



Bass Coast Adult Learning

Learn More.



2020 COURSE GUIDE

Open for Term 3

New courses inside

Online options available

Term 3

July 13 - September 19





News

Yes, we are open!

It has certainly been a challenging few months for everyone with all the COVID-19 precautions. During the quarantine period, BCAL continued to deliver classes online via Zoom video meetings.

While restrictions are being lifted now, we understand if people prefer to remain isolated for now.

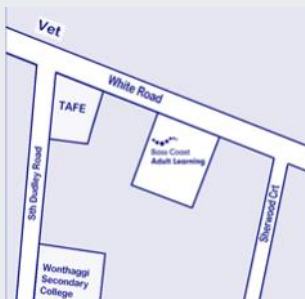
For this reason, we are continuing to offer online options as well as face-to-face classes. Please call 5672 3115 to learn more.

We are also offering new courses to address the new age of keeping in touch digitally.

These include **Go Online!** which will inform you all about online communications plus the COVIDSafe app, and **Tech Club** which is a series of FREE workshops for over-50s presented as part of the Federal Government's **Be Connected** program.

See our new centre-page calendar for the full list of Term 3 courses and check the **NEW** options.

Thank you for continuing to support community based education and training.



Book online!

You can book into any short course online.

www.bcal.vic.edu.au

Registered Training Organisation 3720

Hospitality



Hospitality Work Skills

This course is a great way to get an introduction to the hospitality sector and gain experience in different aspects of the industry!

Topics will include:

- Food service and handling
- Workplace health and safety
- Customer service
- Espresso coffee making



These sessions offer a pathway to employment or additional training.

5 Thursdays, Aug 20—Sept 17
9am—1pm | Cost: FREE!

This course creates a pathway to...

Certificate II in Hospitality & Tourism

SIT20316/SIT20116

Coming in Term 4

This dual Certificate will get you qualified to work in one of Bass Coast's biggest industries. Get skilled up just in time for the summer holidays!

Wed & Thu, 9am-4pm, Starting Oct 8

Enrolments open now!

Easy payment plans available.



Hospitality

Responsible Service of Alcohol

Accredited unit complies with government regulations for all persons serving alcohol, including those wanting to work in cafés, clubs, bars, restaurants and special events.

This course is available as an online session

Accredited Unit: SITHFAB002 Provide responsible service of alcohol

Thurs, Aug 20, 9am—1pm

Tutor: Gary Hart | Cost: \$95
(\$85 concession)



Food Safety Level 1

Accredited unit for everyone handling food for public consumption—cafés, clubs, school canteens, milk bars. Includes practical exercises. Lunch is included.

Accredited Unit: SITXFSA001 Use hygienic practices for food safety

Thurs, Sept 3, 10am-4pm

Tutor: Gary Hart | Cost: \$120
(\$110 concession)



Coming in Term 4

Certificate II in Hospitality and Tourism

Course in Office Administration

Kick Start Your Career in the Health Sector

Computers for Office Skills

Call 5672 3115 to learn more.



Horticulture



Certificate II in Horticulture

AHC20416

Certificate II program provides you with an opportunity not only to gain a qualification, but experience in the workforce with work placement. We also provide hands-on training to ensure you don't just have the know-how, but also the experience to get the job done!



Topics include

- Recognising plants
- Treating weeds
- Treating plant pests, diseases and disorders
- Assisting with soil or sampling and testing of growing media
- Propagation and planting
- Safe use of chemicals



1.5 days per week over 5 months.
Tuesdays & Wednesdays from 21 July
Tutor: Adrian James

Easy payment plans available!

Coming soon...

Certificate III in Horticulture

Take your skills to the next level with an industry qualification.

Call 5672 3115 to learn more.



Disability Support

We offer a wide range of
**Capacity Building activities for
NDIS clients.**

Accredited courses:

ABILITY KITCHEN

Certificate II in Hospitality

DIGITAL DISCOVERY

Certificates I & II in
Information, Digital Media &
Technology



Capacity Building:

MATHS & ENGLISH CLUB New!

Focussed on developing essential literacy and numeracy skills. Suitable for all levels.

STEP UP AND STEP OUT New!

Assists in developing social and emotional skills

RECIPE FOR SUCCESS

Basic cooking and nutrition skills in a relaxed social environment

DIGITAL DISCOVERY

Assistance in using technology including computers, smart devices and social media

INTEGRATED ART

Arts-integrated literacy and numeracy learning.

PRIVATE STUDY ASSISTANCE New!

Sessions to support further development of reading, writing and maths.

Social Sessions:

CON-NECT New!

Social games, including trading cards and board games, facilitated by local game shop owner Ben.

COMMUNI-TEA New!

Community café open to the public, served by Ability Kitchen participants.

