



Bass Coast Adult Learning

Learn More.

TERM 4 COURSE GUIDE



Open for Term 4

New courses inside

Online options available

**October 5 - December 18
2020**





Office Skills

Introduction to Office Skills

Learn basic administration skills which are vital for entry level office work.

Ideal for anyone working in an admin position in a small or large business, job seekers and volunteers.

Topics include

- Telephone skills
- Customer service
- Providing information to clients
- Filing and photocopying
- Writing business letters.
- Computer skills including email, word processing, spreadsheets, databases and mail merge.



1.5 days per week for 6 weeks,

Fridays, 9:30am to 3:00pm

Tuesdays, 6:30pm to 9:30pm

Starting Friday, November 6

Cost: \$100 (\$90 concession)

Easy payment plans available

We are open!

Courses are running in Term 4 with small classes for social distancing, hand sanitiser in all rooms and online options for those who cannot attend in person.



Mindfulness To Support Resilience and Good Mental Health

Have you ever just wanted to switch your mind off? To escape the stresses and strains of life just for a little while? Maybe you just need a little time to look after yourself and calm your mind?

This course will help you learn tools and techniques to



do just that. Running for just 2.5 hours on a Tuesday evening over 10 weeks you will have the opportunity to learn from experienced practitioners in the fields of resilience, mindfulness and meditation.

This can boost your wellbeing in the workplace and day-to-day life

Delivered online via Zoom so you won't have to travel and you have a good reason to shut your door from the rest of the world for a while.

10 Tuesdays, Oct 13 – Dec 15

7pm to 9:30pm

Cost: \$100 (\$75 concession)



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, Oct 29, 9am—1pm

Fri, Dec 4, 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, Dec 3, 10am-4pm

Tutor: Gary Hart | Cost: \$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

Wed, Dec 2, 9:30am—2:30pm

Tutor: Ryan Andre | Cost \$80



Hospitality



Hospitality Skills Set

Get ready for the tourist season with the skills you need to start work in the Hospitality industry.

This 5-day intensive course will give you:

- **Barista Skills**
- **Safe Food Handling**
- **Responsible Service of Alcohol**
- **First Aid Level 2**

Save over 20% on the individual courses.

Monday to Friday

Nov 30—Dec 4 | Cost: \$360

Introduction to Hospitality

This course is a great way to get an introduction to the hospitality sector and gain experience in different aspects of the industry, just in time for the holiday season!

Topics will include:

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

6 Thursdays

Nov 7—Dec 12

11am—2pm

Cost: FREE!



Horticulture

Introduction to Horticulture

Take the first step in your Horticulture career!

This course is designed as a taster for those who are wondering whether Horticulture is the right pathway.

You can go on to complete our accredited Certificate II in Horticulture where you will learn more comprehensive information about the relevant area to help you find work.

6 Thursdays

Oct 29—Dec 3 | 10am—1pm

Tutor: Adrian James | Cost: FREE!

Certificate II in Horticulture

AHC20416

Gain a qualification, and experience in the workforce.

Topics include

- **Recognising plants**
- **Treating weeds**
- **Soil sampling and testing of growing media**
- **Propagation and planting**
- **Safe use of chemicals**



NATIONALLY RECOGNISED
TRAINING

1.5 days per week over 5 months.

Mondays & Wednesdays from 12 Oct

Tutor: Adrian James

Easy payment plans available!

Certificate III in Horticulture

Hair & Beauty



Introduction to Hair and Beauty



This course will introduce you to the fundamental skills required to work in the beauty and hairdressing industry. Students will receive training in essential aspects of hair care, makeup, nails, colour-coding and hygiene.

You can go onto complete our accredited Certificate II in Salon Assistant (Hair) where you will learn more comprehensive information about the relevant area to help you find work.

6 Thursdays, Oct 31—Dec 5

9:30am—2:00pm

Tutor: Kate McNish

Cost: FREE!

**Certificate II in
Salon Assistant (Hair)
starting in 2021**



Computing

Computers: The Basics

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, Oct 26—Nov 30, 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



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 (Oct 21 & 28)

Zoom & Email (Nov 4 & 11)

Microsoft Excel (Nov 18 & 25)

Microsoft PowerPoint (Dec 2 & 9)

Includes new unit on managing Zoom meetings.

