



ACCREDITED TRAINING PROVIDER GET SMART >> GET SKILLED

iTeC



**Innovative
Training
Employment +
Careers**

The Illawarra iTeC Ltd RTO: 90185



Message from the new **GENERAL MANAGER**

As the new General Manager for the Illawarra ITeC, I am thrilled to be leading such a wonderful organisation and dedicated team that provide education and support to a diverse range of clients including business, industry and government, youth at risk, people with disabilities, indigenous and disadvantaged jobseekers.

With 25+ years' experience in VET, higher education and community partnerships, I see education as one of the great enablers and levelers for all people, irrespective of age, gender, culture, physical, emotional and cognitive ability,

or socio-economic status. As a parent, foster carer, active volunteer member of the NSW State Emergency Service and Chair of the NSW SES Disability and Carers Committee, my passion for supporting our talented team to enact positive social change in our community through finding the gaps in services and working to fill them is what truly fulfils me.

As our previous CEO leaves us after 30+ years of growing the Illawarra ITeC into something truly remarkable, it is time for new eyes, a fresh approach, innovation and harnessing the latest in technology and educational practices to provide services that inspire, motivate and delight, whilst also preserving and maintaining our core mission, values and services that lead to tangible employment outcomes.

This booklet outlines our current offerings for 2023, however we are working hard to bring new and exciting opportunities to our clients throughout the year and into the future, so add us on your social networks to follow our journey!

We have so many great people and so many opportunities. I want to engage you, our wonderful community of learners, supporters and partners, to work collaboratively to grow the organisation and spread the awareness of the value of our work.

Ali Anderson
General Manager
Illawarra ITeC



Illawarra ITeC >> Accredited Training

Illawarra ITeC care about our students. We want to ensure all participants in our courses are supported and gain the knowledge, understanding and skills required to succeed in their chosen field. We do this by limiting class sizes, hiring industry professional trainers, ensuring our equipment, software and course content is up to date and relevant and by providing a safe learning space.

We offer accredited vocational training courses for a range of industries including Entertainment, Construction, Business and Hospitality. In addition, we also offer short courses, workshops and skill-sets.

Most of our accredited courses run as face to face classes at our Wollongong training facility. A selection of courses are offered via correspondence or in mix mode (*part online and part on-site*). Our Entertainment courses run in Wollongong and are also now being offered in Nowra at Stella Studioz.

The Illawarra ITeC Ltd RTO: 90185

@illawarraitec  

Smart and Skilled >> Course Fee Funding

If you're a prospective student you may be able to get subsidised training for selected courses through the NSW Government program, Smart and Skilled. You can contact Smart and Skilled by visiting smartandskilled.nsw.gov.au or calling 1300 772 104.

To be eligible, you'll need to be:

- At least 15 years old
- No longer at school
- Living or working in NSW
- An Australian citizen or permanent resident, humanitarian visa holder or NZ citizen.

Get Smart >> Get Skilled

You may be eligible for fee exemptions in a Smart and Skilled course if you're:

- An Aboriginal or Torres Strait Islander student
- A student with disability
- An Australian Government welfare recipient.

Contact >>

Phone 02 4223 3100 **Address** Cnr Fox Ave & Miller St, Coniston NSW 2500

Email itec@illawarraitec.edu.au **Website** www.illawarraitec.edu.au

We acknowledge Australian Aboriginal and Torres Strait Islander People as the traditional custodians of the land and also pay respect to Elders both past and present.

Illawarra ITeC is situated on Dharawal Country.

FOOD SAFETY SUPERVISOR

>> NSW FSS Certificate

SITXFSA005 Use hygienic practices for food safety

SITXFSA006 Participate in safe food handling practices

A correspondence course with an on-site practical in our equipped Wollongong training kitchen.

Cost \$313.50 – \$387.50



HOSPITALITY SHORT COURSES & SKILL SETS



BARISTA WORKSHOP

>> Short Course – 3hrs

Learn to make the perfect COFFEE

This is a practical, hands on course.

