



# TERM 2 COURSE GUIDE

22 April – 4 July 2025



**Bass Coast  
Adult Learning**

**5672 3115**  
**info@bcal.vic.edu.au**  
**239 White Road Wonthaggi**  
RTO ID: 3720

# CONTENTS

Care and Support	3
Job Readiness	4
English & Maths	5
First Aid	7
Computers	8
Music	8
NDIS Capacity Building	9
Hospitality	10
Work Safety	10
Community groups located at BCAL	11

Front cover image courtesy of Kawa, NDIS Capacity Building Art class participant .

## How to enrol

Fee concession and payment plans are available on most courses. For enrolment queries call 5672 3115 or email [info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au)

Capacity Building sessions are invoiced monthly to the participants nominated email address, and will be payable within 7 days. We are unable to accept participants with solely NDIA managed NDIS plans.

## Group bookings

Onsite group training is available. Call 5672 3115 or email [info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au) for more information and to discuss your options and payment plans.

## Become a member

BCAL members enjoy special rates on courses and regular newsletters announcing events and new courses. Introductory rate \$5.



## TAFE STUDY SUPPORT GROUP

Study support for any online TAFE or Registered Training Organisations courses. Meet with other students in face-to-face small groups. A learning specialist can help you with:

- assignments and assessment tasks
- maths and writing skills
- staying on track with study
- effective ways to study and manage your time.

Every Fri

Between 10am – 3pm

Call to discuss cost

# CARE AND SUPPORT PATHWAY COURSES

- Prepare for a high-demand industry
- Network with industry guest speakers
- Discover job opportunities that don't require qualifications
- Develop your language, literacy, numeracy and computer skills for specific jobs
- Explore traineeship possibilities
- Boost your confidence for interviews
- Gain insights into career advancement



Every Friday  
10am – 3.30pm  
\$50 (\$35 concession)  
Call to discuss cost



# JOB READINESS COURSES

## Ready to take the next step in your career?

These courses are designed to equip you with the skills in any industry and confidence you need to succeed in today's job market. Learn about:

- Workplace skills
- Improve your resume
- How to succeed in interviews
- Build your professional network.



Employable Me



Moving On



Be Work Ready



Job Readiness

Every Friday

10am – 3.30pm

\$50 (\$35 concession) or free (if eligible)

Call to discuss cost





## MIGRANT ENGLISH



Small friendly classes in a relaxed and focused learning environment. This program is designed for people from a migrant background who are interested in improving their English language skills.

Enrol at any time.

You may be eligible for free tuition even if you were not eligible before.

Certificates delivered  
22640VIC, 22639VIC, 22640VIC

Certificate in English as an Additional Language

Weekly, Mondays and Tuesdays

10am – 3pm | Free



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

## READING, WRITING AND MATHS FOR LIFE



Do you, or someone you know, need tips on reading, spelling, writing or maths skills?

There are excursions, interactive games and lots of fun.

- feel more confident with paperwork
- fill in forms
- understand household bills
- help children with homework
- write creative stories
- understand theory for a driver's license
- update your résumé to find a job

Small classes are held in a relaxed and friendly environment. Come and talk to us about what you need. Enrol at any time!

Weekly, each Thursday

9.30am – 2.30pm

Call to discuss cost

COURSE	DAY	START DATE	TIME	COST	PAGE
<b>Computers</b>					
Basics & Beyond	Mon	5 May	1pm – 4pm	\$120 (\$100 conc)	8
Office Skills	Fri	7 May	1pm – 4pm	\$120 (\$100 conc)	8
Tech Club	Fri	2 May	2.15pm – 4pm	Free	8
<b>English &amp; Maths</b>					
Reading, Writing & Maths	Thu	24 Apr	9.30am – 3.30pm	Call us	5
Migrant English	Mon & Tue	21 Apr	10am – 3pm	Free	5
<b>First Aid</b>					
CPR Update	Fri	9 May	9am – 12pm	\$70 (\$60 conc)	7
Level 1	Tue & Thu	13 May	6.30 – 9.30pm	\$100 (\$90 conc)	7
Level 2	Tue & Thu	13 May	6.30 – 9.30pm	\$180 (\$170 conc)	7
Level 2 Update	Fri	9 May	9am – 4pm	\$130 (\$120 conc)	7
Teachers & Carers	Tue & Thu	13 May	6.30 – 9.30pm	\$220 (\$200 conc)	7
Asthma	Tue	27 May	6.30pm–9.30pm	\$70 (\$60 conc)	7
<b>Care and Support 2025</b>					
Childcare, Aged Care, Disability Support, Health	Fri	Ongoing	10am–3pm	\$50 (\$35 conc)	3
<b>Hospitality</b>					
RSA	Wed	7 May 18 June	9:30am – 3:30pm	\$95 (\$85 conc)	10
Food Safety	Wed	28 May	9.30am – 2pm	\$120 (\$110 conc)	10
Barista Basics	Wed	21 May 2 July	9.30am – 2pm	\$80	10
<b>Lifestyle</b>					
Practical Music	Thu	24 April	10am–3pm	\$90 (\$70 conc)	8
<b>NDIS</b>					
Capacity Building	Various	Ongoing	Various	Call us	9
<b>Work Safety</b>					
White Card	Thu Fri	15 May 21 June	9am–3.30pm	\$250 (\$240 conc)	10





## FIRST AID

All First Aid courses include CPR.

