

WHAT TO EXPECT

when attending your
training at
Coffs Coast
Community
College

RTO90834



www.coffscollege.nsw.edu.au



How to get to the Coffs Coast Community College

The Coffs Coast Community College is located at 92-98 Harbour Drive, Coffs Harbour, New South Wales in the central business area of Coffs Harbour.



If you are travelling by bus, the nearest Bus Stop is on Park Avenue near Woolworths.

The Park Avenue Bus Stop is a five-minute walk to the college.

If you are driving, there is all-day parking on levels 4-7 of the Vernon Street car park across from the Coffs Central Shopping Centre (Kmart) with a lift to the Ground Floor. Make sure you check the parking signage.

We are on the first floor of **The Vault** building.



When you arrive

When you enter The Vault, there are stairs or a lift that you can take to get to the first floor.



Downstairs - Ground floor



Upstairs - First Floor

When you get to the doors of the college, enter through the sliding door to the right.



When you enter the College, our friendly reception team will greet you, help you enrol or mark attendance and direct you to your training room.



Student facilities

At the college, we have facilities to help make your day comfortable and enjoyable.



Computer access for students



Vending machine & student common area

There is a **student kitchen** with a small fridge, microwave, hot water, coffee and tea, and a **lunch room** for you to use so you can bring along your lunch, morning and afternoon tea.

There is also a water station outside the kitchen to refill water bottles.



Student lunch room & kitchen



Student kitchen

Our four unisex **bathrooms** are all accessible, with one ambulant accessible, and one wheelchair accessible bathroom. Sanitary bins are located in the first and third toilets.



Four unisex accessible bathrooms



Wheelchair accessible bathroom

Your training

We have five training spaces that your training may take place in.

Training Room 1 & 2 is where most of our First Aid, RSA, RCG & White Card courses take place.



Training Room 1



Training Room 2

Training Rooms 3 & 4 are an open space where our Safe Food Handling, Barista & Cafe Skills courses are held.



Training Room 3



Training Room 4

Training Room 5 is where we run digital skills courses, and Training Room 6 is where most of our Certificate III in Individual Support classes take place.



Training Room 5



Training Room 6



**IF YOU NEED SOME QUIET TIME DURING YOUR TRAINING DUE TO SENSORY OVERLOAD,
OUR STUDENT SUPPORT OFFICER HAS A NICE QUIET OFFICE FOR YOU TO USE.
JUST LET RECEPTION OR THE SUPPORT OFFICER KNOW.**



If you need some extra help on the day of your training

Our college has a **Student Support Officer** who can help students get through their training.

When completing your enrolment form, the front page asks, "Do you require support to commence, undertake, or complete your training?" If you have indicated "yes," we can arrange for our Support Officer or another staff member to be available on the day for learning, assessment, or emotional support.

The Student Support office is cosy and inviting, and students can use this space if feeling overwhelmed, or just need a brief time-out.



MEET TARYN,
OUR OUTREACH SUPPORT
OFFICER (OSO)

If you didn't indicate that you need support on your enrolment form but find you do on the day, simply visit the Student Support Officer if they are onsite, or chat to the reception team and they will find someone to help you so that you can complete your training.



"WITH EVERY MISTAKE WE MUST
SURELY BE LEARNING."
GEORGE HARRISON
(THE BEATLES)

Student Checklist

When Enrolling:

- ID** - Photo ID, Medicare Card and a Healthcare Card if you have one. For White Card training you will need 100 points of ID (our reception staff can assist you with what ID you will need).
- USI Transcript** - Our reception can let you know how to do this, or you can pop into our college and our staff can help you on the college computers, or get your job network provider to assist.
- Complete enrolment form** - Ensure you complete all pages and sign your name on pages 1, 3 and 6. Answer questions honestly as this will help us allocate the correct funding type.

Before Your Training at the College:

- Set your alarm the day before your training** - Make sure you check your course starting time and that you have given yourself enough time to get ready and travel to the college.
- Arrive on time** - we recommend you arrive at least ten minutes before the start of your training.
Make sure you have closed toe shoes and a non revealing top to wear (no thongs or singlets).
- Those students attending to do the Safe Food Handling, Barista, Cafe, or Bar Skills courses will be turned away if not in correct attire.
- Complete any online modules a minimum of one day before your training (First Aid has an online component that needs to be completed prior to your practical). If the online component is not completed in time, you will be unenrolled from your training. **Our student support officer can assist you at the college if you need it. Please speak to reception if you require this support.*

When at the College:

- See the reception staff on arrival** so that they can mark your attendance.
- White Card** training - Ensure you have brought along your 100 points of ID for the trainer to sight.
- Make sure you are attentive in class, try not to disrupt the other students, and make note of your break times.
- See the college **Support Officer** if you need any support.

We hope you enjoy your training at the Coffs Coast Community College!