



ACCREDITED TRAINING PROVIDER GET SMART ▶ GET SKILLED



**Innovative
Training
Employment +
Careers**

02 4223 3100

www.itecacademy.edu.au

ITeC ACADEMY – RTO: 90456

CONTACT

Phone: 02 4223 3100

Email: enquiries@itecacademy.edu.au

Website: www.itecacademy.edu.au

Address: 1-5 Miller Street. Coniston NSW 2500

We acknowledge the Dharawal People, the Traditional Custodians of the land where ITeC Academy is situated. We pay our respects to Elders past and present, and extend that respect to all Aboriginal and Torres Strait Islander peoples.



ITeC Academy ▶ What We Offer

ITeC Academy cares 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 Aged Care, Business, Construction, Disability Support, Entertainment and Hospitality. In addition, we also offer short courses, skill-sets and non-accredited workshops.

Many of our courses are offered with a range of learning modes including; mixed mode incorporating virtual and in-person classes, face-to-face classes and self-directed options including recognition of prior learning and credit transfers.

ITeC ACADEMY - RTO: 90456



Government Subsidised Training

* **Smart and Skilled ▶ NSW**

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

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

Get Smart ▶ Get Skilled

*Please note:
Fee exemptions /
concessions may
apply for eligible
applicants including
Job Trainer.*

ITeC Academy has a current contract in place with the ACT Government to subsidise selected Aged Care training courses.

ACT Traineeships (User Choice) - This training is funded by ACT Government in partnership with the Commonwealth Government.

ACT Skilled Capital - Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments.

*
ACT



Tania Tsiamis - General Manager

Welcome to ITeC Academy!

As the General Manager, I am thrilled to have you join our vibrant learning community. Our academy is dedicated to providing you with a quality educational experience, fostering innovation, and supporting your growth both academically and personally.

At ITeC Academy, we believe in the power of knowledge and the importance of nurturing talent. Our mission is to offer a dynamic and supportive environment where you can thrive and achieve your goals. We are committed to providing high quality training programs, user-friendly resources, and opportunities for meaningful engagement.

I encourage you to take full advantage of the resources available and to actively participate in the various activities we have planned. Your active contributions are invaluable, and I look forward to seeing the positive outcomes you will achieve.

Once again, welcome to ITeC Academy. Let us embark on this exciting learning journey together.

Tania Tsiamis
General Manager

CONTENTS

Contact and Location	2
ITeC Academy	3
Government Subsidised Training	3
Message from our General Manager	4

ENTERTAINMENT

CUA30920 – Certificate III in Music	6
CUA31020 – Certificate III in Screen and Media	7

AGED CARE & DISABILITY SUPPORT

HLT23221 – Certificate II in Health Support Services	8
CHC33021 – Certificate III in Individual Support (Ageing)	9
CHC33021 – Certificate III in Individual Support (Disability)	10
CHC43415 – Certificate IV in Leisure and Health	11
CHC43015 – Certificate IV in Ageing Support	12
CHCSS00067 – Administer and Monitor Medication Skill Set	13
CHCSS00070 – Assist Clients with Medication Skill Set	14
HLTAID011 – Provide First Aid	15
HLTAID009 – Provide Cardiopulmonary Resuscitation	16
CHCSS00137 – Palliative Approach Skill Set	17
CHCSS00123 – Dementia Support Skill Set	18
Contribute to the care of people with Diabetes (Non-Accredited)	19

HOSPITALITY

SIT20322 – Certificate II in Hospitality	20
SIT30622 – Certificate III in Hospitality	21
SITXFSA005 – Use Hygienic Practices for Food Safety	22
SITSS00069 – Food Safety Supervision Skill Set	23
SITSS00069 – Food Safety Supervisor Recertification	23
Beginners Barista Workshop (Non-Accredited)	24

CONSTRUCTION

CPC20220 – Certificate II in Construction Pathways	25
CPCWHS1001 – Prepare to Work Safely in the Construction Industry (White Card)	26
Tradie Taster Program (Non-Accredited)	27
Safe Start Construction Essentials (Working Safely at Heights, White Card, Provide First Aid) ...	28-29

BUSINESS

BSB30120 – Certificate III in Business	30
BSB41419 – Certificate IV in Work, Health and Safety	31
BSB40520 – Certificate IV in Leadership and Management	32
BSB50420 – Diploma of Leadership and Management	33
Leading the Way - Modular Leadership Program (Non-Accredited)	34-39
Business Connections	40
Traineeships	41
Venue Hire	42
Recording Studio & Theatre	43

Disclaimer: Information within this booklet may be subject to change. Please refer to our website www.iteccademy.edu.au for the most up to date information.



CUA30920 – CERTIFICATE III in MUSIC

FOCUS > AUDIO RECORDING



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

DURATION Approx 14 weeks. *Check website for more details*

DELIVERY Face to face

SUBSIDISED PRICES You may be eligible for Smart and Skilled funding or training subsidies. **see pg 3*

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy, 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 and mix audio in a variety of situations including live mixing and studio recording.

Students will 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.

In addition to training in the professional recording studio, participants will also work individually in our audio computer lab. Students will work with audio files "in the box", learning the ins and outs of industry standard DAW software, a personal Focusrite interface and equipped computer. Gain industry-ready skills for music production careers.





