

EDUCATING WESTERN SYDNEY
FOR OVER 30 YEARS



WE EDUCATE FOR LIFE



SUMMER/AUTUMN 2019 COURSE PROGRAM

Leisure and life skills courses | Work and computer skills training | Small business training

 parramattacollege.com.au | YOUR NEXT LEARNING ADVENTURE AWAITS >



CONTENTS

LEISURE & LIFE	4
• Creative Skills	4
• Health & Wellbeing	6
• Culture, Wealth DIY and Home & Garden	8
QUALIFICATIONS/SKILL SETS	10
PROFESSIONAL DEVELOPMENT	12
COMPUTER TRAINING	13
ENGLISH LANGUAGE	14
LANGUAGES	15
ENROLMENT INFORMATION	16

 **LIKE US**
/parramattacollege

 **FOLLOW US**
@ParraCollege

 **FOLLOW US**
the_parramatta_college

 **JOIN US**
the-parramatta-college

CALL US OR ENROL ONLINE

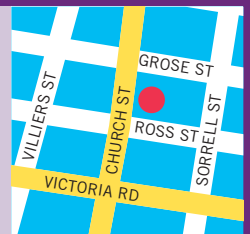
Enrol early to secure your spot. Courses run on demand.

W parramattacollege.com.au
P 02 9687 2072
E admin@parramattacollege.com.au

To enrol visit us: Level 1, 410 Church Street,
North Parramatta (enter via Ross St)
RTO 90276 | ABN 22614310587

WESTERN SYDNEY SKILLS HUB

TRAINING ROOMS
Suite 34, Level 3,
410 Church St,
North Parramatta



WE OPERATE FOR SOCIAL PURPOSE

The Parramatta College operates for social purpose as a not-for-profit organisation. This means that the fee from every course you book with us is reinvested back into the College so that we can continue to provide quality adult learning opportunities for you and your community.

STAY IN TOUCH

Subscribe to our e-newsletter today. Visit our website to sign up.



UNDERSTANDING SYMBOLS



Government Subsidised Training

(Eligible students only – see information below)

In 2018 specific courses subsidised by the NSW Government may be available to eligible students.

Primary eligibility requirements include –

- An Australian citizen or Permanent resident or a New Zealand citizen
- A humanitarian visa holder (Refugee or asylum seeker)
- Living or working in NSW (or Australian Aboriginal or Torres Strait Islander living in a defined interstate NSW border area)
- Aged 15 years or older
- No longer in secondary education (home schooled students exempted)

Eligibility requirements for concession and/or fee exemption include –

- Aboriginal and Torres Strait Islander
- People with a disability including their dependents, spouse or partner of a Disability Support Pension recipient
- Commonwealth Welfare Recipient
- Long term unemployed
- Refugees and asylum seekers



Nationally Recognised Training

The course is either an accredited course or is a unit, or units, of competence from a training package and leads to a Nationally Recognised qualification.



Flexible Learning

Self-paced study with tutor support.



PaySmart

Part payments of fees. If a course is more than \$250 and is longer than 4 weeks, you can arrange direct debit billing via PaySmart. Conditions apply.



Early Bird (EB)

Some courses are eligible for a reduced Early Bird Fee. The Early Bird Fee ends 2 weeks prior to course start date. Refer to our website for current pricing.



Hub Club (HC)

The Hub Club is a membership scheme which offers FREE or discounted courses for members. To find out about how you can become a Hub Club member call or visit our website. More information on Page 9.



GIFT VOUCHERS

Gift vouchers are available for purchase. Call us or **visit our website to purchase.**

WE ARE NOW OFFERING PATHWAYS TO THE TAE40116 CERTIFICATE IV IN TRAINING & ASSESSMENT!

If you are involved in training be aware that if you wish to continue to teach accredited courses in the VET sector it will be mandatory to hold the TAE40116 Certificate IV in Training and Assessment, as of 1st April 2019.

However if you already hold the TAE40110 you only need to successfully complete two units (TAELLN411 & TAEASS502) to continue to teach accredited courses in the VET sector.

Great news, The Parramatta College are offering both options!

So you can either complete the full TAE40116, OR if you already hold the TAE40110 just complete those two units that you need. See page 10 for details.

Please note this is general advice. Information about the relevant standards can be found on the Government's ASQA website.



LEISURE & LIFE

CREATIVE SKILLS

Cake Decorating

Learn to create wonderful birthday, engagement, wedding and christening cakes with fondant icing. Practice the art of moulded flowers, decorations and piping. This is formal decoration not butter cream icing.

Two classes available!
See timetable for details.

Crash course in Crocheting

Learn the basics of crocheting in this introductory course. Explore the stitches, how to start and finish and the correct tools in this taster course. We'll look at the trends in crochet and share some patterns to get you started. Or refresh your knowledge if you are coming back to crochet, and reignite your enthusiasm.

See timetable for details

Digital Photography for Beginners

Take good pictures with your digital camera. Field trips will be made including night time around Parramatta and other locations. You will learn about composition as well as other useful tips to take that great shot. Bring your digital camera (manual SLR is preferred). The course covers all the basic controls of a camera, e.g. lenses, filters, storage etc, and how to compose a picture. This is a beginners guide to photography.

See timetable for details

Guitar – Beginners and Continuing

Bring your guitar and improve your playing skills in a relaxed group of musically minded people. You don't have to be able to play or read music. Suitable for beginners or for those who wish to continue their guitar practice as the tutor will adjust to your level.

See timetable for details

Make a Macrame Wall Hanging or Pot Plant Holder

Learn macramé, the 70's style that has made a comeback! By the end of the course you will have made a stylish wall hanging or pot plant holder.

See timetable for details

Sketching Parramatta

Summer is the perfect time to soak up the sun and sketch the historic sights of Parramatta. This class is suitable for beginners as well as those who have some experience. You will learn about perspective, light, tone and composition in an outdoor setting, via pencil drawings and watercolour painting.