- Learn to use commercial coffee machines
- Understand correct grind selection
- Discover how to clean and maintain commercial coffee machines
- Practice texturing milk and try your hand at creating coffee art

Cost \$100

www.illawarraitec.edu.au for details and upcoming dates

BASIC FOOD HANDLER

SITXFSA005 Use Hygienic Practices for food safety

Students will learn how to identify and control food hazards, prevent contamination of food that may lead to food borne illnesses and accurately report on food contamination incidents and hygiene hazards. A correspondence course with an on-site practical in our equipped Wollongong training kitchen.

Cost \$195 – \$230





SIT30616 CERTIFICATE III in HOSPITALITY

FOCUS >> SERVICE, FOOD & BEVERAGE



COURSE RUNS 3x per year - check website for start dates

DURATION 14 weeks full-time

TIME 5 days per fortnight 9am – 4.30pm

PLUS 7 to 10 hours each week self-directed study and activities

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Illawarra ITeC - Training Kitchen, Wollongong



Prepare for a career in HOSPITALITY

Learn how to understand a recipe, gather everything you need for a service period and, work effectively within a team. Create food and beverages that are exciting.

This course covers how to work with others and develop customer service & communication skills. Apply problem-solving skills and how to plan and set time management strategies.

Our hospitality course has various practical activities to develop skills & knowledge in a food & beverage environment.

Learn in our equipped kitchen and gain real-life experience in our on-site training cafe The Fox & The Miller.



Follow us >> @illawarraitec  



CARPENTRY & JOINERY

CPC20220 CERTIFICATE II in CONSTRUCTION PATHWAYS

FOCUS >> CARPENTRY & JOINERY

COURSE RUNS 4x per year - check website for start dates

DURATION 10 weeks full-time

TIME 4 days per week (Monday to Thursday), 8:30am – 3:30pm

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Illawarra ITeC - Construction Hub, Wollongong



Prepare for a career in CARPENTRY & JOINERY

A practical course with underpinning theory to prepare students for a career in trades, building and construction.

Learn the requirements to work safely in a building and construction environment including understanding Work Health & Safety (WHS) requirements and the regulations.

You will learn the correct handling, use, maintenance, and storage requirements for a range of hand and power tools including compound mitre saws, sanding tools, chisels, bevels, squares, tape measures, electric planes, measuring and levelling equipment and more.

A selection of projects will enable students to plan and prepare for each task and will include interpreting construction documentation such as sketches, plans and specifications.





INTRO TO TRADES

CPC20220 CERTIFICATE II in CONSTRUCTION PATHWAYS



FOCUS >> MIXED TRADES

COURSE RUNS 4x per year - check website for start dates

DURATION 10 weeks full-time

TIME 3 days per week on-site 8.30am – 4.00pm

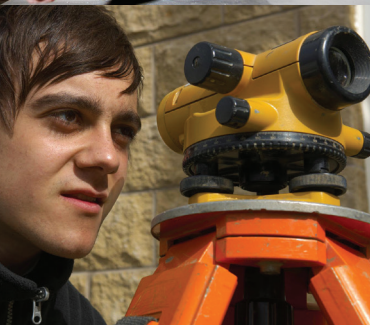
COST FREE or LOW COST* - eligibility criteria applies

LOCATION Illawarra ITeC - Construction Hub, Wollongong



An introduction to trades within the BUILDING INDUSTRY

Intro To Trades is a practical course with underpinning theory delivered at ITeC's Construction Hub. Students will learn 3-6 popular trade techniques. Trades will vary each time the course runs and may include tiling, levelling, waterproofing, carpentry, joinery, brick laying, framing and scaffolding. *Check the website for next course details.*



Foundation skills incorporated into this course are working effectively while planning and preparing the projects, applying and following safety requirements, measuring, calculating and levelling the tasks and handling materials for each task.

Successfully completing this course will provide the core industry skills and a foundation to employment in the building industry including a pathway to an apprenticeship.

