

# 2025 COURSE GUIDE



**RIVERINA  
COMMUNITY  
COLLEGE**

The **VERTO** Group



# WELCOME TO RIVERINA COMMUNITY COLLEGE

Welcome to Riverina Community College (RCC), your gateway to quality education and training! We are thrilled to have you join our vibrant learning community as you embark on your journey of personal and professional growth.

As a trusted Registered Training Organisation (RTO), we are committed to providing a supportive and inclusive environment that fosters your unique learning needs and aspirations.

We offer a wide range of training, from non-accredited programs to Certificate II and up to Diploma level qualifications.

Our dedicated team of experienced educators and staff are here to guide you through an enriching and rewarding educational experience. Whether you are pursuing a new career, upskilling, or seeking personal development, we are here to empower you with the knowledge and skills you need to succeed.

Get ready to explore new horizons, unlock your potential, and make lifelong connections at RCC. Together, we will shape a brighter future!

RCC understands that one size doesn't fit all. We believe in putting you in control and giving you choices about how and when you want to learn.

We can deliver training via:

- Face to face classes
- Online learning
- Mixed mode
- Flexible work based
- Traineeships and apprenticeships
- Tailored options.

RCC is a proud partner with the NSW Government, contracted to deliver training under Smart and Skilled and Adult Community Education (ACE). Eligibility criteria apply and concessions may be available.

RCC is part of The VERTO Group, a not-for-profit organisation that remains steadfast in its dedication to improving the lives of individuals and the communities we serve.

For further information, conditions and eligibility criteria, call 1800 000 212 or visit <https://www.riverinacc.edu.au/>

Nationally Recognised Training is an accredited program of study that leads to vocational qualifications and credentials that are recognised across Australia. Only registered training organisations that meet government quality standards can provide nationally recognised training. It includes accredited courses and endorsed training package qualifications.





# FULL QUALIFICATIONS

# BUSINESS AND LEADERSHIP

## BSB30120 CERTIFICATE III IN BUSINESS

Looking to discover more about how the business world works? Our Certificate III in Business will help you take that next step.

### What you will learn:

- The importance of continuous improvement
- Team effectiveness
- Promote innovation in a team environment
- Create and use databases
- Create electronic presentations
- Design and produce text documents.

### Potential career options:

- Administration
- Office Assistant
- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Payroll Officer.

**Delivery:** This training is available as a traineeship, or via supported online learning.

## BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Are you ready for a career in the business world? This qualification focuses on developing the knowledge and skills you need to get started!

### What you will learn:

- Basic computer literacy
- Use of business technology
- Customer service
- Work effectively in a team and office environment.

### Potential career options:

- Administration
- Office Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist.

**Delivery:** This training is available via supported online learning.



## BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

Do you see yourself as an emerging leader or manager? Take the next step in your career with our Certificate IV in Leadership and Management.

### What you will learn:

- How to demonstrate leadership in the workplace
- Lead effective workplace relationships
- Coordinate business operation plans
- Develop personal work priorities
- Communicate effectively as a workplace leader
- Coordinate business resources
- Undertake project work
- Write complex documents.

### Potential career options:

- Team Leader/Manager
- Administration Manager
- Office Manager
- Supervisor
- Program Coordinator
- Customer Service Advisor.

**Delivery:** This training is available as a traineeship, or via supported online learning.

## BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

Are you looking to enhance your leadership and management skills? This diploma will give you the edge you need across a range of industries.

### What you will learn:

- How to communicate with influence
- Develop critical thinking in others
- Manage business operational plans
- Lead and manage effective workplace relationships
- Develop and use emotional intelligence
- Manage team effectiveness
- Develop administrative systems
- Manage people performance
- Facilitate continuous improvement
- Manage business risk.

### Potential career options:

- Team Leader
- Operations Manager
- Office Manager
- Regional Manager
- Customer Service Manager
- Department Manager.

