



Bass Coast Adult Learning

Learn More.

TERM 1 COURSE GUIDE



New courses inside
Online options available

February 1 - April 1
2021





Early Childhood

Course in Early Childhood Education

This new course 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:

- **An early childhood education centre** – getting to know the layout, roles, routines, and some administrative requirements.
- **Safety** – food hygiene, allergies and special dietary needs, first aid and emergencies, accidents, and accident report forms.
- **Health and wellbeing** – rest and sleep, nutrition, learning through play, and recording observations.
- **Cultural awareness** – cultural inclusion, cultural awareness, aboriginal cultural awareness, and dealing with difficult questions.
- **Relationships and communication** – building positive relationships with children, families, and colleagues.
- **Administrative tasks** - record keeping, report writing, duty of care, policies and procedures.

Date: Thursdays over 2 terms,
starting Feb 18

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

Mondays & Tuesdays from 8 Feb

Certificate III in Horticulture

AHC30716

Take your skills to the next level

Topics include:

- Plant nutrition
- Plant establishment
- Landscape maintenance
- Grassed area maintenance
- Coordinate work site activities and much more!

12 month course, 3 days per week plus
work experience

Mon to Wed from 8 Feb

Tutor: Adrian James

Easy payment plans available!



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, Feb 18, 9am—1pm

Thurs, Mar 25, 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, Mar 4, 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

Mon, Mar 1, 9:30am—2:30pm

Tutor: Emily Sinnbeck | Cost \$80



Hospitality



Certificate II in Hospitality & Tourism

SIT20316/SIT20116

This dual Certificate will get you qualified to work in one of Bass Coast's biggest industries. Get skilled up in 2021!

Thursdays, 9:30am—3:30pm,
Starting Feb 18

Enrolments open now!
Easy payment plans available.

Lifestyle



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.



7 Thursdays

Feb 18—Apr 1 | 10am—1pm

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



Lifestyle

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, Feb 9—Apr 6, 7—9pm

Tutor: Anny Bevan | Cost: \$90 (\$75 concession)



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, March 23 & 30, 6:30—9:00pm

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

Facilitator: Deb Watson

Designer: Brent Jones (Masters in Psychology)



Hair & Beauty



Certificate II in Salon Assistant (Hair)

SHB20216



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

1 day per week over 5 months.

Wednesdays, 9:30am–4pm

Starting 17 Feb

Tutor: Kate McNish

Easy payment plans available!



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, Feb 15—Mar 29, 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.



NATIONALLY RECOGNISED
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 (Feb 10 & 17)

Zoom & Email (Feb 24 & Mar 3)

Microsoft Excel (Mar 10 & 17)

Microsoft PowerPoint (Mar 24 & 31)

Includes new unit on managing Zoom meetings.

8 x Wednesdays, Feb 10—Mar 31, 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 1 COURSES		
COURSE	DAY	START DATE
EARLY CHILDHOOD EDUCATION		
Intro to Early Childhood Education	Thursdays	18 Feb
COMPUTER SKILLS		
The Basics	Mondays	15 Feb
Cert II IDMT	Negotiable	Ongoing
Computers for Office Skills	Wednesdays	10 Feb
Tech Club	Fridays	5 Feb
LIFE SKILLS		
Mindfulness for Resilience	Tuesdays	9 Feb
Retirement Planning	Tuesdays	23 Mar
NUTRITION		
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	2 Mar
First Aid Level 2	Tue & Thu	2 Mar
Asthma & Anaphylaxis	Tuesday	16 Mar
HAIR & NAILS		
Certificate II Salon Assistant (Hair)	Wednesdays	17 Feb
HORTICULTURE		
Certificate II & III Horticulture	Mon & Wed	8 Feb
Grow Your Own	Thursdays	18 Feb
HOSPITALITY & TOURISM		
Certificate II Hospitality & Tourism	Thursdays	18 Feb
Responsible Service of Alcohol	Thursday	18 Feb
Barista Basics	Monday	1 Mar
Food Safety	Thursday	4 Mar
WORKPLACE SKILLS		
White Card	Friday	19 Feb
Chemical Safety	Thu & Fri	23 Mar
Traffic Management	Friday	5 Mar

SE CALENDAR

DATE	TIME	COST	PAGE
OD EDUCATION			
February	10:00am—3:30pm	\$150 (\$120 conc)	2
UTERS			
February	1:00—3:30pm	\$70 (\$60 conc)	8
ing	Flexible	Call us	8
February	1:00—3:00pm	\$120 (\$100 conc)	9
February	1:00—3:00pm	FREE	9
STYLE			
February	7:00—9:00pm	\$90 (\$75 conc)	6
March	6:30—9:00pm	\$100 (\$55 per couple)	6
DIS			
ing	Various	Call us	12
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			
March	6:30—9:30pm	\$70 (\$60 conc)	14
March	6:30—9:30pm	\$180 (\$170 conc)	15
March	6:30—9:30pm	\$70 (\$60 conc)	15
BEAUTY			
February	9:30am—2:00pm	Callus!	7
ULTURE			
February	9:00am—4:00pm	Call us	3
February	10:00am—1:00pm	\$70 (\$60 conc)	5
TALITY			
February	9:30am—3:30pm	Call us	5
February	9:00am—1:00pm	\$95 (\$85 conc)	4
March	9:30am—2:30pm	\$80	4
March	10:00am—4:00pm	\$120 (\$110 conc)	4
CE SAFETY			
February	9:00am—3:30pm	\$160 (\$150 conc)	13
March	9:00am—3:30pm	\$380 (\$360 conc)	13
March	9:00am—5:00pm	\$180 (\$170 conc)	13



Disability Support

**We offer a wide range of
Capacity Building activities for
NDIS clients.**

JOB SKILLS

Develop a résumé, go on workplace tours, meet local business owners, build a work wardrobe and apply for work in a gentle and supported environment.

THE GOOD BOWL

Learn the basics of preparing healthy meals.

ESPRESSO YOURSELF!

Keen to work in hospitality?
Learn how to make delicious
coffee on a café machine

DESK TO DESTINATION

Learn to research and plan a
trip using local and city
public transport.

BOOK CLUB

Reading skills.

SAVVY SPENDERS

Learn how to budget and save money.

ARTS AND CRAFTS

Express your creativity and even sell your work.

GLAM UP!

Learn how to style your hair, use make-up and indulge in DIY beauty treatments.

DIGITAL DISCOVERY

Get the best from your devices and stay safe online.

SOCIAL GROW

Have some fun in the garden while learning essential life skills.



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, 19 Feb

9am–3:30pm

Cost: \$160 (\$150 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, 5 Mar

9am–5pm

Cost: \$180 (\$170 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

Tue & Wed, 23 & 24 Mar

9am–3pm

Cost: \$380 (\$360 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, Feb 16, 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, Feb 16 & 18

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

Feb 16—Mar 2, 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

Feb 16—25, 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, Mar 2

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, Mar 19, 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.

Inside

Hospitality

Hairdressing

Horticulture

Mindfulness

Retirement planning

Early Childhood Education

Computers

First Aid

Workplace Safety

English & Maths

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. Online options for those who can't travel.



**Bass Coast
Adult Learning**

[Learn More.](#)

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