CUA31020 – CERTIFICATE III in SCREEN AND MEDIA



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

DURATION Approx 18 weeks. *Check website for more details*

DELIVERY Face to face

SUBSIDISED PRICES You may be eligible for Smart and Skilled funding or training subsidies.**see pg 3*

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy, 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, this is the perfect course for you.

ITeC's Certificate III in Screen and Media provides a practical and creative introduction to filmmaking and media content creation. You'll explore all stages of production, from pre-production through to post-production, across a diverse range of dynamic media types.

Learn to effectively use industry-standard software and equipment, including Adobe Creative Cloud, video cameras, lighting, audio gear and more.

Gain valuable hands-on experience in our digital media suite, theatre and professional audio recording studio facilities.



HLT23221 – CERTIFICATE II IN HEALTH SUPPORT SERVICES



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

DURATION 12 weeks to 8 months

DELIVERY Mixed mode: virtual, face to face, online and self-paced program

SUBSIDISED PRICES You may be eligible for NSW Government Smart and Skilled funding or other Government training subsidies. **see pg 3*

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy / virtual delivery / on the job assessments

Start your career in AGED CARE HOSPITALITY

The perfect starting point to a rewarding and fulfilling hospitality career in aged care.

This course will equip you with the essential food handling, meal service and other critical hospitality skills. It will also equip you to work effectively with people from diverse backgrounds, communicate effectively and deliver high quality customer service. With no entry requirements or pre-requisites applicable, there is no easier way to get your career started!

This qualification is considered the baseline standard for people starting in a hospitality role in aged care. This course prepares you to work in food services and associated roles in the sector and support the well-being of and care for older Australians.





CHC33021 – CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)



COURSE RUNS Intakes every 3 months for instructor led mixed mode. Intake 1st of every month for existing care workers in the self-directed learning mode

DELIVERY Mixed mode or self-directed

DURATION 12 months with 120 hours of work placement

SUBSIDISED PRICES You may be eligible for NSW Government Smart and Skilled funding or other Government training subsidies. **see pg 3*

ENTRY REQUIREMENTS See website for details

LOCATION Mixed mode: This course is delivered virtually with practical classroom based sessions and workplace based observations. Locations include ITeC Academy Wollongong and delivery sites in other areas.

Self-directed mode: This course includes online content, virtual support sessions, practical sessions and workplace based observations.

Work in AGED CARE

This qualification is the industry standard for those beginning or advancing their career in aged care. Learn to provide support to older people, whether in a client's home, aged care facility, or community setting. This course is an accessible first step into the health or community services sector.

Gain experience through work placement, where you'll build the practical skills and confidence required of a support worker. Our program aims to teach students how to establish person centred care, deliver physical and emotional support, recognise healthy body systems, and work legally and ethically with older individuals.





CHC33021 – CERTIFICATE III IN INDIVIDUAL SUPPORT (*DISABILITY*)



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

DURATION 12 months with 120 hours of work placement

DELIVERY Mixed mode: virtual, face to face, self-directed and online program
(If new to the industry you must attend the face to face classes in Wollongong.
If you already work in the industry you may attend classes in-person, virtually or
view recordings)

SUBSIDISED PRICES You may be eligible for NSW Government Smart and
Skilled funding or other Government training subsidies. *see pg 3

ENTRY REQUIREMENTS See website for details

LOCATION Wollongong and/or online

Get accredited in **DISABILITY SUPPORT**

Looking for a meaningful, people-focused profession where you can make a real impact in your community?

Certificate III in Individual Support (*Disability*) is an accredited qualification, meaning it meets the high standards of the Australian Qualifications Framework and is respected by employers across the country. Completing this disability course gives you formal recognition of your abilities and prepares you to work confidently in a variety of roles. Our course also focuses on preparing you for the challenges you may face in the field, ensuring you have the support and resources needed to succeed.

Create a positive future for yourself and others.





CHC43415 – CERTIFICATE IV IN LEISURE AND HEALTH



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

DURATION 12 months with 120 hours of work placement

DELIVERY Mixed mode: virtual, face to face, online and self-paced program

SUBSIDISED PRICES You may be eligible for NSW Government Smart and Skilled funding or other Government training subsidies. **see pg 3*

ENTRY REQUIREMENTS See website for details

LOCATION This course is delivered virtually with practical classroom based sessions. Locations include ITeC Academy Wollongong and delivery sites in other areas *(dependent on enrolment numbers)*



Help people in aged care enjoy LEISURE AND HEALTH ACTIVITIES

A career that goes to the heart of providing older people with the time of their lives.

This course develops your skills and knowledge to be able to assess the individual needs of residents and clients requiring support and develop and implement leisure activities or programs to support everyday living.

This qualification covers the design, implementation and evaluation of health and leisure activities in the aged care sector. The Certificate IV in Leisure and Health is part of an exciting and diverse career pathway in the community services and health care sectors.



CHC43015 – CERTIFICATE IV IN AGEING SUPPORT



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

DURATION 12 months with 120 hours of work placement

DELIVERY Mixed mode: virtual, face to face, online and self-paced program

SUBSIDISED PRICES You may be eligible for NSW Government Smart and

Skilled funding or other Government training subsidies. **see pg 3*

ENTRY REQUIREMENTS See website for details

LOCATION This course is delivered virtually with practical classroom based sessions. Locations include ITeC Academy Wollongong and delivery sites in other areas (*dependent on enrolment numbers*)

Build your skills and knowledge in AGEING SUPPORT

This qualification will develop you professionally to further innovate and develop solutions to empower older people, provide personalised support to people with dementia, facilitate partner relationships with carers and families and provide individualised services that improve the lives of older Australians.

