



# TERM 1 COURSE GUIDE

29 January - 28 March 2024



**Bass Coast  
Adult Learning**

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

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Front cover image courtesy of NDIS participant.

## About BCAL

Bass Coast Adult Learning (BCAL) is a local, friendly and professional training centre. Expert staff will help you achieve your study, work and life goals. BCAL can provide:

- Accredited courses that are recognised throughout Australia.
- Life skills training tailored to suit your needs.
- Collaboration with local employers to train staff.



**SMALL  
FACE-TO-FACE  
CLASSES**



**LOCAL  
PROVIDER**



**FRIENDLY,  
INCLUSIVE  
ENVIRONMENT**

## How to enrol

BCAL courses are delivered throughout the year. 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.





# CERTIFICATE III IN INFORMATION TECHNOLOGY



ICT30120

This Certificate offers a pathway into a high demand industry. The program will engage students foundational knowledge in critical thinking and customer support skills. Students will be well prepared to take up positions in the IT Support industry or continue with further education.

Units include:

- Build simple web pages
- Introductory programming techniques
- Provide advice to clients
- Produce digital images
- Use cloud computing solutions
- Identify online security threats

Wednesdays and Fridays

10am – 3pm

Wed 7 Feb – 15 Dec

\$600 (\$240 conc)



“I like studying at BCAL because of the relaxed environment and the freedom to take my time with my work.” Zac



## CERTIFICATE III IN HORTICULTURE



AHC30716 superseded by AHC30722 (under transition)

Whether you want to maintain beautiful gardens, work outdoors or in a nursery helping customers choose plants, this course is for you. Receive hands-on training in the BCAL training garden as well as industry work experience.

Units include:

- Controlling plant pests, diseases and disorders
- Implement a plant establishment program
- Applying environmentally sustainable work practices
- Performing specialist amenity pruning

3 days per week

Mon 5 Feb – Dec 2024

9.30am - 3pm

\$800 (\$320 conc)



*“Join our great BCAL community. Germinate edibles and native plants all the way to harvest.” Lino*



## CERTIFICATE II IN SALON ASSISTANT (HAIR)



SHB20216

Get ahead in the Hair & Beauty industry and complete a qualification to take with you!

Units include:

- Professional shampoo, basin and blow wave techniques
- Application and removal of colour
- Customer service skills
- Conducting salon transactions
- Using industry designed software
- Work placement to extend classroom knowledge

1 day per week for 6 months

Wednesday 7 Feb

9.15am – 3.15pm

\$564 (\$300 conc)

### Hair appointments

Book in for a shampoo, blow dry, straightening, braiding or basic colouring every Wednesday from 11am – 3pm.

## INTRO TO HAIR



Get a taste of hair styling, salon treatments, makeup design and customer service.

Wed 14 Feb and Wed 21 Feb

9.15am – 3.15pm | \$80



*"I enjoy coming to this course because it's a really fun environment to be in and it's always a hands-on experience."*  
Bella



## SUSTAINABILITY SERIES



### Permaculture



Design, feed and grow your own garden. Join this fun, interactive course, make new friends and learn about companion planting, pest management, and saving money.

6 Fridays starting 16 Feb  
10am - 1pm | \$90 (\$75 conc) | BCAL

4 Thursdays | Feb 8 - Feb 29  
10am - 3pm | Corinella Community Centre



### Renewable Energy



Connect with experts from the sustainable energy field. Guest speakers, site visits and demonstrations included. Call 5672 3115 to book.

6 Wednesdays | 1pm - 4pm  
Feb 7 - 27 Mar | \$90 (\$75 conc)  
Corinella Community Centre



## 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  
22484VIC, 22485VIC, 22486VIC

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?

A qualified tutor can assist you to achieve your goals!

