



PARRAMATTA
COMMUNITY COLLEGE
"WE EDUCATE FOR LIFE"

2023 ANNUAL REPORT

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PARRAMATTA COMMUNITY COLLEGE

Parramatta Community College is a non-profit provider of adult education which has been an incorporated association since late 1986. The College is governed by a College Council and managed by a Chief Executive Officer and staff.

Parramatta Community College was incorporated as Parramatta Regional College Inc in December 1986. The journey continued and in 1998 we became The Parramatta College Inc.

Today we offer a full program of vocational, leisure, language, literacy and computing courses across central Western Sydney. As we move into new technologies Parramatta Community College offers not only face to face training but flexible blended delivery of certain vocational qualifications to suit people's expectations.

Our students come from all walks of life and provide a rich diversity. Local businesses and community organisations are also a source of our students. Parramatta Community College has strong relationships with a number of local businesses in Greater Western Sydney.

The College gratefully acknowledges government funding which contributes toward its operations, including that from the New South Wales Department of Industry.

We educate for Life!

MISSION

Deliver quality learning opportunities to support a diverse and dynamic community for work, life and leisure.

VISION

To be a centre of excellence in learning for our community.

PURPOSE

To facilitate social engagement, employment & further education for the future of Western Sydney.

WAY

Providing contemporary, inclusive and accessible training opportunities and addressing barriers to learning.

IMPACT

When people have the skills they need, they will be confident to achieve their goals and contribute to a thriving local community.

PRESIDENT'S REPORT 2023



The 2023 Financial Year not only continued the transformation and capacity building which I reported upon in 2022 but also significantly the Parramatta Community College (the College) embarked upon a significant strategic initiative through the acquisition of the Bankstown Community College.

Financially 2023 has been a very successful year for the College. The College reported an operating profit of \$49K which was the first reported operating profit since the onset of Covid in February 2020. This profit was manifested through the dedication and initiatives of Monique Knight the CEO of the College and the resourceful and extraordinary team of talented professionals which Monique has assembled to bring about the ongoing change and growth at the College.

Significantly the turnaround in financial performance was not due to cost cutting and efficiencies but through revenue growth. The College posted Total Revenue of \$1.612M. This achievement was a 63% improvement on the 2022 Financial Year. The Management Team are to be congratulated for the outstanding achievement.

In addition to the outstanding revenue growth of the College, the Board embarked on a transformative initiative with the acquisition of the Bankstown Community College. The finalisation of this acquisition in May 2023 has led to not only operating efficiencies across both Colleges but has opened up revenue sources to enable continuing growth in 2024.

Whilst the integration of the Bankstown Community College has provided some challenges, the dedication and hard work of the CEO bought about the integration of both Colleges. Indeed, the CEO has been able to turnaround Bankstown Community College from a loss making enterprise to one of profit.

Importantly the College is now able to offer its services to a wider array of individuals across the whole of Western Sydney and this will help the College to fulfil its core objectives of providing education and advancement to the people of Western Sydney who most need it.

The initiatives started in 2023 have set up the College to engage in a number of new initiatives in 2024. The ranges of courses which can now be offered across both Colleges will enable the College to become the preeminent Community College in New South Wales.

I wish to thank our CEO, Monique Knight and all the staff at the College for their tireless efforts in delivering again in this exciting year of change. Their passion and commitment to the College is without peer. The quality of education that they in company with our valued teachers and trainers bring to the Community of Western Sydney enriches the Community on many levels.

I wish to close by thanking all my fellow Council members. Their commitment of time, intellect and wise counsel for the benefit of the College is inspiring and a pleasure to be part of. We will continue to work together to progress the College and to expand its horizons over the coming years. In particular I wish to thank Alex Florio who will be standing down at the AGM to pursue business interests in Asia. The contribution of Alex to the strategic direction and governance of the College has been most appreciated.

Stephen Jenkins (President)
Parramatta Community College Council

CONTACT INFORMATION

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-  www.instagram.com/parramattacommunitycollege
-  au.linkedin.com/school/parramattacommunitycollege
-  www.youtube.com/@parramattacollege

2023 COLLEGE COUNCIL



President
Public Officer
Secretary
Stephen Jenkins
2016 - present



Deputy
President
Alexandra Florio
2017 - present



Council
Member
Luke Magee
2019 - present



Council
Member
Mike Smith
2020 - present



Council
Member
Sue Walsh
2020 - present



Council
Member
George Bousamra
2023 - present

GRANTS

Grants are usually paid in instalments, with a final payment forthcoming on presentation of final reports or student AVETMISS data. Sometimes the final payment is paid in the following financial year. Grants usually represent more than half of our income. Other income comes from student course fees and contract training work. The table below lists the government funds we were granted in 2023.

