

## Food Safety Planning

*A specialist skill set is available for those people working in the Hospitality Industry, with particular responsibility for higher level Food Safety Management.*

*Includes the basic food hygiene course with more advanced food safety monitoring (Level 2) leading the development of food safety plans.*

- SITXOHS002A Follow workplace hygiene procedures
- SITXFSA001A Implement food safety procedures
- SITXFSA002A Develop & implement a food safety program

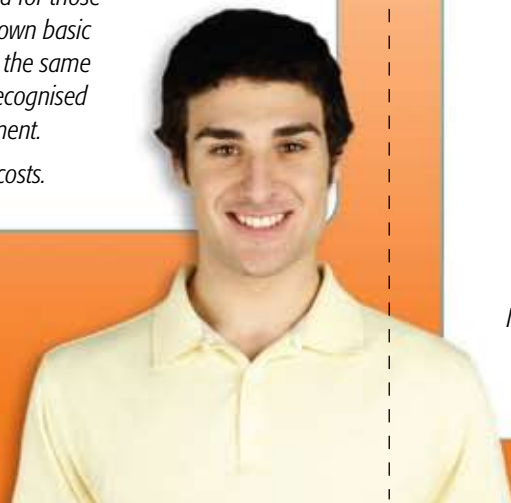
*The skill set would normally be undertaken over several days, however arrangements can be made for individual organisations to best meet their staffing needs.*

## Electronic Financial Recordkeeping (MYOB)

- BSBFIA301A Maintaining Financial Records
  - BSBFIA302A Processing Payroll
- BSBFIA303A Processing Accounts Payable & Receivable
  - BSBFIA304A Maintaining a General Ledger

*This skill set is recommended for those wishing to manage their own basic business accounts and at the same time gain a Nationally Recognised statement of attainment.*

*Call for details and costs.*



## Certificate II in Information Technology

ICA20105

Provided in partnership with Robinson College  
NTIS90449

*This qualification is suitable for those wishing to attain foundation skills and knowledge in IT.*

*The course comprises 14 units of which 8 are mandatory and 6 are electives.*

- BSBCMN106A Follow workplace safety procedures
- ICAD2012B Design organisational documents using computing packages
  - ICAU2005B Operate computer hardware
  - ICAU2006B Operate computing packages
- CAU2013B Integrate commercial computing packages
  - ICAU2231B Use computer operating system
- ICAW2001B Work effectively in an IT environment
  - ICAW2002B Communicate in the workplace

*The remaining 6 electives could be similar to the following example:*

- ICAD3218B Create user documentation
- ICAI2015B Install software applications
- ICAI3021B Connect internal hardware components
  - ICAU1128B Operate a personal computer
    - ICPMM32B Capture a digital image
    - ICPMM26B Access and use the internet

*Individual units may be completed or plan to complete the entire 16 unit qualification and receive a Nationally Recognised qualification.*

## A Course in Emergency Asthma Management

21886VIC

Provided under licence with  
Asthma Foundation NSW

This nationally accredited course is specifically designed to:

- Promote standard protocols for the treatment of asthma attack
- Raise the general awareness of asthma and the emergency management
- Promote a proactive approach by developing asthma policies
- Enables a legal access to asthma reliever medications

*This is a 3 hour course providing a concise interactive approach to emergency asthma management for Schools, Child Care Centres, Sporting groups and the general workplace.*

*Call for information, costs and bookings.*



For more information, visit  
[www.regionalllearning.com.au](http://www.regionalllearning.com.au)



## Related links:

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# REGIONAL LEARNING & DEVELOPMENT

PTY LTD

## Other courses available:

**Certificate II in  
Hospitality**

SIT20207

**Certificate III in  
Hospitality**

SIT30707

**Certificate IV in  
Small Business Management**

BSB40407

These courses are suitable as:

- Australian Apprenticeships
- New Entrant Traineeships

# REGIONAL LEARNING & DEVELOPMENT

PTY LTD

## SPECIALIST COURSES

in

**Hospitality**

**Asthma Management**

**Accounting**

**Information Technology**

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