See timetable for details



Course Name	Fee	Date	Time	Session Information	Location	Symbol
Creative Skills						
Cake Decorating - Daytimes	Fee: \$260 Early Birds: \$239 <i>Materials Fee</i>	Wed 6 Feb Wed 1 May	10:00am-1:00pm	5 x 3 hrs	Ross Street Office	
Cake Decorating - Evenings	Fee: \$260 Early Birds: \$239 <i>Small Materials Fee</i>	Thur 7 Feb Thur 2 May	6:15pm-9:15pm 6:15pm-9:15pm	5 x 3 hrs 5 x 3 hrs	Ross Street Office	
Crash Course in Crocheting	Fee: \$75 Early Birds: \$62 <i>Small Materials Fee</i>	Sat 9 Feb Sat 4 May	9:00am-1:00pm 9:00am-1:00pm	1 x 4 hrs 1 x 4 hrs	Western Sydney Skills Hub	
Creative Writing	Fee: \$250 Early Birds: \$199	Sat 9 Feb Sat 4 May	9:30am-12:30pm	3 x 3 hrs	Western Sydney Skills Hub	
Digital Photography for Beginners	Fee: \$250 Early Birds: \$210	Wed 6 Feb Thur 7 Feb Wed 1 May Thur 2 May	6:30pm-8:30pm 6:30pm-8:30pm 6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs 8 x 2 hrs	Arthur Phillip High School	

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Creative Skills (continued)						
Drawing and Painting – All Levels	Fee: \$260 Early Birds: \$210 <i>Small Materials Fee</i>	Wed 6 Feb Wed 1 May	6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs 8 x 2 hrs	Arthur Phillip High School	
Dressmaking for Absolute Beginners	Fee: \$240 <i>No Concession</i> Early Birds: \$210 <i>No Concession</i> <i>Small Materials Fee</i>	Mon 4 Feb Mon 29 Apr	6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs 8 x 2 hrs	Arthur Phillip High School	
Dressmaking – Beginners and Continuing	Fee: \$300 <i>No Concession</i> Early Birds: \$259 <i>No Concession</i> <i>Small Materials Fee</i>	Wed 6 Feb Wed 1 May	6:15pm-8:45pm 6:15pm-8:45pm	8 x 2.5 hrs 8 x 2.5 hrs	Arthur Phillip High School	
Fruit and Vegetable Carving and Garnishing	Fee: \$150 Early Birds: \$109 <i>Small Materials Fee</i>	Mon 4 Feb Mon 29 Apr	6:30pm-8:30pm	4 x 2 hrs	Arthur Phillip High School	
Guitar – Beginners and Continuing	Fee: \$260 Early Birds: \$210	Thur 7 Feb Thur 2 May	6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs 8 x 2 hrs	Arthur Phillip High School	
Learn Professional Manicure or Pedicure	Fee: \$86 Early Birds: \$67 <i>Small Materials Fee</i>	Sat 16 Feb Sat 11 May	9:00am-1:00pm	1 x 4 hrs	Western Sydney Skills Hub	 NEW!
Learn Professional Lash/Brow Tinting	Fee: \$65 Early Birds: \$54 <i>Small Materials Fee</i>	Sat 2 Mar Sat 25 May	1:30pm-4:30pm	1 x 3 hrs	Western Sydney Skills Hub	 NEW!
Learn to Apply Acrylic Nails	Fee: \$199 Early Birds: \$179 <i>Materials Fee approx. \$170</i>	Mon 11 Feb Mon 6 May	6:30pm-8:30pm	6 x 2 hrs	Arthur Phillip High School	 NEW!
Make a Macramé Wall Hanging or Pot Plant Holder	Fee: \$75 Early Birds: \$62 <i>Small Materials Fee</i>	Sat 23 Feb Sat 11 May	9:00am-1:00pm	1 x 4 hrs	Western Sydney Skills Hub	 NEW!
Mosaics	Fee: \$180 <i>Small Materials Fee</i>	Mon 4 Feb Mon 29 Apr	7:00pm - 9.30pm	9 x 2.5 hrs	Carla.k Inspirations	
Mosaics	Fee: \$180 <i>Small Materials Fee</i>	Thur 7 Feb Thur 2 May	9.30am - 12.30pm	9 x 3 hrs	Carla.k Inspirations	
Mosaics	Fee: \$180 <i>Small Materials Fee</i>	Fri 8 Feb Fri 3 May	9.30am - 12.30pm	9 x 3 hrs	Carla.k Inspirations	
Pottery	Fee: \$199 Early Birds: \$189 <i>Materials Fee</i>	Wed 6 Feb Wed 1 May	6:30pm-8:30pm	8 x 2 hrs	Arthur Phillip High School	
Pottery - Wheelwork	Fee: \$210 Early Birds: \$198 <i>Materials Fee</i>	Mon 4 Feb Thu 7 Feb Mon 29 Apr Thur 2 May	6:30pm-8:30pm 6:30pm-8:30pm 6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs 8 x 2 hrs	Arthur Phillip High School	
Sketching Parramatta	Fee: \$239 Early Birds: \$206 <i>Small Materials Fee</i>	Wed 6 Feb Wed 1 May	2:15pm – 4:15pm 2:15pm – 4:15pm	6 x 2 hrs 6 x 2 hrs	Ross Street Office	
Ukulele - Introduction	Fee: \$65 Early Birds: \$54 <i>Small Materials Fee</i>	Sat 9 Mar Sat 18 May	1:30pm-4:30pm 1:30pm-4:30pm	1 x 3 hrs 1 x 3 hrs	Western Sydney Skills Hub	



HEALTH & WELLBEING

Basic Self Defence for Everyone

Attacks happen without warning, are you prepared if it happens to you? Good news, even the most unfit person can fend off an attacker with some simple strategies. So come and learn the tips that could one day save your life!

See timetable for details.

Beautify Yourself – Special Occasions

Learn all the tips and tricks to create a flawless finish and glamorous evening look. This workshop will cover contouring techniques, powders, blush, eyebrows, eye makeup, and lipsticks. You will also learn how to apply your own false lashes to enhance your glamorous evening makeup. Perfect for Valentine's or any special occasion!

See timetable for details.

Indian Style Head, Neck & Shoulders Massage

Based on ancient Indian Ayurvedic principles, this is a relaxing massage which targets the chief areas we hold tension, being the head, neck and shoulders. Learn the basics of this massage style, and leave relaxed and rejuvenated.

See timetable for details.

Learn to Swim for Adults

It's never too late to learn how to swim. No need to be nervous or embarrassed, as our Learn to Swim for Adults classes are held in a private pool. Not only that but it is a shallow pool, heated to 32 degrees during winter (lower during hot weather). So you'll be nice, safe and cosy. Our tutor is patient and friendly, with plenty of experience.