This qualification is targeted for those employees and jobs that include specialised tasks and functions in the aged care sector. Job roles at this level are likely to be required to demonstrate leadership and have some responsibility for small teams, meeting performance targets and proactively contributing to service improvements.





CHCSS00067 – ADMINISTER AND MONITOR MEDICATION SKILL SET



COURSE FEE Check website for current price

DURATION 1 day face to face workshop + online learning + practicals + on the-job-observation

DELIVERY Mixed mode: online, face to face workshop, on-the-job practice and on-the-job assessment

ENTRY REQUIREMENTS The industry endorsed pre-requisite for this skill set is the Certificate IV in Ageing Support *(or Certificate IV level or higher in an area involving provision of direct client care or support)* + Strong digital and computer skills and access to a laptop and internet



Develop Confidence in MEDICATION ADMINISTRATION

If you're a support worker looking to expand your skills and increase your responsibilities, ITEC Academy's Administer and Monitor Medication Skill Set is designed for you.

This program includes two nationally recognised units:

HLTAAP001 - Recognise Healthy Body Systems

HLTHPS007 - Administer and Monitor Medications

Together, these units equip you with the practical skills and theoretical knowledge needed to safely administer and monitor client medication in aged care and community care settings.



CHCSS00070 – ASSIST CLIENTS WITH MEDICATION SKILL SET



COURSE FEE Check website for current price

DURATION This course typically takes 8 weeks

DELIVERY Online learning + on the job practice + on the job-observation

ENTRY REQUIREMENTS This skill set is for individuals who hold a qualification at Certificate III level or higher in Community Services, Health or a related field, work in various care and support roles verified as suitable for enrolment + Strong digital and computer skills and access to a laptop and internet

LOCATION This course is delivered online with a practical classroom/ workplace based session. Assessments are online and observations in the workplace. Locations include ITeC Academy Wollongong and delivery sites in other areas *(dependent on enrolment numbers)*

Assist with MEDICATION

In this comprehensive course, participants will gain proficiency in providing physical assistance with medication and supporting clients with self-medication in alignment with care plans and regulatory standards.

This program includes two nationally recognised units of competency:

HLTAAP001 - Recognise Healthy Body Systems

HLTHPS006 - Assist Clients with Medication

Through engaging modules, learners will delve into topics such as preparing for and providing medication assistance, supporting self-administration, regulatory requirements and best practices for ensuring client safety and well-being.





HLTAID011 – PROVIDE FIRST AID



COURSE FEE Check website for current price

COURSE RUNS Regularly - check website for start dates

DURATION 4hrs online theory and 6hrs practical assessment

DELIVERY Self-directed online course + face to face practical assessment

ENTRY REQUIREMENTS See website for details

LOCATION This course is delivered online with a practical classroom session. Assessments are online and observations in the classroom. Locations include ITeC Academy Wollongong and delivery sites in other areas. Check website for more details



Make a difference in CRITICAL MOMENTS

Our comprehensive Provide First Aid course equips participants with essential skills and knowledge aligned with the guidelines set by the Australian Resuscitation Council (ARC).

Throughout the course, you will learn how to provide a timely and effective first aid response to casualties, ensuring you are equipped to handle diverse scenarios with competence. During this course, students will develop skills to perform cardiopulmonary resuscitation (CPR).

From assessing the situation to administering life-saving procedures, our training will empower you to act decisively and appropriately in times of need.

Join us to gain the expertise needed to make a difference in critical moments, whether at home, in the workplace, or within your community.



HLTAID009 – PROVIDE CARDIOPULMONARY RESUSCITATION



COURSE FEE Check website for current price

COURSE RUNS Regularly - check website for start dates

DURATION 2hrs online theory and 2.5hrs face to face practical assessment

DELIVERY Self-directed online course + face to face practical assessment

LOCATION This course is delivered online with a practical classroom session. Assessments are online and observations in the classroom. Locations include ITeC Academy Wollongong and delivery sites in other areas *(dependent on enrolment numbers)*

NOTE This unit is delivered as part of the HLTAID011 - Provide First Aid. HLTAID009 will typically be delivered as the annual refresher as recommended by the ARC. See website for details on entry requirements

Provide essential CPR

The HLTAID009 - Provide Cardiopulmonary Resuscitation course focuses on equipping participants with the capability to perform cardiopulmonary resuscitation in line with guidelines. CPR is a vital part of the emergency first aid response, especially in incidents involving cardiac arrest, drowning, or other life-threatening emergencies.

You will gain hands-on training in:

- Recognising emergency situations and initiating first aid
- Conducting a primary assessment of the casualty
- Performing CPR
- Using an automated external defibrillator (AED)
- Applying personal protective equipment (PPE)

Defibrillator





CHCSS00137 – PALLIATIVE APPROACH SKILL SET



COURSE FEE Check website for current price

DURATION 16 weeks

DELIVERY Mixed mode: online and workplace based learning activities

ENTRY REQUIREMENTS This skill set is for individuals who hold a qualification at Certificate III level or higher in Community Services, Health or a related field, work in various care and support roles verified as suitable for enrolment by ITeC Academy.

