REGIONAL WORKFORCE TRANSITION SUPPORT

Develop or diversify your skills - Program 4

Skills Assure
Proud to be a Queensland Government subsidised training provider

If you're thinking about learning new skills, upskilling or diversifying and expanding your business, this program offers a range of opportunities. Building your skills can set you up for volunteering, part time work or new streams of income such as working in licensed premises, coffee shops and food outlets. If you're looking to learn or brush up on your Microsoft Word and Excel skills, this is a great opportunity.

This mix of accredited and non-accredited units will provide you with the skills and knowledge to:

- serve alcohol legally and responsibly in a licensed venue in Queensland
- prepare and serve a range of espresso coffees
- handle or serve food safely in any type of food outlet
- use Microsoft software confidently and efficiently

DURATION: 5 Days

Fully funded under the Workforce Transition Support program. Eligibility criteria applies. Availability of equipment in certain locations may require changes to classes offered.

Tuesday 19/4/22	Wednesday 20/4/22	Thursday 21/4/22	Tuesday 26/4/22	Wednesday 27/4/2
MS Office - Word: Beginners Workshop (NONAC08039) **MS Office - Word: Intermediate Workshop** (NONAC08040)	**MS Office - Excel: Beginners Workshop** (NONAC08058) **MS Office - Excel: Intermediate Workshop** (NONAC08059)	**Basic Barista** (NONAC11001)	**Provide Responsible Service of Alcohol** (SITSS00055)	**Food Handling (Hygiene) Skill Set** (SITSS00050)

When	Where
From Tuesday 19th April to Friday 27th April From 8:30am to 3:30pm each day Please enquire as soon as possible as places are limited. Applications required by **Wednesday 6th April 2022**	**TOOWOOMBA** **TAFE QLD Campus** **100 Bridge Street** **Toowoomba, QLD 4350**

For more information or to apply call (07) 4694 1944

or email WTSP.Southwest@tafeqld.edu.au

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