



# Bass Coast Adult Learning

Learn More.



## 2019 COURSE GUIDE

### Term 2

April 23 - June 28



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## Book online!

You can book into any short course online.  
Go to [bit.ly/bcalbook](http://bit.ly/bcalbook)

Registered Training Organisation 3720

# Hospitality

## Hospitality Skills Set

5-day course with everything you need to start work in the local Hospitality industry



A quick-start course giving you all the most common skills to work in cafés, restaurants, pubs and clubs, including:

- **Prepare and Serve Espresso Coffee** (SITHFAB005)
- **Responsible Service of Alcohol** (SITHFAB002)
- **Safe Food Handling** (SITXFSA001)
- **First Aid Level 1** (HLTAID002)

Monday to Friday, May 20th to 24th  
Fee: \$450

Separate units available  
See page 4 for details

**See over page for Certificate II  
in Hospitality and Tourism**

# 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*

Wednesday, 22 May, 9am-1pm

Thursday, 13 June, 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, 23 May, 10am-4pm

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



## Barista Course

Nationally recognised unit which will show you how to adjust coffee grinders, ensure consistent extraction, steam milk to perfection, add simple latte art and how to clean and maintain the machine.

*Accredited Unit: SITHFAB005 Prepare and serve espresso coffee*

Mon & Tue, 20 & 21 May, 9am-4pm

Tutor: Marcelle Monet | Cost: \$165  
(\$150 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, First Aid and Food Safety Certificates along the way.

Beginning in May—no need to wait until mid-year.

1 day per week over 6 months.

Contact us for more information and funding opportunities.



# Horticulture

## Certificate II in Horticulture

AHC20416

### *AUTUMN INTAKE*

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.

Tuesdays & Wednesdays

from 23rd April

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

Autumn intake:

1 day per week over 6 months.

Wednesdays, 9:30am–4pm

Tutor: Kate McNish

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 Tuesdays, May 7—28, 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 Tuesdays, June 4—25, 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 (May 8 & 15)

Internet & Email (May 22 & 29)

Microsoft Excel (June 5 & 12)

Microsoft PowerPoint (June 19 & 26)

8 x Wednesdays May 8—June 26, 1pm–4pm

Tutor: Bill Street | Cost: \$120 (\$100 conc.)

Individual units available

\$40 each





# 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, May 17—June 21,

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

## 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

# Lifestyle

## Massage & Beauty Therapy

A seven week course that will guide you through discovering helpful health benefits and beauty techniques through:

- Shiatsu for beginners
- An introduction to Marma points
- Facial massage
- Creative work with makeup
- Getting a professional look from your home makeup kit

7 x Thurs, May 16—June 27, 10am–2pm

Tutor: Kate McNish

Cost: \$70 (\$60 concession)



## Cooking, Culture and Conversation

This is an informal, practical class based around growing and cooking food.

Ingredients are grown in the Wonthaggi Community Garden and presented for the plate in BCAL's training café.

No experience is necessary but seasoned cooks are also welcome as dishes are presented from many cultures.

Mondays,

1:00—3:00pm

Tutor: Marcelle Monet

Cost: \$60



# Lifestyle

## Speaking with Confidence

At a meeting, at Council, to the Board, at a wedding... anywhere!

Most people would rather die than speak in public! It strikes fear into the hearts of normally confident and capable people leaving them nervous wrecks when they need to make a presentation or give a speech. This course will help you develop techniques that will improve your confidence and skills in speaking in front of an audience.

2 x Tuesdays, May 21 & 28, 6:30-9:30pm

Tutor: Deb Watson

Cost: \$65



## Phonography

Modern phones have some of the most advanced cameras ever made. You don't have to have the latest and greatest model to be able to take stunning photos.

This workshop will help you to get the best results from your phone camera, including how to adjust resolution, HDR, zoom, and much more. Get the most out of the device that's always in your pocket or bag.

Monday, May 27,

7:00-9:30pm

Tutor: Syd Gordon

Cost: \$40



# 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.

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.



## Kick Start Your Career in the Health Sector

A pre-employment course which 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.



**Returning in July**  
**Places strictly limited—book now!**  
**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.



*R11WHS205D Control traffic with stop-slow bat*

*R11WHS302D Implement traffic management plan*

Friday, 31 May, 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

*R11WHS204D Work safely at heights*

Friday, 7 June, 9am–3pm

Cost: \$250 (\$230 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, 14 June, 9am–2pm

Cost: \$150 (\$140 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, May 16 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, May 16 & 23**

**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, May 16—June 6,**

**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, May 16—June 13

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, June 13, 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](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: [wonthaggicomunitygarden@gmail.com](mailto: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@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 BCAEC 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...



## Bass Coast Adult Learning

Learn More.

**BCAL is your first step for  
training in**

**Hospitality, Hairdressing,  
Horticulture, Computers, First Aid,  
Workplace Safety, Lifestyle course  
and much more!**

**Seen something you like?  
Use this pre-booking form to enrol**

### Pre-booking form

Course: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

or go to [bit.ly/bcalbook](http://bit.ly/bcalbook)

**239 White Road, Wonthaggi  
5672 3115  
[info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au)**