



# SKILLS TRAINING COURSE GUIDE 2025

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# Welcome

Welcome to Atwea College!

As a locally-based, not-for-profit organization, we are dedicated to supporting and empowering students throughout their educational journey.

Our mission is to offer accessible, high-quality learning opportunities—whether you're looking to pursue a passion, develop new skills, or advance your career.

With a rich history and strong community ties, Atwea College takes pride in connecting with people from all walks of life. These connections are at the heart of everything we do.

Our core values—integrity, innovation, and inclusion—shine through in our ability to collaborate and foster meaningful relationships within our community. We're committed to helping individuals unlock their full potential.

We look forward to being part of your learning experience at Atwea College!

*Helga Smit*

Chief Executive Officer





# About Atwea College

## Vision

Our vision is to provide quality and accessible learning opportunities that enhance people's lives and unlock potential

## Mission

Our mission is to continuously improve our services in accordance with our values to respond to learner's needs

## Values

Integrity | Inclusion | Innovation

Atwea College, formerly known as WEA Hunter (Worker's Educational Association), was established as a way of providing education to blue collar workers more than 100 years ago. Today, these humble beginnings remain a proud and fundamental part of our legacy, but we have become so much more.

The organisation is now one of the largest providers of community-based education in NSW, offering a diverse range of senior secondary and vocational education to thousands of students. We have locations around the Hunter and Mid North Coast regions, including: Newcastle, Raymond Terrace, Tuncurry and Cessnock.

Atwea makes a substantial contribution not just to the local economy but more importantly to the well-being of individuals within the community. This is predominately through skill enhancement, personal development or increased self-esteem, Atwea's objective of being a conduit through which individuals unlock their potential is being realised every day. We hope that by contributing to the development of individuals, Atwea in turn allows those individuals to contribute fully to their community and society in general.

With around 350 courses being offered each year, Atwea is committed to ensuring training is available to all sectors of the community, including business operators and corporate clients. No matter who the client is, Atwea's aim is to enhance people's lives by delivering quality learning, accessible to all.

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Atwea College is accredited by the Australian Skills Quality Authority as a Registered Training Organisation (RTO).

Legal name: Workers Educational Association – Hunter RTO code: 90020

Trading Names: Atwea College | Alesco Secondary College

Atwea College gratefully acknowledges the support of the Department of Education.

\*This training is subsidised by the NSW Government.

VSL = VET Student Loans, is a program that assists eligible students pay tuition fees for approved higher-level (diploma and above) vocational education and training (VET) courses.

# Available Courses

	SBAT	EVET	Traineeship / Apprenticeships	Smart & Skilled	Fee for Service	VET Student Loans
CUA30920 Certificate III in Music		•		•	•	
SHB50121 Diploma of Beauty Therapy				•	•	•
HLT52021 Diploma of Remedial Massage			•	•	•	•
SHB40121 Certificate IV in Beauty Therapy	•		•		•	
SHB30121 Certificate III in Beauty Services				•	•	
SHB30221 Certificate III in Make-Up	•	•		•	•	
SHB30321 Certificate III in Nail Technology				•	•	
CHC52021 Diploma of Community Services			•	•	•	•
CHC43015 Certificate IV in Ageing Support			•	•	•	
CHC40421 Certificate IV in Youth Work			•	•	•	
CHC43121 Certificate IV in Disability Support			•	•	•	
CHC33021 Certificate III in Individual Support	•	•	•	•	•	
CHC22015 Certificate II in Community Services				•	•	
BSB50120 Diploma of Business			•	•	•	•
BSB50420 Diploma of Leadership and Management			•	•	•	•
BSB40520 Certificate IV in Leadership and Management			•	•	•	
BSB40120 Certificate IV in Business			•	•	•	
BSB30120 Certificate III in Business	•	•	•	•	•	
BSB20120 Certificate II in Workplace Skills		•			•	
BSB10120 Certificate I in Workplace Skills	•		•	•	•	
SIR40316 Certificate IV in Retail Management			•	•	•	
SIR30216 Certificate III in Retail	•	•	•	•	•	
SIR20216 Certificate II in Retail Services	•	•	•	•	•	
SIT30622 Certificate III in Hospitality			•	•	•	
SIT20322 Certificate II in Hospitality	•	•		•	•	
SIT10222 Certificate I in Hospitality		•			•	
FSK20119 Certificate II in Skills for Work and Vocational Pathways				•	•	
FSK10219 Certificate I in Skills for Vocational Pathways				•	•	
FSK10119 Certificate I in Access to Vocational Pathways				•	•	

All qualifications outlined are nationally accredited and may be available through a Government Subsidy.

