WELCOME TO VERTO

VERTO is a community based, not-for-profit organisation that has been delivering vocational training and employment services in New South Wales for almost 35 years. We partner with industry to deliver over 50 nationally recognised qualifications, from Certificate II to Diploma level, as well as a selection of courses such as First Aid, Responsible Service of Alcohol and Responsible Conduct of Gambling.

Named both the New South Wales and Australian Large Training Provider of the Year in 2015, VERTO is the home of award winning training you can trust.

KEY TRAINING LOCATIONS

With over 26 locations throughout metropolitan and regional New South Wales, chances are there is a local VERTO team near you. We have access to modern, well equipped training facilities right across New South Wales, as well as online and supported distance learning options to ensure that no matter where you are, VERTO can help you to achieve your learning and development goals.

TRAINING DELIVERY MODES

VERTO understands that one size doesn’t fit all. We believe in putting you in control and giving you choices about how and when you want to learn. We can deliver training via:

- Face to face;
- Online;
- Supported distance;
- Flexible work based/traineeship; and
- Tailored options.

SUBSIDISED TRAINING

VERTO is proud to partner with the New South Wales Government to deliver training under Smart and Skilled. Many of our full qualifications are subsidised by the New South Wales Government, with course cost subsidisation available for eligible learners. For further information, conditions and eligibility criteria, call 1300 4 VERTO or visit verto.org.au.

VERTO also provides competitive fee for service pricing and personalised payment plans for learners.

"VERTO IS LATIN FOR ‘TRANSFORMATION’ AND IT REFLECTS WHAT WE DO IN ALL OF OUR SERVICES AS WE STRIVE TO CHANGE PEOPLE’S LIVES."

Ron Maxwell | Chief Executive Officer of VERTO

The Honorable John Barilaro, New South Wales Deputy Premier, with VERTO Chief Executive Officer, Ron Maxwell at the 2015 New South Wales Training Awards.
QUALITY
VERTO was named both the 2015 New South Wales and Australian Large Training Provider of the Year. We have also been made a delegate by the Australian Skills Quality Authority for our scope of registration because of our high quality services and compliance rating.

FLEXIBILITY
Our expert team is able to design and deliver training that suits your needs. With our flexible delivery and payment options, you will be able to get the training you need, the way you want.

ENGAGEMENT
VERTO can help you to get the skills that major employing industries need. We partner with all industries and employers to ensure our training is relevant to real jobs, and to facilitate work experience placements with local employers wherever possible.

RESULTS
Our trainers and assessors are industry experts with a passion to support you to achieve your goals. Completion rates for VERTO learners are over 80 per cent (which is more than double the national average recorded by the National Centre for Vocational Education Research).

ISO 9001:2015 Quality Management

VERTO’s Training Services are certified by BSI to the international ISO 9001 Quality Management standards under certificate number FS 607081.

WHY TRAIN WITH VERTO
If you have your sights set on a career in aged care, auditing, business, community services, disability, employment services, food processing, hospitality, management, retail, warehousing or need workplace health and safety/compliance training, VERTO can help!

To speak with one of our friendly team members or to enrol in a course please call 1300 4 VERTO or email training@verto.org.au
BSB30115
CERTIFICATE III
IN BUSINESS
Looking to discover more about how the business world works?
Our Certificate III in Business will help you take that next step.

What you will learn:
The importance of continuous improvement, team effectiveness, how to promote innovation, working with business resources, create and use databases, create electronic presentations and design and produce text documents.

Your career options:
Administration, Office Assistant, Customer Service Advisor, Data Entry Operator, General Clerk and Payroll Officer.

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

BSB20115
CERTIFICATE II
IN BUSINESS
Are you ready for your career in the business world? This qualification focuses on developing the knowledge and skills you need to help you get started!

What you will learn:
• Basic computer literacy
• Use of business technology
• Customer service
• How to work effectively in a team and office environment

Your career options:
Administration
Office Assistant
Clerical Worker
Data Entry Operator
Information Desk Clerk
Office Junior
Receptionist

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

BSB40215
CERTIFICATE IV
IN BUSINESS
If you are working, or would like to work as an Administrator or Project Officer, then this qualification is for you.