GOVERNMENT FUNDING GRANTED IN 2023		Amount
ACE Funding Outcomes		\$ 660,000.00
Smart and Skilled Funding		\$ 254,000.00
Tech Savvy Funding		\$ 10,920.00
TOTAL GRANT FUNDING		\$ 924,920.00

Other Income 2023		Amount
Fee For Service Income and student waiver		\$ 203,660.00
TNI and Summer Skills Income		\$ 61,478.00
Total Other Income		\$ 265,138.00

Total Income		\$ 1,190,058.00
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SMART AND SKILLED – ENTITLEMENT FULL QUALIFICATIONS

The college continued to deliver Smart and Skilled programs in 2023, mainly in TAE40116 Certificate IV in Training and Assessment This has been superseded by theTAE410122. Summer Skills for school leavers 16-24 was warmly received by those who participated. Some of the students who undertook beauty units, have sign on to continue into the Diploma of Beauty Therapy. The college has the following qualifications on Smart and Skilled:

BSB20120 Certificate II in Workplace Skills
 BSB30120 Certificate III in Business
 BSB30220 Certificate III in Entrepreneurship and New Business
 BSB40120 Certificate IV in Business
 BSB40320 Certificate IV in Entrepreneurship and New Business
 BSB50120 Diploma of Business
 SIR30216 Certificate III in Retail
 FSK10219 Certificate I in Skills for Vocational Pathways
 FSK20119 Certificate II in Skills for Work and Vocational Pathways
 TAE40121 Certificate IV in Training and Assessment
 SHB30121 Certificate III in Beauty Services
 SHB40121 Certificate IV in Beauty Therapy (Apprenticeship & Traineeship)
 SHB50121 Diploma of Beauty Therapy (Relaxation Massage)

TECH SAVVY SENIORS

Tech Savvy Seniors Programs are funded through a partnership between the NSW Government and Telstra and helped senior citizens build the skills and confidence to use computers, tablets and smartphones. It included face-to-face training, how-to guides and training materials.

The benefits of our Tech Savvy Seniors programs:

- Fee-Free programs for seniors only (eligibility criteria applied)
- Helped seniors keep in touch with family and friends
- Access government, health and other essential services
- Discover more things at their fingertips



We applied and successfully received funding for Tech Savvy Seniors classes and delivered a variety of classes:

- Tech Savvy Seniors - Learn Online Cyber Safety
- Tech Savvy Seniors - How to use Samsung / Android
- Tech Savvy Seniors - How to use iPad, iPhone
- Tech Savvy Seniors - Introduction to Video calling
- Tech Savvy Seniors - Introduction to Social Media
- Tech Savvy Seniors - Introduction to Emails
- Tech Savvy Seniors - Introduction to Computers
- Tech Savvy Seniors - Learn Online Shopping & Banking

Our classes were held at our Western Sydney Skills Hub and were very popular that we completely exhausted our funds within 6 months. We will apply for more funding in 2023.

EDUCATIONAL PROGRAM 2023

PROGRAM	ENROLMENTS
General Programs (Leisure & Lifestyle + Foreign Languages)	1370
Business, Beauty, Workplace & Computer Skills	514
TOTAL	1884

ACCREDITED TRAINING

Parramatta Community College is a registered training organisation under the jurisdiction of the Australian Skills Quality Authority (ASQA) to deliver a range of Training Package qualifications and accredited courses which are on our scope of registration (listed on page 23).

Registered Training Provider

National Provider No: 90276

Registered to 17th November 2029

As part of its registration, Parramatta Community College always maintains compliance with the Standards for Registered Training Organisations 2015 and across all of its operations. The college also maintains a Quality Assurance System through its systematic approach to continuous improvements, enabling it to deliver high quality industry focused training and assessment services to the Western Sydney community.