Please note: Face to face delivery may be undertaken through online webinars, students will be notified if any changes occur. Locations for courses may vary, see our website for further details: [www.atwea.edu.au](http://www.atwea.edu.au)



RTO Code: 90020

# Music Industry

Passionate about developing local talent, our program is dedicated to supporting people towards their goal of working in the music industry. We aim to provide students with opportunities to create and present creative work and live performances.

Alumni are gaining success in their chosen fields by obtaining employment in related areas or furthering their studies.



CUA30920

# Certificate III Music

This qualification offers individuals with a wide range of competencies that would allow them to work effectively in a music industry context, applying the practical and theoretical knowledge acquired. It is suitable for anyone wanting to develop a better understanding of the music sector. Individuals will receive support in a team environment.

**Requirements:**

No entry requirements.

**Delivery:**

The course is delivered face-to-face through classes.

**Fee:**

Full Fee-Paying may be available. This training may be subsidised by the NSW Government. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

**Potential job outcomes:**

Assistant Sound technician (Radio), Sound Assistant, Assistant Music Manager, Band Member.



# Health & Beauty

These courses allow participants to gain knowledge in a range of health and beauty related areas in order to provide highly professional and efficient services to clients.

Our students will learn a broad skillset in a range of areas, including: remedial massage, make-up application and general beauty services. Many of our health & beauty alumni have gained success in their chosen field by establishing their own business or gaining employment with other practitioners. If you have a desire for wanting to make people look and feel good, then this may be the perfect career path for you.



SHB50121

# Diploma Beauty Therapy

This qualification covers a wide range of beauty treatments and services that would be required skills for a career as a Beauty Therapist, including facial treatments, body massage, hair removal, lash/brow treatments and nail/make-up services. Participants will be well equipped to work in a relatively autonomous environment where they will be accountable for the self-directed application of knowledge and skills with substantial depth in some areas. Sufficient training for professional client consultation and how to sell cosmetic products are also included in this course.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered through face-to-face classes and a blended delivery is also available.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Beauty Therapist, Beautician, Salon Manager, Spa Therapist, Beauty Consultant and Beauty Trainer.

### Duration:

Please see website for details



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HLT52021

# Diploma Remedial Massage

This qualification offers participants the opportunity to develop the necessary skills to work as a competent and efficient Remedial Massage Therapist. It reflects the role of current professionals in this field who work with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered face-to-face through classes and practical work placement. It is also available as blended delivery. To complete this qualification students must have completed at least 200 hours of clinic as details in the Assessments requirements of units of competency.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Remedial Massage Therapist and Massage Therapist.

### Duration:

Please see website for details



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SHB40121

## Certificate IV Beauty Therapy

This qualification prepares individuals to work as beauty therapists and provide a range of beauty therapy treatments and services including lash and brow treatments, nail services, make-up, massage and waxing. Individuals are required to communicate with clients to recommend treatments, services, skin care and cosmetic products. These individuals are prepared for working independently in the industry.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes and is available as blended delivery.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Beauty Therapist and Senior Beauty Therapist.

### Duration:

Please see website for details



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SHB30121

## Certificate III Beauty Services

This qualification allows students to learn about how to conduct beauty services including nail, waxing, lash, brow and basic make-up services. These individuals will be given the support necessary to ensure they possess a range of well-developed technical and customer service skills over the duration of their course. This includes client consultation on beauty products and services. Typical work for graduates usually involves employment at beauty, waxing, brow and nail salons.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes and is also available as a blended delivery.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Beautician, Beauty Therapist and Cosmetic Consultant.