Visit >> illawarraitec.edu.au



BSB41419 – CERTIFICATE IV IN WORK, HEALTH AND SAFETY (WHS)

COURSE RUNS 2x per year - check website for start dates

MIX MODE Distance correspondence & face to face

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Online & Illawarra ITeC, Wollongong

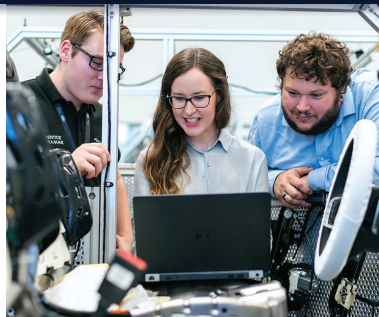


Become a workplace WHS SUPERVISOR

This course includes assisting with WHS compliance, implementing risk assessment controls, identifying hazards and implementing WHS continuous improvement.

The course applies to those working as supervisors, WHS personnel, and workers in other WHS related roles who manage risks effectively, apply relevant WHS laws, and contribute to WHS within the workplace.

- Take your leadership skills from team member to workplace supervisor.
- Understand Work Health and Safety (WHS) responsibilities to improve consultation and participation.
- Improve your knowledge for a safe workplace and to comply with all the relevant WHS regulations.





Prepare for a career in **BUSINESS ADMIN**

Through practical activities and group interaction, stand out with the technical and communication skills to be an effective admin person. Potential job opportunities include Admin, Office Assistant, Receptionist and Data Entry Clerk.

BSB20120 - CERTIFICATE II in WORKPLACE SKILLS

FOCUS >> BUSINESS ADMINISTRATION

COURSE RUNS 3x per year - check website for start dates

DURATION 9 weeks full-time

TIME 3 days per week on-site 9am – 4.30pm

PLUS 7 to 10 hours per week self-directed study and activities

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Illawarra ITeC, Wollongong



Learn practical skills for the **RETAIL INDUSTRY**

Our Certificate III in Retail course is a great introduction to the retail world. It will give you the basic skills and knowledge to engage and build customer relations, maintain store operations and expectations and work effectively in a team environment for you to build a retail future.

SIR30216 CERTIFICATE III in RETAIL

FOCUS >> CUSTOMER SERVICE & SALES

COURSE RUNS 2x per year - check website for start dates

DURATION 14 weeks (includes 2 weeks Work Experience)

DAYS / TIME 2 days per week on-site 9am – 4.30pm

PLUS 10 – 14hrs per week self-directed study + activities

COST FREE or LOW COST* eligibility criteria applies

LOCATION Illawarra ITeC, Wollongong



Learn LEADERSHIP AND MANAGEMENT Skills

Are you looking to increase your skills in Leadership and Management and/or gain a promotion at work?

The Cert IV in Leadership and Management is a good way to hone your technical, problem solving and decision making skills.

Learn and develop procedures that require planning, evaluation, leadership, and guidance of others.



BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

COURSE RUNS 2x per year - check website for start dates

DURATION 28 weeks part-time - fortnightly 3hr workshops

MIX MODE Distance correspondence & face to face

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Online & Illawarra ITeC, Wollongong



Learn how to MANAGE & INNOVATE

This course helps develop the essential skills required for Leaders and Managers.

Learn techniques for motivating and coaching your team, develop your emotional skills and how to maximise your use of time.



BSB50420 DIPLOMA of LEADERSHIP AND MANAGEMENT



COURSE RUNS 1x per year - check website for start dates

DURATION 52 weeks part-time - fortnightly 3hr workshops

MIX MODE Distance correspondence & face to face

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Online & Illawarra ITeC, Wollongong





BSB40120 – CERTIFICATE IV IN BUSINESS

FOCUS >> SUPERVISOR / TEAM LEADER

COURSE RUNS 2x per year - check website for start dates

DURATION 20 weeks full-time

DAYS / TIME 3 days per week, 9am to 4.30pm

PLUS 7 - 10 hours pw self directed study + 2w work experience

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Online & Illawarra ITeC, Wollongong



Learn to become a SUPERVISOR / TEAM LEADER

Develop your skills and knowledge to take charge of business systems, office procedures and essential technology to apply solutions to a defined range of unpredictable problems and analyse information from various sources.

