



# Bass Coast Adult Learning

Learn More.



## 2020 COURSE GUIDE

**Term 2**  
April 14 - June 26

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## Book online!

You can book into any short course online.

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

Registered Training Organisation 3720

# Office Skills

## Course in Office Administration

This course will help you learn basic administration skills which are vital for entry level office work.

Ideal for small and large businesses, job-seekers, volunteers, and anyone working in an admin position.

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.



This course will get you ready for Certificate courses including Certificate II in Business, Certificate II in Retail Services and Certificate II in Information, Digital Media and Technology

1.5 days per week,

Tuesdays, 6:30pm to 9:30pm

Fridays, 9:30am to 3:00pm

Starting Tuesday, April 28th

Cost: \$100 (\$90 concession)

Easy payment plans available

# Hospitality

## Responsible Service of Alcohol

Accredited unit which complies with government regulations for all persons in control of liquor stores or serving alcohol, including those wanting to work in cafés, clubs, bars, restaurants and special events.

*Accredited Unit: SITHFAB002 Provide responsible service of alcohol*

Thurs, May 7, 9am—1pm

Fri, June 26m 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, May 14, 10am-4pm

Tutor: Gary Hart | Cost: \$120 (\$110 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

# Horticulture

## Certificate II in Horticulture

AHC20416

The 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!

Topics include

- 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 21st April

Tutor: Adrian James

Easy payment plans available!

## Certificate III in Horticulture

Coming in Term 3

Take your skills to the next level with an industry qualification.

Call 5672 3115 to learn more.

# Job Skills

## Kick-start your career!

This pre-employment course will provide you with practical skills to help get you job ready for any industry!

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 4th May  
4 days per week

(Mon, Tue, Thu, Fri) 9:30am - 2:30pm

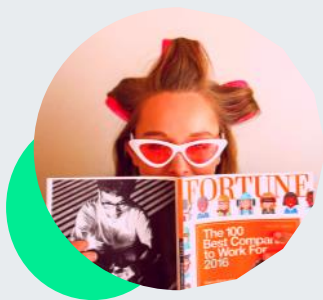
Cost: *FREE!*



# 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 22 April

Tutor: Kate McNish



Easy payment plans available!

# 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 Tuesdays, May 5—26, 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 Tuesdays, June 2—23, 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.





# Computer Basics

## iPad Essentials

The iPad is one of the most versatile devices around and is even beginning to replace computers for some. 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, May 15—June 19

1pm–3pm

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

## 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.

# Lifestyle

## Mosaic Art for Beginners

Under the guidance of Phillip Island Artist, Pauline Grotto, you will learn the basic skills needed to produce a piece of Mosaic Art to take home.

You will be provided with the basic tools, some tiles, glue and a choice of a pot, paver or wooden blocks for the mosaic work, or feel free to bring your own.



Sunday May 24  
10:00am-1:00pm  
Cost: \$80

## Family First Aid

You never know when you will be required to assist your child in an emergency situation.

Do you know what to do?

When every second counts, it is essential to be equipped with first aid knowledge to protect the ones you love the most.

This course provides the necessary knowledge and skills to assist manage a first aid emergency. Topics include Infant and Child CPR, burns and scalds, choking and much more.

Thursday, June 4

9:30am—3:00pm

Tutor: Lyn Dunne

Cost: \$90 (\$80 concession)



# Disability Support

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

## **Accredited courses:**

### **ABILITY KITCHEN**

Certificate II in Hospitality

### **ABILITY GARDEN**

Certificate II in Horticulture

### **DIGITAL DISCOVERY**

Certificates I & II in Information,  
Digital Media & Technology



## **School Leavers Employment Supports:**

### **CIVIC AND SOCIAL ENGAGEMENT**

How to access local services—everything from  
joining the library to opening a bank account.

### **PRE-EMPLOYMENT WORK SKILLS**

Enhancing work readiness through targeted  
training.

### **DIGITAL LITERACY**

Assistance in using technology including  
computers, smart devices and social media

### **INTEGRATED ART**

Arts-integrated literacy and numeracy learning.

### **LIFE SKILLS COACHING**

To assist in coping mechanisms to handle life's  
challenges.

## **Capacity Building:**

### **NDIS BUDGETING SKILLS**

Empowering NDIS clients to confidently self-  
manage their funding

### **RECIPE FOR SUCCESS**

Learn nutrition, plus literacy and numeracy  
through cooking with a new recipe every week.

# Office Space

Do you run a small or micro-business and need an office space?

Are you an organisation that needs a meeting room?

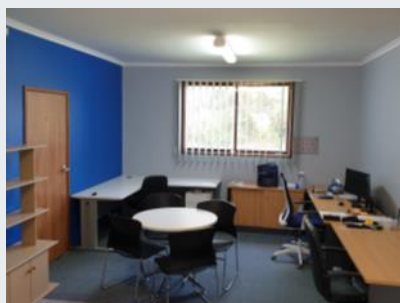
Do you visit Wonthaggi for business and need a base?

BCAL now offers a brand new area for individuals or organisations to have a fully equipped, professional office space.

You get:

- A secure room
- Hot desk
- Wifi
- Meeting table
- Some storage space
- Kitchen & bathroom facilities

Printing and copying also available by arrangement.



Booking	Individual	Organisation
Half day (4 hours)	\$15	\$20
Full day (8 hours)	\$30	\$40
Evening (per hour)	\$5	\$10
Week (4 days or more)	\$120	\$150
Month	\$400	\$500

# 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, 22 May

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 Vic Roads.

*RIIWHS205D Control traffic with stop-slow bat*

*RIIWHS302D Implement traffic management plan*

Friday, 5 June

9am–5pm

Cost: \$180 (\$170 concession)



## Working at Heights

Covers working safely at heights in resources and infrastructure industries. Includes identifying work requirements, procedures and instructions for tasks; accessing and installing equipment; performing work at heights and cleaning up.

*RIIWHS204D Work safely at heights*

Friday, 12 June

9am–3pm

Cost: \$250 (\$230 concession)



Work Safety courses delivered by Tom McCormack  
from 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, May 12, 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 12 & 14**

**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 12–26 ,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

May 12—21, 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 26

6:30pm–9:30pm

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



## First Aid Level Two Update

1-day update.

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 29, 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



# English & Maths

## English & Maths for Adults



### 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](mailto: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](mailto: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](mailto: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. 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](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 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](mailto:info@bcal.vic.edu.au) for more information.

# **Learn More...**

Inside you will find  
training in

**Office Administration**

**Hospitality**

**Hairdressing**

**Horticulture**

**Disability Support**

**Job Readiness**

**Computers**

**First Aid**

**Workplace Safety**

**English & Maths**

**Migrant English**

**Plus an expanded range of  
services for NDIS clients!**



**Bass Coast  
Adult Learning**

Learn More.

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