### Duration:

Please see website for details



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SHB30221

## Certificate III Make-Up

This qualification provides individuals with the opportunity to gain technical and consultation skills that would be useful for any Make-Up Artist role in the beauty industry. Graduates will be able to design and apply make-up for a range of different purposes and work cooperatively with various stakeholders, including photographers, fashion stylists and media production staff. They will also have the flexibility to work as part of a team or on a freelance basis.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes and is also available as blended delivery.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Specialist Make-Up Artists and Freelance Make-Up Artist.

### Duration:

Please see website for details



NATIONALLY RECOGNISED  
TRAINING

RTO Code: 90020

SHB30321

## Certificate III Nail Technology

This qualification would be suitable for anyone wanting to obtain employment as a nail technician to provide manicure and pedicure services including the application of nail art and nail enhancements. These individuals will be trained in communicating effectively with clients, particularly in relation to recommended client consultation on nail care products and services.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes and is also available as blended delivery.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Specialist Nail Technician and Nail Technician.

### Duration:

Please see website for details



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Community Services offers you a career that allows you to be involved in a broad range of services which provide support to individuals and groups.

Working in the Community Services sector is more than just a job, it is an investment in the health and wellbeing of the people and community around you.

If you are drawn to wanting to support and help others then perhaps a career in aged care or youth work is what you are looking for.

A young male healthcare worker with dark hair, glasses, and a beard, wearing blue scrubs and a white ID badge, is smiling warmly. He is holding the hand of an elderly man with white hair, a full white beard, and glasses. The elderly man is wearing a grey V-neck sweater over a white t-shirt and blue jeans, and is leaning on a wooden cane. They are standing in a bright, modern kitchen with white cabinetry and a dark range hood. The overall atmosphere is positive and supportive.

# Community Services

CHC52021

## Diploma Community Services

This qualification will prepare participants for roles in community services, case management, social housing and various other related areas. Over the duration of the course, individuals will learn the skills and training necessary to manage, co-ordinate and / or deliver person-centered services to individuals, groups and communities. In addition to this, participants are fully prepared in being able to provide supervision to other workers and volunteers.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered through online learning and practical work placement. It is also available as blended delivery.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Community Care Manager, Volunteer Coordinator, Family Services Coordinator, Support Facilitator (Community Services), Community Housing Resources Worker, Community Development Worker for Social Housing, Community Recreation Coordinator, Housing Manager, Community Services Coordinator, Case Coordinator (Disability), Youth Housing Support Worker, Family Support Worker, Pastoral Care Counselor, Youth Worker, Welfare Support Worker.

### Duration:

Please see website for details



RTO Code: 90020

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CHC43015

## Certificate IV Ageing Support

This qualification enables individuals to undertake special tasks and functions in aged care services, either in residential home, community based environments upon completion. Participants will be required to take responsibility for their own outputs within defined organisation guidelines and maintain a high level of service delivery through the development, facilitation and review of individualised service planning and delivery.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered through online learning and practical work placement. It is also available as blended delivery.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Community Program Coordinator, Residential Care Worker, Support Worker (Community Services), Care Supervisor, Accommodation Support Worker, Personal Care Worker, Personal Caregiver, Assistant Hostel Supervisor, Personal Care Assistant, Residential Care Officer, Day Activity Worker and Care Team Leader.

### Duration:

Please see website for details



RTO Code: 90020



CHC40421

## Certificate IV Youth Work

This qualification provides individuals who fully complete this course with the skillset to be able to develop and facilitate programs for young people through a range of community-based programs. These programs are specially designed to address the social, behavioural, health, welfare, developmental and protection needs of young people. Qualified Youth Workers may receive employment in community, government and youth sector agencies and will most likely be responsible for implementing policies and guidelines with autonomous decision making capacity under the supervision of a manager.

### Requirements:

No entry requirements. Study options include specialising in aging, disability or dual.

### Delivery:

The course is delivered face-to-face through classes and is also available as blended delivery.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Youth Worker, Youth and Family Services Officer.

### Duration:

Please see website for details

CHC43121

## Certificate IV Disability Support

This qualification reflects the role of disability support workers in a variety of different community settings and client homes. This includes providing support in a way that empowers people with disabilities to achieve a greater level of independence, self-reliance, community participation and well-being. Participants are also trained to promote a person-centred approach, work without direct supervision and manage a small team.