- 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 Tuesday

9.30am – 3.30pm

Call to discuss cost

COURSE	DAY	START	TIME	COST	PAGE
<b>Computers</b>					
Basics & Beyond	Mondays	5 Feb	1pm—4pm	\$120 (\$100 conc)	12
Tech Club	Fridays	2 Feb	2.15pm—4pm	Free	12
Certificate III in IT	Wed &	15 Feb	9:30am—3:30pm	Call us	3
<b>English &amp; Maths</b>					
Reading, Writing & Maths	Thursdays	1 Feb	9.30am—3.30pm	Call us	7
Migrant English	Mon &	29 Jan	10am — 3pm	Free	7
<b>First Aid</b>					
CPR Update	Tuesday	13 Feb	6.30pm—9.30pm	\$70 (\$60 conc)	11
Level 1	Tuesday	13 Feb	6.30pm—9.30pm	\$100 (\$90 conc)	11
Level 2	Tue & Thu	13 Feb	6.30pm—9.30pm	\$180 (\$170 conc)	11
Level 2 Update	Friday	1 Mar	9am—4pm	\$130 (\$120 conc)	11
Teachers & Carers	Tuesday	13 Feb	6.30pm—9.30pm	\$220 (\$200 conc)	11
Asthma & Anaphylaxis	Tuesday	27 Feb	6.30pm—9.30pm	\$70 (\$60 conc)	11
<b>Hairdressing</b>					
Hairdressing & Beauty	Weds	14 & 21	9.15am—3.15pm	\$80	5
Certificate II in Salon Assistant	Weds	7 Feb	9:30am—3:00pm	\$564 (\$300 conc)	5
<b>Horticulture</b>					
Certificate III in Horticulture	Mon - Wed	5 Feb	9:30am—3:00pm	Call us	4
Permaculture	Fridays	16 Feb	10am—1pm	\$90 (\$75 conc)	6
<b>Hospitality</b>					
RSA	Monday	5 Feb	9am—1pm	\$95 (\$85 conc)	14
Food Safety	Monday	18 Mar	9am—1.30pm	\$120 (\$110 conc)	14
Barista Basics	Friday	16 Feb	9.30am—2.00pm	\$80	14

COURSE	DAY	START DATE	TIME	COST	PAGE
<b>Lifestyle</b>					
Renewable Energy	Weds	7 Feb	1pm—4pm	\$90 (\$75 conc)	6
Practical Music	Thurs	1 Feb	10am—3pm	\$90 (\$70 conc)	10
<b>NDIS</b>					
Capacity Building	Various	Ongoing	Various	Call us	13
Care and Support	Weds	Feb	9.30am—3pm	\$90 (\$75 conc)	10
<b>Work Safety</b>					
White Card	Friday	20 Oct	9am—3.30pm	\$235 (\$220 conc)	15



## Edible Gardens Weekend

Saturday 10 & Sunday 11 February 2024

[basscoastediblegardens.com](http://basscoastediblegardens.com)



## GET READY TO WORK IN CARE AND SUPPORT



### Being of support in the disability care community

Are you compassionate, respectful and reliable? Do you want to make a difference to the lives of people in your community?

Learn about:

- The NDIS and disability sector
- Identifying existing skills and match them to NDIS roles
- How to set up and manage your business
- What your rights and responsibilities are as an entry level support worker

6 weeks, starting Wed 14 February  
9.30am – 3pm | \$90 (\$75 concession)

## MUSIC



This award winning course is facilitated by professional musicians and industry experts. No musical experience required.

Topics include.

- Industry roles – performer, production, roadie, manager
- Songwriting
- Performing
- Legal considerations
- Promotion
- Selling recordings online

Micro business skills such as networking, negotiation and marketing, and how they relate to the music industry, shall be explored.

The course includes weekly music sessions, excursions to venues, community radio and performance opportunities.

9 weeks, starting Thurs 1 Feb

10am – 3pm

\$90 (\$70 concession)

Enrol any time





## FIRST AID

All First Aid courses include CPR.

### CPR Update

Accredited Unit. HLTAID009

Provide Cardiopulmonary Resuscitation.

Tue 13 Feb | 6.30pm – 9.30pm or

Tue 1 Mar | 9am – ?? or

Tue 12 Mar | 6.30pm – 9.30pm

\$70 (\$60 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:

Tues 13 Feb | 6.30pm – 9.30pm or

Tues 12 Mar | 6.30pm – 9.30pm

\$100 (\$90 concession)



### First Aid Level 2

Accredited Unit. HLTAID011

Provide First Aid. Includes CPR and Level 1.

