



Figure 1: Proud winners of the Business Awards for Best Professional Practice names from left to right Clotilde Lachat, Jess Coleman, Brooke Rigby, Elizabeth Ross and Peter Moss.

Education is for everyone!

Capability Statement

1 Contact Details

Business Name: Far North Training & Consultancy Pty Ltd

Street Address: 11 Johnston Road
MOSSMAN QLD 4873

PO Address: Box 1343
MOSSMAN QLD 4873

Main Contacts: Elizabeth Ross – Director
Brooke Rigby – Director
Sue Heatherwick - Accounts

Telephone: 07 4098 1228

Email: liz@farnorthtraining.com.au
brooke@farnorthtraining.com.au
accounts@farnorthtraining.com.au

Web address: www.farnorthtraining.com.au

ABN: 27 151 344 704
ACN: 151 344 704

Ownership: Family run business operating as a Registered Training Organisation
Australian Quality Training Authority -
Registered number 32474.

2 Capability Information

Business activities

Our Courses:

Far North Training & Consultancy (FNTC) is located in Mossman, Far North Queensland. We deliver training that is nationally recognised under the Australian Skills Quality Authority (ASQA) and Australian Qualifications Framework (AQF), we can also design programs that meet the needs of individuals and organisations.

FNTC in partnership with MAKRO and Associates Incorporated have developed training in the Burnett region in areas such as Cherbourg, Monto, Gayndah and Biggenden .

MAKRO and Associates Inc. was incorporated in April 2009 and established to create and provide a social enterprise environment of training/work experience for disadvantaged unemployed people in Gympie. Main target groups are youth, long term unemployed, indigenous, and socially excluded due to lack of training and work opportunities.

Current courses

BSB20115	Certificate II in Business	Deliver and assess
BSB30415	Certificate III in Business Administration	Deliver and assess
BSB40812	Certificate IV in Frontline Management	Deliver and assess
CHC20112	Certificate II in Community Services	Deliver and assess
CHC33015	Certificate III in Individual support and the following specializations <ul style="list-style-type: none"> • Ageing • Disability • Home and Community Care 	Deliver and assess
FSK10213	Certificate I in Skills for Vocational Pathways	Deliver and assess
FSK20113	Certificate II in Skills for Work and Vocational Pathways	Deliver and assess
ICT10115	Certificate I in Information, Digital Media and Technology	Deliver and assess
SHB20116	Certificate II in Retail Cosmetics	Deliver and assess
SHB30115	Certificate III in Beauty Services	Deliver and assess
SIT20316	Certificate II in Hospitality	Deliver and assess
SIT30112	Certificate III in Tourism	Deliver and assess
SIT30616	Certificate III in Hospitality	Deliver and assess
SIT30813	Certificate III in Commercial Cookery	Deliver and assess

Short course programs and individual units of competency

HLTAID001	Provide cardiopulmonary resuscitation	Deliver and assess
HLTAID002	Provide basic emergency life support	Deliver and assess
HLTAID003	Provide first aid	Deliver and assess
HLTAID004	Provide an emergency first aid response in an education and care setting	Deliver and assess
SISOSCB301A	SCUBA dive in open water to a maximum depth of 18 metres	Deliver and assess
SISOSCB306A	Perform diver rescues	Deliver and assess
SISOSCB308A	Guide a SCUBA dive	Deliver and assess
SISOSCB419A	Instruct SCUBA diving skills	Deliver and assess

3 Specialist Market Areas

- ✚ Certificate III in Tourism with Dive electives to meet the needs of the Dive Industry and tourists.
- ✚ Certificate III in Beauty Services. Port Douglas relies heavily on the tourism industry and over 80% of business in the area has both Spa and Resort facilities.

Specialised Capabilities

- ✓ Training rooms modern with up-to-date computer equipment using Windows 8 and 2013 software.
- ✓ Required equipment for the delivery of training in First Aid, CPR and Emergency First Aid with our trainer having qualifications from the Asthma Foundation for delivery of training to Educators from Early Learning Centres.
- ✓ Resume preparation, Interview skills, and specialist job applications such as meeting selection criteria.
- ✓ Student support through Mossman Multi-Purpose Health Service for the delivery of vocational component of Aged care program.
- ✓ Student support on site at Masonic Care in Whitfield, Cairns for the delivery of Individual Support (Ageing) program.
- ✓ Beauty Salon for the delivery of accredited training and ‘real Beauty Salon’.

4 Track Record

Major Clients –

Douglas Shire Council

Mackay Sugar Limited (Mossman Mill)

Mossman Multi-Purpose Health Service (part of Cairns Hospital)

Peninsula Boutique Hotel

Mossman Bowls Club

QITE (Quality Industry Training & Employment)

Our Trainers

The trainers employed by FNTC are qualified in their individual field of study. Each trainer has extensive qualifications in both Training and Assessment (TAE) and field of occupation. All trainers continue to upskill on a regular basis and liaise with their industry to ensure that they main up-to-date current industry requirements.

Our trainers have also recently participated in the program [Inclusive Learning – A Way Forward](#) a DET program to better meet the needs of the individuals that they seek to assist through enriching

the learning experience. As a team our trainers seek to better assist each other through sharing of ideas and have a willingness to share, listen and encourage 'active' participation through webinars and structured meetings.

What we can offer:

FNTC has extensive knowledge through research of the local area and participation on Douglas Chamber of Commerce as Chamber Secretary and our general community involvement.

In 2014 FNTC participated in working in conjunction with EC3 Global and their partners on the Far North region Tourism Employment Plan (TEP). FNTC understand the training needs of the local area. FNTC is on the pre-qualified supplier list Queensland for the delivery of training to trainees, apprentices and is also currently delivering training under the Certificate 3 Guarantee.

Our philosophy is education is for everyone!

Quality Management System

Under the Australian Skills Quality Authority, we are required to abide by the National **Vocational Education and Training Regulator Act**. 2011.

Under the Vocational Education and Training (VET) Quality Framework we comply to:

- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- [Fit and Proper Person Requirements](#) (which, as of 2015, are part of the Standards)
- [Financial Viability Risk Assessment Requirements](#)
- [Data Provision Requirements](#)
- [Australian Qualifications Framework](#)

Insurances

Product and Public Liability	\$10,000,000.00
Professional Indemnity	\$ 500,000.00
Labour Hire Professional Indemnity	included in above policy
Workers Compensation	

Environmental Management System

FNTC is committed to reducing its footprint in terms of environmental management through reducing the use of natural resource through planning, setting targets and implementing improvement programs.

Relevant associations

Member – Vocational Education Learning Group – VELG Training is the Leading Provider of Vocational Education and Training to training Professionals in the VET Sector.

Member - Vocational Education and Training Industry Group – VETIG is a **Community of Practice** for Vocational Training and Education Industry Professionals working together to develop a culture of professionalism that:

- Connects, supports and challenges VET professionals to solve problems and answer questions

- Accepts mutual responsibility for sharing quality information, insights and practices
- Network across traditional boundaries within the VET industry
- Expands our capabilities to develop new practices

Member – 2015-16 Cairns Chamber of Commerce

Member 2015 and Secretary Douglas Chamber of Commerce

Member 2016 and Secretary Douglas Chamber of Commerce