### Requirements:

Entry requirements include:

CHC33021 Certificate III in Individual Support (Ageing and Disability), or  
CHC33015 Certificate III in Individual Support (Disability), or  
CHC30408 Certificate III in Disability plus  
CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

### Delivery:

The course is delivered face-to-face through classes and is also available as blended delivery.

### Fee:

Full Fee-Paying may be available. This training may be subsidised by the NSW Government. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Lifestyle Support Officer, Community Development Officer, Senior Personal Care Assistant, Behavioural Support Officer, Disability Team Leader, Disability Support Assistant (Schools), Project Officer, Senior Disability Worker, Social Educator (Disability), Support Facilitator (Disability), Local Area Coordinator, Disability Service Officer.

### Duration:

Please see website for details



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CHC33021

## Certificate III Individual Support

This qualification supports learners to provide person-centric support to people who may require assistance due to ageing, disability or other similar reasons. Individuals are equipped with relevant theoretical knowledge of the concepts and practices necessary to provide person centered-support. Work involved in these roles requires discretion and judgment in relation to individual support as well as taking responsibility for your own outputs.

### Requirements:

No requirements. You can select from the study options to specialise in ageing, disability or dual.

### Delivery:

The course is delivered face-to-face through classes and practical work placement. It is also available as blended delivery. To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Home Respite Worker, Community Access Coordinator, Accommodation Support Worker, Community Care Worker, Disability Service Officer, Care Worker, Community House Worker, Home Care Assistance, Residential Support Worker, Family Support Worker, School Support Officer (Disability) and Residential Aide.

### Duration:

Please see website for details



RTO Code: 90020

CHC22015

## Certificate II Community Services

This qualification can be used as a pathway to pursue a career within the community services sector. In the role as a community service worker, you may be required to be the first point of contact and assist individuals in meeting their immediate needs. At this level, work usually takes place under direct, regular supervision within clearly defined guidelines.

### Requirements:

No requirements.

### Delivery:

The course is delivered face-to-face through classes.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Personal Care Assistant, Care Service Employee, Community Services Contact Officer, Care Worker, Personal Care Worker, Support Worker (Community Services) and Assistant Community Services Worker.

### Duration:

Please see website for details



RTO Code: 90020



# Business

There will always be opportunities within the business world for dedicated, professional and qualified people. If you consider yourself to be analytical and enjoy problem solving as well as working in a team environment, then this could be the right career path for you.

Our business qualifications are accredited courses that help you become job ready and provide a broad knowledge of skills that would be useful in any office environment.



BSB50120

# Diploma of Business

This qualification has the potential to open up new pathways into the business world for individuals wanting to start a career in this sector. Participants will work towards developing the skills and knowledge required to successfully work across a broad range of business related fields. This course could also be suitable for those who possess sound theoretical business skills and knowledge and would like to develop these in order to create further educational and/ or employment opportunities.

**Requirements:**

No entry requirements.

**Delivery:**

This course is delivered online.

**Fee:**

VET Student Loans may be available. Full Fee-Paying may be available. This training may be subsidised by the NSW Government. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

**Potential job outcomes:**

Executive Officer, Project Consultant, Administrator, Corporate Services Manager, Legal Practice Manager, Business Development Manager, Project Coordinator, Business Sales Team Leader.

**Duration:**

Please see website for details



RTO Code: 90020

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BSB50420

# Diploma Leadership and Management

This qualification supports the growth and development of individuals to be able to apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. This course is suitable for anyone wanting to take the next step in leadership and obtain the skills necessary to be able to support individuals and teams to meet organisational or enterprise requirements. This is including the ability to plan, design, apply and evaluate solutions to unpredictable problems.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered online.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Senior Manager (Public Sector), Business Development Manager, Business Manager, Distribution Centre Manager, Legal Practice Manager, Production Manager, Operations Manager, Public Sector Manager and Office Manager.

### Duration:

Please see website for details



BSB40520

# Certificate IV Leadership and Management

This qualification enables participants to further develop leadership and management skills in order to unlock the maximum potential within their career. Individuals within the course are equipped with information that would be relevant to persons in management positions such as providing leadership, guidance and support to others. In addition to this, they would be required to manage predictable and non-predictable problems as well as being able to evaluate information from a variety of sources.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered online.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Frontline Sales Manager, Team Leader, Production Supervisor, Supervisor, Warehouse Team Leader, Sales Team Manager, Line Manager, Coordinator (Business Operations).