See timetable for details.

Yoga at Lunchtime!

Squeeze in a quick yoga workout and feel fit and rejuvenated for your afternoon.

See timetable for details.

Yoga – Sundays Rest & Renew Yin Yoga

A gentle yoga, known as Yin Yoga, which is suitable for everyone (pregnant women are also welcome). At the end of the class will be a short relaxation to help you relax and rejuvenate for the week ahead!

See timetable for details.



Course Name	Fee	Date	Time	Session Information	Location	Symbol
Health and Wellbeing						
Alexander Technique Workshop	Fee: \$65 Early Birds: \$54	Sat 30 Mar Sat 25 May	1:30pm-4:30pm 1:30pm-4:30pm	1 x 3 hrs 1 x 3 hrs	Western Sydney Skills Hub	
Aquafitness for Over 50's	Fee: \$111 Early Birds: \$99	Tues 5 Feb Tues 30 Apr	4:00pm-5:00pm 4:00pm-5:00pm	8 x 1 hrs 8 x 1 hrs	Holroyd School	
Aquafitness for Over 50's	Fee: \$111 Early Birds: \$99	Tues 5 Feb Tues 30 Apr	5:00pm-6:00pm 5:00pm-6:00pm	8 x 1 hrs 8 x 1 hrs	Holroyd School	
Aquafitness for Over 50's	Fee: \$111 Early Birds: \$99	Wed 6 Feb Wed 1 May	4:00pm-5:00pm 4:00pm-5:00pm	8 x 1 hrs 8 x 1 hrs	Holroyd School	
Aquafitness for Over 50's	Fee: \$111 Early Birds: \$99	Wed 6 Feb Wed 1 May	5:00pm-6:00pm 5:00pm-6:00pm	8 x 1 hrs 8 x 1 hrs	Holroyd School	
Aquafitness	Fee: \$139 Early Birds: \$125	Wed 6 Feb Wed 1 May	6:00pm-7:00pm 6:00pm-7:00pm	8 x 1 hrs 8 x 1 hrs	Holroyd School	
Basic Self Defence for Everyone	Fee: \$141 Early Birds: \$115 <i>No Concession</i>	Thur 7 Feb Thur 2 May	7:30pm-8:30pm 7:30pm-8:30pm	6 x 1 hrs 6 x 1 hrs	Arthur Phillip High School	
Beautify Yourself – Day Makeup	Fee: \$65 Early Birds: \$54 <i>Materials Fee</i>	Sat 26 Feb Sat 18 May	9:30am-12:30pm 9:30am-12:30pm	1 x 3 hrs 1 x 3 hrs	Western Sydney Skills Hub	

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Health and Wellbeing (continued)						
Beautify Yourself – Special Occasions	Fee: \$65 Early Birds: \$54 <i>Materials Fee</i>	Sat 9 Feb	1:30pm- 4:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Colour and Style Yourself	Fee: \$65 Early Birds: \$54	Sat 16 Mar	9:30am-12:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Fitness – Boxing, kickboxing and bootcamp	Fee: \$150 Early Birds: \$125 <i>No Concession</i>	Mon 4 Feb Mon 29 Apr	7:00pm-8:00pm 7:00pm-8:00pm	8 x 1 hrs 8 x 1 hrs	Northmead High School	
Fitness for All Ages	Fee: \$150 Early Birds: \$125 <i>No Concession</i>	Wed 6 Feb Wed 1 May	6:30pm-7:30pm 6:30pm-7:30pm	8 x 1 hrs 8 x 1 hrs	Arthur Phillip High School	
Indian Style Head, Neck & Shoulders Massage	Fee: \$65 Early Birds: \$54 <i>Materials Fee</i>	Sat 2 Mar Sat 25 May	9:30am-12:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Hot Hula Dance Fitness	Fee: \$141 Early Birds: \$115 <i>No Concession</i>	Thur 7 Feb Thur 2 May	6:30pm-7:30pm	6 x 1 hrs	Arthur Phillip High School	
Learn to Row – Beginners & Continuing	Fee: \$275 <i>No Concession</i>	Sun 3 Feb Sun 5 May	7:00am-9:00am 7:00am-9:00am	6 x 2 hrs 6 x 2 hrs	Sydney Boys High School RowingClub	
Learn to Swim for Adults	Fee: \$159 Early Birds: \$149	Sun 3 Feb Sun 5 May	6:00pm-6:45pm	6 x 1 hrs	Holroyd School	
Meditation for Tranquility	Fee: \$141 Early Birds: \$115 <i>No Concession</i>	Tues 5 Feb Tues 30 Apr	6:00pm-7:00pm	6 x 1 hrs 6 x 1 hrs	Centenary Uniting Church	
Meditation Holiday Pass	Fee: \$94 Early Birds: \$77 <i>No Concession</i>	Tues 19 Mar	6:00pm-7:00pm	4 x 1 hrs	Centenary Uniting Church	
Pilates - Beginners	Fee: \$150 Early Birds: \$125 <i>No Concession</i>	Mon 4 Feb Mon 29 Apr	7:00pm-8:00pm	8 x 1 hrs 8 x 1 hrs	Parramatta Lions Club Hall	
Pilates - Beginners	Fee: \$150 Early Birds: \$125 <i>No Concession</i>	Mon 4 Feb Mon 29 Apr	8:00pm-9:00pm	8 x 1 hrs 8 x 1 hrs	Parramatta Lions Club Hall	
Social & Wedding Dance Package	Fee: \$150 Early Birds: \$125 <i>No Concession</i>	Wed 6 Feb Wed 1 May	6:30pm-7:30pm	8 x 1 hrs 8 x 1 hrs	Arthur Phillip High School	
Yoga	Fee: \$165 Early Birds: \$135	Mon 4 Feb Mon 29 Apr	7:00pm-8:30pm	8 x 1.5 hrs 8 x 1.5 hrs	St Monica's Church	
Yoga	Fee: \$165 Early Birds: \$135	Tues 5 Feb Tues 30 Apr	7:00pm-8:30pm	8 x 1.5 hrs 8 x 1.5 hrs	Centenary Uniting Church	
Yoga	Fee: \$165 Early Birds: \$135	Thur 7 Feb Thur 2 May	7:00pm-8:30pm	8 x 1.5 hrs	Greystanes High School	
Yoga Holiday Pass	Fee: \$42 Early Birds: \$34	Tues 2 Apr	7:00pm-8:30pm	2 x 1.5 hrs	Centenary Uniting Church	
Yoga at Lunchtime!	Fee: \$150 Early Birds: \$125 <i>No Concession</i>	Thur 7 Feb Thur 2 May	12:45pm-1:30pm	8 x 45 mins	Parramatta Lions Club Hall	
Yoga – Daytimes for Mature people & Seniors	Fee: \$150 Early Birds: \$125 <i>No Concession</i>	Thur 7 Feb Thur 2 May	11:30am-12:30pm	8 x 1 hr 8 x 1 hr	Parramatta Lions Club Hall	
Yoga – Sundays Rest & Renew Yin Yoga	Fee: \$165 Early Birds: \$125 <i>No Concession</i>	Sun 3 Feb Sun 28 Apr	3pm-4:15pm	8 x 1.25 hrs	Western Sydney Skills Hub	

