving food that is ready to eat, potentially hazardous and not sold and served in its package.</i> (SITXOHS002A) Follow workplace hygiene procedures (SITXFSA001A) Implement food safety procedures	\$175	<b>Night Course:</b> Wed 23 <sup>rd</sup> November Wed 14 <sup>th</sup> December	9am – 5pm  4pm – 9.30pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
		<b>ONLINE DELIVERY NOW AVAILABLE!</b>		
<b>Housekeeping – NEW!</b> An Accredited course proving participants with entry level skills for Housekeeping. A Work Experience Placement component allows participant to gain hands-on experience.	\$750	24 <sup>th</sup> October	9am – 3pm 5 days per week 2 weeks	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Certificate IV in Training and Assessment (TAE40110)</b> Experienced Trainers.....	\$1600	Contact for new year dates	2 days per week for 13 weeks	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
Upgrade (TAA40104 holders).....	\$960			
	\$210			
<b>Trade in your Tools – NEW!</b> Aimed at Tradesmen who are looking to move into a Supervisory/Management role. This course will provide the basic skills needed for Emailing, Word Processing and Excel Spreadsheets, as well as Small Business Operation. (BSBITU203A) Communicate Electronically (BSBITU201A) Produce simple word processed documents (BSBITU202A) Create and use spreadsheets (BSBSMB405A) Monitor and Manage small business operation	\$420	Tues 15 <sup>th</sup> November	3.30pm – 6.30pm Tuesday and Wednesday 4 weeks	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Senior First Aid *</b> (HLTFA1A) 4Life First Aid Manual and Workbook. Nationally Accredited statement of attainment Face Shield. Nationally recognised by Australian Quality Training Framework (AQTF)	\$125	Wed 19 <sup>th</sup> Oct Thurs 3 <sup>rd</sup> Nov Thurs 17 <sup>th</sup> Nov Thurs 1 <sup>st</sup> Dec Thurs 15 <sup>th</sup> Dec	9am – 3pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie

Branch	Address
Adamstown	116 Garden Grove Parade Adamstown, PO Box 236 Adamstown NSW 2289
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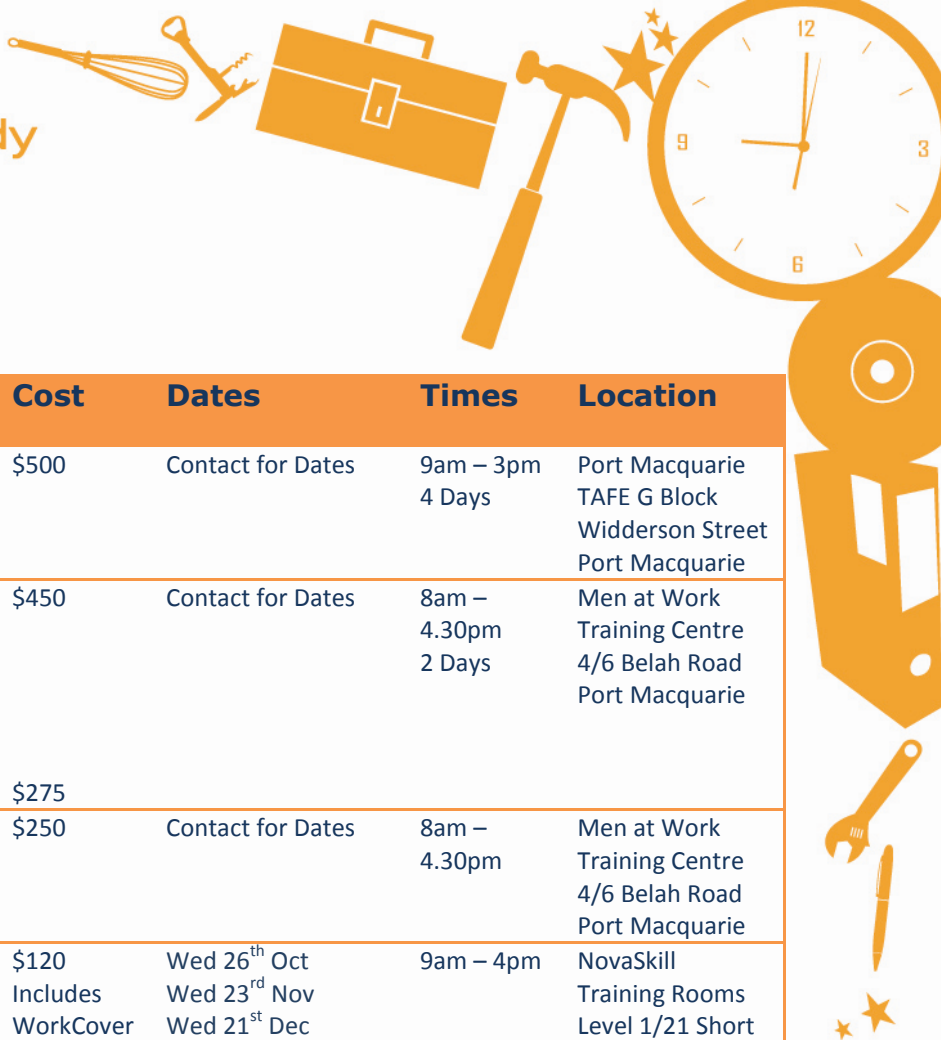