What you will learn:
• How to coordinate business resources
• Coordinate implementation of customer service strategies
• Address customer needs
• Report on financial activity
• Promote innovation
• Design and develop complex text documents
• Develop and use complex spreadsheets
• Produce complex desktop published documents
• Establish networks

Your career options:
Project Officer
Administrator
Office Manager
Accounts Clerk
Customer Service Advisor
Legal Receptionist
Medical Receptionist
Student Services Officer

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.
BSB42015
CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

Do you see yourself as an emerging leader or manager? Take the next step in your career with our Certificate IV in Leadership and Management.

**What you will learn:** How to communicate effectively as a workplace leader, lead team effectiveness, implement an operational plan, develop work priorities, identify risk and apply risk management processes, mentor in the workplace, show leadership in the workplace, develop teams and individuals and undertake project work.

**Your career options:** Team Leader/Manager, Administration Manager, Office Manager, Supervisor, Program Coordinator and Customer Service Advisor.

**Delivery:** VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

**Smart and Skilled:** This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

BSB51915
DIPLOMA OF LEADERSHIP AND MANAGEMENT

Are you looking to enhance your leadership and management skills? This Diploma will give you the edge you need across a range of industries.

**What you will learn:**
- How to develop and use emotional intelligence
- Manage operational plans
- Lead and manage team effectiveness
- Manage quality customer service
- Manage budgets and financial plans
- Support the recruitment, selection and induction of staff
- Build and sustain an innovative work environment
- Manage people performance
- Communicate with influence
- Undertake project work
- Learn how to manage risk

**Your career options:**
- Team Leader
- Operations Manager
- Office Manager
- Regional Manager
- Customer Service Manager
- Department Manager

**Delivery:**
VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based or via supported distance mode.

**Smart and Skilled:**
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

BSB51615
DIPLOMA OF QUALITY AUDITING

Are you a detail orientated person looking to start or grow your career in quality? Our Diploma will give you the skills and knowledge you need to excel!

**What you will learn:**
- Technical and managerial competencies to evaluate your own work and the work of a team
- How to conduct a quality audit
- Initiate a quality audit
- Lead a quality audit
- Report on a quality audit
- Manage an information or knowledge management system

**Your career options:**
- Quality Assurance Manager
- Quality Facilitator
- Quality Improvement Consultants
- Service Quality System Support

**Delivery:**
VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based or via supported distance mode.

**Smart and Skilled:**
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

CHC33015
CERTIFICATE III IN INDIVIDUAL SUPPORT

Do you have a passion for people, and want to provide person-centred support in aged care or disability? This qualification will support you to gain the skills and knowledge you need to get started.

**What you will learn:**
- How to provide individualised support
- Support independence and wellbeing
- Communicate and work in health or community services
- Work with diverse people
- Recognise healthy body systems
- Follow safe work practices for direct client care

**Your career options:**
- Accommodation Support Worker
- Food Services Worker (Aged Care)
- Personal Care Giver
- Respite Care Worker

**Delivery:**
VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

**Smart and Skilled:**
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

The best part about this course is you will also complete 120 hours of work placement to give you the hands on experience you need to succeed!
Interested in becoming a worker who provides support for the effective functioning of health services? Join us today for a Certificate III in Health Support Services!

What you will learn:
• How to communicate and work in health or community services
• Work with diverse people
• Comply with infection prevention, and control policies and procedures
• Participate in workplace health and safety
• Organise your work priorities and development
• Cleaning and laundry specialisation
• Food services specialisation

Your career options:
• Senior Hospital Cleaner
• Senior Kitchenhand – Hospital
• Laundry Leading Hand
• Maintenance Supervisor

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

Do you want to make an immediate and profound impact on the welfare of vulnerable people? This qualification will support you to get the skills and knowledge you need to excel in the support industry.

What you will learn:
• How to work with diverse people
• Facilitate the interests and rights of clients
• Develop and maintain networks and collaborative partnerships
• Provide support, advocacy or interventions to individual clients, groups or communities across a range of services

Your career options:
• Community Health Worker
• Family Support Worker
• Migrant Community Worker
• Tenants Advisory Worker
• Welfare Rights Worker

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, flexible work based or as a traineeship.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

Interested in starting your career in the growing community services sector? This is the perfect place to start.

What you will learn:
• How to respond to client needs, communicate and work in health or community services, work with diverse people and follow safe work practices for direct client care.