LEISURE & LIFE

CULTURE, WEALTH, DIY, HOME & GARDEN



Declutter Your Way to a Simpler Life

Do you feel overwhelmed with the amount of stuff you have in your home? Is it difficult to tackle things at home because you don't know where to start? In this workshop you will understand how clutter might be holding you back and get some practical strategies towards a clutter free life.

See timetable for details.

Discover Interior Design

If you are interested in gaining a solid foundation of knowledge in designing your own home interior, saving time and avoiding costly mistakes, then this workshop is perfect for you. You will learn the basics of putting together colour schemes with skill and confidence. This two day workshop will include a step-by-step guide through key elements of Interior Design, including basic colour theory, pattern & texture, lighting, spatial layouts and an overview of different design styles to use in your own space. You will prepare a mood board on your selected space.

See timetable for details

Gardening & Landscaping

Create a garden area you will love to be in. You will learn garden design, site assessment, soil improvement, plant selection, plant health and vigour, landscape materials and garden maintenance. We will help you keep on top of important seasonal gardening tasks. 6 classroom lessons, plus 2 field trips to a garden/nursery for hands on experience. Classroom lessons held on Wednesday nights, field trips to be held on Saturdays in week 4 and week 7, exact times/locations of field trips to be discussed in class.

See timetable for details

Property Styling for Living and Selling – Intro 1

Want to add value to your property, or just want to refresh your living space? Either way our tutor, an experienced interior designer, will give you tips and tricks to update your home on a budget, and will advise on the latest trends in colours, furnishings and accessories - whether you are working with your existing home contents or purchasing brand new items. Create a space that you want to continue to live in, or add value for sale.

See timetable for details

NEW COURSES ADDED REGULARLY!

Sign up online to receive updates on new courses via our newsletter



Welding

This course is designed to give participants the necessary skills to be successful in the modern welding industry, or work on home based projects. This course is hands on, learn techniques such as MIG welding, electric arc welding, and oxy brazing, as well as learning about safety and applying it at all times.

See timetable for details

HUB CLUB MEMBERSHIP

Access a range of leisure courses at a special Hub Club membership price offer of \$99*.

Courses marked 'Hub Club' are free to Hub Club members or indicate a member discount. Courses TBA.

What does the Hub Club offer?

- Access to a range of workshops (marked Hub Club) during Summer/Autumn 2019, on selected weekends.
- Socialise and connect with others over leisurely coffee breaks.
- Short workshops for the time poor.
- Engaging tutors.
- No workshop cancellations (some conditions apply).

The Hub Club will be held on Saturdays or Sundays at the Western Sydney Skills Hub located in North Parramatta.

Call us on 9687 2072 or check our website for the list of Hub Club courses.

** Offer valid until 1st February 2019. Hub Club terms and conditions apply visit www.parramattacollege.com.au for more information. Membership ends 30 June 2019.*

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Culture, Wealth DIY, Home & Garden						
Declutter Your Way to a Simpler Life	Fee: \$65 Early Birds: \$54	Sat 18 May	9:30am-12:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Discover Interior Design	Fee: \$299 Early Birds: \$269 <i>Small Materials Fee</i>	Sat 2 Mar	9:30am-4:30pm	2 x 7 hrs	Western Sydney Skills Hub	
Gardening & Landscaping	Fee: \$220 Early Birds: \$189 <i>Materials Fee</i>	Wed 6 Feb Wed 1 May	6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs (6 in class and 2 field trips TBA)	Arthur Phillip High School	
Property Styling for Living and Selling – Intro 1 <i>Enrol in 1 and 2 and pay the reduced fee of \$109 – Early Birds \$89</i>	Fee: \$65 Early Birds: \$54 <i>Materials Fee</i>	Sat 16 Feb Sat 11 May	9:30am-12:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Property Styling for Living and Selling – 2 <i>Enrol in 1 and 2 and pay the reduced fee of \$109 – Early Birds \$89</i>	Fee: \$65 Early Birds: \$54 <i>Materials Fee</i>	Sat 16 Feb Sat 11 May	1:30pm to 4:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Road to Financial Independence	Fee: \$65 Early Birds: \$54	Mon 11 Mar	6pm-9pm	1 x 3 hrs 1 x 3 hrs	Western Sydney Skills Hub	 NEW!
Road to Retirement: A Guide for the Over 55's	Fee: \$65 Early Birds: \$54	Mon 18 Mar	6pm-9pm	1 x 3 hrs 1 x 3 hrs	Western Sydney Skills Hub	 NEW!
Welding	Fee: \$365 Early Birds: \$339	Mon 4 Feb Mon 29 Apr	6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs 8 x 2 hrs	Arthur Phillip High School	
Welding	Fee: \$365 Early Birds: \$339	Wed 6 Feb Wed 1 May	6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs 8 x 2 hrs	Arthur Phillip High School	
Welding	Fee: \$365 Early Birds: \$339	Thur 7 Feb Thur 2 May	6:30pm-8:30pm 6:30pm-8:30pm	8 x 2 hrs 8 x 2 hrs	Arthur Phillip High School	

QUALIFICATIONS/SKILL SETS

TAEASS502 Design and Develop Assessment Tools

Designed for experienced practitioners responsible for the development and/or delivery of training and assessment products and services, this unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

Fee: \$350

Mon 4 Feb | Wed 6 Mar | Wed 24 Apr

6pm – 9pm | 4 x 3 hrs

Tue 12 Feb | Tue 9 Apr

9.30am – 4.30pm | 2 x 6 hrs

Western Sydney Skills Hub

TAELLN411 Address Adult Language, Literacy and Numeracy Skills

Learn the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group. Statement of Attainment for TAELLN411 Adult language, literacy and numeracy skills on successful completion of all assessments. RPL available.