8 x Wednesdays Oct 21—Dec 9 1pm–4pm

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

Individual units available \$40 each

Tech Club | Be Connected

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!

COURSE	DAY	START DATE
WORKPLACE & RESILIENCE		
Introduction to Office Skills	Tue & Fri	6 November
Mindfulness for Resilience	Tuesdays	13 October
COMPUTERS		
The Basics	Mondays	26 October
Cert II IDMT	Negotiable	Ongoing
Computers for Office Skills	Wednesdays	21 October
Tech Club	Fridays	9 October
NDE		
Capacity Building	Various	Ongoing
ENGLISH AND MATHS		
English, all stages	Tuesdays	Ongoing
Basic Maths	Wednesdays	Ongoing
English as an Additional Language	Mon & Tue	Ongoing
FIRST AID		
CPR Update	Tuesday	10 November
First Aid Level 2	Tue & Thu	10 November
First Aid Level 2 Update	Friday	6 November
Asthma & Anaphylaxis	Tuesday	24 November
HAIR & BEAUTY		
Introduction to Hair & Beauty	Wednesdays	22 January
HORTICULTURE		
Introduction to Horticulture	Thursdays	29 October
Certificate II Horticulture	Mon & Wed	12 October
HOSPITALITY		
Responsible Service of Alcohol	Thursday	29 October
Introduction to Hospitality	Thursdays	7 November
Hospitality Skills Set	Mon– Fri	30 November
Barista Basics	Wednesday	2 December
Food Safety	Thursday	3 December
WORKPLACE SAFETY		
White Card	Friday	13 November
Chemical Safety	Thu & Fri	19 November
Traffic Management	Friday	27 November

SE CALENDAR

DATE	TIME	COST	PAGE
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ESILIENCE SKILLS

ember	Various	\$100 (\$90 conc)	2
ober	7:00—9:30pm	\$100 (\$75 conc)	3

UTERS

ober	1:00—3:30pm	\$70 (\$60 conc)	8
ing	Flexible	Call us	8
ober	1:00—3:00pm	\$120 (\$100 conc)	9
ober	1:00—3:00pm	FREE	9

DIS

ing	Various	Call us	12
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ND MATHS

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

T AID

ember	6:30—9:30pm	\$70 (\$60 conc)	14
ember	6:30—9:30pm	\$180 (\$170 conc)	15
ember	9:00am—4:00pm	\$130 (\$120 conc)	15
ember	6:30—9:30pm	\$70 (\$60 conc)	15

BEAUTY

uly	9:30am—2:00pm	FREE!	7
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CULTURE

ober	10:00am—1:00pm	FREE!	6
ober	9:00am—4:00pm	Call us	6

TALITY

ober	9:00am—1:00pm	\$95 (\$85 conc)	4
ember	11:00am—2:00pm	FREE	5
ember	Various	\$360	5
ember	9:30am—2:30pm	\$80	4
ember	10:00am—4:00pm	\$120 (\$110 conc)	4

CE SAFETY

ember	9:00am—3:30pm	\$160 (\$150 conc)	13
ember	9:00am—3:30pm	\$380 (\$360 conc)	13
ember	9:00am—5:00pm	\$180 (\$170 conc)	13



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

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

STEP UP AND STEP OUT

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

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



Book online!

You can book into any short course online.

www.bcal.vic.edu.au

Registered Training Organisation 3720

Work Safety



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.

CPCCWHS1001 - Prepare to work safely in the construction industry

Friday, 13 Nov

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, 19 & 20 Nov

9am—3pm

Cost: \$380 (\$360 concession)



NATIONALLY RECOGNISED
TRAINING

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, 27 Nov

9am–5pm

Cost: \$180 (\$170 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, Nov 10, 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, Nov 10 & 12

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

Nov 10—24, 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

Nov 10—19 ,6:30pm-9:30pm

or

Mon & Tue, Nov 30 & Dec 1, 9am—4pm

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, Nov 24

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, Nov 6, 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



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.

Open for Term 4

BCAL has remained open through COVID to ensure the community still has access to training and learning support.

Small classes ensure social distancing, sanitiser and masks are available, and there are online options for those who can't travel.



Hospitality

Hairdressing

Horticulture

Mindfulness

Office Administration

Computers

First Aid

Workplace Safety



**Bass Coast
Adult Learning**

[Learn More.](#)

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