



# 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)	Responsible Service of Alcohol Skillset (RSA) (SITSS00055)	Food Handling (Hygiene) Skill Set (SITSS00050)	Basic Barista (NONAC11001)
Microsoft Office – Word: Intermediate Workshop (NONAC08040)	Microsoft Office – Excel: Intermediate Workshop (NONAC08059)			

### When

**Monday 24<sup>th</sup> May to Friday 28<sup>th</sup> May 2021**

8:30am – 3:30pm each day

Please enquire as soon as possible as places are limited.  
Applications required by 7<sup>th</sup> May 2021

### Where

**TOOWOOMBA**

TAFE Queensland Toowoomba campus  
100 Bridge Street, Toowoomba

**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)**