Improve your skills in WHS policies and procedures, applying communication strategies, collaborating and building business relationships and allocating human resources.

- Lead your own personal development and support others.
- Apply strategies and critical thinking to work practices.
- Develop and implement organisational strategies, coordinating resources and measure business performance.
- Develop your self-development and increase your capacity to become an efficient manager.





CUA30920 CERTIFICATE III in MUSIC

FOCUS >> AUDIO RECORDING

COURSE RUNS 2x per year - check website for start dates

DURATION 16 weeks full-time

TIME 3 days per week on-site 9am – 4.30pm

PLUS 8-12hrs per week self-directed study + activities

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Illawarra ITeC, Wollongong



Prepare for a career in the MUSIC INDUSTRY

Our Certificate III in Music course provides students with hands-on practical experience and the necessary skills to record, mix and master audio in a variety of situations including live mixing and studio recording.

Students will get to learn in ITeC's professional recording studio using our Audient console and a range of outboard equipment including top-end pre-amps, compressors and more from Universal Audio, Avalon and Empirical Labs. Learn the ins and outs of industry standard DAW software AVID Pro Tools.

In addition to training in the state-of-the-art studio, participants will also work individually in our audio computer labs. Students will work with audio files "in the box" using Pro Tools, a personal Focusrite Interface and equipped computer.



Illawarra ITeC >> [Apply Now](#)



CUA31020 CERTIFICATE III in **SCREEN AND MEDIA** FOCUS >> FILM, LIGHTING & MULTIMEDIA



COURSE RUNS 2x per year - check website for start dates

DURATION 18 weeks full-time

TIME 3 days per week on-site 9am – 4.30pm

PLUS 10 – 15hrs per week self-directed study + activities

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Illawarra ITeC, Wollongong

Keep the camera rolling in the **FILM INDUSTRY**

If you dream of a career in film, audio, animation, content creation, podcasting, writing or lighting, then this is the perfect course for you.

ITeC's Certificate III in Screen and Media course offers students a practical introduction to film making and media content creation. This course covers a variety of areas from Pre Production, Production to Post Production across a range of media types.

Learn how to use a range of industry professional software and equipment including Adobe Creative Cloud, video cameras, lighting, audio gear and more.

Get practical experience in our digital media suite, theatre, outdoor courtyard and in our state-of-the-art audio recording studio.





CUA30420 CERTIFICATE III in LIVE PRODUCTION AND TECHNICAL SERVICES

COURSE RUNS 2x per year - check website for start dates

DURATION 26 weeks full-time

TIME 3 days per week on-site 9am – 4.30pm

PLUS 10 - 15hrs per week self-directed study + activities

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Illawarra ITeC, Wollongong



Get backstage and front of house with LIVE PRODUCTION

ITeC's Certificate III in Live Production and Technical Services course offers students a practical introduction to live production and working as backstage crew on theatre productions and live concerts and events.

This course covers a variety of areas including staging, audio, lighting and AV. If you are wanting to gain skills for working behind the scenes in the entertainment industry then this is the course for you.

As a highlight of the course, you will plan and implement 3x live production events where you will put the skills you have learned in audio, lighting, staging and AV into practice. It is a great opportunity to showcase the skills you have gained.

Participants will learn in ITeC's Theatre, state-of-the-art Recording Studio and Digital Media Suites.



**NEW
NOWRA**



ENTERTAINMENT COURSES NOW IN NOWRA

CUA30920 CERTIFICATE III in MUSIC

CUA31020 CERTIFICATE III in SCREEN AND MEDIA

CUA30420 CERTIFICATE III in LIVE PRODUCTION AND TECHNICAL SERVICES



In addition to Wollongong, ITeC now offer entertainment courses in Nowra. The Nowra courses will be delivered at Stella Studioz - www.stellastudioz.com.au.

Stella Studioz is equipped with multiple training rooms each with PA, lighting and computing. There is a range of instruments and audio/film equipment as well as a team of knowledgeable and talented staff.

