

# REGIONAL WORKFORCE TRANSITION SUPPORT

Develop or diversify your skills - Program 4



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.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>MS Office - Word: Beginners Workshop</b> (NONAC08039) <b>MS Office - Word: Intermediate Workshop</b> (NONAC08040)	<b>MS Office - Excel: Beginners Workshop</b> (NONAC08058) <b>MS Office - Excel: Intermediate Workshop</b> (NONAC08059)	<b>Provide Responsible Service of Alcohol</b> (SITSS00055)	<b>Food Handling (Hygiene) Skill Set</b> (SITSS00050)	<b>Basic Barista</b> (NONAC11001)

When	Where
<b>From Monday 6<sup>th</sup> June to Friday 10<sup>th</sup> June</b> From 8:30am to 3:30pm each day Please enquire as soon as possible as places are limited. Applications required by <b>Wednesday 25<sup>th</sup> May 2022</b>	<b>ROCKHAMPTON</b>  <b>Location:</b> TBA

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

or email [WTSP.Southwest@tafeqld.edu.au](mailto:WTSP.Southwest@tafeqld.edu.au)

1300 308 233

[tafeqld.edu.au](http://tafeqld.edu.au)