**Delivery:** This training is available as a traineeship, or via supported online learning.



# COMMUNITY AND HEALTH

## CHC43121 CERTIFICATE IV IN DISABILITY SUPPORT

Working in the disability sector is more than just a job, it's a chance to give something back to the community and enrich the lives of people with disability.

### What you will learn:

- How to provide person-centred services to people with disability
- Facilitate community participation and social inclusion
- Work with diverse people
- Provide individualised support
- Manage legal and ethical compliance
- Recognise healthy body systems
- Follow safe work practices for direct client care.

### Potential career options:

- Disability Officer Day Support
- Disability Support Worker
- Drug and Alcohol Worker.

**Delivery:** This training is available face to face, as a traineeship, or via supported online learning.

Entry requirements for this qualification are:  
Completion of: CHC33021 Certificate III in Individual Support (Disability) OR  
Completion of: CHC33015 Certificate III in Individual Support (Disability) OR  
Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

## CHC33021 CERTIFICATE III IN INDIVIDUAL SUPPORT

For those passionate about helping others, especially in aged or disability care, this qualification is an ideal starting point. It equips you with the skills and knowledge necessary for roles in community, home, or residential care settings, focusing on person-centred support due to ageing, disability, or other factors.

### What you will learn:

- How to provide individualised support
- Support independence and wellbeing
- Communicate and work in health or community services
- Work with diverse people
- Recognise healthy body systems
- Follow safe work practices for direct client care.

### Potential career options:

- Accommodation Support Worker
- Food Services Worker (Aged Care)
- Personal Caregiver
- Respite Care Worker.

**Delivery:** This training is available face to face, as a traineeship, or via supported online learning.

You must complete at least 120 hours of work placement to meet the minimum requirements of this qualification. Work placement will provide the hands-on experience you need to succeed.

## CHC43015 CERTIFICATE IV IN AGEING SUPPORT

If you are interested in a fulfilling and rewarding career in aged care, or are already working in aged care and want to take the next step in your career, join us for our Certificate IV in Ageing Support!

### What you will learn:

- Facilitate the empowerment of older people
- Implement interventions with older people at risk
- Support independence and wellbeing
- Build relationships with carers and families
- Deliver care services using a palliative approach
- Work with diverse people
- Follow safe work practices for direct client care.

### Potential career options:

- Aged Care Worker
- Care Service Team Leader
- Care Supervisor (Aged Care).

**Delivery:** This training is available face to face, as a traineeship, or via supported online learning.

You must complete at least 120 hours of work placement to meet the minimum requirements of this qualification. Work placement will provide the hands-on experience you need to succeed.



# HOSPITALITY

## SIT30622 CERTIFICATE III IN HOSPITALITY

Hospitality is a fast-paced and dynamic industry with a range of career options waiting for you! The Certificate III in Hospitality will give you the skills and knowledge you need to succeed!

