



Bass Coast Adult Learning

Learn More.



2019 COURSE GUIDE

Term 1

February 4 - April 5



Contents

Health Sector

Kick Start you Career in the Health Sector ...3

Horticulture

Certificate II in Horticulture 4

Hairdressing

Certificate II in Salon Assistant (Hair)5

Hospitality

RSA, Food Safety, Espresso.....6

Certificate II in Hospitality and Tourism7

Computers

Beginners, Next Step & Office Skills..... 9

iPad, Open Night & MYOB NEW!9

Certificates in IT12

Lifestyle

Massage & Beauty Therapy10

Beekeeping10

Art, Discover your Well of Creativity11

Work Safety

White Card, Traffic, Spotters, Heights13

First Aid

Level 1, Level 2, CPR & Updates14

Teachers & Carers.....15

Asthma & Anaphylaxis.....15

English & Maths

English as an Additional Language (EAL).....16

English & Maths for Adults17

Our community & Enrolments

Other groups, Enrolment information18/19

Book online!

You can book into any short course online.

Go to bit.ly/bcalbook

Health Sector

Are you interested in working in the health sector?

This pre-employment course will provide you with practical skills to help kick start your career

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
- Get first-hand experience by observing a real workplace.



February to April, 2019 4 days per week
(Tuesday - Friday) 9.30am - 2.30pm
Places in the program are strictly limited

Horticulture

Certificate II in Horticulture

AHC20416

Take the first step in your Horticulture career! Our 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!



This course provides the skills and knowledge to pursue a range of careers in gardening, landscaping and nursery work, including:

- 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.

Starting Tuesday 5th Feb

Tutor: Adrian James



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:

- Providing shampoo and basin services
- Drying hair to shape
- Application and removal of colour
- Maintaining and organising tools, equipment and work areas
- Conducting salon transactions



1 day per week over 6 months.
Starting Wed 6th Feb, 9:30am–4pm
Tutor: Kate McNish
Contact us for full fee information and funding opportunities.



Hospitality

Responsible Service of Alcohol

Accredited unit which complies with government regulations for all persons in control of liquor stores or serving alcohol.

Includes those wanting to work in cafés, clubs, bars, restaurants and special events.

Accredited Unit: SITHFAB002 Provide responsible service of alcohol

Thursday, 14 February, 9am-1pm

Thursday, 4 April, 9am-1pm

Tutor: Gary Hart | Cost: \$95 (\$85 concession)



Food Safety Level 1 (Food Handling)

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, 14 March, 10am-4pm

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



Espresso Essentials

Using a full-size commercial machine, you will learn how to adjust coffee grinders, ensure consistent extraction, steam milk to perfection, add simple latte art and how to clean and maintain the machine!

Tutor: Josh Baker

Cost: \$60 (\$50 concession)



Hospitality

Certificate II in Hospitality & Certificate II in Tourism

SIT20316 & SIT20116

Utilising the *Black Cat Training Café*, these dual qualifications provide you with the skills to perform a range of roles within the Hospitality & Tourism sector, including working in

- Restaurants and cafés
- Accommodation
- Information centres
- Tourist attractions and resorts



Includes a mix of classroom learning, practical skills, excursions and work placements.

As an added bonus you will also receive your RSA, RSG, First Aid and Food Safety Certificates along the way.

1 day per week over 6 months.

Starting Thur, February 14,

9:30am–4pm

Contact us for full fee information and funding opportunities.



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, Feb 11—March 4, 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 some more advanced word processing including making columns, inserting pictures, simple spreadsheets.

4 x Mondays, March 18—April 8, 1pm–3:30pm

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

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 13 & 20)

Internet & Email (Feb 27 & March 6)

Microsoft Excel (March 13 & 20)

Microsoft PowerPoint (March 27 & April 3)

8 x Wednesdays Feb 13—April 3, 1pm–4pm

Cost: \$120 for the full course (\$100 conc.)



Computer Basics

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, March 1—April 5,

9:30am–11:30am

Tutor: Bill Street | Cost: \$60 (\$50 concession)

MYOB

Get a comprehensive introduction to this popular double entry accounting software package.

Topics include sales, payroll, banking, and reconciliation. Also touches on GST and BAS statements.

8 x Thursdays, Feb 14—April 4, 6pm–8pm

Tutor: Dianne Mannes | Cost: \$100 (\$90 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

Lifestyle

Beekeeping

There's much more to bees than just honey. Did you know that seventy percent of the world's food supply relies on bees? Come along to hear a fascinating workshop on the habits of bees, their roles in society and their importance for commercial purposes. You will receive information about setting up hives and producing your own honey. Presented by a professional beekeeper.



Saturday, March 2

Tutor: David Severino of Phillip Island Honey | Cost: \$50

Massage & Beauty Therapy

Seven weeks to discover helpful health benefits and wellbeing techniques through:

- Aromatherapy
- Indian head massage
- Self-massage tips
- Facial massage
- Make-up methods

7 x Thurs, Feb 21—April 4, 10am–2pm

Tutor: Kate McNish

Cost: \$70 (\$60 concession)



Lifestyle

Art Course

DISCOVER
YOUR WELL
OF
CREATIVITY



Be guided by local artist Pauline Grotto as you follow an art project through from conception to display. Samples will be provided for your inspiration or follow your own idea from scratch.

5 x Thurs, March 7—April 4, 10am–2pm
Tutor: Pauline Grotto | Cost: \$130

Coming soon:

Creative Writing

Get your ideas on paper with ease

Public Speaking

Speak with confidence to groups or in the media

Fitness for Mobility

Low-impact exercise to keep fit and flexible

Auslan

2-day intensive course in communicating with the Australian language for the hearing impaired

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.

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.

Certificate III - ICT30115

Includes: Install and optimise operating systems; Run standard tests; Connect internal components; Provide basic system administration; Maintain equipment and software; Conduct online transactions; Review and maintain a website; and more.



Rolling intakes, enrol at any time!

Course duration is between 3 months to 1 year

Tutor: Bill Street
Contact us for full fee information and funding opportunities.



Work Safety

Asset Spotters Update

Update for holders of a correct Spotters ticket in 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, Feb 22, 9am-4pm

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, March 8, 9am-2pm

Cost: \$150 (\$140 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, March 1, 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, 29 March, 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

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

Thursday, Feb 21, 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)

2 x Thursdays, Feb 21 & 28,

6:30pm–9:30pm

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



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 x Thursdays, Feb 21—March 14,

6:30pm–9:30pm

Fee: \$180 (\$170 conc.)



First Aid

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 x Thursdays, Feb 21—March 21,
6:30pm–9:30pm

Fee: \$220 (\$200 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

Thursday, March 21, 6:30pm–9:30pm

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



Book Online!

This symbol is a QR code. You can scan it with the camera on your mobile device to be taken straight to the online booking page. Just choose the course you wish to enrol in and you're good to go! To use the Facebook app, go to the  button, scroll down to 'see more' and tap QR Code.



 Scan me

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 | Anny Bevan

Sunday classes now available!

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

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: wonthaggicomunitygarden@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 BCAEC, 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@basscoastadulthood.org.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 BCAEC run longer than 8 hours per day and no courses will begin earlier than 8 am or finish later than 10 pm.

Learn More...

BCAL is your first step for
training in

Health Sector

Hospitality

Hairdressing

Horticulture

Computers

First Aid

Workplace Safety

English & Maths

Migrant English

Lifestyle Courses



Bass Coast

Adult Learning

Learn More.

239 White Road, Wonthaggi

5672 3115

www.bcal.vic.edu.au