LOCATION This course is delivered virtually with practical classroom based sessions. Locations include ITeC Academy Wollongong and delivery sites in other areas *(dependent on enrolment numbers)*



Learn how to provide support using a PALLIATIVE APPROACH

This essential skill set is designed for individuals working in various care and support roles within the community services industry who wish to enhance their abilities in supporting people who require palliative care. This course develops the skills and knowledge needed to effectively plan and support individuals in need of palliative care.

Includes four nationally recognised units of competency:

CHCCCS017 - Provide loss and grief support

CHCCCS036 - Support relationships with carer and family

CHCCCS038 - Facilitate the empowerment of people receiving support

CHCPAL003 - Deliver care services using a palliative approach



CHCSS00123 – DEMENTIA SUPPORT SKILL SET



COURSE FEE Check website for current price

COURSE RUNS Check website for start dates

DURATION 8 weeks theory + 1 day practical workshop

DELIVERY This course is delivered online with a practical classroom session. Assessments are online and observations in the classroom. Locations include ITeC Academy Wollongong and delivery sites in other areas (*dependent on enrolment numbers*)

ENTRY REQUIREMENTS This skill set is for individuals who hold a qualification at Certificate III level or higher in Community Services, Health or a related field, work in various care and support roles, and who wish to develop skills in supporting people with dementia

DEMENTIA SUPPORT

Includes two nationally recognised units of competency:

CHCAGE011 - Provide support to people living with dementia

CHCCCS044 - Follow established person-centred behaviour supports

- In 2021, there are an estimated 472,000 Australians living with dementia
- Approximately 70% of people with dementia live in the community
- More than two-thirds (68.1%) of aged care residents have moderate to severe cognitive impairment

You will learn how to deliver specialised skills and knowledge to plan and coordinate support for people with dementia.





CONTRIBUTE TO THE CARE OF PEOPLE WITH DIABETES (NON-ACCREDITED)



COURSE FEE Check website for current price

DURATION Up to 6 weeks

DELIVERY Mixed mode: online learning modules, workplace practice and workplace based assessment conducted by a local Clinical Nurse Educator

ENTRY REQUIREMENTS HLTAAP001 - Recognise Healthy Body Systems and HLTHPS006 - Assist Clients with Medication

Work with clients who have DIABETES

Step into a world of specialised care with our short course designed to equip you with the essential skills and knowledge to support clients living with Type 1 or Type 2 Diabetes.

Throughout the program, you will delve into the intricacies of diabetes, understanding its nature, potential complications, and the importance of tailored diets for individuals managing the condition. Learn to identify and monitor care needs effectively, including the crucial skill of blood glucose monitoring.

Gain confidence in administering insulin via pen devices and explore the various factors influencing insulin effects to ensure optimal care delivery. Students will learn to understanding the early signs of complications and be confident in taking prompt action when needed.





SIT20322 – CERTIFICATE II IN HOSPITALITY



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

DURATION 12 weeks

DELIVERY Face to face

SUBSIDISED PRICES You may be eligible for Smart and Skilled funding or training subsidies. *see pg 3

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy, Wollongong

Launch your career in the HOSPITALITY INDUSTRY

Step confidently into the fast-paced world of the hospitality industry with ITeC Academy's Certificate II in Hospitality.

Through hands-on, practical training, you'll gain key hospitality skills that are in high demand across the sector. Learn how to apply safe food handling practices and follow hygienic practices essential in any food service environment. Our course also includes training in food safety, preparing and serving non-alcoholic beverages and serving coffee to customer-ready standards.

Participants experience real-life hospitality scenarios designed to prepare for roles in food and beverage service. Our expert trainers will guide you through essential units in customer service, teamwork and health and safety. All tailored to meet the standards of today's hospitality industry.





SIT30622 – CERTIFICATE III IN HOSPITALITY



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

DURATION 14 weeks

DELIVERY Face to face

SUBSIDISED PRICES Contact us for current price

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy, Wollongong



Get cooking in the HOSPITALITY SECTOR

Get job-ready with the Certificate III in Hospitality at ITeC Academy! Train in our well-appointed commercial kitchen and gain hands-on experience at our onsite training café, The Fox & The Miller. This course is designed to prepare you for the real world of hospitality, giving you the practical skills and industry knowledge you need to succeed.

Throughout the course, cover key aspects of the hospitality industry from understanding recipes and preparing for service periods to developing strong teamwork and communication skills. Participants engage in practical activities, build food and beverage service knowledge and sharpen customer service skills. Along the way, students develop problem-solving abilities and time management strategies - essential skills for thriving in this in-demand, fast-paced and rewarding field.



SITXFSA005 – USE HYGIENIC PRACTICES FOR FOOD SAFETY



COURSE RUNS Enrol anytime

DURATION Self-paced. Must complete within 4 weeks

DELIVERY Online delivery + one hour face to face practical assessment

COURSE FEE Check website for current price

ENTRY REQUIREMENTS See website for details

LOCATION By correspondence w/ practical assessment at ITeC Academy, Wollongong

Get your certification as a BASIC FOOD HANDLER

“Food handlers must be able to show they know about and understand safe food handling, food contamination, cleaning and sanitising and personal hygiene”. - Food Authority NSW

ITeC's Basic Food Handler course is for people handling food in cafés, restaurants, canteens, hotels, supermarkets, fast food outlets, sandwich shops, catering operations or other food retail outlets.

In this course 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.

On successful completion, students will receive a Statement of Attainment (SoA), a nationally recognised certification that supports employment in a variety of food businesses.



In this course 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.

