



TERM 2 COURSE GUIDE

26 April - 24 June 2023



**Bass Coast
Adult Learning**

RTO ID: 3720

**5672 3115
info@bcal.vic.edu.au
239 White Road Wonthaggi**

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How to enrol

BCAL courses are delivered throughout the year. Fee concession and payment plans are available on most courses. For enrolment queries call 5672 3115 or email info@bcal.vic.edu.au

Capacity Building sessions are invoiced monthly to the participants nominated email address, and will be payable within 7 days. We are unable to accept participants with solely NDIA managed NDIS plans.

Group bookings

Onsite group training is available. Call 5672 3115 or email info@bcal.vic.edu.au for more information and to discuss your options and payment plans.

Become a member

BCAL members enjoy special rates on courses and regular newsletters announcing events and new courses. Introductory rate \$5.

About BCAL

Bass Coast Adult Learning (BCAL) is a local, friendly and professional training centre. Expert staff will help you achieve your study, work and life goals. BCAL can provide.

- Accredited courses that are recognised throughout Australia.
- Life skills training tailored to suit your needs.
- Collaboration with local employers to train staff.



INDUSTRY INTRODUCTIONS

Participants will explore the skills and knowledge required to work in their chosen study.



Hairdressing and Beauty



Get a taste of hair styling, salon treatments, makeup design and customer service.

2 x Wed, 26 Apr and 3 May

9.15am – 3.15pm | \$80



Hospitality



Hospitality venues need job-ready staff. Learn skills for kitchen and waiting staff, coffee making, Safe Food Handling and Responsible Service of Alcohol.

Mon 15 May | 9.00am – 6.00pm and

Mon 22 May | 10.00am – 3.00pm

\$80



SUSTAINABILITY SERIES



Renewable Energy



Connect with experts from the sustainable energy field. Guest speakers, site visits and demonstrations included.

10 Mondays | 1pm - 4pm

Starting 24 April | \$90 (\$75 conc)



Permaculture



Topics include new plants from old, water resilience, veggie patch to plate, sustaining your own food forest, gourmet garden produce and natural pest management.

6 Wednesdays | 10.30am —1.30pm

Starting 17 May | \$90 (\$75 conc.)



MIGRANT ENGLISH



Small friendly classes in a relaxed and focused learning environment. This program is designed for people from a migrant background who are interested in improving their English language skills.

Rolling intakes, enrol at any time.

You may be eligible for free tuition even if you were not eligible before.

Certificates delivered
22484VIC, 22485VIC, 22486VIC

Certificate in English as an Additional Language

Weekly, Mondays and Tuesdays

10am – 3pm | Free



The Adult Migrant English Program is funded by the Australian Government Department of Home Affairs

READING, WRITING AND MATHS FOR LIFE



Do you, or someone you know, need tips on reading, spelling, writing or maths skills?

A qualified tutor can assist you to achieve your goals!

- feel more confident with paperwork
- fill in forms
- understand household bills
- help children with homework
- write creative stories
- understand theory for a driver's license
- update your résumé to find a job

Small classes are held in a relaxed and friendly environment. Come and talk to us about what you need. Rolling intakes, enrol at any time!