The college conducts regular independent validation of its assessment system, which ensures its assessment system is compliant with the requirements of the relevant training packages as well as the relevant RTO Standards. Courses delivered by partners are also regularly monitored and the Compliance Manager who works closely with the partners to ensure they provide desired learning experiences to our students.

During 2023, Parramatta Community College investigated and undertook a variety of tenders in various training and operational areas. These outcomes will play a huge part in Parramatta Community College maintaining its market share and continued growth throughout 2024. Having successful tenders will support Greater Western Sydney for many more years.



Glen Coates
Compliance and Quality Assurance
MAICD, FIML, AMAMI, JP

LEISURE & LIFELONG LEARNING

Community colleges have a proud history of delivering leisure and lifelong learning. They are at the heart of a community college philosophy that believes in the value of education for its own sake, for the love of learning. Our Leisure program operates at our Western Sydney Skills Hub and in a few school and community venues across the local area. In 2023, we delivered the following courses:

- Aquafitness
- Art session for Parents and Children
- Bellydance - Fun & Fitness
- Bootcamp / Fitness Program
- Crocheting for Beginners
- Coffee Making - Barista Skills (non-accredited)
- Design a Website or Blog
- Digital Photography for Beginners
- Drawing & Painting - All Levels
- Dressmaking for Absolute Beginners
- Guitar
- Hair Styling for Beginners (non-accredited)
- Makeup Course for Beginners (non-accredited)
- Make a Monet or Van Gogh
- Piano/Keyboard
- Planning to buy a house
- Ukulele
- Yoga



FOREIGN LANGUAGES

We offer an array of world languages, from Asian to European, including Mandarin, Japanese, Spanish, Italian and French, just to name a few. Our language courses have an emphasis on learning how to speak the language for business, travel, cultural interest or to maintain fluency with a range of levels on offer and are based on a conversational, practical approach dealing with everyday situations and include grammar, vocabulary, and cultural aspects.

BUSINESS DEVELOPMENT (COMMUNITY PROGRAMS)/STUDENT RECRUITMENT

The BD/Student Recruitment Manager works closely together with not-for-profit community organisations and passionate individuals delivering customized training solutions whilst providing a supportive learning environment, to enable participants to learn and thrive. Dianne also attends industry events to promote college offerings.

Initiatives are implemented to equip learners to accomplish successful outcomes in vocational training, employability skills and practical knowledge required to build a competitive portfolio to attract sustainable employment.

Learners are inspired to utilize digital literacy during their student experience with monitoring processes in place to ensure their progress is on track.

Parramatta Community College acknowledges the diversity of our students and recognizes the cultural contribution as a source of strength. The classroom values promote the following attributes:

- Social Inclusion
- Equality
- Understanding and Respect
- Innovation and Creativity



Dianne Kersten
Business Development Manager/Student Recruitment

BUSINESS BREAKFAST NETWORK WITH CORE COMMUNITY SERVICES

Attending the Business Breakfast Network was attended by many passionate employees and other not-for-profit organizations and proud to have Core Community Services as a community partner, whereby Parramatta Community College delivered First Aid training to the parents of Lansvale Public School, funded by the NSW Government via our ACE Program.



DUNDAS AREA NEIGHBOURHOOD CENTRE (DANC)

Members of the Dundas Area Neighbourhood Centre enjoyed the opportunity of engaging in First Aid training to regain accreditation and/or become accredited for the first time, as many seek employment in before and after school care jobs with others volunteering in related areas, and several for personal development.



INTERNATIONAL WOMENS DAY

The theme for International Women's Day 2023 is "DigitALL: Innovation and Technology for Gender Equality". It recognizes and celebrates the women and girls who are championing the advancement of digital education. Parramatta Community College supports this by providing Zoom classes and self-paced learning with exposure to moodle based learning. In addition, extra support delivering workshops in MS Office Suite, MYOB, XERO and other technology is offered.



THE WOMENS SHED HILLS SHIRE 5TH BIRTHDAY CELBRATION

An initiative of the Positive Vibes Foundation, the Hills Women's Shed offers an opportunity for women of all backgrounds and stages of life to meet together, to share stories and to learn new skills whilst forming meaningful friendships and connections. Hills Community Aid is situated at Balcombe Heights Estate in the suburb of Baulkham Hills and supports Parramatta Community College by facilitating Information Sessions to Hills Shire community residents, the ability to access fee-free training funded by the NSW Government. Participants engaged in the Teacher's Aide Skillset with a pathway to the full qualification Cert III in School based education support, Hills Community Aid works closely with The Womens Shed Hills Shire to empower women via training initiatives.