This course covers safe egg handling, allergen management, cleaning and sanitising required modules and also includes the new Official NSW Food Authority COVID-19 Food Safety Supervisor Training Module.



SITSS00069 – FOOD SAFETY SUPERVISION SKILL SET



COURSE FEE Check website for current price

COURSE RUNS Enrol anytime

DURATION Complete within 8 weeks

LOCATION By correspondence w/ practical assessment at ITeC Academy, Wollongong



Refresh your food safety knowledge. Designed for those who have previously completed a Food Safety Supervisor course and need to renew their certification. This nationally recognised refresher ensures you stay up to date with current food safety legislation, hygiene practices and safe food handling techniques, helping you maintain compliance in the hospitality or food service industry. Delivered by experienced trainers, the course is practical, efficient, and tailored to meet NSW Food Authority requirements, making it an essential step for food safety supervisors needing to keep their credentials current.

SITSS00069 – FOOD SAFETY SUPERVISOR RECERTIFICATION



COURSE FEE Check website for current price

COURSE RUNS Enrol anytime

DURATION Complete within 8 weeks

DELIVERY By correspondence w/ online knowledge assessment



BEGINNERS BARISTA WORKSHOP (NON-ACCREDITED)



COURSE RUNS View upcoming dates on our website

DURATION 3 hours

DELIVERY Face to face

WORKSHOP FEE Check website for current price

LOCATION ITeC Academy, Wollongong

NOTE Minimum age for this course is 15 years

Learn how to brew the perfect COFFEE

Experience the world of coffee like never before in ITeC's hospitality kitchen. This immersive course is designed to provide you with hands-on training using a commercial coffee machine, enabling you to learn how to create the most common coffee styles in the industry today.

- Delve into the intricacies of operating a commercial coffee machine, unlocking the secrets of brewing the perfect cup.
- Learn about coffee extraction++ and coffee styles.
- Understand the critical role grind selection plays in the coffee-making process and how to choose the perfect grind for different styles.
- Elevate your coffee creations by learning how to texture milk to perfection.

Please ensure you wear enclosed shoes for your safety and comfort.





CPC20220 – CERTIFICATE II in CONSTRUCTION PATHWAYS



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

DURATION Approx 10 weeks. *Check website for more details*

DELIVERY Face to face

SUBSIDISED PRICES You may be eligible for Smart and Skilled funding or training subsidies. **see pg 3*

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy - 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.



CPCWHS1001 – PREPARE TO WORK SAFELY IN THE CONSTRUCTION INDUSTRY



COURSE RUNS Regularly - check website for start dates

DURATION 1 day

DELIVERY Face to face

COURSE FEE Check website for current price

ASSESSMENT Written, verbal and practical

LOCATION Wollongong or talk to us about delivering at your site

GIT (General Induction Training) WHITE CARD

Increase your employment opportunities in the construction industry by getting your White Card (*General Construction Induction Card*).

A White Card is a mandatory requirement for construction workers in Australia. This means that if you want to work in the construction industry, you have to have one. Holding a valid White Card means that you have completed official, certified general construction induction training with a registered organisation within Australia.

White Card is the common name for the CPCCWHS1001 - Prepare to Work Safely in the Construction Industry training course. At ITeC you can be assured your training experience will give you comprehensive training for construction WHS practices.

Our course price includes Safework NSW Card Fee!





TRADIE TASTER PROGRAM

ITeC's 'Tradie Taster' Program is the perfect hands-on introduction to the fast-growing and diverse world of the trades sector, engaging hands and minds, and thinking critically and creatively. The programs on offer will allow students to get a "taste" of a range of trades to enable them to get a better understanding of the skills required to obtain employment in that trade.

Specifically designed for secondary school students, community groups and disengaged youth, and with a choice of 1, 2 and 3-day programs, these interactive courses taught by skilled and qualified industry professionals will see participants learning about safe work practices, handling of tools and completing a small trades project.

- **CARPENTRY**
- **CONSTRUCTION**
- **CIVIL CONSTRUCTION**
- **BRICKLAYING**
- **PLUMBING**



**For more information visit
www.itecacademy.edu.au**



SAFE START CONSTRUCTION ESSENTIALS



COURSE RUNS Check website for start dates

DURATION 4 days

DELIVERY Online learning in a classroom environment and practical learning and assessments in a simulated work environment

COURSE FEE Check website for current price

LOCATION Wollongong or talk to us about delivering at your site

BUILD YOUR CAREER

In just four days of face-to-face training you will complete three essential industry-recognised units:

CPCWHS1001 - Prepare to work safely in the construction industry (*White Card*)

RIIWH5204E - Work safely at heights

HLTAID011 - Provide First Aid

These core skills are crucial for anyone starting out or working in construction, maintenance, trades or labouring roles.

Training is delivered through a mix of online content in a supportive classroom setting and hands-on practical assessments in a simulated work environment at ITeC Academy. We can also deliver training on a suitable worksite, just talk to us about your needs. This combo course is a smart investment to get job-ready, meet compliance requirements or upskill yourself or your workforce.







BSB30120 – CERTIFICATE III IN BUSINESS



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

DURATION 12 weeks

DELIVERY Mixed mode: virtual, face to face, self-directed and online program

SUBSIDISED PRICES You may be eligible for Smart and Skilled funding or training subsidies.*see pg 3

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy, Wollongong

Build practical skills for a thriving career in BUSINESS

The Certificate III in Business course is designed to prepare you for real-world office environments. You will gain a well-rounded understanding of core business administration tasks while learning how to navigate the latest digital technologies, collaborate in a team environment and support inclusive work practices. You will also explore the importance of sustainable work practices, accurate business records and managing your own work performance to meet industry standards.

