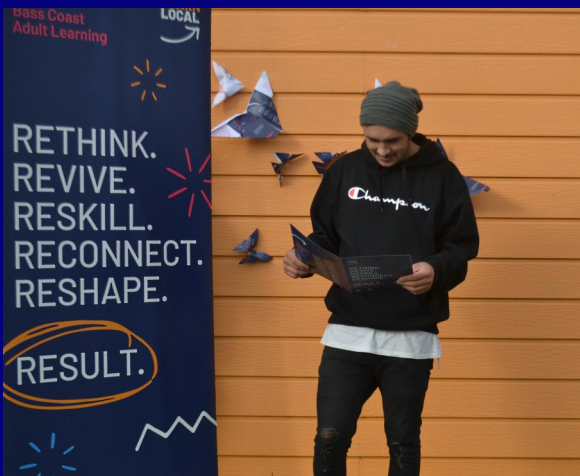




# Bass Coast Adult Learning

Learn More.



## 2019 COURSE GUIDE

### Term 3

July 15 - September 20



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**Book online!**

**You can book into any short course online.**

**Go to [bit.ly/bcalbook](http://bit.ly/bcalbook)**

**Registered Training Organisation 3720**

# Disability Support

## Employment Support

**Are you on the NDIS or registered with a Disability Employment Service (DES) agency?**

**Do you have *Finding and Keeping a Job* in your plan?**

**If so, BCAL can help you!**

**We offer a fully individualised capacity building course for DES Clients.**

**NDIS (SLES) clients can choose any or all activities.**

**Sessions include:**

- **Money skills**
  - **Nutrition**
  - **Digital literacy**
  - **First Aid**
  - **Hospitality**
  - **Public transport skills**
  - **Workplace communication**
  - **Health and hygiene**
  - **Job seeking**
  - **Work preparation**
- ... and much more!***

**Call 5672 3115 today to learn more**

These sessions offered as School Leaver Employment Support (SLES) services, under NDIS Category 10: Finding and Keeping a

# Hospitality

## Certificate II in Hospitality & Certificate II in Tourism

SIT20316 & SIT20116

Utilising BCAL's Training Café, these dual qualifications provide you with the skills to perform a range of roles within the Hospitality & Tourism sector, including working in:

- Restaurants and cafés
- Accommodation
- Information centres
- Tourist attractions and resorts

Includes a mix of classroom learning, practical skills, excursions and work placements.



1 day per week over 5 months.

**Thursdays, 9:30—4:00**

**Starting 25th July**

**Tutor: Marcelle Monet**



## Responsible Service of Alcohol

*Accredited Unit: SITHFAB002 Provide responsible service of alcohol*

**Thursday, 1 August, 9am-1pm**

**Thursday, 19 September, 9am-1pm**

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

## Food Safety Level 1 (Food Handling)

*Accredited Unit: SITXFSA001 Use hygienic practices for food safety*

**Thursday, 22 August, 10am-4pm**

**Tutor: Gary Hart | Cost: \$120**

**(\$110 concession)**

# Horticulture

## Certificate II in Horticulture

AHC20416

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

This course provides the skills and knowledge to pursue a range of careers in gardening, landscaping and nursery work, including:

- **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 23rd July**

**Tutor: Adrian James**



# Health Sector

Are you interested in working in the health sector?

**This pre-employment course will provide you with practical skills to help kick start your career**

This 6-week program will provide you with entry level skills for working in the health sector, plus a range of other job ready skills.

Learn about:

- Working in the health sector
- Employment preparation including interviews and résumé writing
- Overcoming barriers to work and making a good first impression
- Digital and financial literacy skills
- Developing critical thinking and problem solving skills
- Language and literacy skills related to working in the health industry

Also includes first-hand experience with an observational placement in a real workplace.