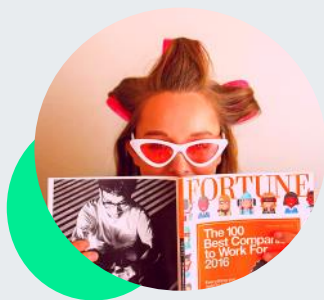
All welcome, Bookings essential.

Hair & Beauty



Certificate II in Salon Assistant (Hair)

SHB20216



Get ahead in the Hair & Beauty industry and get a qualification to take with you! Along with some great work placement you'll learn a range of skills including:

- Greeting customers
- Providing shampoo and basin services
- Drying hair to shape
- Application and removal of colour
- Conducting salon transactions

1 day per week over 5 months.

Wednesdays, 9:30am–4pm

Starting 22 July

Tutor: Kate McNish



Easy payment plans available!



Computing

Computers: The Basics **NEW!**

Whether you're just starting out, or want to get a better understanding of how your computer works, this is the perfect starting point.

This course will give you a full introduction to

- Using Windows 10
- Creating and saving files
- Typing documents with Word
- Making spreadsheets with Excel
- Searching the Internet
- Sending emails

And much more!

6 x Mondays, Aug 3—Sept 7, 1pm–3:30pm

Tutor: Bill Street | Cost: \$70 (\$60 concession)



Certificate II - ICT20115

Includes: Use computer operating systems and hardware; Operate software application packages; Operate digital media technology packages; Detect and protect from spam; Use social media; Provide ICT advice to clients; and more.

Rolling intakes, enrol at any time!

Course duration is between 3 months to 1 year

Easy payment plans available.



Be Connected

Be Connected is an Australia wide initiative empowering all Australians to thrive in a digital world. See opposite page or call 5672 3115.



Computing



Go Online! **NEW!**

COVID-19 quarantine has made online communication more vital than ever. This new 4-week course will help you flatten the learning curve with an introduction to:

- Video meetings using Zoom
- Face-to-face calls using Skype
- Managing email invitations
- Mobile apps including COVIDSafe



4 x Wednesdays, Aug 5—26

1pm–3pm

Tutor: Bill Street | Cost: \$60 (\$50 concession)

Tech Club | Be Connected **NEW!**

Presented as part of the Federal Government's *Be Connected* program, these free workshops will include using the Internet, touch-screens, video calling, sending emails, online safety and much more!

Fridays, All Term, 1pm–3pm

Tutor: Bill Street | Cost: FREE!

Computer Open Night

For anyone who needs self-paced learning or a bit of a hand with something, Bill will be available to take your questions on all aspects of information technology or digital devices. Also a great time to catch up on any computer studies you're already doing.

Each Monday, 6:30pm–8:00pm

Tutor: Bill Street | Cost: FREE!

TERM 3 COURSE

COURSE	DAY	START
COMPUTER		
The Basics NEW!	Mondays	3 Aug
Cert II IDMT	Negotiable	Ongoing
Go Online! NEW!	Wednesdays	5 Aug
Tech Club NEW!	Fridays	17 Jul
Open Night	Mondays	13 Jul
E-Cards for Everyone NEW!	Tuesdays	11 Aug
ND		
Capacity Building NEW!	Various	Ongoing
ENGLISH A		
English, all stages	Tuesdays	Ongoing
Basic Maths	Wednesdays	Ongoing
English as an Additional Language	Mon & Tue	Ongoing
FIRST AID		
CPR Update	Tuesday	4 Aug
First Aid Level 1	Tue & Thu	4 Aug
First Aid Level 2	Tue & Thu	4 Aug
First Aid Level 2 Update	Friday	21 Aug
Carers & Teachers	Tue & Thu	4 Aug
Asthma & Anaphylaxis	Tuesday	18 Aug
HAIRDRESSING		
Certificate II Salon Assistant	Wednesdays	22 Jul
HORTICULTURE		
Certificate II Horticulture	Tue & Wed	21 Jul
HOSPITALITY		
Responsible Service of Alcohol	Thursday	20 Aug
Food Safety	Thursday	3 Septe
Hospitality Work Skills	Thursdays	20 Aug
Feed on Weeds NEW!	Thursdays	20 Aug
WORKPLACES		
Traffic Management	Friday	31 Jul
White Card	Friday	14 Aug
Chemical Safety	Thu & Fri	27 Aug

CALENDAR

DATE	TIME	COST	PAGE
------	------	------	------

UTTERS

August	1:00—3:30pm	\$70 (\$60 conc)	8
August	Flexible	Call us	8
August	1:00—3:00pm	\$60 (\$50 conc)	9
July	1:00—3:00pm	FREE	9
July	6:30—8:00pm	FREE	8
August	6:30—8:30pm	\$40	12

