

# RURAL SUPPORT TRAINING

## Community Development 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
- utilise Microsoft Word and Excel

Duration: 5 Days

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

Monday	Tuesday	Wednesday	Thursday	Friday
Microsoft Office - Word: Beginners Workshop (NONAC08039)	Microsoft Office - Excel: Beginners Workshop (NONAC08058)	Provide Responsible Service of Alcohol (SITSS00055)	Food Handling (Hygiene) (SITSS00050)	Basic Barista (NONAC11002)
Microsoft Office - Word: Intermediate Workshop (NONAC08040)	Microsoft Office - Excel: Intermediate Workshop (NONAC08059)			

### When

**Monday 12<sup>th</sup> April to Friday 16<sup>th</sup> April 2021**

From 8:30am to 3:30pm each day

Please enquire as soon as possible as places are limited.  
Applications required by 26<sup>th</sup> March 2021

### Where

**ALEXANDRA HILLS**

#### Location:

TAFE QLD Alexandra Hills Campus  
Windemere Road, Alexandra Hills, QLD 4161

For more information or to apply call (07) 4160 4450

or email [ruralsupporttraining.southwest@tafe.qld.edu.au](mailto:ruralsupporttraining.southwest@tafe.qld.edu.au)

 1300 308 233

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