Your career options:
Neighbourhood Centre Worker, Migrant Support Worker and Junior Community Support Worker.

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

Do you want to make an immediate and profound impact on the welfare of vulnerable people? This qualification will support you to get the skills and knowledge you need to excel in the support industry.

What you will learn:
• How to work with diverse people
• Facilitate the interests and rights of clients
• Develop and maintain networks and collaborative partnerships
• Provide support, advocacy or interventions to individual clients, groups or communities across a range of services

Your career options:
• Community Health Worker
• Family Support Worker
• Migrant Community Worker
• Tenants Advisory Worker
• Welfare Rights Worker

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, flexible work based or as a traineeship.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

The best part about this course is you will also complete 120 hours of work placement to give you the hands on experience you need to succeed!
CHC41115 CERTIFICATE IV IN EMPLOYMENT SERVICES

There is nothing more rewarding than helping someone secure and maintain employment. If you’re interested in starting or advancing your career in employment services, the Certificate IV program is perfect for you!

What you will learn:
- How to work with diverse people
- Analyse and apply information that supports employment and career development
- Use communication to build relationships
- Develop and monitor employment plans
- Promote job seekers to employers
- Respond to client needs

Your career options:
- Case Manager
- Employment Consultant
- Apprenticeship Consultant
- Education Officer

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, flexible work based or as a traineeship.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

CHC52015 DIPLOMA OF COMMUNITY SERVICES

A Diploma of Community Services will give you the skills and knowledge to be a leader in the community services sector! Take your career to the next level and make a difference.

What you will learn:
- How to develop workplace communication strategies
- Manage legal and ethical compliance
- Develop and implement service programs
- Facilitate workplace debriefing and support processes
- Analyse impacts of sociological factors on clients in community work and services
- Develop workplace communication strategies

Your career options:
- Child Welfare Officer
- Residential Care
- Community Services Case Manager
- Social Housing Coordinator

Delivery:
VERTO has options to meet every learner’s needs. This training is available face to face, flexible work based or as a traineeship.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

The best part about this course is you will also complete 120 hours of work placement to give you the hands on experience you need to succeed!
SIR30216
CERTIFICATE III IN RETAIL
Do you have a passion for fashion or just love to interact with customers? If you answered yes, then this is the qualification for you!
What you will learn:
• How to engage the customer
• Assist with customer difficulties
• Build customer relationships and loyalty
• Work effectively in a team
• Identify and respond to security risks
• Sell to the retail customer
• Contribute to workplace health and safety
Your career options:
• Retail Consultant
• Sales Assistant
• Senior Sales Assistant
• Customer Service Assistant
• Point-Of-Sale Operator
Delivery: VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.
Smart and Skilled: This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).
Fee-for-service and personalised payment plan options are also available.

WAREHOUSING
SIR20216
CERTIFICATE II IN RETAIL SERVICES
Retail is a fun and challenging industry, and if you think you’ve got what it takes, this is a great place to start!
What you will learn:
• How to engage the customer
• Communicate in the workplace
• Work effectively in a service environment
• Organise personal work requirements
• Advise on products and services
• Identify and respond to security risks
• Contribute to workplace health and safety
Your career options:
• Retail Consultant
• Sales Assistant
• Customer Service Assistant
• Point of Sale Operator
Delivery: VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship, or via supported distance mode.
Smart and Skilled: This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).
Fee-for-service and personalised payment plan options are also available.

TLI21616
CERTIFICATE II IN WAREHOUSING OPERATIONS
Do you want to kick start a career in the warehousing and storage industry? Our Certificate II in Warehousing Operations is the perfect place to get you started.
What you will learn:
• How to follow work health and safety procedures
• Complete workplace orientation/induction procedures
• Check import/export documentation
• Package goods and receive goods
• Pick and process orders
• Use product knowledge to complete work operations
• Replenish stock and despatch stock
Your career options:
• Freight Handler
• Pallet Maker and Repairer
• Stores Assistant
• Postal Assistant
Delivery: VERTO has options to meet every learner’s needs. This training is available face to face, flexible work based or as a traineeship.
Smart and Skilled: This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).
Fee-for-service and personalised payment plan options are also available.