4 evenings, Tue & Thu, starting:

Tues 13 Oct | 6.30pm – 9.30pm or

Tues 12 Mar | 6.30pm – 9.30pm

\$180 (\$170 concession)



### First Aid for Teachers & Carers



Accredited Unit. HLTAID012

Provide first aid in an education and care setting.

5 evenings, Tue & Thu, starting:

Tues 13 Feb | 6.30pm – 9.30pm

\$220 (\$200 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.

Tues 27 Feb | 6.30pm – 9.30pm

\$70 (\$60 concession)

### First Aid Level 2 update

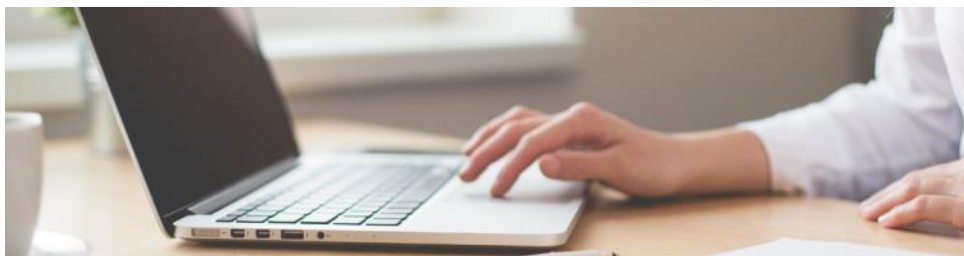


Accredited Unit. HLTAID011

Provide First Aid. Includes CPR.

Fri 1 Mar | 9.00am – 4.00pm

\$130 (\$120 concession)



## COMPUTING

### Computers, Basics and Beyond



Whether you're just starting out, or want to build your skills to a work-ready level, this is the course for you.

This course will give you a full introduction to

- Using Windows 10 and 11
- File management
- Creating documents with Word
- Making spreadsheets with Excel
- Using the internet
- Sending emails

8 weeks, starting Mon 5 Feb  
1pm – 4pm

### \$120 (\$100 concession) Tech Club



Need some help with your phone, tablet/ iPad or computer?

Want to get your head around smart devices like TVs and voice assistants?

Would you like to get set up with online services like Netflix, Spotify, Facebook, TikTok, or get a taste of what they do?

These free workshops will show you how it all works and much more. Bring your own device or use one of ours. Join any time.

Every Fri starting 2 Feb  
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.



## 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

## 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



## 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.

Accredited unit: SITHFAB021  
Provide responsible service of alcohol.

Mon 5 Feb | 9.00am – 1.00pm or

Mon 18 Mar | 2.00pm – 6.00pm

\$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: SITXFSA005  
Use hygienic practices for food safety.

Mon 18 Mar | 9.00am – 1.30pm

\$120 (\$110 concession)

### 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

Fri 16 Feb or Fri 22 Mar

9.30am – 2.00pm | \$80

## 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.

Fri 9 Feb or Fri 15 Mar

9.00am – 3.30pm

\$235 (\$220 concession)

## COMMUNITY GROUPS AT BCAL



### 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.

### Wonthaggi Woodcrafters



The Wonthaggi Woodcrafters have a well equipped workshop and club rooms. Always looking for new members to join this exciting group.

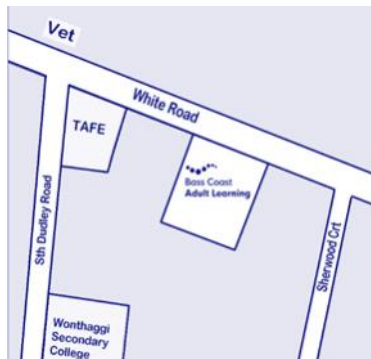
5672 3229 or woodiessec@gmail.com

### U3A Wonthaggi

University of the Third Age is a wholly voluntary organisation providing low cost learning to people over 50. Classes include. art, writing, history, languages, and much more.

0411 263 060 or  
secretary@u3awonthaggi.org.au





## Bass Coast Adult Learning

[Learn More.](#)

**239 White Road Wonthaggi**  
**5672 3115    [bcal.vic.edu.au](http://bcal.vic.edu.au)**



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