This course focuses on the knowledge required to take on diverse business services job roles, from customer service to financial administration. You will graduate with confidence in your ability to apply critical thinking skills, prioritise tasks and contribute to a professional and supportive workplace.





BSB41419 – CERTIFICATE IV IN WORK, HEALTH AND SAFETY



COURSE RUNS Contact us for details

DURATION TBC

DELIVERY Mixed mode: virtual, face to face, self-directed and online program

SUBSIDISED PRICES You may be eligible for Smart and Skilled funding or training subsidies. *see pg 3

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy 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.

- Assist with the implementation and improvement of WHS management systems.
- Contribute to the development and delivery of workplace incident response procedures.
- Apply relevant WHS laws and codes of practice in real-world settings.
- Communicate complex documents clearly and effectively.



BSB40520 – CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT



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

DURATION 18 months

DELIVERY Mixed mode: virtual, face to face, online and self-paced program

SUBSIDISED PRICES You may be eligible for Smart and Skilled funding or training subsidies. *see pg 3

ENTRY REQUIREMENTS See website for details

LOCATION ITeC Academy Wollongong and online

Learn to communicate, LEAD AND MANAGE

*“A leader is one who knows the way, goes the way,
shows the way” - John C. Maxwell*

The Certificate IV in Leadership and Management is designed to support you or your staff in becoming the next generation of leaders and managers.

The course includes learning how to:

- Build and maintain business relationships that support your team and goals.
- Facilitate effective workplace relationships through clear communication and active listening.
- Implement strategies that encourage team cohesion and collaboration.
- Apply emotional intelligence in day-to-day leadership decisions.





BSB50420 – DIPLOMA OF LEADERSHIP AND MANAGEMENT



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

DURATION 18 months

DELIVERY Mixed mode: virtual, face to face, online and self-paced program

SUBSIDISED PRICES You may be eligible for Smart and Skilled funding or training subsidies. *see pg 3

ENTRY REQUIREMENTS See website for details

LOCATION Wollongong or online



Become an EFFECTIVE LEADER

Whether you are a team leader, supervisor or looking to step into a leadership position, this course helps you become a strong leader who drives outcomes and motivates others. Participants learn to communicate, delegate responsibilities, and support teams to achieve their best.

By understanding how to align business goals with people management strategies, you will create a positive, productive work culture and these skills are highly valued in industries like aged care, community services, construction, hospitality and business operations.

Delivered by experienced industry trainers, the course prepares you to communicate effectively, make informed decisions, and lead with emotional intelligence and adaptability.



LEADING THE WAY

UNLOCK YOUR LEADERSHIP POTENTIAL WITH OUR MODULAR LEADERSHIP PROGRAM

Unlock the leadership potential within your team with practical, flexible, interactive workshops designed for today's dynamic business landscape. Covering Difficult Conversations, Managing Workplace Relationships, Situational Leadership SLII® and Innovation, these modules help you adapt your leadership style, navigate tough conversations, drive team performance and develop strategic thinking.

LEADING DIFFICULT CONVERSATIONS

This workshop provides practical strategies and guided exercises to help participants communicate with clarity, manage emotions effectively and de-escalate tense situations.

MANAGING WORKPLACE RELATIONSHIPS

Learn practical skills to lead with confidence, foster positive workplace dynamics and address issues constructively in the workplace.

SITUATIONAL LEADERSHIP SLII®

Identify team development levels and provide the right support to strengthen relationships, boost performance and create a motivating workplace.

YES, YOU CAN INNOVATE

Turn uncertainty into opportunity by embedding innovation in your work. Strengthen strategic thinking, problem-solving and leadership with a repeatable framework for driving change.

Choose one or bundle all workshops at a discount. With customisable modules, you can focus on what matters most, whether you're an emerging leader or an experienced executive looking to enhance your impact.



"The Trainer was amazing and this was the most engaged I have been at any workshop"

Workshop Participant,
Fulton Hogan

LEAD DIFFICULT CONVERSATIONS

DURATION: 1 day face to face workshop + option to complete an accredited course

FACILITATOR: Kate Perry

LOCATION: ITeC Academy, Wollongong

Through practical strategies and guided exercises, the workshop explores how to communicate clearly, manage emotions and de-escalate tension. Participants will engage in immersive simulations to practice leading challenging discussions in a safe and supportive environment. By the end of the day, you'll walk away with increased confidence and a toolkit for handling difficult conversations with professionalism and empathy.


LEARNING OBJECTIVES:

- Strengthen your ability to lead and navigate difficult conversations with greater ease
- Approach sensitive issues with confidence
- Manage emotions and reduce conflict
- Practice key skills through simulations that mirror real-world challenges

WHO SHOULD ATTEND?:

- Emerging Managers
- Team Leaders
- Those seeking to enhance and develop communication skills

Strengthen your leadership skills by learning how to navigate tough conversations with confidence, empathy, and clarity in the workplace.



"Kate delivered the session in a way that all could understand and made each person feel valued and supported throughout the program."

Workshop Participant,
Thomas Holt - IRT

"I wouldn't change anything. This was the best course I have attended to date."