The BDM visits Playgroup NSW at the Auburn Centre for Community (Cumberland Council) with parents of the local community, who are informed about the training opportunities available for them to access via NSW Government funding, informing interested participants of the eligibility criteria to access funding



INFORMATION SESSIONS AND REGISTRATION DAYS

Parramatta Community College runs information sessions and registration days for jobseekers to learn more about the fully subsidized training opportunities on offer through ACE and Smart Skilled funding. Often, morning tea is provided with pre-school children welcome. It also provides a chance for parents to meet and mingle and sets a welcoming tone for learners who have not studied for some time. Parents can enrol in their desired course on the same day, with many upskilling with accredited training in sessions such as First Aid, Office Skills, Medical Admin, MYOB, Xero, MSO Word, Excel, Powerpoint, Teacher's Aide and Certificate III in School based education support.



PARTNERING WITH COMMUNITY HUBS AUSTRALIA

The Minister for Prospect Hugh McDermott MP with parents enrolled in the Teacher's Aide. As part of the National Community Hubs program, the Bert Oldfield Community Hub at Seven Hills links families and children to local education, health, and community services in a familiar and friendly place. Being part of a Hub gives families a sense of belonging and creates pathways to valuable vocational opportunities, such as the Teachers Aid Course taking place during his visit. The MP for Prospect stated that "It was wonderful to meet the engaging members of this Hub and see its important work in action".



WORKSHOPS FUNDED THROUGH ACE

Parramatta Community College facilitates 1-day employability workshops to help prepare students navigate the recruitment process with tangible skills and necessary insight such as Resume Writing, Cover Letters, Interview Skills, MS Office - Word, Excel, Powerpoint, Professional Styling, Make-Up for Work, First Aid.



PARTNERING WITH THE SALVATION ARMY CORPS AUBURN

The Service Provider Day took place at the Salvation Army Corps Auburn and Salvos Employment Plus organization in Auburn and supported by many community-minded stakeholders by invitation, to share their specialist areas of expertise with community, and how they can benefit. Many residents from the Cumberland Council area attended this important and worthwhile informative event.



PARTNERSHIP WITH COMMUNITY HUBS AUSTRALIA

In 2023, we partnered with Community Hubs Australia to deliver Certificate III in School based education support for parents planning to transition into the workforce, with the vision to become qualified as school liaison supports officers (SLSO) within the school community, however they lacked confidence and required training, therefore, this course was offered to the school community at 1 day per week onsite, to enable parents the convenience for drop off and pick up of their children from school as normal. The accredited training provided the capacity to strive toward their goals, empower confidence and foster friendships. Classes were delivered within the community hubs onsite at affiliated schools.



PARTNERSHIP WITH COMMUNITY MIGRANT RESOURCE CENTRE

In 2023, we partnered with Community Migrant Resource Centre (CMRC) to deliver a Retail Skillset to Tamil speaking women, supporting their ambitions of working within the retail industry. Childcare was provided by Mobile Minders via CMRC funds, in an adjacent room which allows for a conducive learning environment. Parents attend 1 day per week and are mentored by CMRC's Tamil speaking community liaison officer at Toongabbie, with a light lunch provided and parents have the opportunity to check in on their pre-schoolers.



PARTNERING WITH THE SALVATION ARMY CORPS NORTH PARRAMATTA

Ukrainian Refugees proudly boasting their Barista Certificates (the week before) Grateful for ACE Funding having had to flee their homeland due to the Russian invasion of Ukraine. Participants referred by Salvation Army North Parramatta.



MARKETING

WEBSITE

Comparison YOY (Jan 22 – Dec 22) vs (Jan 23 – Dec 23)

- 28.8% increase in visitor sessions on the website
- 29.9% increase in new users visiting the website
- 18.6% increase in pages per session on the website
- 8.3% increase in average session duration



SOCIAL MEDIA

Facebook Page Likes (Jan 23 – Dec 23) = 2,114
o 12% increase

Instagram Followers (Jan 23 – Dec 23) = 166
o 22% increase

LinkedIn Followers (Jan 23 – Dec 23) = 244
o 40% increase



EDM (E-NEWSLETTER)