**Starting 6th August**

**4 days per week**

**(Tuesday - Friday) 9.30am - 2.30pm**

**Places in the program are strictly limited**



# Hair & Beauty

## Certificate II in Salon Assistant (Hair)

SHB20216

Get a head start 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 24th July**

**Tutor: Kate McNish**

Contact us for full fee information and funding opportunities.



# Computers

## Computers for Beginners

For the absolute beginner.

There's no need to be scared of computers when this easy course gives you a full introduction from basic mouse skills and starting programs, through to simple word processing and an introduction to the internet.

*Suitable for all ages.*

**4 x Thursdays, Aug 1—22, 1pm–3:30pm**

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



## Computers the Next Step

If you're already familiar with the basics, then it's time to really find out what your computer can do. Covers file management, some more advanced word processing including making columns, inserting pictures, simple spreadsheets, and email

**4 x Thursdays, Aug 29—Sept 19, 1pm–3:30pm**

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

## Why study with us?

We get that study can take some time and commitment. We're here every step of the way!

- ✓ **Small Class sizes in our Cert II courses**
- ✓ **A blended learning approach**
- ✓ **Work placement to get you experience**
- ✓ **Friendly and qualified staff**
- ✓ **Payment plan and options**



# Computer Basics

## Computers for Office Skills

A comprehensive introduction to Microsoft Office covering the most common tasks in an office situation.

Course comprises two weeks each on:

Microsoft Word (July 29 & Aug 5)

Internet & Email (Aug 12 & 19)

Microsoft Excel (Aug 26 & Sept 2)

Microsoft PowerPoint (Sept 9 & 16)

**8 x Mondays July 29—Sept 16, 1pm–4pm**

**Tutor: Bill Street | Cost: \$120 (\$100 conc.)**

**Individual units available**

**\$40 each**

## iPad Essentials

The iPad is one of the most amazing devices around and is even beginning to replace some people's need for a computer. Learn the basics of the world's most popular tablet computer and discover what it can do for you.

Bring your own iPad or use one of ours.

*Smartphones and Android devices also covered*

**6 x Fridays, August 2—Sept 6**

**9:30am–11:30am**

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

## 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: \$5 per session**

# Lifestyle

## Speaking with Confidence

At a meeting, at Council, to the Board, at a wedding... anywhere!

Most people would rather die than speak in public! It strikes fear into the hearts of normally confident and capable people leaving them nervous wrecks when they need to make a

presentation or give a speech. This course will help you develop techniques that will improve your confidence and skills in speaking in front of an audience.



**2 x Tuesdays, August 13 & 20, 6:30-9:30pm**

**Tutor: Deb Watson**

**Cost: \$65**

## Vinyl Revival

Vinyl records have made a huge comeback in recent years, and there's never been a better time to rediscover some of the old classics you may have lying around.

This workshop will show you how to use your computer to convert your precious LPs for convenient listening on digital formats or CD, while maintaining the legendary warmth of vinyl.



**Saturday, September 14, 10am-1:00pm**

**Tutor: Bill Street**

**Cost: \$45**

# Lifestyle

## Cooking, Culture and Conversation

This is an informal, practical class based around growing and cooking food.

Ingredients are grown in the Wonthaggi Community Garden and presented for the plate in BCAL's training café.

No experience is necessary but seasoned cooks are also welcome as dishes are presented from many cultures.

**Mondays, starting July 22**

**10:00am—12 noon**

**Tutor: Marcelle Monet**

**Cost: \$60**



## Massage & Beauty Therapy

Open up your senses to a wellbeing class on:

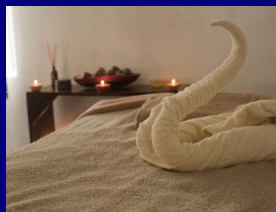
- Indian head massage
- Shiatsu
- Foot reflexology
- Hair and makeup
- Styling tips

This course is suitable for beginners, returning students or people who already have some experience.