TLI31616
CERTIFICATE III IN WAREHOUSING OPERATIONS
Love a career in the warehousing and storage industry? Our Certificate III in Warehousing Operations will equip you with everything you need to know!
What you will learn:
• How to follow work health and safety procedures
• Complete workplace orientation/induction procedures
• Deliver and monitor a service to customers
• Process receipt and delivery of containers and cargo
• Coordinate goods to bond premises
• Complete received/despatch documentation
• Use inventory systems to organise stock control
• Organise despatch operations and warehouse records
Your career options:
• General Warehouse Operator
• Storeperson
• Cold Store Operator
• Postal Worker
Delivery: VERTO has options to meet every learner’s needs. This training is available face to face, flexible work based or as a traineeship.
Smart and Skilled: This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).
Fee-for-service and personalised payment plan options are also available.
SIT30616 CERTIFICATE III IN HOSPITALITY

Hospitality is a fast paced and dynamic industry with a range of career options waiting for you! The Certificate III in Hospitality will give you the skills and knowledge you need to succeed!

**What you will learn:** Skills to work effectively in hospitality service, provide service to customers, how to source and use information on the hospitality industry, show social and cultural sensitivity, coach others in job skills, safe work practices and how to work effectively in a team environment.

**Your career options:** Espresso Coffee Machine Operator, Food and Beverage Attendant, Front Desk Receptionist, Gaming Attendant, Housekeeper, Restaurant Host, Senior Bar Attendant and Waiter.

**Delivery:** VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

**Smart and Skilled:** This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners. [smartandskilled.nsw.gov.au/are-you-eligible]. Fee-for-service and personalised payment plan options are also available.

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HOSPITALITY

SIT20316 CERTIFICATE II IN HOSPITALITY

Looking to start a career in hospitality, or brush up on your skills and knowledge? The Certificate II in Hospitality is the best place for you to start!

**What you will learn:**
- How to interact with customers
- Skills to work effectively in hospitality service
- How to source and use information on the hospitality industry
- Show social and cultural sensitivity
- Safe work practices
- How to work effectively in a team environment

**Your career options:**
- Bar Attendant
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Front Office Assistant
- Porter
- Room Attendant
- Waiter

**Delivery:** VERTO has options to meet every learner’s needs. This training is available face to face, online, flexible work based/traineeship or via supported distance mode.

**Smart and Skilled:** This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners. [smartandskilled.nsw.gov.au/are-you-eligible]. Fee-for-service and personalised payment plan options are also available.

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FOOD PROCESSING

FDF20111 CERTIFICATE II IN FOOD PROCESSING

If you think a career in the food processing industry is for you, then we have the qualification to get you started!

**What you will learn:**
- How to participate in environmentally sustainable work practices
- Apply quality systems and procedures
- Implement the food safety program and procedures
- Operate a range of food processes
- Work safely by following health and safety procedures

**Your career options:**
- Fruit and Vegetable Production Worker
- Packaging Worker
- Plant Bakery Worker
- Grocery Processing Operator
- Dairy Processing Operator

**Delivery:**
- VERTO has options to meet every learner’s needs. This training is available face to face, flexible work based or as a traineeship.

**Smart and Skilled:**
- This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners. [smartandskilled.nsw.gov.au/are-you-eligible]. Fee-for-service and personalised payment plan options are also available.

To speak with one of our friendly team members or to enrol in a course please call 1300 4 VERTO or email training@verto.org.au
AMP20316
CERTIFICATE II IN MEAT PROCESSING (ABATTOIRS)
Interested in working in an abattoir? Then this qualification is for you!
What you will learn:
• How to handle animals
• Prepare the carcase
• Operate mechanical aids
• Trim the carcase
• Despatch carcase from the slaughter floor
• Pack meat products
• Operate packaging machinery
Your career options:
• Abattoir Worker
Delivery:
VERTO has options to meet every learner’s needs. This training is available flexible work based or as a traineeship.
Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).
Fee-for-service and personalised payment plan options are also available.