2023 Average Open Rate = 33.1%

- o Industry Average for Education and Training Sector: 23.42%

2023 Average CTR = 3.1%

- o Industry Average for Education and Training Sector: 2.9%

Total number of EDMs distributed (Jan 23 – Dec 23) = 28



AWARDS RECEIVED

- Finalist at the 2023 Parramatta Local Business Awards for "Most Outstanding Education Service"
- Finalist at the 2023 Western Sydney Awards for Business Excellence (WSABE) for "Outstanding Business Leader"
- Finalist at the 2023 ZEST Awards for "Exceptional Community Partnership"



OTHER MARKETING ACTIVITIES & HIGHLIGHTS

City of Parramatta's 2023 Citizen of the Year Awards



Mervin met with Mr Edmond Atalla MP (Member for Mount Druitt)



Mervin attended Western Sydney Business Connection's Business Leader Luncheon at Campbelltown Catholic Club



Noeleen Alchin, the Regional Manager for Training Services NSW, visited our college to view our new Beauty Training Centre



PCC donated art supplies + art trainer to 2 NGOs: Blacktown Older Women's Network + Dundas Area Neighbourhood Centre



Free After-school programs for kids aged 5-12yrs at Dundas Area Neighbourhood Centre (community inclusion)

PCC delivers FREE art classes

DUNDAS Area Neighbourhood Centre (DANC) is offering FREE art classes for kids as an after-school program, in partnership with Parramatta Community College (PCC). This collaboration is part of PCC's ongoing commitment to supporting community development and education, because the college believes access to quality education and training is essential for all members of the community, and they are proud to be able to offer this opportunity to families and their children in the Dundas area.

"I want to help kids learn creative skills and an after-school art program can be a constructive and engaging activity for them, especially for families who may not have access to extracurricular activities for their kids", said Mervin Verrada, marketing and programs manager for PCC.

The art classes will be conducted by a skilled and experienced art trainer, Penny Chai from Ally Art Inc, who will teach children various art techniques in a series of after school art sessions at the Dundas Area Neighbourhood Centre, and all art supplies will be provided.

"The art classes will provide children with a safe and supportive environment to explore their creativity, develop their artistic skills, and build their confidence," said Kathryn Hammond, manager of DANC.

"We hope that this initiative will inspire children to pursue their passions and interests and help to foster a lifelong love of learning."

Classes are on Wednesday afternoons from 3:30pm-5pm on March 15th, 19th, 26th, and April 5th. Parents or guardians can register their children by emailing DANC or info@pcc.org.au or calling them on 9694 4250.

PCC and DANC are excited to be partnering on this project and look forward to seeing the positive impact it will have on the children in the Parramatta LGA community.



Dundas Neighbourhood Centre enjoying art classes.

a skilled and experienced art trainer, Penny Chai from Ally Art Inc, who will teach children various art techniques in a series of after school art sessions at the Dundas Area Neighbourhood Centre, and all art supplies will be provided. The classes will be held at the Dundas Area

Finalists in 4x categories of the 2023 ZEST Awards:

- Outstanding Community Sector Leader - Monique Knight (CEO)

Outstanding Community Partnership
 PCC Donates Free Art Supplies + Art Teacher to Blacktown Older Women's Network

Outstanding Project - Building stronger inclusive communities

- FEE-FREE* Tech Savvy Seniors Programs at Parramatta Community College

Outstanding Project - Community Arts and Culture

- PCC provides FREE after-school art classes for kids at Dundas Area Neighbourhood Centre



Mervin attended the 77th Philippines Australia Friendship Day in Parramatta



Mervin attended WEXPO Blacktown - Mr Stephen Bali MP Blacktown showing his support the college.



PCC were Finalists for "Most Outstanding Education Services" at the 2023 Parramatta Local Business Awards, which was held at The Epping Club



Mervin promoted Leisure & Lifestyle Programs at the "International Day of Older Persons" event, organised by Blacktown City Council. Mervin pictured with the Mayor of Blacktown City, Tony Bleasdale OAM and Robyn Atkins, Manager of Blacktown Older Women's Network.