For more information or to enrol in the Nowra courses please contact Illawarra ITeC on 4223 3100 or visit www.illawarraitec.edu.au



STELLA
studioz



NSW
GOVERNMENT

ABORIGINAL BUSINESS ADVISORY INITIATIVE - ABAI

SUPPORTING ABORIGINAL OWNED BUSINESSES
in Illawarra, South East Coast & Riverina of New South Wales



The Aboriginal Business Advisory Initiative supports Aboriginal owned businesses by; building capacity through greater connectivity to NSW Government Procurement, supporting business start-up, encouraging business expansion and providing access to training and job creation.

The objectives of ABAI are to:

- Provide local and culturally appropriate business coaching and advice
- Promote business growth through relevant training, increased confidence and advice on innovative approaches
- Provide a professional referral to support services
- Connect to broader Government initiatives

Workforce Australia

Self-Employment Services

Delivered by Illawarra ITeC



SELF-EMPLOYMENT ASSISTANCE PROGRAM

PROVIDING ASSISTANCE TO NEW & EXISTING MICRO-BUSINESSES TO HELP THEM SUCCEED

Workforce Australia
Self-Employment Services



Illawarra ITeC delivers a Self-Employment Assistance Program which can help you explore, run, and operate your new or existing micro-business through tailored advice, training, and mentoring.

There are a range of support services available, ranging from getting help with your business idea, developing business plans and small business training to receiving tailored business advice so that your business becomes financially viable.

For more information about this program visit our website www.illawarraitec.edu.au or call us on 42 233 100 and have a chat to one of our business advisors or send us an email to itec@illawarraitec.edu.au



THINKING ABOUT STARTING A BUSINESS BUT UNSURE WHERE TO START?

Let ITeC help you navigate the process with this **FREE** workshop

The FREE online Exploring Self Employment Workshops are all about investigating if Self Employment is for you. We will take you through the following business discussions to ensure that you have a clear understanding of what is required of you going into business and includes:

- **Getting started in business**
- **Business idea generation and business validation**
- **Start-up essentials including legal, financial, insurance etc**
- **Going digital – what's new and what will work for your business**
- **Branding and marketing**

Ask us how we could assist you further with FREE access to accredited business training, help writing your business plan, business mentor for 12 months, income support for 9 months and rental assistance for 6 months (*if eligible*) - all through the Self-Employment Assistance Program.





BSB30220 CERTIFICATE III in ENTREPRENEURSHIP AND NEW BUSINESS



COURSE RUNS 8x per year - check website for start dates

DURATION 4 weeks

NOTE Available to Self-Employment Assistance Program participants

COST FREE or LOW COST* - eligibility criteria applies

LOCATION Online delivery



Become A Successful BUSINESS OWNER

Participate in a mix of theory and practical work to research and identify business opportunities and implement your plan to start your own micro business.

- Learn the skills and knowledge required to identify a business opportunity and its key components.
- Undertake research, develop your business plan and market new ideas.
- Manage compliance and finances to create sustainable business models.

Receive support and assistance through:

- Business Training
- 12 months business mentoring
- 9 months income support (*if approved*)
- 6 months rental support (*if approved*)





VENUE HIRE

TRAINING KITCHEN >> RECORDING STUDIO >> THEATRE
CONFERENCE ROOM >> COMPUTER LABS >> INTERVIEW ROOMS

ITeC offer short-term venue hire options for the following facilities: Training Kitchen, Meeting and Interview Rooms, Training and Seminar Rooms, Computer Labs, Recording Studio (*with one of our in-house engineers*) and 105-seat Theatre with Foyer Area.

All rooms have audio-visual and technical equipment for your convenience.

ITeC is a short walk from Coniston railway and bus station and minutes from the Wollongong CBD. We can provide full catering, including morning tea, lunch and afternoon tea.

To arrange an inspection, please call ITeC on **4223 3100**

Congratulations Jade Barrington on winning the 2022 NSW Training Award for Aboriginal and Torres Strait Islander Student of the Year.

As the NSW winner, Jade will be the 2022 ambassador for Aboriginal/Torres Strait Islander future trainees.