Workshop Participant,
Fulton Hogan

MANAGING WORKPLACE RELATIONSHIPS

DURATION: 1 day face to face workshop + option
to complete an accredited course

FACILITATOR: Kate Perry

LOCATION: ITeC Academy, Wollongong

Enhance your leadership skills with our comprehensive program designed to help you navigate challenging workplace conversations and manage relationships effectively. This workshop equips you with practical strategies to lead with confidence, foster positive workplace dynamics and address issues constructively, making it suitable for leaders across all industries.

LEARNING OBJECTIVES:

- Develop the skills to manage people and address issues constructively
- Identify key components of effective workplace relationships
- Build your confidence in handling conflict and fostering positive outcomes
- Develop strategies to build trust

WHO SHOULD ATTEND?:

- Managers
- Team Leaders
- Department Heads
- Those who want to develop advanced communication and people management skills

Take the next step in your leadership journey and gain the essential tools to lead effectively and manage workplace relationships with ease.



"SLII® is a very practical methodology that all leaders can apply to assist with effectively leading their team members "

Richard Walsh,
Head of People and Culture - IRT

SITUATIONAL LEADERSHIP SLII®

DURATION: 1 day face to face workshop
+ pre-course online self-assessment

FACILITATOR: Leigh Jewiss

LOCATION: ITeC Academy, Wollongong

Unlock success with Blanchard Australia SLII® leadership model. In today's fast-paced world, leaders need to be adaptive. SLII® helps leaders diagnose team members' development levels and provide the right support and direction at the right time. With 40 years of research, the SLII® model builds stronger relationships, boosts performance, and fosters a motivating work environment.

LEARNING OBJECTIVES:

- Define clear, compelling goals
- Identify development levels
- Provide tailored direction and support
- Have honest, progress-driven conversations

WHO SHOULD ATTEND?:

- Managers
- Emerging Leaders
- Executives

Benefit from a proven, easy-to-understand framework that accelerates development, enhances performance and improves engagement and retention. Lead with confidence and drive results with SLII®.



"Having attended this course, I can now help my team think differently, create better outcomes, and achieve more successful implementation for the team and caregiving"

Workshop Participant,
The Salvation Army - Aged Care

YES, YOU CAN INNOVATE

DURATION: 1 day workshop

INCLUDES: Six 'I's® of Innovation Individual Profile

FACILITATOR: Deanna Sacco

LOCATION: ITeC Academy, Wollongong

Unlock your team's potential to drive innovation and contribute to your organisation's success. In an era of constant change, the ability to identify opportunities, generate ideas and create lasting impact is essential.

This hands-on workshop will equip your employees with the skills, tools and mindsets needed to excel and add value to your organisation.

LEARNING OBJECTIVES:

- Apply The Six 'I's® framework to tackle real workplace challenges
- Strengthen innovation skills in problem-solving, strategic thinking and adaptability
- Confidently turn ideas into action

WHO SHOULD ATTEND?:

- Employees at all levels
- Teams looking to implement new ideas
- Leaders and Managers seeking to foster a culture of innovation

Empower your team to create and implement impactful ideas using the proven Six 'I's® methodology and drive sustainable success.

THE LEADERSHIP MASTERY PACKAGE

LEAD DIFFICULT CONVERSATIONS

MANAGING WORKPLACE RELATIONSHIPS

SITUATIONAL LEADERSHIP SLII®

YES, YOU CAN INNOVATE

DURATION: 4 workshops over 4 days
FACILITATORS: Kate Perry, Leigh Jewiss and Deanna Sacco
LOCATION: ITeC Academy, Wollongong

Elevate your leadership skills with this dynamic program, combining four powerful separate workshops delivered over four days. Learn practical techniques to navigate difficult conversations, apply the proven SLII® leadership model to support your team's growth and foster a culture of innovation and strategic thinking. Designed for leaders across all industries, this program strengthens relationships, drives performance and empowers you to lead with clarity, confidence and creativity.

Delivered over four focused days, the program equips you with a versatile leadership toolkit built for real-world challenges. Each workshop offers hands-on strategies you can apply immediately from managing sensitive issues and adapting your leadership style to inspiring creative thinking within your team.

LEARNING OBJECTIVES:

- Communicate confidently in complex workplace situations
- Address challenges with confidence
- Adapt leadership style using the SLII® model
- Foster creative problem-solving and strategic thinking

WHO SHOULD ATTEND?:

- Team Leaders
- Supervisors & Managers
- Executives
- Project Coordinators
- HR Professionals
- Emerging Leaders

Whether you're leading a team or preparing to step into a management role, this program will give you the skills and confidence to lead effectively in today's dynamic workplace.



Business Connections

Wollongong



BUSINESS CONNECTIONS CLUB MEETINGS

Our **FREE** bi-monthly Business Connections Club meetings are designed to foster genuine connections and provide practical, up-to-date insights to help your business and workforce thrive. Each meeting is an opportunity to collaborate, build partnerships, meet new customers and clients, learn about the latest opportunities for business, and access tailored information that supports your organisation's growth.

FREE TO ATTEND

Sponsored by Wollongong City Council and WAVE FM the bi-monthly meetings are held at the iTec Academy's Golden Age Theatre in Coniston. Come along with plenty of business cards so that you can make lots of new business connections and watch your business profile grow.