VENUES

WESTERN SYDNEY SKILLS HUB

Situated in Parramatta's North, the Western Sydney Skills Hub is our high-end education facility used for corporate professional development training. It has flexible training and meeting rooms that can be configured to suit many needs. The site is perfect for training sessions, planning meetings, corporate presentations, and off-site events. It boasts:

- 3 rooms of various sizes that can be customised
- 2 computer labs
- 1 beauty training room
- All rooms contain data projectors and presenter computers
- Modern kitchen and lunch room
- Ethernet internet with WIFI



CASUAL VENUES

Our thanks go to the following venues. We rely on the support and cooperation of government and the non-profit sector to offer our adult education courses to the community:

- Greystanes High School
- Holroyd School
- Parramatta Lions Club
- Rooty Hill School of Arts
- Salvos Parramatta
- Stormer Music

COMMUNITY LINKS

The college works with local, regional and state level networks in all our specialty areas. In 2023 we worked with:

- Parramatta Chamber of Commerce
- NSW Business Chamber
- NSW State Training Services
- Cumberland Council
- Parramatta City Council
- Community Hubs Australia (CHA)
- Schools as Community Centre (SaCC)
- Core Community Services
- NorthmeadCreative and Performing Arts HS
- GreystanesHigh School
- The SalvationArmy Corps North Parramatta
- Salvation Army Employment Plus Auburn
- The Salvation Army Corps Blacktown
- The Salvation Army Corps Auburn
- SettlementServices International (SSI)
- The Meadows Public School
- SquigglerAcademy
- Westmead Public School
- RydalmerePublic School
- Parramatta-West Public School
- Community Migrant Resource Centre
- Boronia Multicultural Services Inc
- Fitted For Work
- Cumberland Womens Health Centre
- Nepean Community College
- Dundas Area Neighbourhood Centre
- Sacred Heart Public School Villawood
- Sacred Heart Public School Cabramatta
- Villawood East Public School
- Nuwarra Public School
- Granville Public School
- Smithfield Public School
- Playgroup NSW
- Chester Hill Public School
- Sudoku Bookkeeping
- Arts and Cultural Exchange
- Merrylands Youth Centre



OUTREACH SUPPORT OFFICER

My name is Guy and I am the Outreach Support Officer for Parramatta Community College, commencing my role in late August of 2023. My role is funded by the Department of Education and specifically ACE (Adult Community Education), to primarily focus on helping people in our wider community and disadvantaged cohorts to upskill and/or study and gain relevant skills and the confidence to attain suitable employment.



Some of my key responsibilities include (but not limited to):

- Meet with learners prior to enrolment providing career/course advice and support.
- Identifying and connecting learners with networks that can offer additional support when required.
- Soft Skills guidance / workshops where needed in areas such as resume writing, personal presentation and interview skills.
- Study sessions to assist students with tasks and assessments.
- Assist learners with digital learning platforms and provide theory support (LMS).
- Navigating Moodle Online Portal to help setup student profiles, troubleshooting and assisting students with saving work and submitting required assessments.
- Visiting cohorts that are disadvantaged due to inability to commute at various learning / primary school hub locations. This may be due to mental illness, transport access, family circumstances, low socio-economic backgrounds etc.
- Engaging in forums and online meetings with the Department of Education/ACE and all of the other OSO's across Community Colleges Australia.
- Establish new connections between disadvantaged groups and ACE providers.
- Create and tailor learning opportunities through developing workshops and skillsets that meet the needs of our cohorts.
- Establishing relationships with other community groups, local organisations, RTO's and service providers to connect learners with us and our ACE courses.
- Assist students offsite with LMS setup, navigation/engagement and assessment submissions where required.
- Supporting ACE students to complete surveys required.
- Promoting the College and raising awareness of PCC and it's Courses.

In 2023, I worked with and assisted many ACE cohorts, attending and holding support theory classes for students and gave guidance, encouragement and my time to help them progress and complete their assessments and courses, which was very beneficial and extremely meaningful. We have since had a lot of these students re-enrol or go on to other courses (ACE and Smart & Skilled) to keep improving their knowledge and qualifications and employment prospects.

In 2024, I continue to build and strengthen community relationships, partner with neighbouring organisations, schools and careers advisors, promote our courses, help enrol students and guide/support them wherever possible to promote their successes.