DIS

August	Various	Call us	6
--------	---------	---------	---

AND MATHS

August	9:30am—3:00pm	Call us	17
August	9:30am—3:00pm	Call us	17
August	10:00am—3:00pm	Call us	16

T AID

August	6:30—9:30pm	\$70 (\$60 conc)	14
August	6:30—9:30pm	\$100 (\$90 conc)	14
August	6:30—9:30pm	\$180 (\$170 conc)	15
August	9:00am—4:00pm	\$130 (\$120 conc)	15
August	6:30—9:30pm	\$220 (\$200 conc)	14
August	6:30—9:30pm	\$70 (\$60 conc)	15

ESSING

July	9:00am—4:00pm	Call us	7
------	---------------	---------	---

CULTURE

July	9:00am—4:00pm	Call us	5
------	---------------	---------	---

TALITY

August	9:00am—1:00pm	\$95 (\$85 conc)	4
September	10:00am—4:00pm	\$120 (\$110 conc)	4
August	9:00am—1:00pm	FREE	3
August	1:00pm—3:00pm	\$100	

CE SAFETY

July	9:00am—4:00pm	\$180 (\$170 conc)	13
August	9:00am—3:30pm	\$160 (\$150 conc)	13
August	9:00am—3:00pm	\$380 (\$360 conc)	13



Lifestyle

Feed on Weeds



Have you ever wondered if you could use other parts of the plants in your garden?

Did you know the other parts of many vegetable plants are edible?

Join talented chef Ryan on Thursday afternoons and discover how to use more of what you grow.

4 Thursdays, Aug 20—Sept 10

1:00pm-3:00pm

Cost: \$100

E-cards for Everyone **NEW!**

Learn how to use PowerPoint to create an e-card to send to anyone – your friends, partner, kids, grandkids...

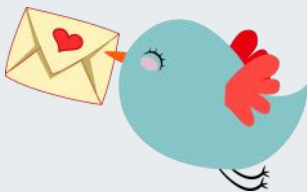
Liane will guide you through creating an e-card with animations and sound using your PowerPoint software.

3 Tuesdays, Aug 11—25

6:30pm—8:30pm

Tutor: Liane Arno

Cost: \$40



Work Safety



Traffic Management Course

Includes the Stop-Slow bat and principles of safe traffic control including correct signage. For people wanting to work in the civil construction industry and with local councils and VicRoads.

RIIWHS205D Control traffic with stop-slow bat

RIIWHS302D Implement traffic management plan

Friday, 31 July

9am–5pm

Cost: \$180 (\$170 concession)



NATIONALLY RECOGNISED
TRAINING

Construction Induction (White Card)

Also known as White Card, this is the nationally recognised OH&S induction course for anybody wishing to set foot on any building site.

CPCWHS1001 - Prepare to work safely in the construction industry

Friday, 14 Aug

9am–3:30pm

Cost: \$160 (\$150 concession)



NATIONALLY RECOGNISED
TRAINING

Safe Chemical Handling

This course develops the skills required to safely prepare and apply chemicals for the control of pests, weeds and diseases, using general application equipment. Also provides skills to safely handle, transport and store chemicals.

AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases

AHCCHM304 Transport and store chemicals

Thu & Fri, Aug 27 & 28

9am–3pm

Cost: \$380 (\$360 concession)



NATIONALLY RECOGNISED
TRAINING

Work Safety courses delivered by Australian
Safe-T Consulting Services RTO: 21852.



First Aid

CPR Update

Recognise and respond to life-threatening emergencies using basic life support measures. (CPR must be updated every 12 months for your First Aid certificate to stay current.) Includes mandatory Automated External Defibrillator component.

Accredited Unit: HLTAID001 Provide Cardiopulmonary Resuscitation

Tuesday, Aug 4, 6:30pm–9:30pm

Fee: \$70 (\$60 conc.)



First Aid Level One

Recognise and respond to life-threatening emergencies using basic life support measures.

Accredited Unit: HLTAID002— Provide Basic Emergency Life Support (incorporates CPR)

Tue & Thurs, Aug 4 & 6

6:30pm–9:30pm

Fee: \$100 (\$90 conc.)



First Aid for Teachers & Carers

Accredited First Aid course designed for those working in schools or child care. Incorporates CPR, First Aid Level 2, Asthma Management and Anaphylaxis management.

Accredited Module: HLTAID004 Provide an emergency first aid response in an education and care setting

5 evenings, Tue & Thurs

Aug 4—18, 6:30pm–9:30pm

Fee: \$220 (\$200 conc.)



First Aid



First Aid Level Two

Learn First Aid response, life support, management of casualties, incidents and other first aid providers until the arrival of medical or other assistance. (Valid for 3 years)

Accredited Module: HLTAID003 Provide First Aid (Incorporates CPR & First Aid Level 1)

4 evenings, Tue & Thurs

Aug 4—13, 6:30pm-9:30pm

Fee: \$180 (\$170 conc.)