Fee: \$350

Tue 5 Feb | 6pm-9pm | 4 x 3hrs

Tue 26 Feb | 9.30am – 4.30pm | 2 X 6hrs

Western Sydney Skills Hub

TAE50216 Diploma of Training Design and Development Cluster 1 & 2

The Diploma of Training Design and Development TAE50216 is a pathway from the Certificate IV in Training and Assessment TAE40110 or later version for training developers and instructional designers who are responsible for analysing training needs and designing training solutions and products to meet workplace capacity requirements and evaluating the effectiveness of training programs. This qualification is suitable for those wishing to develop their training and assessment career. This course will be conducted in flexible hours. Most topics can use real workplace tasks as evidence to complete assessments. Recognition of prior learning (RPL) is available.

Fee: \$1400 each cluster

Sat 9 Feb (Cluster 1) | Sat 13 Apr (Cluster 2)

9.30 am – 4.30 pm | 10 x 7 hrs

(4 weeks gap after the first cluster)

Western Sydney Skills Hub

TAE40116 Certificate IV in Training and Assessment

Position yourself as a trainer within your industry; start your own business as a freelance trainer and assessor; manage learning and development programs in your organisation; or create community training initiatives with confidence. This course reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

Fee: \$700 (1st Cluster)

\$1400 (2nd cluster) \$1400 (3rd Cluster)

Mon 4 Feb | 9.30am-4.30pm

15 weeks of face to face training

(2 weeks gap after each cluster)

Western Sydney Skills Hub

Office Skills – Information Technology and WHS

Learn the essentials of using software applications for your admin duties, including MYOB for accounting purposes. Flexible and classroom delivery. RPL available. Statement of Attainment from BSB30415 Cert III in Business Admin on successful completion of all required assessments. For more information, please visit our website.

Subsidised by the NSW Government for eligible students | Fee: \$945

Flexible and classroom delivery (IT units)

Office Skills – Administration

Planning to undertake an office administration role or already working in a similar role? Learn how to deliver premium level customer service and process customer complaints, organise schedules and workplace information, producing workplace documentations and organising personal work priorities. RPL available. Statement of Attainment is issued on successful completion of all required assessments. For more information, please visit our website.

Subsidised by the NSW Government for eligible students | Fee: \$945

Wed & Thu 20 Feb

9.30am – 3pm | 10 x 5 hrs

Western Sydney Skills Hub

BSB30315 Certificate III in Micro Business Operations

This qualification is intended for those who wish to gain essential skills of running a home based business, from business planning to maintaining financial records, taking into consideration the market factors and all the legal and taxation requirements. This program will also help you gain knowledge on how to deliver premium level customer service and maintain your business website. RPL available. More information on website.

Subsidised by the NSW Government for eligible students | Fee: \$1690

Flexible delivery

**NEW COURSES
ADDED REGULARLY!**

Sign up online to receive updates on new courses via our newsletter



Coffee Making – Barista Skills

Work as a barista. This course covers all basic espresso coffee making techniques. Designed to teach individuals the art of making the perfect espresso. Fantastic for beginners with plenty of one on one teaching. Great for the experienced Barista who wants to learn "How not to take short Cuts" and sharpen their skills. Delivered by experienced trained industry professionals. Practical Hands on training. No Concession.

Sat 16th Feb | 9am–12pm

Sat 9th Mar | 9am–12pm

Fee: \$90

Venue: Sixty Five Degrees-Coffee Galleria

ACM30612 Certificate III in Pet Grooming

Are you providing professional pet grooming services and wish to become accredited? This assessment only qualification is for persons operating within an organisation that provide professional pet grooming services. On successful assessment completion the nationally recognised ACM30612 Certificate III in Pet Grooming will be issued. See our website for more information.

This course is delivered through our partner International Grooming Company. Please contact Julie on 02 44232264 or Naomi Conroy on 0451515364 for more information.

Provide First Aid – Fastrack

This is an accredited course, which provides you with a HLTAID003 Provide First Aid qualification for 3 years and includes the latest CPR guidelines. This one day course has a practical and common sense approach. Revise your skills and provide emergency First Aid with confidence! A theory component of 44 multiple choice questions and workbook exercises need to be completed by the student prior to attending the practical day course. You must enrol by at least 7 working days before the course starts. The course is designed for those who require a First Aid Certificate under the OH&S (First Aid Regulation) 2000.

Fee: \$145 | No Concession




Call us on 9687 2072 or visit

www.parramattacollege.com.au to enrol.

Dates are available on our website.

You must enrol 7 days prior to commencement date.

Certificates issued by Medilife.

Course Name	Fee	Date	Time	Session Information	Location	Symbol
TAE50216 Diploma of Training Design and Development (RPL)	Fee: \$1200	Flexible	Flexible	Flexible	Flexible	
BSB50415 Diploma of Business Administration (2 clusters)	Fee: \$1500 each cluster	Flexible	Flexible	Flexible	Flexible	
BSB42615 Certificate IV in New Small Business (2 clusters)	Fee: \$995 each cluster	Flexible	Flexible	Flexible	Flexible	

Please visit our website for detailed information about this courses – parramattacollege.com.au



We offer our modern education facility suitable for professional development training, corporate planning sessions, presentations, meetings and off-site events. The venue houses computer labs, and flexible training and meeting rooms that can be configured to suit your organisation's needs, high speed internet connection, on call technical and administrative support, free Wi-Fi access, catering if requested and breakout area with complimentary refreshments. For more information email bookings@parramattacollege.com.au or contact us on 02 9687 2072.

PROFESSIONAL DEVELOPMENT

Accounting Payable and Receivable with QuickBooks



Designed for small and medium sized enterprises; learn how to manage your business payments, pay bills, payables and receivables. Aligned with BSBFIA303 Process accounts payable and receivable and ICTICT208 Operate accounting applications.

Subsidised by the NSW Government for eligible students.