Supporting students in our college classes



Attended Several Western Sydney Business Expo's / Education & Course Information Days



STAFF 2023

Monique Knight Chief Executive Officer	Certificate IV in Training and Assessment TAE40110 Certificate IV in Small Business Management Outstanding Business Leader Finalist (WSABE 2023)
Glen Coats Compliance Manager	BSB51607 Diploma of Quality Auditing SIT60307 Advanced Diploma of Hospitality Management BSB51915 Diploma of Leadership and Management BSB52015 Diploma of Business TAE50216 Diploma of Training Design and Development TAE50111 Diploma of Vocational Education and Training TAE40116 Certificate IV in Training and Assessment BSZ50198 Teaching and Learning Certificate Trade Certificate Cookery
Merven Virueda Marketing and Programs Manager	Bachelor of Marketing (Australian Catholic University) Advanced Diploma of Music Industry Business (TAFE NSW) City of Parramatta Citizen of the Year Finalist (2023)
Christine Chappel Accountant	Institute of Public Accounts #140885 Master of Commerce Registered Tax Agent
Guy Cummins Outreach Support Officer	Television, Film Making & Radio Production (Australian Film Television and Radio School) Diploma of Hospitality Management
Dianne Kersten Business Development and Student Recruitment	Diploma of Business Administration BSB50407 Certificate IV in Training and Assessment Provide First Aid HLTAID003
Jane Abrook Administration	
Esther Kelly Course Co-ordinator	Diploma in Children's Services Certificate in Hygiene for Food Handlers Cert IV in Business (Frontline Management) Cert IV in Business (Small Business Management) Justice of the Peace – appointed 1984 # 171364 Driver's License C
English Teachers. Minimum qualifications:	Minimum Diploma in TESOL Certificate IV in Training and Assessment TAE40110 along with TAEASS502 and TAELLN411 or TAE40116 or higher-level qualification in adult and vocational education
Trainers – accredited programs	Minimum qualifications and experience: Certificate IV in Training and Assessment TAE40110 along with TAEASS502 and TAELLN411 or TAE40116 or higher-level qualification in adult and vocational education Relevant current industry qualifications and experience Relevant vocational competency up to the level delivering except TAE40116 where a diploma or higher-level adult and vocational education qualification is required
Teachers – non accredited programs	Qualifications and experience: Significant experience &/or qualifications in their field. Teaching / training qualifications and experience preferred.

PROFESSIONAL DEVELOPMENT

College staff attend a range of professional development opportunities every year, including:

- Teacher meetings
- Community Colleges Australia Conference, Sydney. Attended by managers
- Networking meetings for VET, LLN, Leisure Managers, and CEOs in community colleges across NSW
- Online discussions via Community Colleges Australia online groups
- Participation in online validation of assessment and delivery of accredited programs
- Workshops facilitated by Training Services NSW
- Face to face training provided by the NSW Community College network

The College produces and maintains Teacher and Caretaker handbooks outlining responsibilities and procedures for undertaking College operations.

WORK HEALTH AND SAFETY

At each staff meeting workers are invited to bring up any WHS issues. This year there were no significant WHS issues.

RTO SCOPE AND REGISTRATION

Registered Training Provider No: 90276

Registered to November 2029

SCOPE OF REGISTRATION

Our scope of registration includes qualifications from the following Training Packages:

Business Services

BSB20120 Certificate II in Workplace Skills

BSB30120 Certificate III in Business

BSB30220 Certificate III in Entrepreneurship and New Business

BSB40120 Certificate IV in Business

BSB40320 Certificate IV in Entrepreneurship and New Business

BSB50120 Diploma of Business

Retail

SIR30216 Certificate III in Retail

Training and Assessment

TAE40122 - Certificate IV in Training and Assessment

Finance

FNS30322 Certificate III in Accounts Administration

FNS40222 Certificate IV in Accounting and Bookkeeping

FNS41820 Certificate IV in Financial Services

Foundation Skills

FSK10219 Certificate I in Skills for Vocational Pathways

FSK20119 Certificate II in Skills for Work and Vocational Pathways

Community services

CHC30221 Certificate III in School Based Education Support

First Aid

HLTAID009

HLTAID010

HLTAID011

HLTAID012

Others

CHCLEG001 Work legally and ethically

CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry

CPCWHS1001 Prepare to work safely in the construction industry

HLTINF006 Apply basic principles and practices of infection prevention and control

SITHFAB021 Provide responsible service of alcohol

SITHFAB025 Prepare and serve espresso coffee

SITHGAM022 Provide responsible gambling services

SITXFSA005 Use hygienic practices for food safety