### Duration:

Please see website for details



BSB40120

## Certificate IV Business

This qualification reflects the role of individuals in a variety of Business Service job roles, who may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. The skills and knowledge gained from this qualification, will help to apply solutions to a range of unpredictable problems and analyse information from a variety of sources.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes, workshops and group activities and practical experiences. Also available online.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Middle leadership positions and those in business positions that require a higher level of business skill.

### Duration:

Please see website for details



RTO Code: 90020

BSB30120

## Certificate III Business

This qualification provides the skillset to work in entry level office roles effectively and perform a range of routine tasks under direct supervision. Participants cover important fields for office positions, such as practical office skills and fundamental operational knowledge in a define context. This course is suitable for anyone wanting to pursue a career in the dynamic and diverse world of business.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes, workshops and group activities and practical experiences. Also available online.

### Fee:

This training may be subsidised by the NSW Government. Full fee paying may be available. Fees may apply, eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Middle leadership positions and those in business positions that require a higher level of business skill.

### Duration:

Please see website for details



RTO Code: 90020



BSB20120

## Certificate II Workplace Skills

This qualification is suitable for individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. Individuals will learn a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

**Requirements:**

No entry requirements.

**Delivery:**

The course is delivered face-to-face through classes, workshops and group activities and practical experiences.

**Fee:**

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

**Potential job outcomes:**

Receptionist and Clerical Staff.

**Duration:**

Please see website for details



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BSB10120

## Certificate I Workplace Skills

This qualification is suitable for individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. Individuals will learn a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

**Requirements:**

No entry requirements.

**Delivery:**

The course is delivered face-to-face through classes, workshops and group activities and practical experiences.

**Fee:**

This training may be subsidised by the NSW Government. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

**Potential job outcomes:**

Receptionist; Basic Clerical Staff.

**Duration:**

Please see website for details



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TRAINING

RTO Code: 90020





# Hospitality & Retail

The retail and hospitality sectors are fast-paced and ever-changing in nature. Organisations within these sectors rely on the capability of their employees to represent their business in a positive and professional manner. Our courses prepare individuals with the skill set and knowledge to be able to do this effectively. If you enjoy interacting and connecting with people, then this may be the right career path for you.



SIR40316

## Certificate IV Retail Management

This qualification enable participants to confidently lead a front line team and manage day-to-day operations of a retail store or department store to a high level standard. These individuals will work independently, taking responsibility for their own functions and tasks acquired. This course will provide a pathway to work in a range of retail settings including specialty retailers, supermarkets and department stores.

### Requirements:

Entry to this qualification is open to individuals who have achieved a Certificate III in Retail or have a relevant industry employment experience in a job role that has involved the application of skills and knowledge described in core units of competency from the SIR30216 Certificate III in Retail.

### Delivery:

The course is delivered face-to-face through classes and is available as blended delivery.

### Fee:

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Store Manager and Department Manager.

### Duration:

Please see website for details



SIR30216

## Certificate III Retail

This qualification can provide a pathway to work in a diverse range of settings within a retail environment including specialty retailers, department stores and retail fast food outlets. It reflects the role of individuals who have the responsibility of effectively communicating with the customer, maintaining daily store operations and delivering on expectations set by the organisation. Individuals will obtain the skills necessary to work independently or under limited supervision and monitor day-to-day workplace operations.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes, workshops and group activities and practical experiences.

### Fee:

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Sales Team Leader (Retail), Customer Service Representative, Retail Supervisor, Cashier, Sales Assistant, Team Leader, Retail Assistant.

### Duration:

Please see website for details



SIR20216

## Certificate II Retail Services

This qualification reflects the role of frontline retail team members who are able to perform a defined range of operational skills to efficiently undertake workplace activities. They are mainly involved in, customer service and work under the direct supervision of others. Participants who obtain this qualification are provided with new pathways to perform roles including Frontline Team Member, Customer Service Assistant, Point-of-Sale Operator and various other relevant positions.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes, workshops, group activities and practical experiences.

### Fee:

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Cashier, Food Sales Assistant (Fast Food Outlets).