Fee: \$450 | Early Bird: \$360
Sat 9 Feb | Mon 18 Feb | Sat 27 Apr
9.30am – 3pm | 4 x 5hrs
Western Sydney Skills Hub

Accounts Payable and Receivable with MYOB



Combines basic bookkeeping with practical training in MYOB. You will learn to prepare financial records using the manual bookkeeping workbook provided. Before you enrol you must be able to: create files and folders, open an application program, copy, rename, delete files, save, open and print files. Accredited BSBFIA303. Process accounts payable and receivable, and Operate accounting applications ICTICT208.

Subsidised by the NSW Government for eligible students.

Fee: \$498
Wed 13 Feb | Sat 9 Mar | Fri 26 Apr
9.30am – 3.00pm | 6 x 5hrs
Sat 15 Sep | 6 x 5hrs
Western Sydney Skills Hub

Effective Business Writing



Writing is a key method of communication for most people; however it's one that many people struggle with. Participants will take part in a basic writing refresher focusing on spelling, grammar, and punctuation. This business writing workshop will provide an overview of the most common business documents including proposals, reports and agendas.

Fee: \$310 | Early Bird: \$250

Tue 19 Feb | Sat 13 Apr
9.30am - 4.30pm | 1 x 6 hrs
Western Sydney Skills Hub

Effective Decision Making



In a world where the pressure to deliver is very intense and the stakes connected to decision making can be very high, decision making can become a highly emotive activity. This course is intended for leaders and team members who are looking to acquire the insights, skills, processes and tools that enable effective decision making.

Fee: \$310 | Early Bird: \$250

Tue 26 Feb | Tue 16 Mar
9.30am – 4.30pm | 1 x 6 hrs
Western Sydney Skills Hub



**NEW COURSES
ADDED REGULARLY!**

Sign up online to receive updates on new courses via our newsletter



Course Name	Fee	Date	Time	Session Information	Location	Symbol
Accounts Payable and Receivable with XERO	Fee: \$450 Early Birds: \$360	Mon 25 Feb Tue 23 Apr Thu 21 Mar	9am–3pm 9am–3pm 9am–3pm	5 x 5 hrs	Western Sydney Skills Hub	
Basic Bookkeeping, Reporting & Payroll	Fee: \$320 Early Birds: \$260	Thu 7 Feb Thur 2 May	6:30pm–8:30pm	8 x 2 hrs	Arthur Phillip High School	
Payroll with XERO	Fee: \$390	Thur 7 Feb Wed 27 Mar	9am–3pm 9am–3pm	4 x 5 hrs	Western Sydney Skills Hub	
Payroll with Quickbooks	Fee: \$390	Tue 12 Feb Tue 26 Mar	9am–3pm 9am–3pm	4 x 5 hrs	Western Sydney Skills Hub	
Payroll with MYOB	Fee: \$390	Fri 15 Feb Fri 22 Mar	9am–3pm 9am–3pm	4 x 5 hrs	Western Sydney Skills Hub	
Pronunciation and Conversation for Professionals	Fee: \$450	Tue 26 Feb	7pm-9pm	Tue & Thu 16 x 2 hrs	Western Sydney Skills Hub	
Starting Your Own Import/Export Business	Fee: \$189	Tue 26 Feb	9:30am-4:30pm	1 x 7 hrs	Ross Street Office	

Computers for Beginners Windows 10



With a caring trainer and easy to understand language, you will learn how to create files and folders, save files, rename, copy files, delete and restore them, open and print files, access audio-visual (AV) devices, send and retrieve a simple email message and access the internet using a web browser. Manual provided. On successful completion a Statement of Attainment will be awarded for ICTICT101 Operate a personal computer from ICT10115 Certificate I Information, Digital Media and Technology. RPL available. More information on our website.

Subsidised by the NSW Government for eligible students. Fee: \$450
Mon 4 Feb | Thu 7 Mar | Mon 15 Apr
6pm – 9pm | 7 x 3hrs
Western Sydney Skills Hub

Excel Introduction



Learn to use Excel and make your everyday work easier and more efficient. Create and format simple spreadsheets and charts; work with formulas and functions. Manual provided. Statement of Attainment for BSBITU212 Create and use spreadsheets from Certificate II in Business BSB20115 on successful completion of all assessments. RPL available. Basic computer skills essential. More information on our website.

Subsidised by the NSW Government for eligible students.
Fee: \$450 | Early Bird: \$360
Tue 5 Feb | Wed 20 Mar | Fri 1 Mar
6pm – 9pm | 5 x 3hrs
Western Sydney Skills Hub

Keyboarding Speed and Accuracy



Does your role require a lot of typing? Learn how to touch type the right way at a good speed. Before you enrol you must be able to: turn the computer on and off correctly, double click a mouse and open a word-processing program. On successful completion of assessment a Statement of Attainment for Develop Keyboarding Speed and Accuracy BSBITU307 and a Speed and Accuracy Statement is issued. More information on our website.

Subsidised by the NSW Government for eligible students. Fee: \$350
Wed 6 Feb | Fri 15 Mar | Thu 21 Feb
6pm – 9pm | 6 x 3hrs
Western Sydney Skills Hub

Introduction to Word



Designed for those who have limited or no experience using MS Word, this course will help you learn how to produce simple workplace documents using the basic features of Microsoft Word including formatting text, cutting, copying and pasting, headers and footers, page alignment and orientation, page set up, page numbers, margins, grammar and spell check, and paragraph formatting. This course is aligned with BSBITU211 Produce digital text documents from BSB20115 Certificate II in Business. Basic computer operations including keyboarding and mouse handling skills required.

Subsidised by the NSW Government for eligible students.
Fee: \$450 | Early Bird \$360
Mon 4 Feb | Mon 1 Apr | Fri 3 May
9.30am – 3pm | 3 x 5hrs
Western Sydney Skills Hub

WordPress – Use SEO to Increase Web Views



Learn all about WordPress SEO to get more views and traffic to your blog or website. You've got great content, so now get the clicks!

Fee: \$150 | Early Bird \$120
Sat 2 Mar | 9.30am – 3.30pm | 1 x 6hrs
Western Sydney Skills Hub



EARLY BIRD SAVINGS

Some courses are eligible for a reduced Early Bird Fee. The Early Bird Fee ends 2 weeks prior to course start date. Refer to our website for current pricing.

One to One Private Computer Coaching available! Contact us today.