Weekly, each Tuesday

9.30am – 3.30pm

COURSE	DAY	START DATE	TIME	COST	PAGE
Computers					
Basics & Beyond	Mondays	24 Apr	1pm—4pm	\$120 (\$100 conc)	8
E-Business	Mondays	15 May	6.30pm—8pm	\$50	8
Tech Club	Mondays	28 Apr	2.15pm—4pm	Free	8
English and Maths					
Reading, Writing & Maths	Tuesdays	2 May	9.30am—3.30pm	Call us	4
Migrant English	Mon & Tue	26 Apr	10am—3pm	Free	4
First Aid					
CPR Update	Tuesday	9 May	9am—12pm	\$70 (\$60 conc)	7
	Thursday	12 May	6.30pm—9.30pm	\$70 (\$60 conc)	7
Level 1	Tuesday	9 May	6.30pm—9.30pm	\$100 (\$90 conc)	7
Level 2	Tue & Thu	9 May	6.30pm—9.30pm	\$180 (\$170 conc)	7
Level 2 Update	Friday	12 May	9am—4pm	\$130 (\$120 conc)	7
Teachers & Carers	Tuesday	9 May	6.30pm—9.30pm	\$220 (\$200 conc)	7
Asthma & Anaphylaxis	Tuesday	23 May	6.30pm—9.30pm	\$70 (\$60 conc)	7
Hairdressing					
Intro to Hair & Beauty	Weds	26 Apr & 3 May	9.15am—3.15pm	\$80	3
Hospitality					
RSA	Monday	15 May	2pm—6pm	\$95 (\$85 conc)	10
Food Safety	Weds	15 May	9am—1.30pm	\$120 (\$110 conc)	10
Barista Basics	Friday	5 May	9.30am—2.00pm	\$80	10
Job Ready Hospitality	Weds	15 & 22 May	9am—6pm & 10am—3pm	\$80	10
Lifestyle					
Renewable Energy	Mondays	24 Apr	1pm—4pm	\$90 (\$75 conc)	3
Permaculture	Weds	17 May	10.30am—1.30pm	\$90 (\$75 conc)	3
Practical Music	Thurs	27 Apr	10am—3pm	\$90 (\$70 conc)	6
NDIS					
Capacity Building	Various	Ongoing	Various	Call us	13
Small Business					
Care & Support	Weds	3 May	9.30am—3pm	\$90 (\$75 conc)	6
Work Safety					
White Card	Friday	12 May	9am—3.30pm	\$235 (\$220 conc)	11
Traffic Management	Friday	19 May	9am—5pm	\$325 (\$310 conc)	11



HEALTH & WELLBEING

Work for Yourself — Care and Support



Being of support in the disability care community

Are you compassionate, respectful and reliable? Do you want to make a difference to the lives of people in your community?

Learn about.

- The NDIS and disability sector
- Identifying existing skills and match them to NDIS roles
- How to set up and manage your business
- What your rights and responsibilities are as an entry level support worker

6 weeks, starting Wed 3 May

9.30am – 3pm | \$90 (\$75 concession)

MUSIC



This Learn Local Pre-accredited Program award winning course is facilitated by professional musicians and industry experts. No musical experience required.

Topics include.

- Industry roles – performer, production, roadie, manager
- Songwriting
- Performing
- Legal considerations
- Promotion
- Selling recordings online

Micro business skills such as networking, negotiation and marketing, and how they relate to the music industry, shall be explored.

The course includes weekly music sessions, excursions to venues, community radio and performance opportunities.

9 weeks, starting Thurs 27 Apr

10.00am – 3.00pm

\$90 (\$70 concession)





FIRST AID

CPR Update

Accredited Unit. HLTAID009
Provide Cardiopulmonary Resuscitation.

Tues 9 May | 6.30pm – 9.30pm

\$70 (\$60 concession)

Fri 12 May | 9.00am – 12.00pm

\$70 (\$60 concession)



First Aid for Teachers & Carers



Accredited Unit. HLTAID012
Provide first aid in an education and care setting.

5 evenings, Tue & Thu

Tues 9 May | 6.30pm – 9.30pm

\$220 (\$200 concession)

First Aid Level 1

Accredited Unit. HLTAID010
Provide Basic Emergency Life Support (incorporates CPR)

Accredited Unit. HLTAID010
Provide Basic Emergency Life Support.

2 evenings, Tue & Thu

Tues 9 May | 6.30pm – 9.30pm or

Tues 13 June | 6.30pm – 9.30pm

\$100 (\$90 concession)



Asthma & Anaphylaxis Management



Accredited Units. 22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace

22578VIC Course in First Aid Management of Anaphylaxis.

Tues 23 May | 6.30pm – 9.30pm

\$70 (\$60 concession)

First Aid Level 2

Accredited Unit. HLTAID011
Provide First Aid.