### Duration:

Please see website for details



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TRAINING

RTO Code: 90020

SIT30622

## Certificate III Hospitality

Individuals with engaging and dynamic people skills are highly suitable for the fast-paced environment of the hospitality sector. This qualification prepares participants with useful skills required to be able to effectively manage a range of different hospitality roles and workplaces under limited supervision. It also allows for specialisation in accommodation services, food and beverage and gaming.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes, workshops, group activities and practical experiences.

### Fee:

Full Fee-Paying may be available. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Waiter, Reception, Housekeeper (Hotel/Motel), Bar Attendant, Barista and Gaming Attendant.

### Duration:

Please see website for details



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TRAINING

RTO Code: 90020



SIT20322

## Certificate II Hospitality

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering, clubs, pubs, cafes and coffee shops. Individuals who are part of this course will learn a range of hospitality operational skills as well as basic industry knowledge. They will be prepared with training in customer service, handling day-to-day operations and working effectively within a team environment.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes, workshops, group activities and practical experiences.

### Fee:

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Cafe Attendant, Catering Assistant, Bar Attendant, Porter.

### Duration:

Please see website for details



NATIONALLY RECOGNISED  
TRAINING

RTO Code: 90020

SIT10222

## Certificate I Hospitality

This qualification provides individuals with the knowledge to be able to work effectively and take on a range of routine hospitality roles, upon completion of the course. It offers participants with the opportunity to work in a range of different hospitality settings, these include: restaurants, hotels, motels, catering operations, clubs, pubs and cafes. They will usually work under close supervision and be provided with a clear direction for tasks.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes.

### Fee:

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Kitchenhand and Housekeeping Assistant.

### Duration:

Please see website for details



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# Pathways

If you're not sure what pathway you want to go down, then one of your Vocational Pathway courses could be the best solution to provide you with more direction. These courses often lead to further professional development or employment and offer entry level digital literacy and a range of other skills for increased employability.





**FSK20119**

## **Certificate II Skills for Work & Vocational Pathways**

This qualification is designed for individuals who require further foundational skills to prepare for workforce entry or vocational training pathways.

**Suitable for individuals who require:**

- A pathway to employment or vocational training
- Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- Entry level digital literacy and employability skills
- Vocational training and employment plan

**Requirements:**

No entry requirements.

**Delivery:**

The course is delivered face-to-face through classes, workshops, group activities and practical experiences.

**Fee:**

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

**Potential job outcomes:**

Develop skills that can lead to further pathways in learning and professional development or employment.

**Duration:**

Please see website for details



RTO Code: 90020



FSK10219

## Certificate I Skills for Vocational Pathways

This qualification is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development.

### Suitable for individuals who require:

- A prevocational pathway to employment and vocational training
- Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 2
- Entry level digital technology and employability skills
- Education, training and employment goals

Foundation Skills Training Package qualifications may not be listed as an entry requirement for vocational qualifications.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes, workshops, group activities and practical experiences.

### Fee:

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Develop skills that can lead to further pathways in learning and professional development or employment.

### Duration:

Please see website for details



RTO Code: 90020

FSK10119

## Certificate I Access to Vocational Pathways

This qualification is designed for individuals who require significant foundation skills support to access a vocational learning pathway.

### Suitable for individuals who require:

- A prevocational pathway to employment and vocational training
- Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 1
- Entry level digital technology and employability skills

Foundation Skills Training Package qualifications may not be listed as an entry requirement for vocational qualifications.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered face-to-face through classes, workshops, group activities and practical experiences.

### Fee:

This training may be subsidised by the NSW Government. Full Fee-Paying may be available. Fees may apply. Eligibility criteria applies. Please contact us to discuss fee structure.

### Potential job outcomes:

Develop skills that can lead to further pathways in learning and professional development or employment.

### Duration:

Please see website for details



RTO Code: 90020

# Skill Sets

Build your employability prospects and build your confidence! These skill sets will help you to start finding work, lead to further study and build your career.



## Jump Start Your Career

# Retail

This short course will give you the skills and knowledge for entry into the Retail Services industry. This course would suit students who are interested in a career in the retail environment. The transferable knowledge, skills and attitudes acquired by students in this course will also be of value in future study and daily life.