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<b>ChildSafe First Aid *</b> (HLTFA301B) Apply First Aid	\$125	Tues 8 <sup>th</sup> Nov Tues 6 <sup>th</sup> Dec	10am – 2pm	NovaSkill Training Rooms Level 1/21 Short Street, Port
<b>Aged Care Certificate III</b> (CHC30208)	\$2000pp	To be confirmed for new year	3 days per week for 13 weeks	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Occupational First Aid *</b> (HLTFA4026) Apply advanced first aid (HLTFA404A) Apply Advanced resuscitation techniques (PUAEME0026) Manage Injuries (PUAEME0036) Administer Oxygen in an emergency (RIIERR205A) Apply initial first aid response <b>Prerequisite: Senior First Aid</b>	\$595	Delivered on application	3 Days	Day 1 - Men at Work Training Centre Day 2 & 3 - NovaSkill Training Rooms, Level 1/21 Short Street, Port Macquarie
<b>OH&amp;S Consultation *</b> A WorkCover NSW accredited course for OH&S Reps & Committee Members, OH&S Officers & Mgt.	\$600	24 <sup>th</sup> 25 <sup>th</sup> November 1 <sup>st</sup> 2 <sup>nd</sup> December	9am – 4pm 4 days, 2 days per week over 2 consecutive weeks	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Return to Work Coordinator *</b> A WorkCover NSW accredited course designed specifically for Employers to provide the skills and knowledge to Return to Work Coordinators required to successfully manage workplace injuries and return to work of injured employees.	\$600	Delivered on application	9am – 3.30pm 2 Days	Konekt Training Rooms Suite 6, Level 1, Oxley House 133-137 Gordon Street, Port Macquarie
<b>Fire Extinguisher *</b> (PUAWER008A) Confine small workplace emergencies	\$155 \$275 with Fire Warden	Contact for Dates	4hrs 1 Day	Men at Work Training Centre 4/6 Belah Road Port Macquarie
<b>Warden – Fire and Evacuation *</b> (PUAWER005A) Operate as part of an emergency control organisation	\$155 \$275 with Fire Extinguish	Contact for Dates	4hrs 1Day	Men at Work Training Centre 4/6 Belah Road Port Macquarie
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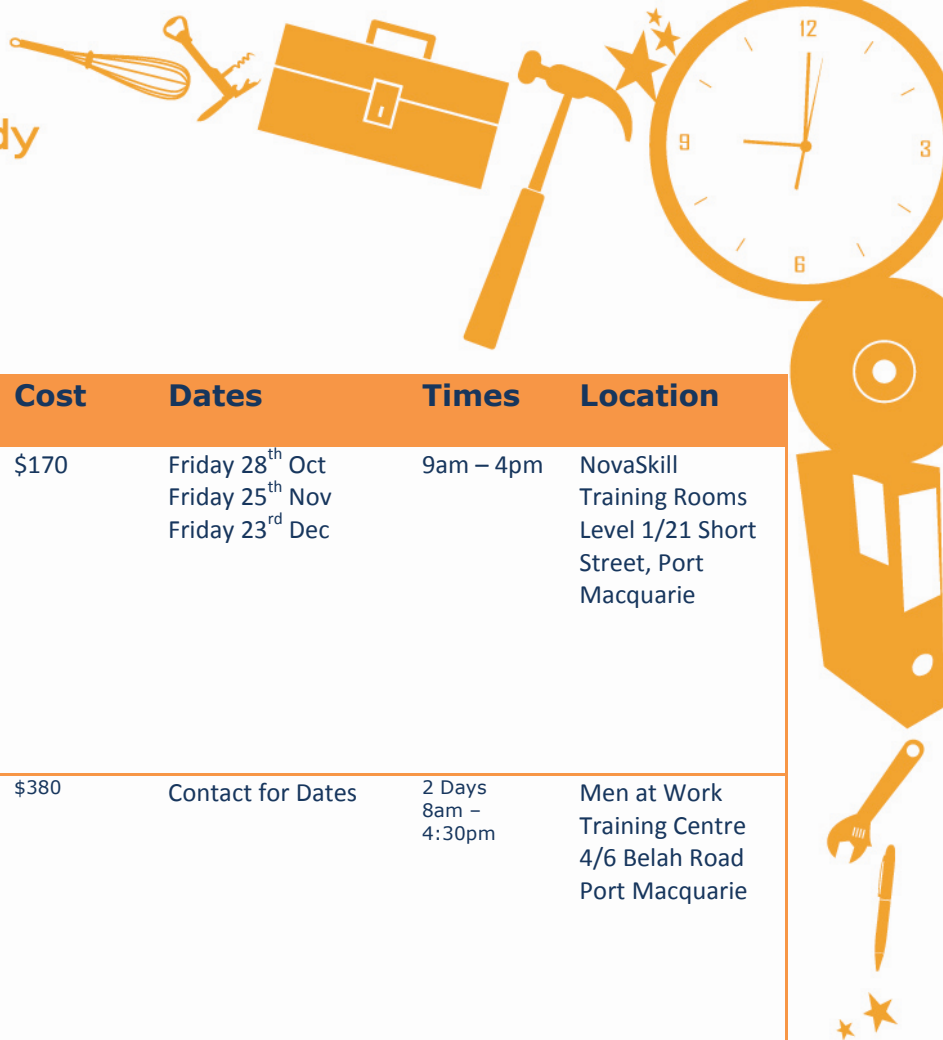