### CPR Update

Accredited Unit. HLTAID009

Provide Cardiopulmonary Resuscitation.

Fri 9 May | 9.00am – 12.00pm or

Tue 13 May | 6.30pm – 9.30pm or

Sat 14 June | 9.00am – 12.00pm

\$70 (\$60 concession)



### First Aid for Teachers & Carers

Accredited Unit. HLTAID012

Provide first aid in an education and care setting.

5 evenings, Tue & Thu, starting:

Tue 13 May | 6.30pm – 9.30pm

\$220 (\$200 concession)



### First Aid Level 1

Accredited Unit. HLTAID010

Provide Basic Emergency Life Support (incorporates CPR)

Accredited Unit. HLTAID010

Provide Basic Emergency Life Support. Includes CPR.

2 evenings, Tue & Thu, starting:

Tue 13 May | 6.30pm – 9.30pm

\$100 (\$90 concession)



### Asthma & Anaphylaxis Management

Accredited Units. 22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace

22578VIC Course in First Aid Management of Anaphylaxis.

Tue 27 May | 6.30pm – 9.30pm

\$70 (\$60 concession)



### First Aid Level 2

Accredited Unit. HLTAID011

Provide First Aid. Includes CPR and Level 1.

4 evenings, Tue & Thu, starting:

Tue 13 May | 6.30pm – 9.30pm

\$180 (\$170 concession)



### First Aid Level 2 update

Accredited Unit. HLTAID011

Provide First Aid. Includes CPR.

Fri 9 May | 9.00am – 4.00pm or

Sat 14 June | 9.00am – 4.00pm

\$130 (\$120 concession)





## Computers for Office Skills

Intermediate course giving a comprehensive overview of:

- Word processing
- Internet and email, including video conferencing
- Spreadsheets
- PowerPoint presentations

8 weeks, starting Wed 7 May

1pm – 4pm | \$120 (\$100 concession)



## COMPUTING



### Computers, Basics and Beyond

Whether you're a beginner or looking to enhance your skills, this course is for you! You'll learn:

- Fundamentals of Windows
- File management
- Creating documents with Word
- Internet basics
- Using email
- Making spreadsheets with Excel

8 weeks, starting Mon 5 May

1pm – 4pm

\$120 (\$100 concession)



## MUSIC

Designed for anyone interested in music—no experience needed.

This course covers:

- Industry roles (performer, production, manager, roadie)
- Song writing & performing
- Legal considerations
- Promotion & selling recordings online
- Micro business skills (networking, negotiation, marketing)
- Community radio & performance opportunities

Weekly, each Thursday

Starting 24 Apr | 10am – 3pm

\$90 (\$70 concession) | Enrol any time



## Tech Club

Need help with your phone, tablet/iPad, or computer? Join our free workshops to learn how it all works! Bring your own device or use one of ours. Start anytime!

Every Fri starting 2 May

2.15pm – 4pm | Free



# NDIS CAPACITY BUILDING



BCAL's Capacity Building Program aims to improve the lives of participants through building practical and personal skills. New participants are encouraged to come and take a tour of our facilities and sample a session.



## Group Fitness

Mondays and Wednesdays  
1pm – 1.45pm

## Photography and Friendship

Tuesdays 9.30am – 12pm

## School Lunches

Tuesdays 9.00am – 12.30pm

## The Good Bowl

Mondays 9.30am – 12pm

## Cooking with Kylie

Fridays 9.30am - 12.00pm

## Hair, Beauty & Hygiene

Thursdays 10.00am - 2.00pm

## Digital Discovery

Tuesdays 9.30am – 12pm

## Exploring Art

Wednesdays 9.30am – 12.00pm  
or 12.30pm – 3.00pm

## From the Pantry

Thursdays 9.30am – 12.00pm

## Games

Tuesdays 9.30am – 12.00pm

# HOSPITALITY



## 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. SITXFSA005  
Use hygienic practices for food safety.

Wed 28 May | 9.30am – 2.00pm

\$120 (\$110 conc.)

## Barista Basics



An excellent starting point for the budding barista. Using a full size commercial machine, you will learn how to:

- Consistently extract a great espresso
- Correctly adjust coffee grinders
- Steam milk to perfection
- Correct cleaning and maintenance of the machine

Wed 21 May | 9.30am – 2pm or

Wed 2 July | 9.30am – 2pm

\$80

## 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.

Accredited unit: SITHFAB021  
Provide responsible service of alcohol.

Wed 7 May | 9.30am - 3.30pm

Wed 18 June | 11.00am - 5.00pm

\$95 (\$85 conc.)



## WORK SAFETY

### Construction Induction (White Card)



This is the nationally recognised OH&S induction course for anybody wishing to set foot on any building site.

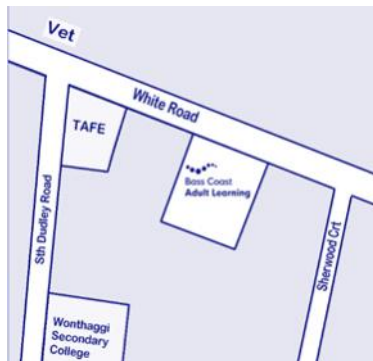
Accredited unit. CPCWHS1001 Prepare to work safely in the construction industry.

Thu 15 May | 9.00am – 3.30pm or

Fri 20 June | 9.00am – 3.30pm

\$250 (\$240 concession)





## Bass Coast Adult Learning

Learn More.

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