Asthma & Anaphylaxis Management

Addresses current best practice in asthma and anaphylaxis management, ensuring workplaces are competent to perform an allergy risk assessment of their workplace environment.

22282VIC Course in emergency management of asthma in the workplace

22300VIC Course in First Aid Management of Anaphylaxis

Tuesday, Aug 18

6:30pm-9:30pm

Fee: \$70 (\$60 conc.)



First Aid Level Two Update

1-day update, includes online component.

This is the 3-yearly update for holders of a current or recently expired First Aid Level 2 certification.

Accredited Module: HLTAID003 Provide First Aid (Incorporates CPR & First Aid Level 1)

Friday, Aug 21, 9am—4pm

Fee: \$130 (\$120 conc.)





Migrant English

English as an Additional Language



Small, fun and social classes at all levels in a relaxed and social atmosphere. For all persons of non-English speaking backgrounds who need assistance. Meet some friendly faces and get the help and support you need from our dedicated team!

New arrivals—AMEP eligible students can receive 510 FREE hours of tuition.

Study Part time: 1 day per week

Study Full time: 2 days per week

Mondays and Tuesdays, 10am—3pm.

Beginners, intermediate and high levels

Rolling intakes, enrol at any time!

Tutors:

Olivia Hurrell | Daryl Pellizzer

Certificates delivered:

22250VIC, 22252VIC, 22254VIC

Certificate in English as an additional Language



The Adult Migrant English Program is funded by the Australian Government Department of Industry



Maths & English



English & Maths for Adults



NATIONALLY RECOGNISED
TRAINING

All ages, all stages

Brush up on your skills or fill any literacy or numeracy gaps from your school years. These classes are small in size and you can enroll at any time.

Held in a comfortable and friendly environment with dedicated teachers.

English: Tuesdays

9:30am–3:00pm

Maths: Wednesdays

9:30am–3:00pm

Rolling intakes, enrol at any time!

We provide a range of levels to suit each individual and welcome the opportunity to discuss your needs and find the right class for you.



Certificates delivered:

22471VIC, 22476VIC, 22472VIC,
22473VIC, 22474VIC

Certificate in general education for adults

This training is provided with Victorian and Commonwealth Government funding.



Our Community

Wonthaggi Woodcrafters

The Wonthaggi Woodcrafters have a well equipped workshop and club rooms. Always looking for new members to join this exciting group. Get in contact with The Wonthaggi Woodcrafters today!



Ph: 5672 3229 E: woodiessec@gmail.com

U3A Wonthaggi

University of the Third Age is a wholly voluntary



organisation providing low cost learning to people over 50. Classes include: Astronomy, writing, book groups, languages, and more!

Ph: 0491 093 300

E: mail@u3awonthaggi.org.au

Community Garden

Wonthaggi Community Garden is an open space where members of the community, either individuals or groups, come together to grow organic, healthy produce, share skills and techniques.



E: wonthaggicommunitygarden@gmail.com

Become a member!

BCAL members enjoy special rates on courses and regular newsletters announcing events and new courses.

Introductory rate: \$5

Call 5672 3115 to learn more

Enrolment Info



Fees, Concessions & Cancellations

- All courses at this centre attract fees. Payment plans are available but certificates will not be issued until the full payment is received.
- Students attending accredited training will be asked to agree to and sign a *Statement of Fees*. See website for full fee information.
- Reprints of lost certificates may incur a fee.
- Fee concessions are available on most courses with a valid Centrelink concession card.
- Minimum numbers for all courses apply.

Refunds Policy

- If a course is cancelled by BCAL, participants will receive a full refund.
- Cancellation by the participant up to three (3) days before the course start date will result in a full refund, but shorter notice than three (3) days may incur administrative fees.
- Certificates will not be awarded until fees have been fully paid.

Complaints & Appeals

- All complaints/appeals can be made via email to: manager@bcal.vic.edu.au

After hours classes

- Students attending after regular business hours, please be assured that adequate security measures are in place. Staff stay on site until all students have left. No courses at BCAL run longer than 8 hours per day and no courses will begin earlier than 8 am or finish later than 10 pm.

Group bookings

- On-site group training is available. Call 5672 3115 or email info@bcal.vic.edu.au for more information.

Learn More...

Inside you will find training
in

Online Meetings

Hospitality

Hairdressing

Horticulture

Disability Support

Lifestyle Courses

Computers

First Aid

Workplace Safety

English & Maths

Migrant English

**Plus an expanded range of
services for NDIS clients!**



**Bass Coast
Adult Learning**

Learn More.

**239 White Road, Wonthaggi
5672 3115
www.bcal.vic.edu.au**