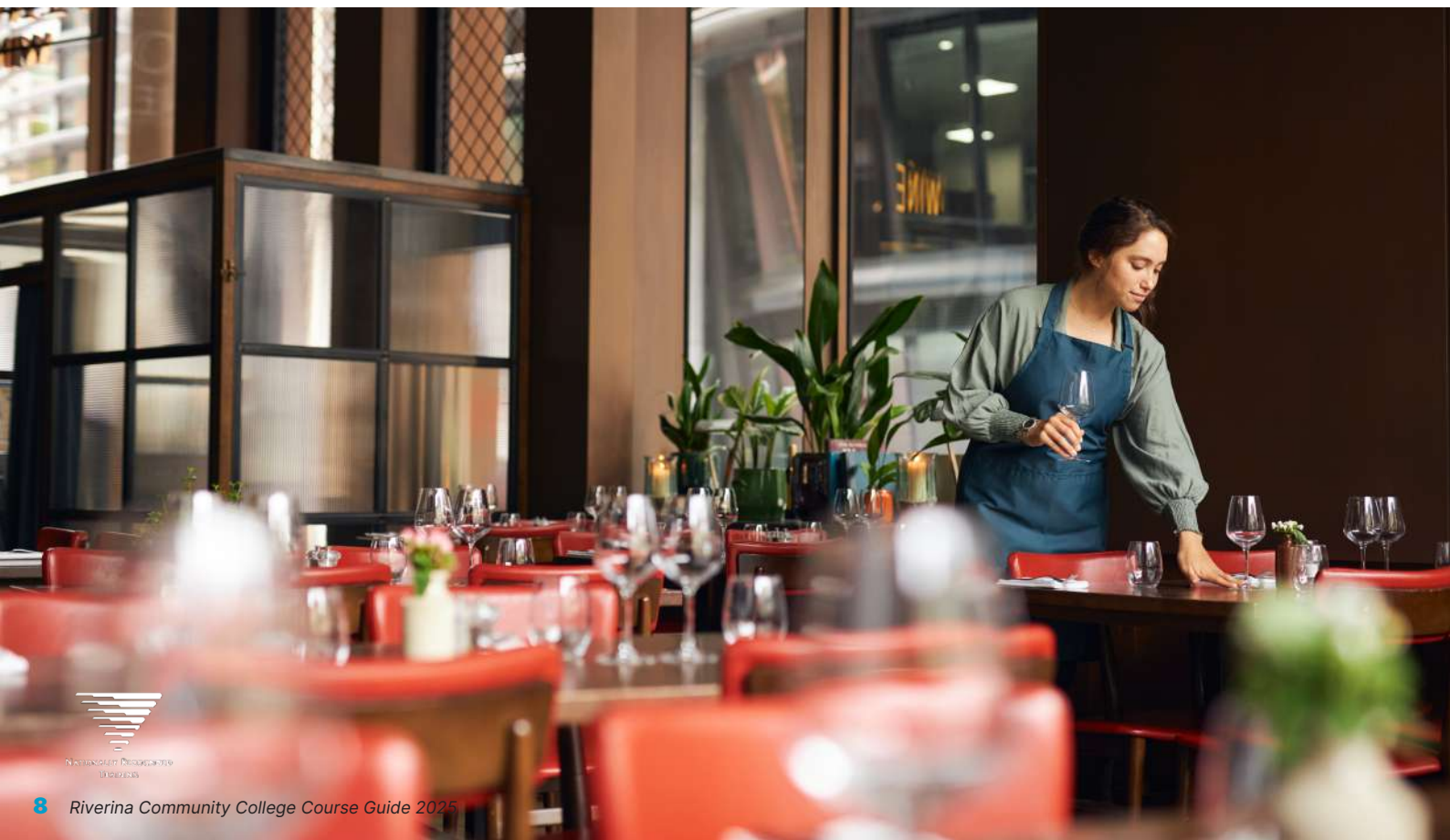
### What you will learn:

- Skills to work effectively in hospitality service
- Provide service to customers
- Source and use information on the hospitality industry
- Show social and cultural sensitivity
- Coach others in job skills
- Safe work practices
- Work effectively with others.

### Potential career options:

- Espresso Coffee Machine Operator
- Food and Beverage Attendant
- Front Desk Receptionist
- Gaming Attendant
- Housekeeper
- Restaurant Host
- Senior Bar Attendant
- Waiter.

**Delivery:** This training is available as a traineeship.



# HAIR, BEAUTY AND MAKEUP

## SHB30416 CERTIFICATE III IN HAIRDRESSING

Unleash your creative flair with our Certificate III in Hairdressing. This course equips you with essential sales, consultation, and technical skills for diverse hairdressing services. Perfect for those eager to excel in the dynamic world of hair artistry in Australia.

### What you will learn:

- Providing service to clients in a salon
- Colouring and foiling
- Haircutting
- Up styles for events
- Chemical relaxation treatments
- Hair braiding
- Knowledge of hair products
- Salon operations.

