

Skill Sets

Skill sets are fast becoming an essential job requirement. They help ensure that individuals possess specific sets of skills that meet industry standards or regulatory and legislative requirements. OCTEC Training Services have developed skill sets which focus on the needs of our community at both an individual and enterprise level. You can select from our preferred list which includes Hospitality, Retail or Business; or we can develop a skill set that directly meets your needs. Additional skill sets in 'Green Skills', Community Services and Health are currently under development - contact us for details.

Training for Retail, Business and Hospitality Sectors

RSA & RCG (Responsible Service of Alcohol & Responsible Conduct of Gambling)

TRAINING	DATE	DURATION/TIME	LOCATION		
RSA & RCG (Responsible Service of Alcohol and Responsible Conduct of Gambling) Both RSA & RCG \$165.00 RSA \$95.00 RCG \$95.00 Min Course No: 10 Max Course No: 30	23rd & 24th July	9.00am – 3.00pm	Orange		
	25th & 26th Aug				
	10th & 11th Sept				
	20th & 21 Oct				
	26th & 27th Nov				
	10th & 11th Dec				
	23rd & 24th July			9.00am – 3.00pm	Bathurst
	6th & 7th Aug				
	8th & 9th Oct				
	20th & 21st Oct				
	26th & 27th Nov				
	10th & 11th Dec				



Hospitality Plus Card

TRAINING	DATE	DURATION/TIME	LOCATION
5 Day Course \$485.00 Per Participant Min Course No: 10 Max Course No: 30 Provide Quality Customer Service Provide & Serve Espresso Coffee Provide Responsible Conduct of Gambling Provide Responsible Service of Alcohol Follow Workplace Hygiene Procedures This short course will give participants advanced standing with regard to obtaining employment or up-skilling in the hospitality sector. It meets the legislated requirements for staff working in a kitchen or food and beverage services environment. Participants will receive an industry endorsed Hospitality Plus Card in addition to a Statement of Attainment from Cert III in Hospitality SIT30707.	20th 21st 22nd 23rd 24th July 7th 8th 9th 10th 11th September 7th 8th 9th 10th 11th December	9.00am – 3.00pm	Orange
	3rd 4th 5th 6th 7th August 5th 6th 7th 8th 9th October 23rd 24th 25th 26th 27th November	9.00am – 3.00pm	Bathurst

NB: This course is available throughout the Central West region upon demand.

Barista Training

TRAINING	DATE	DURATION/TIME	LOCATION
SITHFAB012A Prepare and Serve Espresso Coffee 1 Day Course \$125.00 Per Participant Min Course No: 6 Max Course No: 12 This service will also be offered in Lithgow, Mudgee, Cowra, Young, Parkes and Forbes upon demand basis. Advanced training competencies are also available.	21st July 11th August 8th September 9th October 20th November 8th December	9.00 – 3.00pm	Orange
	22nd July 4th August 11th September 6th October 24th November 10th December	9.00 – 3.00pm	Bathurst

Want to Know More?

For more information please contact OCTEC Training Services on **02 63627973** and ask to speak with one of our training coordinators. You can also email us at **coursebookings@octec.org.au** or visit our website **www.octec.org.au**