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<b>Operate a Forklift *</b> (TLILIC108A) Qualifies to operate a forklift. <i>100 point ID including 1 photo ID.</i>	\$500	Contact for Dates	9am – 3pm 4 Days	Port Macquarie TAFE G Block Widderson Street Port Macquarie
<b>Confined Spaces Initial *</b> (MSAPMPER200B) Work in accordance with an issued permit (MSAPMPER205B) Enter confined space (MSAPMPER202A) Observe work permit Refresher Course.....	\$450 \$275	Contact for Dates	8am – 4.30pm 2 Days	Men at Work Training Centre 4/6 Belah Road Port Macquarie
<b>Work Safely at Heights *</b> (CPCCCM1006A)	\$250	Contact for Dates	8am – 4.30pm	Men at Work Training Centre 4/6 Belah Road Port Macquarie
<b>OHS Whitecard *</b> (Formally OH&S Construction Greencard) CPCCOHS1001A – Work Safely in the Construction Industry. <i>Must have 100 point ID including 1 photo ID.</i>	\$120 Includes WorkCover Card	Wed 26 <sup>th</sup> Oct Wed 23 <sup>rd</sup> Nov Wed 21 <sup>st</sup> Dec	9am – 4pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Blue Card *</b> Traffic Controller RTA Licensed Training Required to operate an RTA stop/slow bat. <i>Must have OHS Whitecard, minimum Green P's drivers license, a NSW Traffic Controller Photo Card.</i>	\$170	Thurs 27 <sup>th</sup> Oct Thurs 24 <sup>th</sup> Nov Thurs 22 <sup>nd</sup> Dec	9am – 4pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Grey Card *</b> Traffic Controller (Non Construction) Provides training to personnel required to control traffic with a Stop/Slow bat in <b>non-construction industries</b> . It is applicable to <b>security staff, car park attendants and event staff</b> . <b>Please note that the course does not qualify participants to set up or work with traffic control plans.</b> <i>Must have: Minimum Green P's drivers license</i>	\$170	Contact for Dates	9am – 4pm	Men at Work Training Centre 4/6 Belah Road Port Macquarie

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<b>Yellow Card *</b> Introduction to Traffic control at Road Works. For any person required to set up & work with a Traffic Control Plan (TCP) issued by supervisors or line managers. <b>Note: Does not qualify to control traffic with a Stop/Slow bat, or select or modify existing TCP's.</b> <i>Must have Whitecard</i>	\$170	Friday 28 <sup>th</sup> Oct Friday 25 <sup>th</sup> Nov Friday 23 <sup>rd</sup> Dec	9am – 4pm	NovaSkill Training Rooms Level 1/21 Short Street, Port Macquarie
<b>Red Card *</b> Select/Modify Traffic Control Plans RTA Licensed Training to select & modify existing TCP's to suit work locations. <b>Must have 1 of the following:</b> <ul style="list-style-type: none"> <li>Min 12mths demonstrated industry experience in Traffic Control.</li> <li>Min 12mths demonstrated experience in Applying TCP's.</li> <li>Min 12mths demonstrated experience in road works &amp; traffic management. Or</li> </ul> Hold a current Select/Modify TCP photo card.	\$380	Contact for Dates	2 Days 8am – 4:30pm	Men at Work Training Centre 4/6 Belah Road Port Macquarie
<b>Orange Card *</b> Provides personnel the skills necessary to design new Traffic Control Plans (TCPs) for roadwork's as well as produce major upgrades to standard plans. It also teaches how to inspect traffic control plans on any road or construction site. <b>You must have:</b> <ul style="list-style-type: none"> <li>A current Select/Modify Traffic Control Plans Photo Card (Red Card)</li> </ul> Min 12mths demonstrated experience in selecting & modifying Traffic Control Plans	\$350	Contact for Dates	1 Day 8am – 4:30pm	Men at Work Training Centre 4/6 Belah Road Port Macquarie

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## GET WHERE YOU WANT TO GO!

To enquire further or enrol please contact:

**Dahna Willingham**

NovaSkill Port Macquarie

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White Card  
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