AMP30116
CERTIFICATE III IN MEAT PROCESSING (BONING ROOM)
If you’re interested in working in boning rooms or in meat wholesale enterprises which prepare meat cuts, then this qualification is for you.
What you will learn:
• How to maintain personal equipment
• Apply hygiene and sanitation practices
• Comply with Quality Assurance and HACCP requirements
• Follow safe work policies and procedures
• Sharpen and safe use of knives
• Communicate in the workplace
• An overview of the meat industry
Your career options:
• Abattoir Worker
• Wholesale Meat Enterprises
Delivery:
VERTO has options to meet every learner’s needs. This training is available flexible work based or as a traineeship.
Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).
Fee-for-service and personalised payment plan options are also available.

AMP30616
CERTIFICATE III IN MEAT PROCESSING (GENERAL)
Are you interested in working in meat processing plants across a broad range of areas? Then the Certificate III in Meat Processing is for you!
What you will learn:
• How to maintain personal equipment
• Apply hygiene and sanitation practices
• Comply with Quality assurance and HACCP requirements
• Follow safe work policies and procedures
• Communicate in the workplace
• An overview of the meat industry
Your career options:
• Abattoir Worker
• Meat Processing Plant Worker
Delivery:
VERTO has options to meet every learner’s needs. This training is available flexible work based or as a traineeship.
Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).
Fee-for-service and personalised payment plan options are also available.

OUR LOCAL VERTO GROUP OF CONSULTANTS HAVE BEEN IN THE BUSINESS FOR MANY YEARS NOW AND HAVE A VERY STRONG KNOWLEDGE OF THE REQUIREMENTS OF OUR APPRENTICES AND TRAINEES. THE TEAM ARE ALWAYS AVAILABLE TO ANSWER ANY QUESTIONS THAT MAY ARISE, MAKING OUR CUSTOMER SERVICE EXCELLENT. IT IS WITH THEIR COMMITMENT AND DEDICATION THAT WE AS A LARGE COMPANY ARE Able TO ACHIEVE AN ABOVE AVERAGE COMPLETION RATE FOR OUR APPRENTICES AND TRAINEES.

Narelle Atkinis | Training Coordinator | Wingham Beef | WINGHAM
AMP30316
CERTIFICATE III IN MEAT PROCESSING (MEAT SAFETY)


**What you will learn:**
- How to maintain personal equipment
- Apply hygiene and sanitation practices
- Comply with Quality Assurance and HACCP requirements
- Follow safe work policies and procedures
- Communicate in the workplace
- Sharpen and use knives safely
- Implement food safety program
- Apply food animal anatomy and physiology to inspection processes
- Identify and report emergency diseases of food animals

**Your career options:**
- Abattoir Worker
- Meat Inspector

**Delivery:**
VERTO has options to meet every learner’s needs. This training is available flexible work based or as a traineeship.

**Smart and Skilled:**
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

AMP30416
CERTIFICATE III IN MEAT PROCESSING (RENDERING)

Thinking about a career in a rendering plant? Get the qualification you need right here!

**What you will learn:**
- How to maintain personal equipment
- Apply hygiene and sanitation practices
- Comply with Quality Assurance and HACCP requirements
- Follow safe work policies and procedures
- Communicate in the workplace
- An overview of the meat industry

**Your career options:**
- Abattoir Worker
- Rendering Plant Worker

**Delivery:**
VERTO has options to meet every learner’s needs. This training is available flexible work based or as a traineeship.

**Smart and Skilled:**
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

AMP30516
CERTIFICATE III IN MEAT PROCESSING (SLAUGHTERING)

If you’re interested in undertaking slaughtering duties in an abattoir, this qualification will give you the skills and knowledge you need!

**What you will learn:**
- How to maintain personal equipment
- Apply hygiene and sanitation practices
- Comply with Quality Assurance and HACCP requirements
- Follow safe work policies and procedures
- Communicate in the workplace
- Sharpen and use knives safely
- An overview of the meat industry

**Your career options:**
- Abattoir Worker

**Delivery:**
VERTO has options to meet every learner’s needs. This training is available flexible work based or as a traineeship.

**Smart and Skilled:**
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

AMP40516
CERTIFICATE IV IN MEAT PROCESSING (MEAT SAFETY)

If working as a meat inspector in a meat processing enterprise or export processing plant is where you want to go, we have the qualification you need!

**What you will learn:**
- How to maintain personal equipment, apply hygiene and sanitation practices, comply with Quality Assurance and HACCP requirements, follow safe work policies and procedures, communicate in the workplace, sharpen and use knives safely, implement food safety program, apply food animal anatomy and physiology to inspection processes, and identify and report emergency diseases of food animals.