### Requirements:

No entry requirements.

### Delivery:

The course is delivered through face-to-face classes, with online elements.

### Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

### Potential job outcomes:

Retail store assistant.

### Duration:

Please see website for details



RTO Code: 90020

## Jump Start Your Career

# Hospitality

This short course provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, cafes and coffee shops. This course includes SITHFAB021 Provide Responsible Service of Alcohol and SITHGAM022 Provide Responsible Gambling Services.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered face-to-face through classes, workshops, group activities and practical experiences.

### Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

### Potential job outcomes:

Pub and club worker, cafe worker and waitstaff.

### Duration:

Please see website for details



RTO Code: 90020



## Jump Start Your Career

# Digital Entry Skill Set

This skill set has nationally recognised entry-level units of competency and suitable for employment in the Business Services industry. This course would suit students who are interested in a career in the office or business environment and in other personal contact & service occupations. The knowledge, skills and attitudes acquired by students in this course will also be of value in future study and daily life.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered face-to-face through classes, with online elements.

### Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

### Potential job outcomes:

Retail store assistant.

### Duration:

Please see website for details



## Jump Start Your Career

# Digital Intermediate Skill Set

This skill set has nationally recognised entry-level units of competency and suitable for employment in the Business Service industry. This course would suit students who are interested in a career in the office or business environment and in other personal contact and service occupations. The knowledge, skills and attitudes acquired by students in this course will also be of value in future study and daily life.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered face-to-face through classes, with online elements.

### Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

### Potential job outcomes:

Retail store assistant.

### Duration:

Please see website for details



## Jump Start Your Career

# Ageing and Disability

This skill set reflects the role of individuals seeking to enter employment in community, home or residential care. The case for starting your career in aged care is strong, with the job outlook and predicted career opportunities being robust. The role is expected to grow by 25.4% in the next five years (Seek), with the Australian government predicting this will be equivalent to about 179,000 job openings.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered face-to-face through classes, with online elements.

### Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

### Potential job outcomes:

Care Assistant, Home Care Assistant and Support Worker.

### Duration:

Please see website for details



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## Jump Start Your Career

# Beauty Services

The Beauty Industry is an exciting, rapidly growing space that can offer a range of roles that'll keep you on your feet and allow you to help people feel amazing. You'll see people at their best and become a trusted advisor to your clients. Beauty is a booming industry and employs over 120,700 workers in Australia. It's also projected to grow annually by over 3.5%. In particular, strong growth for Beauty Therapists is expected to continue, with employment levels in Australia projected to reach around 50,700 by 2024.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered face-to-face through classes, workshops and group activities and practical experiences.

### Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

### Potential job outcomes:

Become a self employed beauty artist or work in a salon, from home or function related. Other employment opportunities available.

### Duration:

Please see website for details



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# Responsible Service of Alcohol

## SITHFAB021 Provide Responsible Service of Alcohol

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, wineries, breweries and distilleries. After successful completion you will be issued an RSA competency card from Liquor and Gaming NSW.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered face-to-face through classes with an assessment required to pass the course.

### Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

### Potential job outcomes:

Bar Attendant, Waitstaff, Bar Manager and Venue Security.

### Duration:

1 Day class with assessment.



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# Responsible Conduct of Gambling

## SITHGAM022 Provide Responsible Gambling Services

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.

### Requirements:

No entry requirements.

### Delivery:

This course is delivered face-to-face through classes with an assessment required to pass the course. Minimum attendance hours are required in accordance.

### Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

### Potential job outcomes:

Gaming Attendant, Gaming Manager, Bar Attendant, Venue Security and Hotel Cashier.

### Duration:

1 Day class with assessment.



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# RSA and RCG

**SITHFAB021 Provide Responsible Service of Alcohol**  
**SITHGAM022 Provide Responsible Gambling Services**

This package includes both SITHFAB021 Provide Responsible Service of Alcohol and SITHGAM022 Provide Responsible Gambling Services. This course is essential for anyone looking to work in the hospitality industry. After successful completion of your RSA you will be issued an RSA competency card from Liquor and Gaming NSW (L&GNSW). On successful completion of your RCG course, L&GNSW will send you the link and log-in details to complete the mandatory L&GNSW online RCG assessment. The online assessment comprises of 30 multiple choice, True/False and scenario-based questions. You need to score 100% to pass and have unlimited attempts to pass. The assessment is expected to take 20 minutes to complete. On passing the assessment L&GNSW will email you an RCG interim certificate. The interim certificate is valid for 90 days and allows you to work immediately.

