

BE SEEN: GUIDE FOR EDUCATORS

*Finding your first job can be hard, especially in today's congested job market. Give your students the edge and allow them to **Be Seen** with CTA's courses!*

WHO WE ARE

CTA Training Specialists (CTA) is a Registered Training Organisation (RTO) dedicated to delivering exceptional training within Queensland's expansive hospitality industry. For over 28 years, we have worked extensively with schools as a Nationally Accredited training provider, equipping students with the professional and personal skills needed to kickstart a job in hospitality. Our engaging online and face-to-face courses are designed to celebrate and develop the talent of Queensland's youth, creating meaningful pathways to employment!

WHAT WE DO

We offer a series of short online and face-to-face courses (accredited and non-accredited) to complement your students' high school studies. With thousands of young Queenslanders currently looking for their first job, these courses allow students to truly stand out of the crowd and **Be Seen**.



Responsible Service of Alcohol (RSA)

SITHFAB002 Provide Responsible Service of Alcohol

CTA's accredited RSA provides students with the skills and knowledge required to sell and serve alcohol in a licensed venue. Students will have the confidence to meet Queensland's state laws, interact with customers, and ensure that appropriate drinking habits are maintained.



Responsible Gambling Services (RSG)

SITHGAM001 Provide Responsible Gambling Services

In our accredited RSG course, students will be ready and prepared to facilitate an array of responsible gambling services. Your students will also be given an in-depth understanding of gambling limits, with the ability to help customers maintain appropriate gambling levels.



Food Hygiene

CTA's non-accredited Food Hygiene course provides students with an understanding of food safety procedures and policies. Your students will become adept at identifying and reporting hygiene risks in food handling and storage, allowing them to take corrective actions.



Barista Basics

Our non-accredited Barista Basics course provides students with the knowledge and skills needed to produce and serve delicious coffees. It covers how to advise customers, prepare and assess beverages, and how to use, maintain and clean espresso machines.

EMPLOYMENT OUTCOMES

Our courses provide a series of first job outcomes, including the following:

- Waiter
- Food and Beverage Attendant
- Bar Attendant
- Gaming Room Attendant
- Cashier
- Quick Service Restaurant Employee
- Cafe Employee
- Barista
- Store Attendant
- Front Reception Attendant

HOW TO IMPLEMENT

As part of this resource pack, you have been provided with a poster, resume guide, and resume template. These resources can be used in conjunction with CTA's online and face-to-face courses to support your students' pathway to employment.

1. Poster

Our poster can be used to get the word out there. Notify and engage students that are looking for their first job. Let them know about the training and resources on offer and how they can use these to **Be Seen**.

2. Resume Guide

Providing tips, our resume guide can help students create their first resume either by themselves or in the classroom.

3. Resume Template

This template gives students a head-start in putting together a professional resume for their first job. Created in Microsoft Word, it is simple and quick to fill out and customise.

**WANT TO TALK? CONTACT US AT ADMIN@CTATRaining.COM.AU
OR VISIT CTATRaining.COM.AU**