TRAINING DESIGNED FOR YOUR BUSINESS

We know that every business is unique. That's why we offer accredited training courses as well as flexible, customised workshops that can be designed specifically to address the needs of your team and business. Whether you want to improve leadership capability, upskill your staff in a specific skill, tackle workplace challenges or boost employee engagement, we can work with you to develop training solutions that are relevant, practical, and aligned to your business goals. ***Let's start the conversation today!***



TRAINEESHIPS

**AGED CARE ▶ BUSINESS ▶ CONSTRUCTION
DISABILITY SUPPORT ▶ ENTERTAINMENT ▶ HOSPITALITY**

ITeC Academy have 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



**CONTACT US
ABOUT
AGED CARE
ACT**

**TRAINEESHIPS
(User Choice)**
*See page 3 for
more details*

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 Apprenticeship and Traineeship (SBAT).

Candidates must be:

- A full time student 15 years old or over
- Have an agreement with the student's school to undertake school based training
- Work a minimum of 8 hours per week
- Must be a 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.**



VENUE HIRE

Located in Coniston, just a short stroll from the train station, cafés, and only minutes from Wollongong's city centre and beaches, ITeC Academy offers a range of versatile spaces for hire to suit meetings, events, training, workshops and creative projects.

Our facilities include:

- Fully equipped training rooms ideal for workshops, meetings and seminars.
- A large conference room suitable for corporate functions or professional gatherings.
- The Golden Age Theatre, featuring full A/V and lighting systems perfect for presentations, screenings and performances.
- A professional recording studio with an Audient console, sound-treated live room and isolation booths for audio production.
- A spacious kitchen suitable for cooking demonstrations, training sessions or hospitality masterclasses.
- A purpose-built Construction Hub, complete with tools, machinery and an undercover workshop area for hands-on activities.

Additional amenities include:

- On-site reception and friendly support team.
- Wheelchair access.
- Free parking.
- Outdoor undercover area.
- Vending machines and a shared kitchen with complimentary tea & coffee.

Whether you're hosting a creative production, delivering training or running an event, ITeC Academy provides a flexible and professional environment to bring your ideas to life. Contact us to discuss your needs.



RECORDING STUDIO

Whether you're recording tracks, perfecting your mix or exploring new sounds and creative ideas, our professional studio provides the equipment and expertise to help you craft unforgettable music. The ITeC recording studio is operated by Fat Baby Studios. Visit Fat Baby's website for rehearsal and recording prices.

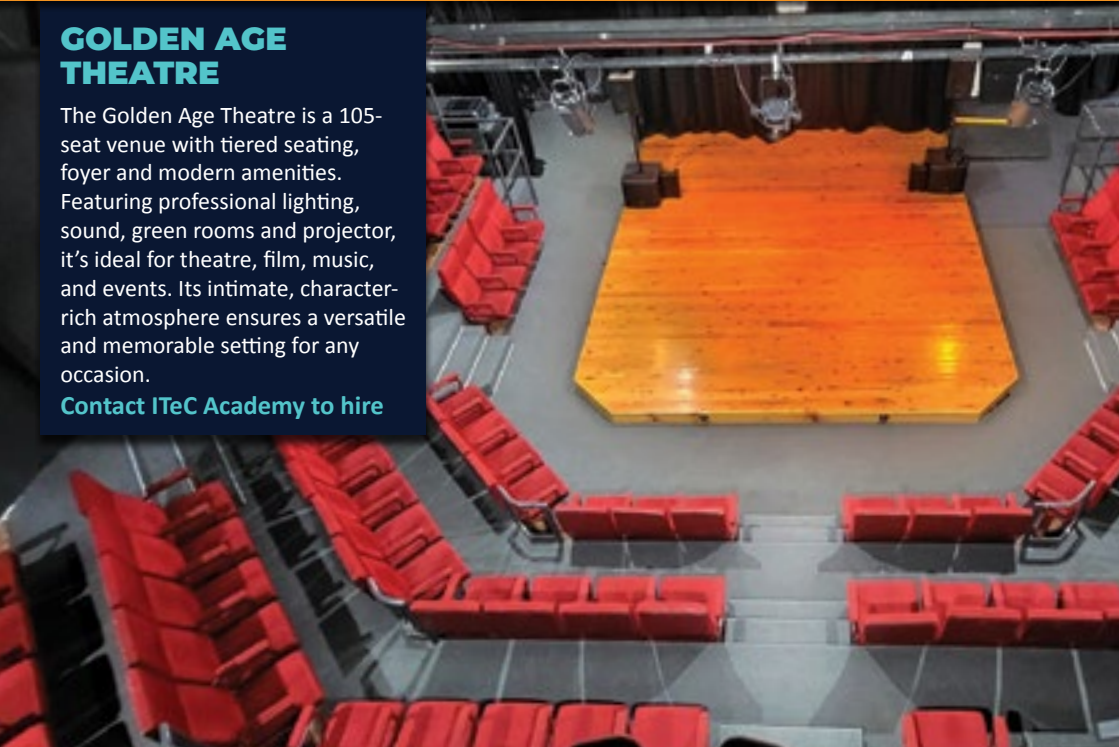
fatbabystudios.com.au



GOLDEN AGE THEATRE

The Golden Age Theatre is a 105-seat venue with tiered seating, foyer and modern amenities. Featuring professional lighting, sound, green rooms and projector, it's ideal for theatre, film, music, and events. Its intimate, character-rich atmosphere ensures a versatile and memorable setting for any occasion.

Contact ITeC Academy to hire





*SCAN TO
LEARN MORE*



02 4223 3100

enquiries@itecacademy.edu.au

www.itecacademy.edu.au