



Bass Coast Adult Learning

Learn More.

TERM 2 COURSE GUIDE



April 19 - June 25
2021





Hair & Beauty

Certificate II in Salon Assistant (Hair)

SHB20216

*New fast-tracked course.
Get qualified in just 3 months!*



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

With fast-tracking you will be ready for work by mid-year!

1 day per week over 3 months.
Wednesdays, 9:00am–3:30pm
Starting 21 April
Tutor: Kate McNish

Easy payment plans available!

Intro Courses



Introduction to Office Skills

Learn basic administration skills vital for entry level office work. Ideal for anyone working in an admin position in a small or large business, job seekers and volunteers. Six-week course.

Topics include

- Telephone skills
- Customer service
- Providing information
- Filing and photocopying
- Writing business letters
- Computer skills



Tuesdays, 6:30pm to 9:30pm

Fridays, 9:30am to 3:00pm

Starting Tue, May 18

Cost: \$100 (\$90 concession)

Easy payment plans available

Introduction to Early Childhood Education

Provides study skills specifically aimed at people looking to enrol in Early Childhood Education with a view to working in childcare, kindergartens, or as a teacher's aide.

Topics include:

- Work in early childhood education centre
- Safety
- Health and wellbeing
- Cultural awareness
- Communication
- Administrative tasks



Date: Thu & Fri, starting May 6

Time: 10:00am—3:30pm

Cost: \$150 (\$120 concession)



Horticulture

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

6 month course, 1.5 days per week
plus work experience

Starting in Term 3. Enquire now!



NATIONALLY RECOGNISED
TRAINING

Certificate III in Horticulture

AHC30716

Take your skills to the next level.

12 month course, 3 days per week plus
work experience

Starting in Term 3. Enquire now!

Tutor: Adrian James

Gaining the Edge

Are you enrolled in a TAFE course? Are you
finding the work challenging?

BCAL can help with a free study skills course
called Gaining the Edge.

Includes Learning to Learn, Digital Literacy,
Resilience, and Workplace Skills.

Call 5672 3115 to learn more

Horticulture



Grow Your Own with Loran

This program will get you producing a bumper crop of delicious, seasonal vegetables straight from your garden with confidence and ease.

Utilising a managed horticulture production garden, our award-winning and experienced horticulturalist will ensure you get the most from the program with a focus on hands-on, garden-based training.

An excellent opportunity to develop and hone your vegetable gardening skills and knowledge.



8 Thursdays

April 29—June 17 | 10am—1pm

Tutor: Loran McKean | Cost: \$70 (\$60 conc.)

Introduction to Permaculture

Join renowned Permaculture Teacher Rick Coleman in an in-depth permaculture workshop series that will introduce you to the permaculture design framework.

Rick is the founder of the Southern Cross Permaculture Institute and has been teaching permaculture both nationally and internationally for more than 30 years.



8 Tuesdays

May 4—June 22 | 1pm—4pm

Tutor: Rick Coleman | Cost: \$70 (\$60 conc.)



Lifestyle

Life in Retirement Planning (non-financial)

Do you want to travel? Learn to work with wood? Write a book? Be an active, engaged grandparent?

If you're starting to think about your retirement this is the

course for you! A chance to

really think through what you (and your partner) would like to do when you retire.

Over two evenings this course will use a process to guide you through the possibilities and give you time to focus on the future you want for yourself.

2 Tuesdays, May 25 & June 1, 6:30—9:00pm

Cost: \$55 each or \$100 per couple

Facilitator: Deb Watson

Designer: Brent Jones (Masters in Psychology)



Mindfulness for Resilience

This course will help you learn tools and techniques to manage stress and calm your mind. Learn from an experienced practitioner 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.

9 Tuesdays, Apr 27—June 22, 7—9pm

Tutor: Anny Bevan | Cost: \$90 (\$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, May 6, 9am—1pm or

Thurs, June 17, 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, June 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

Fri, May 14, 9:30am—2:30pm

Tutor: Melissa Harrison | Cost \$80





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, May 10—June 21, 1pm–3:30pm

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

Certificate II

Information, Digital Media and Technology, 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.



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TRAINING

Book online!

You can book into any short course online.

www.bcal.vic.edu.au

Registered Training Organisation 3720

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 (May 5 & 12)

Zoom & Email (May 19 & 26)

Microsoft Excel (June 2 & 9)

Microsoft PowerPoint (June 16 & 23)

Includes new unit on managing Zoom meetings.