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Excel Formulas and Functions	Fee: \$165	Mon 11 Feb Tue 12 Mar Tue 16 Apr	6pm – 9pm 6pm – 9pm 6pm – 9pm	2 x 3 hrs 2 x 3 hrs 2 x 3 hrs	Western Sydney Skills Hub	
Excel Intermediate	Fee: \$399 Early Bird \$319	Tue 12 Mar Wed 24 April	6pm – 9pm 6pm – 9pm	4 x 3 hrs 4 x 3 hrs	Western Sydney Skills Hub	
Microsoft Office Basics	Fee: \$310	Mon 25 Feb Mon 1 April Sat 16 Mar Wed 17 April	6pm – 9pm 9.30am – 3pm 9.30am – 3pm 6pm – 9pm	5 x 3 hrs 3 x 5 hrs 3 x 5 hrs 5 x 3 hrs	Western Sydney Skills Hub	

COMPUTER TRAINING

Full listing available on our website

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Pivot Tables	Fee: \$153	Sat 23 Feb Sat 27 Apr Mon 11 Feb Mon 11 Mar Tue 21 May	9.30 am – 3pm	1 x 5 hrs	Western Sydney Skills Hub	
WordPress – Design a Blog or Website	Fee: \$300 Early Birds: \$240	Sat 9 Feb	9:30am-3:30pm	2 x 6 hrs	Western Sydney Skills Hub	
WordPress – Add E-commerce to Your Website	Fee: \$150 Early Birds: \$120	Sat 23 Feb	9:30am-3:30pm	1 x 6 hrs	Western Sydney Skills Hub	
WordPress – Use SEO to Increase Web Views NEW!	Fee: \$150 Early Birds: \$120	Sat 2 Mar	9:30am-3:30pm	1 x 6 hrs	Western Sydney Skills Hub	
WordPress –Make your Website More Secure	Fee: \$150 Early Birds: \$120	Sat 16 Mar	9:30am-3:30pm	1 x 6 hrs	Western Sydney Skills Hub	

ENGLISH LANGUAGE

Full listing available on our website

English for work and study – Reading and Writing Level 1



This course is focused on reading and writing in English and is appropriate for those who have very limited English e.g. can read and write very basic information in English. Candidates will need to appear an interview before enrolling.

Fee: \$500
Tue 5 Feb | 9.30am – 1.30pm | 6 x 4 hrs
Western Sydney Skills Hub

English for work and study – Reading and Writing Level 2



This course is focused on reading and writing in English and is appropriate for those who have limited English e.g. can read and write basic information in English. Candidates will need to appear an interview before enrolling.

Fee: \$500
Wed 6 Feb | 9.30am – 1.30pm | 6 x 4 hrs
Western Sydney Skills Hub

English for work and study – Reading and Writing Level 3



Focused on reading and writing in English, this course is appropriate for those who can read and write simple information in English. Candidates will need to appear an interview before enrolling.

Fee: \$500
Thu 6 Feb | 9.30am – 1.30pm | 6 x 4 hrs
Western Sydney Skills Hub

English for work and study – Speaking Level 1



This course is focused on spoken English and appropriate for those who have very basic English speaking skills. Candidates will need to appear an interview before enrolling.

Fee: \$500
Tue 19 Feb | 9.30am – 1.30pm | 6 x 4 hrs
Western Sydney Skills Hub

English for work and study – Speaking Level 2



This course is focused on speaking in English and appropriate for those who have some English speaking skills. Candidates will need to appear an interview before enrolling.

Fee: \$500
Wed 20 Mar | 9.30am – 1.30pm | 6 x 4 hrs
Western Sydney Skills Hub

English for work and study – Speaking Level 3



This course is focused on speaking in English and appropriate for those who can speak English to the level appropriate for a daily life but they need to improve more to find a job or for further study. Candidates will need to appear an interview before enrolling.

Fee: \$500
Thu 21 Mar | 9.30am – 1.30pm | 6 x 4 hrs
Western Sydney Skills Hub

LANGUAGES

Full listing available on our website

We offer several stages of language study level, from Stage 1 (beginners) to higher stages.

Some of these stages are offered on demand.

We can also offer other languages on demand.

Summer language courses commence week beginning **Monday 4th February 2019**.

Fee: \$260 | Early Bird: \$210
8 x 2hr sessions
Arthur Phillip High School



Languages

Arabic	6.30pm – 8.30pm
French	6.30pm – 8.30pm
German	6.45pm – 8.45pm
Greek	6.45pm – 8.45pm
Italian	6.30pm – 8.30pm
Japanese	6.30pm – 8.30pm
Mandarin	6.30pm – 8.30pm
Russian	6.30pm – 8.30pm
Spanish	6.45pm – 8.45pm

Visit our website or call us for information on the course start date for your selected level and language: parramattacollege.com.au or 9687 2072

Auslan Sign Language Courses Available! In partnership with the Deaf Society of NSW. Contact the Deaf Society on 8833 3600 for more information.

Fee free ENGLISH LANGUAGE COURSES*

- Gain confidence with speaking, or reading and writing English
- Different levels of study to suit your knowledge
- Focus on workplace communication skills



CALL US NOW ON
02 9687 2072
FOR MORE INFORMATION

W parramattacollege.com.au

E admin@parramattacollege.com.au | RTO 90276



*This training is subsidised by the NSW Government. Course is fee free for students who meet the eligibility criteria. Check eligibility criteria at parramattacollege.com.au. Courses will be delivered in three ACSF levels depending on pre course meeting assessment and the units will be delivered from the three qualifications (FSK10113 Certificate I in Access to Vocational Pathways, FSK10215 Certificate I in Skills for Vocational Pathways and FSK20113 Certificate II in Skills for Work and Vocational Pathways).

LOCATIONS

Click on the link in your email confirmation to find the course location:

Arthur Phillip High School

Macquarie & Smith Sts,
Parramatta

Carla.k Inspirations

Girl Guide Hall, Annangrove Park,
Annangrove Road & Currie Ave,
Annangrove

Centenary Uniting Church (Hall)

46-48 Sorrell St,
North Parramatta

Greystanes High School

Beresford Rd, Greystanes

Holroyd School

(Entry from Lowana Avenue)
Willara Ave, Merrylands

Medilife, Parramatta

Absolute Offices
Level 2, 103 George St,
Parramatta

Northmead High School

Campbell Street, Northmead

Parramatta Lions Club Hall

42a Ross St, North Parramatta

Ross Street Office

Level 1, 410 Church St
(Enter via Ross St),
Nth Parramatta

St Monicas Church

Cnr North Rocks Rd & Church St,
North Parramatta

Sixty Five Degrees, Coffee Galleria

26 Fariola St, Silverwater

Western Sydney Skills Hub

Suite 34, Level 3, 410 Church St,
North Parramatta

For maps and details of these locations visit parramattacollege.com.au and click on the 'Locations' tab.

