

Vocational Non-Accredited Short Courses

Coates Hospitality Services, trading as Australian Training & Consulting (ATAC) - RTO 90886, will be delivering, assessing and issuing Certificates of Attendance to participating students who have successfully completed the following short courses.



Please note: These Non-Accredited Certificates confirm that the holder attended the course and was not assessed for course competence.

All students need a USI for vocational courses - for more information you go to www.usi.gov.au or enquire at your local college

Job Search Training

This course is ideal for all people wanting to improve their job-search skills. Participants will gain the necessary information, skills and confidence to ensure that the workplace will have trained operators. This is a non-accredited course, participants will receive a Certificate of Attendance upon completion.

Registered Training Organisation: ATAC (RTO 90886)

Cost: \$120 (Min. 8, Max. 20)

Inverell

When: Tuesday 15th August, 9am - 4pm

Workplace Responsibility

This course provides new and existing employees with the knowledge and understanding of their

responsibilities and their employer's responsibilities at work, and an understanding of attitudes at work and the importance of fitting in to the workplace and with workmates.

This is a non-accredited course, participants will receive a Certificate of Attendance upon completion.

Registered Training Organisation: ATAC (RTO 90886)

Cost: \$120 (Min. 8, Max. 20)

Inverell

When: Wednesday 16th August, 9am - 4pm

Employability Skills

A must-attend course for new employees just starting work and unemployed persons seeking work. Ideally suited to organisations employing a number of new starters at the one time and can be linked with compulsory induction training to provide a 'ready for work' package.

This is a non-accredited course, participants will receive a Certificate of Attendance upon completion.

Registered Training Organisation: ATAC (RTO 90886)

Cost: \$120 (Min. 8, Max. 20)

Gunnedah

When: Monday 28th August, 9am - 4pm

Inverell

When: Thursday 17th August, 9am - 4pm