**6 x Thurs, July 25—Sept 5, 10am—2pm**

**Tutor: Kate McNish**

**Cost: \$70 (\$60 concession)**



# IT Courses

**Nationally accredited computer courses delivered in *flexi-mode*—times and dates arranged to suit.**

## **Certificate I - ICT10115**

Includes: Operate a personal computer; Operate word processing, spreadsheet and presentation packages; Use, communicate and search securely on the internet; Use digital devices.

## **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**

Tutor: Bill Street

Contact us for full fee information and funding opportunities.



## **Are you a business or group in need of training?**

BCAL is able to provide on-site accredited training in First Aid, Workplace Safety, or Hospitality skills including Food Safety and Responsible Service of Alcohol. We can also provide Computer training customised to your needs.

Call 5672 3115 to learn more.

# 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 Vic Roads.

*RIIWHS205D Control traffic with stop-slow bat*  
*RIIWHS302D Implement traffic management plan*



**Friday, 16 August 9am–5pm**

**Cost: \$180** (\$170 concession)

## Chainsaw Safety

This course is essential for anyone needing to use a chainsaw either for work or personal use. Learn safe methods including kickback, chain tension, large and small log cutting and cutting above your head. This is an accredited unit.

*Bring your chainsaw with you.*

*AHCMOM213 - Operate and maintain chainsaws*

**Friday, 30 August, 9am—3pm**

**Cost: \$150** (\$140 concession)

## 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.

*CPCCOHS1001A Work Safely in the Construction Industry*

**Friday, 6 September, 9am–3:30pm**

**Cost: \$150** (\$140 concession)

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



# First Aid

## CPR Update

Gives the skills required to 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, August 13, 6:30pm–9:30pm**

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



## First Aid Level One

Instructs participants in the skills required to recognise and respond to life-threatening emergencies using basic life support measures.

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

**Tue & Thurs, August 13 & 15**

**6:30pm–9:30pm**

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



## First Aid Level Two

Gives the skills and knowledge required to provide 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**

**August 13—22, 6:30pm-9:30pm**

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



# First Aid

## First Aid for Teachers & Carers

Accredited First Aid course designed specifically 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**

**August 13—27 ,6:30pm-9:30pm**

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



## Asthma & Anaphylaxis Management

Provides the skills and knowledge necessary to deliver blue reliever medication in an asthma attack. Addresses current best practice in 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*

*22300IC Course in First Aid Management of Anaphylaxis*

**Tuesday, August 27, 6:30pm—9:30pm**

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

This symbol is a QR code.

You can use your smartphone to scan this code and be taken directly to the online booking page.



 **Book Online!**



# Migrant English

## English as an Additional Language



Small, fun and social classes at all levels. Catered for 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 | Anny Bevan**

***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





# English & Maths

## English & Maths for Adults



### All ages, all stages

Our English and maths classes are small in size, and provide a great opportunity to brush up on your skills or fill any literacy or numeracy gaps from your school years.

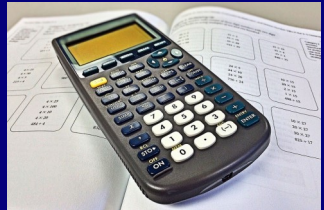
We offer a comfortable and friendly environment with dedicated teachers.

**Maths:            Tuesdays**  
9:30am–3:00pm

**English:        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. Fees are due in advance—no later than a week prior to commencement.
- Students attending accredited training will be asked to agree to and sign a *Statement of Fees*. (See our 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 BCAEC, 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](mailto: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 BCAEC 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](mailto:info@bcal.vic.edu.au) for more information.

**Learn More...**

**Inside you will find training in**

**Disability Support**

**Health Sector**

**Hospitality**

**Hairdressing**

**Horticulture**

**Computers**

**First Aid**

**Workplace Safety**

**English & Maths**

**Migrant English**

**Lifestyle Courses**

**What are you waiting for?**



**Bass Coast  
Adult Learning**

Learn More.

239 White Road, Wonthaggi

5672 3115

[www.bcal.vic.edu.au](http://www.bcal.vic.edu.au)