8 x Wednesdays, May 5—June 23, 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!

| TERM 2 COURSES | | |
|---------------------------------------|------------|------------|
| COURSE | DAY | START DATE |
| INTRODUCTORY | | |
| Intro to Early Childhood Education | Thu & Fri | 6 May |
| Intro to Office Administration Skills | Tue & Fri | 18 May |
| COMPUTER | | |
| The Basics | Mondays | 10 May |
| Cert II IDMT | Negotiable | Ongoing |
| Computers for Office Skills | Wednesdays | 5 May |
| LIFE SKILLS | | |
| Mindfulness for Resilience | Tuesdays | 27 Apr |
| Retirement Planning | Tuesdays | 25 May |
| NEW ENGLAND | | |
| 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 | 4 May |
| First Aid Level 2 | Tue & Thu | 4 May |
| Asthma & Anaphylaxis | Tuesday | 18 May |
| HAIR & MAKEUP | | |
| Certificate II Salon Assistant (Hair) | Wednesdays | 21 Apr |
| HORTICULTURE | | |
| Certificate II & III Horticulture | Mon & Wed | Term 2 |
| Intro to Permaculture | Tuesdays | 4 May |
| Grow Your Own | Thursdays | 29 Apr |
| HOSPITALITY | | |
| Responsible Service of Alcohol | Thursday | 6 May |
| Barista Basics | Friday | 14 May |
| Food Safety | Thursday | 3 Jun |
| WORKPLACE | | |
| White Card | Friday | 21 May |
| Chemical Safety | Thu & Fri | 24 Jun |
| Traffic Management | Friday | 4 Jun |

SE CALENDAR

| DATE | TIME | COST | PAGE |
|------------|----------------|-------------------------|------|
| RY COURSES | | | |
| ay | 10:00am—3:30pm | \$150 (\$120 conc) | 3 |
| ay | Various | \$100 (\$90 conc) | 3 |
| UTERS | | | |
| ay | 1:00—3:30pm | \$70 (\$60 conc) | 8 |
| ping | Flexible | Call us | 8 |
| ay | 1:00—3:00pm | \$120 (\$100 conc) | 9 |
| TYLE | | | |
| pril | 7:00—9:00pm | \$90 (\$75 conc) | 6 |
| ay | 6:30—9:00pm | \$55 (\$100 per couple) | 6 |
| DIS | | | |
| ping | Various | Call us | 13 |
| ND MATHS | | | |
| ping | 9:30am—3:00pm | Call us | 17 |
| ping | 9:30am—3:00pm | Call us | 17 |
| ping | 10:00am—3:00pm | Call us | 16 |
| T AID | | | |
| ay | 6:30—9:30pm | \$70 (\$60 conc) | 14 |
| ay | 6:30—9:30pm | \$180 (\$170 conc) | 15 |
| ay | 6:30—9:30pm | \$70 (\$60 conc) | 15 |
| BEAUTY | | | |
| pril | 9:00am—3:30pm | Callus! | 2 |
| ULTURE | | | |
| n 3 | 9:00am—4:00pm | Call us | 4 |
| ay | 1:00pm—4:00pm | \$70 (\$60 conc) | 5 |
| pril | 10:00am—1:00pm | \$70 (\$60 conc) | 5 |
| TALITY | | | |
| ay | 9:00am—1:00pm | \$95 (\$85 conc) | 7 |
| ay | 9:30am—2:30pm | \$80 | 7 |
| ne | 10:00am—4:00pm | \$120 (\$110 conc) | 7 |
| CE SAFETY | | | |
| ay | 9:00am—3:30pm | \$160 (\$150 conc) | 12 |
| une | 9:00am—3:30pm | \$380 (\$360 conc) | 12 |
| ne | 9:00am—5:00pm | \$180 (\$170 conc) | 12 |



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, May 21

9am–3:30pm

Cost: \$160 (\$150 concession)



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, June 4

9am–5pm

Cost: \$180 (\$170 concession)



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, 24 & 25 June

9am–3pm

Cost: \$380 (\$360 concession)



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



Capacity Building

19th April - 26th June

NDIS

Monday

9.30 - noon The Good Bowl

\$35 material fee

1.00pm - 2.30pm Desk to Destination

\$35 material fee

1.00pm - 3.30pm Monday Crafternoon

\$35 material fee

Tuesday

9.30 - noon Employment / Job Skills

1.00pm - 3.30pm Moneywise - Budget Skills

Wednesday

9.30 - noon Photography and friendship

Geoff Ellis BYO camera

9.30 - noon Book Club with Lisa

1.00pm - 3.30pm Exploring Art
(\$35 material fee)

Thursday

9.30 - noon Glow up

(Makeup and personal grooming) \$35 material fee

9.30 - noon You wanna Taco bout it?

Blokes only cooking group \$35 material fee

1.00pm - 3.30pm Digital Literacy



Bass Coast
Adult Learning





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, May 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, May 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

May 4—18, 6:30pm–9:30pm

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



Please note:

First Aid courses fill up quickly at the moment.

Extra dates for June will be announced if these dates are booked out.

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

May 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, May 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, May 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: art, writing, history, languages, and much 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.
- Certificates will not be awarded until fees have been fully paid.

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.

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.

Inside

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Workplace Safety

English & Maths



Bass Coast
Adult Learning

Learn More.