**Delivery:** This training is ONLY available as an apprenticeship.

## SHB30516 - CERTIFICATE III IN BARBERING

A Certificate III in Barbering is a vocational qualification designed to provide students with the skills and knowledge required to work as professional barbers.

### What you will learn:

- Haircutting - Techniques for various styles, including fades, tapers, and classic cuts.
- Shaving and Beard Trimming
- Clipper and Scissor Work
- Hair and Scalp Care
- Customer Service
- Salon operations
- Product knowledge

**Delivery:** This training is ONLY available as an apprenticeship.

## SHB20216 CERTIFICATE II IN SALON ASSISTANT

Embark on a journey into the glamorous world of hairdressing with our Certificate II in Salon Assistant! Perfect for aspiring stylists and salon enthusiasts, this comprehensive course equips you with essential skills and knowledge to thrive in the fast-paced salon environment.

### What you will learn:

- Shampoo and basin services
- Applying hair colour
- How to maintain and organise tools, equipment and work areas
- Salon financial transactions
- Salon operations
- Hair braiding
- Knowledge of hair products

**Delivery:** This training is ONLY available face to face.

## SHB30221 CERTIFICATE III IN MAKEUP

Unlock your creative potential and embark on a glamorous journey with our Certificate III in Makeup! Dive deep into the captivating world of makeup artistry where you'll master the art of transformation and beauty enhancement.

### What you will learn:

- Providing service to clients in a salon
- Cosmetic tanning
- Make up application
- Eyebrow and eyelash tinting
- Work health and safety
- Waxing- including female intimate waxing
- Ear piercing.

**Delivery:** This training is ONLY available face to face.

### SHB30121 CERTIFICATE III IN BEAUTY SERVICES

Unlock your potential with this comprehensive qualification in beauty services, you'll gain the knowledge and skills needed to excel in the beauty sector. From waxing and makeup application to nail care and body treatment.

#### What you will learn:

- Providing service to clients in a salon
- Cosmetic tanning
- Make up application
- Manicure and pedicure services
- Work health and safety
- Eyelash and eyebrow tinting
- Waxing - including female intimate waxing
- Ear piercing.

**Delivery:** This training is ONLY available face to face.

### SHB40121 CERTIFICATE IV IN BEAUTY THERAPY

Highly regarded and comprehensive program designed to elevate your beauty career to the next level. This qualification delves deep into the beauty and wellness industry, equipping you with the advanced knowledge and skills necessary to excel as a professional beauty therapist.

#### What you will learn:

- Providing service to clients in a salon
- Cosmetic tanning
- Make up application
- Manicure and pedicures
- Eyebrow and eyelash tinting
- Work health and safety
- Waxing- including female intimate waxing
- Ear piercing
- Facials and massaging.

**Delivery:** This training is ONLY available face to face.





# SHORT COURSES



# HOSPITALITY

## SITXFSA005 USE HYGIENIC PRACTICES FOR FOOD SAFETY

### What you will learn:

The skills and knowledge to:

- Use hygiene practices for food safety in all hospitality situations
- Apply this knowledge in a practical scenario.

### On successful completion, you will be issued a Statement of Attainment in:

- SITXFSA005 Use hygienic practices for food safety.

### Delivery:

- Online self-directed Knowledge Assessment must be successfully completed prior to the Practical Assessment day.
- One day (6 hours) face to face Practical Assessment held at RCC.

You must wear enclosed shoes, long pants, hair tied back neatly and no jewellery.

## NON ACCREDITED BARISTA

One day delivery

### What you will learn:

- Types of coffee
- How to make the perfect espresso
- How to texture milk
- Trouble shooting coffee machine and grinder.

## SITXFSA006 PARTICIPATE IN SAFE FOOD HANDLING PRACTICES

### What you will learn:

- The skills and knowledge required for a Food Safety Supervisor Certificate.
- This course is also suitable for re-certification.

