



Bass Coast Adult Learning

Learn More.



2019 COURSE GUIDE

Term 4

October 7 - December 20



FREE COURSES INSIDE!

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Book online!

You can book into any short course online.

Go to bit.ly/bcalbook

Registered Training Organisation 3720

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.

By enrolling in this course you can see if this area is one in which you would like to undertake more study or get a qualification in order to get a job.



These sessions offer a pathway to employment, business opportunities, or additional training.

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.

5 Mondays, Oct 28—Nov 25

10am—1pm

Tutor: Adrian James

Cost: FREE!

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, Oct 17, 9am—1pm

Thurs, Nov 28, 9am—1pm

Thurs, Dec 19, 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

Thursday, Nov 21, 10am-4pm

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



Espresso Essentials

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

2 Thursdays, Nov 28 & Dec 5, 10am-1pm

Cost: \$50 (\$40 concession)

Hospitality

Hospitality Work Skills

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



These sessions offer a pathway to employment or additional training.

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

6 Thursdays
Nov 7—Dec 12
10am—1pm
Cost: FREE!

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 November
4 days per week

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

Cost: *FREE!*



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, and hygiene.

At the end of the course, students will have the opportunity to participate in a fundraising pamper day at BCAL to showcase their skills and gain invaluable experience.

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!

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 Mondays, Oct 21—Nov 11, 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 Mondays, Nov 18—Dec 9, 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 (Oct 22 & 29)

Internet & Email (Nov 12 & 19)

Microsoft Excel (Nov 26 & Dec 3)

Microsoft PowerPoint (Dec 10 & 17)

8 x Tuesdays Oct 22—Dec 17, 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, Nov 1—Dec 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

Auslan

Bass Coast Adult Learning have partnered with The Auslan Company to bring the **Auslan sign language** to Bass Coast! Learn to communicate with deaf and hard of hearing people in this fun and practical community based 2 day Auslan beginner course.

This introductory course is the perfect opportunity to begin your journey into learning Auslan and about the Deaf Community.

What you will learn:

- How to communicate with a deaf person in a social or workplace setting
- An understanding of Deaf Awareness
- Auslan grammar and how it differs to English written and spoken language



What you will get:

- A workbook containing photos of all signs taught plus sentences to practice with at home
- A Certificate of Attendance stating the hours of PD training undertaken
- Information about Deaf events and where you can meet deaf people

No prior experience is necessary. This is a fun introduction to Auslan.

Sat & Sun, Oct 19 & 20, 9:30am-4:30pm

Tutor: Darren Roberts

Cost: \$180 full, \$160 conc, \$140 under 17

Lifestyle

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 for you to be equipped with first aid knowledge to protect the ones you love the most.



First Aid for Families will provide you with the necessary knowledge and skills to assist manage a first aid emergency. Topics covered will include Infant and Child CPR, burns and scalds, choking and much more.

Thursday, November 7

9:30am—3:00pm

Tutor: Lyn Dunne

Cost: \$90 (\$80 concession)

Yoga

A gentle, exploratory yoga class suitable for everyone to open the body and mind.

Includes a range of breathing, meditation and relaxation techniques.

4 x Thursdays,

Oct 24—Nov 14,

6:30pm—7:45pm

Tutor: Anny Bevan

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.

Please note: The Certificate I in Information, Digital Media & Technology course will *not* be on the list of government funded courses for 2020. This is your last chance to do Certificate I without paying full fees.

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

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.

RIIWHWS205D Control traffic with stop-slow bat

RIIWHWS302D Implement traffic management plan

Friday, 18 October or

Friday, 8 November, 9am–5pm

Cost: \$180 (\$170 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, 22 November, 9am–3:30pm

Cost: \$150 (\$140 concession)

Spotters Update

For those who have a current Asset Spotters ticket, this is the 3-yearly update.

Includes the safe operation of plant and equipment around, above and below ground assets.

Pre-requisites: Level 2 First Aid and a Certificate of Competency or WorkSafe ticket (eg, Forklift, Rigger, Scaffolder)

22325VIC - Course in Workplace Spotting for Service Assets

Friday, 29 November, 9am–3:30pm

Cost: \$200 (\$190 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

Friday, Nov 1, 9:30am—12:30pm or

Tuesday, Nov 12, 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)

Friday, Nov 1, 9:30am—4:00pm or

Tue & Thurs, Nov 12 & 14

6:30pm—9:30pm

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



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

Nov 12—26, 6:30pm-9:30pm

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



First Aid

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

Nov 12—21, 6:30pm-9:30pm or

2 Fridays, Nov 8 & 15, 9:30am—4:00pm

Fee: \$180 (\$170 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

22300VIC Course in First Aid Management of Anaphylaxis

Tuesday, November 26,

6:30pm–9:30pm

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



First Aid for Families

A specially developed course for families with young children. Addresses all the types of accidents and emergencies that can happen around the home and how to respond to them.

See Page 11 for full details.

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



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

Academic English

Are you studying and find you need some help with written work?

BCAL is offering assistance to expand your written skills for higher education, from short courses to uni.

Call 5672 3115 to learn more

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 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.

**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 fully individualised capacity
building activities for NDIS Clients.

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

Call today to Learn More!



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