ENROLMENT INFORMATION

Fees, Receipts and Concessions

Fees cover teaching only. Some classes require you to buy materials. We email or post a receipt when we accept your enrolment. Except where courses are marked No Concession, the College offers discounts to some people in the community – pensioners are eligible for a 20% discount and Centrelink Health Care Card & NSW Seniors Card holders can apply for a 10% discount on courses. **YOU CAN NOT CLAIM THE CONCESSION IF ENROLLING ONLINE VIA THE WEBSITE. CALL US ON 9687 2072 TO ENROL WITH A CONCESSION.** You must present your Pension, Centrelink Health Care or Seniors card if requested. You cannot claim more than one concession for any course. You must request the concession at the time of enrolment. Referring agencies cannot claim discounts.

Complaints

If you have a complaint, contact the CEO on 02 9687 2072 or admin@parramattacollege.com.au. If you are not satisfied with our response to your complaint, contact ASQA asqa.gov.au for accredited courses. For other matters, contact the NSW Office of Fair Trading fairtrading.nsw.gov.au.

Cancellations and Refunds

We cancel classes with low numbers 4 days before commencement. Please provide a daytime, voicemail or answering machine phone number, or email address, so that we can contact you if your class is cancelled. We refund or transfer only if a course is cancelled. We may issue a credit for serious illness if you send a written request and a medical certificate. An administration fee of \$15 per course will apply. Students enrolled through PaySmart will be charged an additional \$15 to cover administration costs. We reserve the right to alter or to cancel a course. Cancelled course transfers apply to the current or next term. Cost differences are adjusted by additional payment by you or a refund by the College.

You participate at your own risk

By enrolling you agree that you will be participating at your own risk and that the College does not accept responsibility for misadventure or loss.

Student Support

If you have a disability or illness or you need help with reading, writing or English, please tell us when you enrol, or tell your teacher. We will do what we can to assist. If you have a Companion Card, your carer or companion can enrol for free.

Privacy

Personal details are kept in secure electronic and hard copy format. We use your contact details to contact you about your course and inform you about upcoming courses. We will provide, on written request, access to your own records. We will not disclose personal information we collect from you to a third party without your written permission, except where it is required by funding bodies, by law or to send course information to you. The College uses SSL 256 bit encryption on all parts of its website where confidential data is transmitted. Financial information is encrypted and transmitted to our bank via a secure gateway.

Harassment, Victimisation and Bullying

Staff members and students at The Parramatta College have a right to be free from sexual, physical and verbal harassment and victimisation. If you have any concerns, please contact the CEO at the College office on 02 9687 2072.

Minimum Age – No Children

The minimum age for our students is 15 years. Children cannot accompany students to classes unless the course is designed for children.

No Smoking

No Smoking at College venues.

Promotion

Our course promotion accurately reflects course content and qualifications. We do not intentionally make vague, misleading or ambiguous statements about our program or about other education and training providers.

Safety and Emergencies

Your teacher will talk to you about safety in your subject and about emergency evacuation procedures in your first lesson. The teacher will also check the room before each lesson to ensure that it is safe to use. If you have any concerns or suggestions about WHS talk to your teacher or the CEO.

Accredited Courses

The Parramatta College is a Registered Training Organisation (RTO) National Provider No 90276.

Student Identification

We are required to use your full name for the certificate or statement of attainment, to see photo identification and to record the number. Please bring photo ID to your first class.

Pre-requisites

Some courses have pre-requisites. The course is conducted assuming you meet the pre-requisite. Some course descriptions state “Before you enrol you must be able to: ...”. If you can't perform the listed tasks confidently, you shouldn't enrol in the course.

Certificates

Students in accredited courses, if assessed as competent, are issued with Statement of Attainments for units of competency or Certificates for full qualifications. Standards for RTOs 2015 require us to recognise qualifications issued by other Registered Training Organisations (RTO). We verify all documents presented. Therefore, we need your consent for verification.

Recognition of Prior Learning (RPL)

You may be able to get credit/recognition for previous study, experience or work skills. Contact the College on 02 9687 2072 or admin@parramattacollege.com.au

Assessment and Appeals

Students in accredited courses are assessed against the units of competency or modules that the course is based on. The College follows the assessment guidelines set out in Standards for Registered Training Organisations 2015. You have 3 months from your assessment to appeal against your assessment result. To lodge an appeal, contact the Program Manager or the CEO. We will contact you within 7 days to discuss your appeal and, if appropriate, negotiate reassessment. You will get written feedback on your appeal.

Trainer Qualifications

Our trainers have at least the minimum qualifications required by Training Packages and accredited courses. We conduct regular staff development training.

Record Keeping

If you want to see your record, you must give permission in writing. You will find a Consent to Release Information form on our website. If you lose your Certificate or Statement of Attainment you can request a copy or replacement. You will need to provide Photo ID before we can proceed. Copies are free but replacements are \$50. Complete and submit a Request for Replacement or Copy of Certificate form on our website.

Appropriate clothing and footwear

All students and people attending and participating in on-site courses provided by The Parramatta College must ensure they wear clothing appropriate to the condition of the course activity and give regard to appropriate footwear for the purposes of workplace health and safety. A condition of enrolment requires a student or participant not to wear thongs, slippers or backless shoes on site.

CALL US OR ENROL ONLINE

We are....

- A Registered Training Organisation No 90276
- A member of Community Colleges Australia
- 30 years young in Western Sydney
- A provider of flexible, accessible education for our community

An investment in us is an investment in your community as we are not-for-profit.

W parramattacollege.com.au

P 02 9687 2072

E admin@parramattacollege.com.au

To enrol visit us: Level 1, 410 Church Street, North Parramatta (enter via Ross St)

RTO 90276 | ABN 22614310587

WESTERN SYDNEY SKILLS HUB

TRAINING ROOMS

Suite 34, Level 3,
410 Church St,
North Parramatta



**Enrol early to secure your spot.
Courses run on demand.**



parramattacollege.com.au
WE EDUCATE FOR LIFE