### On successful completion you will be issued a Statement of Attainment in:

- SITXFSA006 Participate in safe food handling practices and;
- On successful completion of both SITXFSA005 (or SITXFSA001) and SITXFSA006 a Food Safety Supervisor (FSS) Certificate will be issued.

### Delivery:

- Online self-directed Knowledge Assessment must be completed prior to the Practical Assessment day.
- Two (2) to three (3) hours face to face Practical Assessment held at RCC (by appointment).

You must wear enclosed shoes, long pants, hair tied back neatly and no jewellery.

**Pre-requisites for entry:** Completion of SITXFSA001 Use hygienic practices for food safety or SITXFSA005 Use hygienic practices for food safety.





# WORKPLACE SAFETY AND COMPLIANCE

## CPCWHS1001 PREPARE TO WORK SAFELY IN THE CONSTRUCTION INDUSTRY

### What you will learn:

Are you interested in working in traffic control or on work and construction sites? This course covers the essential requirements needed to work safely in the construction industry.

### On successful completion, you will receive a Statement of Attainment in:

- CPCWHS1001 Prepare to work safely in the construction industry
- Recognition through SafeWork NSW and issuance of an interim Statement of Training valid for 60 days.

**Delivery:** One full day training and assessment delivered face to face.

You must be 14 years and over. Enclosed shoes must be worn. You must bring 100 points of original ID on the day of training. [www.safework.nsw.gov.au/licences-and-registrations/licences/evidence-of-identity](http://www.safework.nsw.gov.au/licences-and-registrations/licences/evidence-of-identity)

## HLTWHS005 CONDUCT MANUAL TASKS SAFELY

In this course you will learn to recognise potentially hazardous manual tasks and then prepare for and complete those tasks in a safe manner.

The course is suitable for all workers involved in manual handling tasks.

**On successful completion, you will be issued a Statement of Attainment in:**  
HLTWHS005 Conduct manual tasks safely

**Delivery:** Online delivery for theory and face to face assessment in the workplace or at RCC for a minimum of two (2) hours.

# FIRST AID

## HLTHPS006 ASSIST CLIENTS WITH MEDICATION

### What you will learn:

Students will learn the skills and knowledge required to safely prepare for and provide support to clients requiring assistance with medication as a personal care worker in a community, or residential aged care setting, under the supervision and delegation of a registered nurse.

This course is relevant for students currently working in aged care or disability support settings to aid or provide assistance with medication administration.

### Delivery:

- Online self-directed Knowledge Assessment to be completed prior to the Practical Assessment.
- Two (2) hour face to face Practical Assessment in the workplace or at RCC.

## HLTAID011 PROVIDE FIRST AID

### What you will learn:

The skills and knowledge required to provide a first aid response to a casualty. This course is perfect for you if you are working in a professional workplace or community environment.

### On successful completion, you will receive a Statement of Attainment in:

- HLTAID011 Provide first aid.

This unit requires students to demonstrate the required Cardiopulmonary Resuscitation (CPR) skills in line with the Australian Resuscitation Council (ARC) guidelines.

### Delivery:

- Online self-directed Knowledge Assessment must be successfully completed prior to the Practical Assessment.
- One day (7 hours) face to face Practical Assessment conducted at RCC or other approved locations.

To successfully complete the practical assessment you must be capable of demonstrating your first aid skills in several scenarios including performing at least 2 minutes (5 cycles) of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) on an adult and infant resuscitation mannequin placed on the floor. It is recommended that CPR skills be refreshed every 12 months. First aiders must renew their qualification every three (3) years.



## HLTAID009 PROVIDE CARDIOPULMONARY RESUSCITATION

### What you will learn:

You will gain the skills and knowledge required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) guidelines. Training includes how to respond to an emergency situation, and how to communicate the details of the emergency to various people. This course is perfect if your industry requires an update of your CPR training, or if you want to complete a refresher of your CPR skills.