## Requirements:

No entry requirements.

## Delivery:

This course is delivered face-to-face through classes with an assessment required to pass the course.

## Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

## Potential job outcomes:

Bar Attendant, Waitstaff, Bar Manager, Venue Security, Gaming Attendant and Gaming Manager.

## Duration:

1 Day class with assessment.



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# First Aid

**HLTAID011 Provide First Aid**

Gain the skills and knowledge required to provide a first aid response to a casualty. This unit is suitable for all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

## Requirements:

No entry requirements.

## Delivery:

Online study plus 1 day face to face practical.

## Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

## Potential job outcomes:

There are a range of situations including community and workplace settings that you may be required to provide a first aid response.

## Duration:

1 Day class with assessment.



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# Provide Cardiopulmonary Resuscitation

**HLTAID009**

Gain the skills and knowledge required to provide a first aid response to a casualty. This unit is suitable for all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings. Includes HLTAID009 Provide cardiopulmonary resuscitation.

## Requirements:

No entry requirements.

## Delivery:

This course is delivered through a 1 ½ day workshop.

## Fee:

This training is subsidised by the NSW Government. Eligibility criteria applies.

## Potential job outcomes:

There are a range of situations including community and workplace settings that you may be required to provide a first aid response.

## Duration:

Half day with assessment.



RTO Code: 90020



## Student Support Services

Our Student Support Services team specialise in supporting our students through their educational journey. We aim to help students achieve their learning goals and enter positive and long-term employment or further study. Our team will also assist students who may be going through crisis and refer them to the help they need.

### Areas that we can assist with:

- Pre-training review (PRT) suitability activities
- Study skills and academic support
- Wellbeing support and agency referrals
- Advocacy regarding reasonable adjustment of learning and assessment
- Supporting transitions into further education, training and education
- Language, Literacy and Numeracy (LLN) support through our team of volunteers
- Assistance with finding quality time to study

Contact - (02) 4925 4200 or [support@atwea.edu.au](mailto:support@atwea.edu.au)

## How to Enrol

 02 4925 4200

 [enrolments@atwea.edu.au](mailto:enrolments@atwea.edu.au)

 [www.atwea.edu.au](http://www.atwea.edu.au)

### Fees

**PaySmart:** Atwea College offers PaySmart for students that are unable to pay their course in full. Pay a deposit and sign up to pay off your course at regular intervals, direct from your bank account. Terms and conditions apply.

Atwea College is accredited by the Australian Skills Quality Authority as a registered training organisation (RTO)

Legal Name: Workers Educational Association – Hunter RTO code: 90020.

Trading Names: Atwea College | Alesco Secondary College

Atwea College gratefully acknowledges the support of the Department of Education.

**VET Student Loans**

An Australian Government Initiative



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RTO Code: 90020





# Atwea College

## Our Campuses

### Head Office

112 Lake Road Elmore Vale NSW 2287  
Phone: 02 4925 4200  
Email: [enquiries@atwea.edu.au](mailto:enquiries@atwea.edu.au)

### Newcastle Campus

100 Laman Street Newcastle NSW 2300  
Phone: 02 4925 4200  
Email: [enquiries@atwea.edu.au](mailto:enquiries@atwea.edu.au)

### Tuncurry Campus

Cnr Manning & Lake Streets Tuncurry NSW 2428  
Phone: 02 6554 9215  
Email: [enquiries@atwea.edu.au](mailto:enquiries@atwea.edu.au)

### Newcastle West Campus

796 Hunter Street Newcastle West NSW 2302  
Phone: 02 4925 4200  
Email: [enquiries@atwea.edu.au](mailto:enquiries@atwea.edu.au)

### Raymond Terrace Campus

15 William Street Raymond Terrace NSW 2324  
Phone: 02 4925 4200  
Email: [enquiries@atwea.edu.au](mailto:enquiries@atwea.edu.au)



[www.atwea.edu.au](http://www.atwea.edu.au)

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