Jade was trained and mentored by Carole Burns from the Illawarra ITeC.



TRAINEESHIPS

**BUSINESS >> RETAIL >> HOSPITALITY
ENTERTAINMENT >> CONSTRUCTION**

The Illawarra ITeC has on offer subsidised traineeship places for eligible new entrant trainees. These places are subsidised by the NSW Government under the Smart and Skilled initiative.

Who is eligible to undertake a Traineeship under Smart and Skilled?

Candidates must be:

- 15 years old or over
- Living or working in NSW
- An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen
- A new entrant trainee (*employed for less than 3 months full time or 12 months part time or casual*) prior to commencement of traineeship

SBAT TRAINING

GET PAID >> GET TRAINED >> GET EXPERIENCE

SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS (SBATs) provide students with the opportunity to attain a nationally recognised Vocational Education and Training (VET) qualification. By undertaking SBAT Training a student replaces academic units for the HSC and the Traineeship forms part of their results for an ATAR. Students get paid by their employer and gain real work experience.

Who is eligible to undertake a School - Based Apprenticeships and Traineeships (SBAT)

Candidates must be:

- A full time student 15 years old or over
- Have an agreement with the students school to undertake school based training
- Work a minimum of 8 hours per week
- Must be new entrant trainee (*employed for less than 3 months full time or 12 months part time or casual*) prior to commencement of traineeship

**FINANCIAL INCENTIVES MAY BE AVAILABLE TO ELIGIBLE EMPLOYERS.
CONCESSIONS AND FEE EXEMPTIONS MAY APPLY TO ELIGIBLE TRAINEES.**

>> Corporate Social Responsibility Program

In line with our mission and values, the Illawarra ITeC is committed to building and supporting a more sustainable, inclusive future for our region, country and planet. In 2023, we will be launching our Corporate Social Responsibility Program, aligning it with our strategic vision, and ensuring that we walk the talk with measurable goals and impacts established and tracked, with regular updates on our website. There are 5 key areas that make up our CSR Program, as shown below, and each area will be led by one of our passionate Team Champions.

- **Environmental Sustainability** (*establishing sustainable thinking and actions in our day-to-day operations*)
- **Diversity, Equity, and Inclusion** (*driving an inclusive culture, building a diverse workforce, and embedding DEI in our educational programs and practices*)
- **Community and Volunteering** (*providing our staff with paid time off to support the volunteer initiative of their choice*)
- **Social Justice** (*advocating at a local and national level to address the inequities in our society*)
- **Digital Inclusion** (*strategies and programs to reduce the digital divide and make our services accessible to everyone*)



Illawarra ITeC >>

We are a not for profit organisation supporting our community

- We offer **FEE FREE*** or low cost **ACCREDITED TRAINING**
- We run **WORKSHOPS, SHORT COURSES & SKILL SETS**
- We help **ALLEVIATE UNEMPLOYMENT** through assistance, training & work experience
- We support small businesses through the **SELF-EMPLOYMENT ASSISTANCE*** program
- We assist Aboriginal owned businesses through the **ABAI*** program
- We offer a diverse range of rooms and areas for **VENUE HIRE**

**Eligibility criteria must be met. Visit the website for more information or contact Illawarra ITeC for full details.
Illawarra ITeC Ltd RTO: 90185*

Contact >>

Phone 02 4223 3100 **Address** Cnr Fox Ave & Miller St, Coniston NSW 2500

Email itec@illawarraitec.edu.au **Website** www.illawarraitec.edu.au

We acknowledge Australian Aboriginal and Torres Strait Islander People as the traditional custodians of the land and also pay respect to Elders both past and present. Illawarra ITeC is situated on Dharawal Country.

Illawarra ITeC are proudly supported by



Coffee
Equipment
Accessories

www.swellcoffee.com.au

Proud local business since 2006

AUSTRALIAN SCAFFOLD

WORK SAFER - FASTER - SMARTER

1300 240 610 - info@australianscaffolds.com.au



*SCAN TO
APPLY NOW*



02 4223 3100

itec@illawarraitec.edu.au

www.illawarraitec.edu.au