**Your career options:**
- Abattoir Worker and Meat Inspector

**Delivery:**
VERTO has options to meet every learner’s needs. This training is available flexible work based or as a traineeship.

**Smart and Skilled:**
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

To speak with one of our friendly team members or to enrol in a course please call 1300 4 VERTO or email training@verto.org.au
AMP40415
CERTIFICATE IV
IN MEAT PROCESSING
(QUALITY ASSURANCE)

If you're interested in becoming a Quality Assurance Officer in a meat processing enterprise, we have the skills and knowledge to help you get there!

What you will learn:
• How to manage work performance
• Lead a team
• Participate in health and safety risk control processes
• Facilitate hygiene and sanitation performance
• Conduct an internal audit of a documented program
• Participate in the ongoing development and implementation of a HACCP Quality Assurance system

Your career options:
• Quality Assurance Officer – Meat Processing
• Supervisor – Meat Processing

Delivery:
VERTO has options to meet every learner’s needs. This training is available flexible work based or as a traineeship.

Smart and Skilled:
This training is subsidised by the New South Wales Government. Eligibility criteria apply and concession fees are available for some learners (smartandskilled.nsw.gov.au/are-you-eligible).

Fee-for-service and personalised payment plan options are also available.

MEAT PROCESSING

There are a few things you need to know before you can jump into this course. The following units are a required foundation for this course:
• AMPCOR201 Maintain personal equipment
• AMPCOR202 Apply hygiene and sanitation practices
• AMPCOR203 Comply with Quality Assurance and HACCP requirements
• AMPCOR204 Follow safe work policies and procedures
• AMPCOR205 Communicate in the workplace
• AMPCOR206 Overview the meat industry

AGRIFOODS SPECIALISTS

VERTO has been a specialist provider of training and assessment services to the Agrifoods industry for 15 years. Our dynamic and innovative approach to training has been recognised by the National Meat Industry Training Advisory Council (MINTRAC).

In addition to our full qualifications, VERTO can also offer specialised short courses and skill sets including:
• Consultancy/writing of abattoir Quality Assurance Manuals, Work Instructions and Standard Operating Procedures
• Accreditation of skilled foreign workers to Australian standards
• Meat Skill Sets such as animal welfare, bandsaw and knife sharpening
• Hazard Analysis and Critical Control Point (HACCP) and internal auditor training
• Compliance refresher courses
WHENEVER WE ARE CONSIDERING THE COMMENCEMENT OF A TRAINEESHIP, VERTO IS ALWAYS OUR PARTNER OF CHOICE. THEIR KNOWLEDGE IS SECOND TO NONE AND THEY ARE VERY SUPPORTIVE OF BOTH TRAINEES AND OUR ORGANISATION. HIGHLY RECOMMENDED.

Errol Curran | Director of Aged Care Services | Bushland Health Group Limited | TAREE

TAILORED BUSINESS SOLUTIONS

Because every business is unique, VERTO is able to create bespoke training solutions to suit your individual needs.

Examples include:
- Audit preparation
- Mapping of internal training resources to accredited qualifications
- Computer skills assessments
- Literacy and numeracy assessments
- Sales training
- Team effectiveness training
- Facilitation skills
- Effective workplace communication skills

Contact us on 1300 4 VERTO or at training@verto.org.au to identify what part qualification, skill set, consultancy or training bundle we can tailor for your workforce.

VERTO can deliver your qualification in the form of a traineeship. This flexible work based option allows you to complete your nationally recognised qualification ‘on the job’ and earn while you learn. Employers may also be eligible for incentives and concessions for having a trainee in their business. VERTO can deliver qualifications as traineeships anywhere in New South Wales.

Contact us on 1300 4 VERTO or at training@verto.org.au to speak to a VERTO traineeships expert!

To speak with one of our friendly team members or to enrol in a course please call 1300 4 VERTO or email training@verto.org.au
HLTAID003 PROVIDE FIRST AID
$110
What you will learn? The skills and knowledge required to provide a First Aid response to a casualty. This course is perfect for you if you’re working in a professional workplace or community environment.
On completion, you will receive a Statement of Attainment in: HLTAID003 – Provide First Aid and HLTAID001 – Provide Cardiopulmonary Resuscitation.
Delivery: One full day training session delivered face to face. You will be sent a manual and workbook one week prior to your training for you to complete.