### On successful completion, you will receive a Statement of Attainment in:

- HLTAID009 Provide cardiopulmonary resuscitation.

### Delivery:

- Online self-directed Knowledge Assessment must be successfully completed prior to the Practical Assessment.
- Four (4) hour face to face Practical Assessment conducted at RCC or other approved locations.

To successfully complete the practical assessment you must be capable of demonstrating your first aid skills in several scenarios including performing at least 2 minutes (5 cycles) of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) on an adult and infant resuscitation mannequin placed on the floor. It is recommended that CPR skills be refreshed every 12 months.

## HLTAID012 PROVIDE FIRST AID IN AN EDUCATION AND CARE SETTING

### What you will learn:

The skills and knowledge required to provide a first aid response to infants and children in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies. This course is perfect for you if you are working in an education and care setting where you are required to respond to a first aid emergency, including asthma and anaphylactic emergencies.

### On successful completion, you will receive a Statement of Attainment in:

- HLTAID012 Provide First Aid in an education and care setting.

### Delivery:

- Online self-directed Knowledge Assessment must be successfully completed prior to the Practical Assessment.
- One day (7 hours) face to face Practical Assessment conducted at RCC or other approved locations.

To successfully complete the practical assessment you must be capable of demonstrating your first aid skills in several scenarios including performing at least 2 minutes (5 cycles) of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) on an adult and infant resuscitation mannequin placed on the floor. It is recommended that CPR skills be refreshed every 12 months. First aiders must renew their qualification every three (3) years.



# RSA AND RCG

## **SITHFAB021 PROVIDE RESPONSIBLE SERVICE OF ALCOHOL (RSA)**

## **SITHGAM022 PROVIDE RESPONSIBLE GAMBLING SERVICES (RCG)**

### **What you will learn:**

The skills and knowledge to:

- Responsibly sell, serve or supply alcohol, and;
- Provide responsible gambling services, and assist customers who may be at risk or experiencing harm from gambling.

These courses will enable you to work in a licensed premises (hotel, restaurant or pub) as well as registered clubs.

### **On successful completion, you will receive a Statement of Attainment in:**

- SITHFAB021 Provide responsible service of alcohol (RSA) and/or;
- SITHGAM022 Provide responsible gambling services.

You do not need to be 18 years or older to complete the courses, however, it is the minimum legal age required to use the certification. You must bring photo identification on the day of training.

Once training and assessment is completed, you will be required to take your interim certificate with 100 points of ID to a Service NSW outlet to apply for your photo competency card.

### **Delivery:**

*RSA:* One full day of training and assessment delivered face to face.

*RCG:* One full day of training and assessment delivered face to face.



# TRAINEESHIPS AND APPRENTICESHIPS

RCC offers the flexibility to pursue your qualification through either a traineeship or apprenticeship which are formal training programs that combine employment with training.

An apprenticeship or traineeship is one of the best ways to gain hands-on training and earn a nationally recognised qualification while being paid. More than just a foot in the door, these opportunities provide you with the skills that employers are looking for and are a great way to start your career. You can even begin your apprenticeship or traineeship while you're still in school, and many of these programs are fee-free.

RCC offers a wide range of traineeship and apprenticeship options across various industries, providing a diverse set of career pathways for learners.

These programs are not only beneficial for individuals seeking practical skills and professional development but also for employers, who can nurture a skilled workforce and access government incentives and support for taking on apprentices and trainees.



# APPRENTICESHIPS

RCC are able to provide training for apprentices in:



**BARBERING**



**HAIRDRESSING**

# TRAINEESHIPS

RCC is able to provide training for trainees in:



**BUSINESS**



**HOSPITALITY**



**INDIVIDUAL SUPPORT**



**LEADERSHIP AND  
MANAGEMENT**

# SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS

RCC is able to provide training for school-based apprentices and trainees in:



**BARBERING**



**BUSINESS**



**INDIVIDUAL SUPPORT**