4 evenings, Tue & Thu

Tues 9 May | 6.30pm – 9.30pm or

Tues 13 June | 6.30pm – 9.30pm

\$180 (\$170 concession)



First Aid Level 2 update



Accredited Unit. HLTAID011
Provide First Aid.

Fri 12 May | 9.00am – 4.00pm or

Fri 9 June | 9.00am – 4.00pm

\$130 (\$120 concession)



COMPUTING

Computers, Basics and Beyond



Whether you're just starting out, or want to build your skills to a work-ready level, this is the course for you.

This course will give you a full introduction to

- Using Windows 10 and 11
- File management
- Creating documents with Word
- Making spreadsheets with Excel
- Using the internet
- Sending emails

8 weeks, starting

Mon 24 Apr | 1.00pm – 4.00pm

\$120 (\$100 concession)

E-Business



The internet has made it much easier to take your small or home business national, or even worldwide. Though it can be a confusing process with many different options and platforms available.

Learn how to get selling online with this introductory course.

4 weeks, starting Mon 15 May

6.30pm – 8.00pm | \$50

Tech Club



Need some help with your phone, tablet/iPad or computer?

Want to get your head around smart devices like TVs and voice assistants?

Would you like to get set up with online services like Netflix, Spotify, Facebook, TikTok, or get a taste of what they do?

These free workshops will show you how it all works and much more. Bring your own device or use one of ours. Join any time.

Every Fri starting 28 Apr

1pm – 3pm | Free

NDIS CAPACITY BUILDING



BCAL's Capacity Building Program aims to improve the lives of participants through building practical and personal skills. New participants are encouraged to come and take a tour of our facilities and sample a session.



Digital Discovery

Tuesdays 9.30am – 12pm

Exploring Art

Wednesdays 9.30am – 12.00pm
or 12.30pm – 3.00pm

Employment/Job Skills

Tuesdays 1pm – 3.30pm

From the Pantry

Thursdays 9.30am – 12.00pm

Games

Tuesdays 9.30am – 12.00pm

Group Fitness

Mondays and Wednesdays
1pm – 1.45pm

Life Skills

Mondays 1pm – 3.30pm

Photography and Friendship

Wednesdays 9.30am – 12pm

School Lunches

Tuesdays 9.00am – 12.30pm

Supported Education

Mondays 9.30am – 12.00pm

The Good Bowl

Mondays 9.30am – 12pm

Uncover the Bass Coast

Tuesdays 1pm – 3.30pm



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.

Accredited unit. SITHFAB002
Provide responsible service of alcohol.

Mon 15 May | 2.00pm – 6.00pm or

Thu 8 June | 9.00am – 1.00pm

\$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.

Mon 15 May | 9.00am – 1.30pm

\$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

Fri 5 May or Fri 16 June

9.30am – 2.00pm | \$80

Hospitality



Hospitality venues need job-ready staff. Learn skills for kitchen and waiting staff, coffee making, Safe Food Handling and Responsible Service of Alcohol.

Mon 15 May | 9.00am – 6.00pm and

Mon 22 May | 10.00am – 3.00pm

\$80

WORK SAFETY

Construction Induction (White Card)



This is the nationally recognised OH&S induction course for anybody wishing to set foot on any building site.

Accredited unit. CPCWHS1001 Prepare to work safely in the construction industry.

Fri 12 May or Fri 16 June

9.00am – 3.30pm

\$235 (\$220 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 VicRoads.

Accredited units. RIIWHS205E Control traffic with stop-slow bat. RIIWHS302E Implement traffic management plans.

Fri 19 May or Fri 23 June

9.00am – 5.00pm

\$325 (\$310 concession)

Work Safety courses delivered by Australian Safe-T Consulting Services RTO. 21852.



COMMUNITY GROUPS AT BCAL



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.

Wonthaggi Woodcrafters



The Wonthaggi Woodcrafters have a well equipped workshop and club rooms. Always looking for new members to join this exciting group.

5672 3229 or 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. art, writing, history, languages, and much more.

0491 093 300 or
mail@u3awonthaggi.org.au





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Learn More.

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