WORKPLACE SAFETY AND COMPLIANCE
SITSS00051 FOOD SAFETY SUPERVISION CERTIFICATE
$235
What will you learn? The skills and knowledge you need to be eligible for the New South Wales Food Authority Food Safety Supervisor Certificate. This course is also appropriate for re-certification, so if you’ve completed this in the past, now is the perfect time to book in for a refresher course!
On completion, you will be issued a Statement of Attainment in: SITSS00051 Food Safety Supervision, SITXFSA001 Use Hygiene Practices for Food Safety, and SITXFSA002 Participate in Safe Food Handling Practices.
Delivery: One full day training session delivered face to face.

CPCCOHS1001A WORK SAFELY IN THE CONSTRUCTION INDUSTRY (WHITE CARD)
$220
What will you learn? Are you interested in working in traffic control or on work and construction sites? This course covers the essential requirements needed to work safely in the construction industry.
On completion, you will receive a Statement of Attainment in: CPCCOHS1001A Work Safely in the Construction Industry and recognition through SafeWork NSW.
Delivery: One full day training session delivered face to face.

HLTAID001 PROVIDE CARDIOPULMONARY RESUSCITATION
$60
What you will learn? This three hour session will cover the skills and knowledge you need to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines. CPR is a skill for life, and one you should think about gaining in 2017!
On completion, you will receive a Statement of Attainment in: HLTAID001 – Provide Cardiopulmonary Resuscitation
Delivery: Three hour training session delivered face to face.

TLILIC2001 LICENCE TO OPERATE A FORKLIFT TRUCK
VERTO can also deliver Forklift Training. For more information, please call 1300 4 VERTO or email training@verto.org.au
WORKPLACE SAFETY AND COMPLIANCE

SITHFAB002 PROVIDE RESPONSIBLE SERVICE OF ALCOHOL (RSA)

SITHGAM001 PROVIDE RESPONSIBLE GAMBLING SERVICES (RCG)

RSA only: $170
RCG only: $130
RSA and RCG: $280 (save $20!)

What you will learn?
- The skills and knowledge to provide responsible service of alcohol under the Liquor Regulation Act 2008, and to responsibly monitor gambling under the Gaming Machines Regulation 2010.

Perfect if you are looking at working in a pub, club or licensed restaurant in 2017!

On completion, you will receive a Statement of Attainment in:
- Responsible Service of Alcohol (RSA) SITHFAB002
- Provide Responsible Gambling Services (RCG) SITHGAM001.

The fine print:
- You need to be 18 years of age or older

Delivery:
RSA: One full day training session delivered face to face.
RCG: One full day training session delivered face to face.

VERTO: SKILLS TO PAY THE BILLS®

$650 (personalised payment plan options are available)

Delivery:
Four face to face six hour training sessions, held over four consecutive weeks.

We know that while you are at high school, university, or a training organisation like VERTO, you might need to find some part time work to help out while you complete your studies.

VERTO: SKILLS TO PAY THE BILLS® is a four session training bundle that includes a selection of essential skills to help you get a start in the hospitality industry. These will look great on your resume, help you to stand out from other applicants and ensure you can hit the ground running on your first day of work.

WEEK ONE
Essential hospitality skills (learn about food safety and customer service)

WEEK TWO
Barista course (learn how to prepare and serve espresso coffee)

WEEK THREE
RSA (learn how to provide the responsible service of alcohol)

WEEK FOUR
RCG (learn how to provide responsible gaming services)

Statement of Attainment:
Once you’ve completed training with us, you will receive a Statement of Attainment for the following nationally recognised units of competency, as well as having all the practical workplace skills that go with them:
- SITXFSA001 Use hygienic practices for food safety
- SITHIND004 Work effectively in hospitality service
- SITHFAB005 Prepare and serve espresso coffee
- SITHFAB002 Provide responsible service of alcohol (RCG)
- SITHGAM001 Provide responsible gaming services (RCG)

Contact us on 1300 4 VERTO or at training@verto.org.au to find out more about this exciting new training bundle!
Follow us online for all the latest VERTO news and updates

vertobr.org.au