



# TERM 1 COURSE GUIDE

2 February - 6 April 2023



**Bass Coast  
Adult Learning**

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

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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](mailto: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](mailto: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.

Front cover image courtesy of NDIS participant.

## 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

These short courses provide an introduction to different industry areas. Participants will explore the skills and knowledge required to work in their chosen field. Requirements for further study are explored. Participants are assisted to enrol in accredited courses in 2023.



## Hairdressing and Beauty



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

2 x Wed, Feb 1 & 8

9.15am – 3.15pm | \$80



## Horticulture



Learn about local horticulture jobs, plant nutrition, landscaping and natural pest management. Practical activities in the BCAL training garden are included.

2 weeks, Wed & Thu, starting Feb 1

10.00am – 3.00pm | \$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.

Wed 22 Mar | 10.00am – 3.00pm and

Wed 5 Apr | 9.00am – 6.00pm

\$80

## CERTIFICATE QUALIFICATIONS

These intro courses create a pathway to the following accredited courses:

### Certificates II & III in Horticulture

See Page 5

### Certificate II in Salon Assistant

See Page 7

also

### Certificate III in Information Technology

See Page 7

## Living Sustainably



This course introduces you to the why and how of sustainable living. It covers local and global perspectives. Learn about local issues and focus on practical ways to reduce your environmental impact.

**8 Fridays, 10am—3pm**

**Starting 10 Feb**

**\$90 (\$75 conc.)**



## Active Hope for Climate Change



Between climate change, the pandemic, La Niña, and an uncertain economy, modern life can feel pretty overwhelming.

We hope things will be okay, but is hope enough?

This course can help you rekindle your positivity and give you the tools to turn thoughts into actions through mindfulness.

**8 Fridays, 1pm—3pm**

**Starting 10 Feb**

**\$90 (\$75 conc.)**



## Renewable energy

The course will be running in Terms 2 and 4.





## CERTIFICATE II IN HORTICULTURE



AHC20416

With small class sizes and face to face training in a supportive learning environment, now is the best time to study Horticulture in Wonthaggi.

You will develop the skills, knowledge, and industry connections.

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

6 Months, Wed & Thu, 9.30am - 3:00pm

Starting 15 Feb

## CERTIFICATE III IN HORTICULTURE



AHC30716

The Certificate III 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:

- Run a plant establishment program
- Conduct site inspections
- Manage a landscape maintenance plan
- Perform pruning operations
- Maintain grassed areas
- Coordinate a work site

3 days per week, 9.30am - 3:00pm

Starting later in 2023



## 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  
10.00am – 3.00pm | 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



## CERTIFICATE III IN INFORMATION TECHNOLOGY



ICT30120

This Certificate offers a pathway into a high demand industry.

The course will cover a wide range of Information Technology roles with units including a functional understanding of basic cloud computing, digital media skills, cyber-security awareness and general IT support services.

Topics include:

- Build simple web pages
- Introductory programming techniques
- Provide advice to clients
- Produce digital images
- Use cloud computing solutions
- Identify online security threats
- Work in a team

2 days per week for 12 months

Wednesdays and Fridays

10.00am – 3.00pm

Starting 15 Feb



## CERTIFICATE II IN SALON ASSISTANT (HAIR)



SHB20216

Get ahead in the Hair & Beauty industry and complete a qualification to take with you!

Topics include:

- Professional shampoo, basin and blow wave techniques
- Application and removal of colour
- Customer service skills
- Conducting salon transactions
- Using industry designed software
- Work placement to extend classroom knowledge

1 day per week for 6 months

Wednesday 15 Feb

9:15am – 3:15pm

### Hair appointments

Book in for a shampoo, blow dry, straightening, braiding or basic colouring every Wednesday from 11am – 3pm.

COURSE	DAY	START DATE	TIME	COST	PAGE
<b>Computers</b>					
The Basics	Mondays	20 Feb	1:00pm—3:30pm	\$70 (\$60 conc)	12
Office Skills	Thursdays	16 Feb	1:00pm—4:40pm	\$120 (\$100 conc)	12
Be Scam Wise	Mondays	27 Feb	6:30pm—8:00pm	\$50	12
Certificate III in IT	Wed & Thu	15 Feb	9:30am—3:30pm	Call us	7

## English and Maths

Reading, Writing & Maths	Tuesdays	7 Feb	9:30pm—3:30pm	Call us	6
Migrant English	Mon & Tue	6 Feb	1:00pm—3:30pm	Free	6

## First Aid

CPR Update	Tuesday	14 Feb	6:30pm—9:30pm	\$70 (\$60 conc)	11
Level 1	Tue & Thu	14 Feb	6:30pm—9:30pm	\$100 (\$90 conc)	11
Level 2	Tue & Thu	14 Feb	6:30pm—9:30pm	\$180 (\$170 conc)	11
Level 2 Update	Friday	10 Feb	6:30pm—9:30pm	\$130 (\$120 conc)	11
Asthma & Anaphylaxis	Tuesday	28 Feb	6:30pm—9:30pm	\$70 (\$60 conc)	11

## Hairdressing

Intro to Hair & Beauty	Wednesdays	1 Feb	9:15am—3:15pm	\$80	3
Certificate II in Salon Assistant (Hair)	Wednesdays	15 Feb	9:15am—3:15pm	Call us	7

## Horticulture

Intro to Horticulture	Wed & Thu	1 Feb	10:00am—3:00pm	\$80	3
Certificate II & III in Horticulture	Wed & Thu	15 Feb	9:30am—3:00pm	Call us	5

## Hospitality

Responsible Service of Alcohol	Wednesday	8 Feb	9:00am—1:00pm	\$95 (\$85 conc)	14
Food Safety	Wednesday	5 Apr	9:00am—1:00pm	\$120 (\$110 conc)	14
Barista Basics	Friday	17 Feb	9:30am—2:00pm	\$80	14
Job Ready Hospitality	Wednesdays	22 Mar	9:00am—6:00pm	\$80	14



COURSE	DAY	START DATE	TIME	COST	PAGE
<b>Lifestyle</b>					
Living Sustainably	Fridays	10 Feb	10:00am—3:00pm	\$90 (\$75 conc)	4
Active Hope	Fridays	10 Feb	1:00pm—3:00pm	\$90 (\$75 conc)	4
Practical Music	Thursdays	2 Feb	10:00am—3:00pm	\$90 (\$70 conc)	10
<b>NDIS</b>					
Capacity Building	Various	Ongoing	Various	Call us	13
<b>Small Business</b>					
Work For Yourself Care and Support	Wednesdays	15 Feb	9:30am—3:00pm	\$90 (\$75 conc)	10
<b>Workplace Safety</b>					
White Card	Friday	17 Feb	9:00am—3:30pm	\$160 (\$150 conc)	15
Traffic Management	Friday	24 Feb	9:00am—5:00pm	\$180 (\$170 conc)	15



## Edible Gardens Weekend

Saturday 4 & Sunday 5 February 2023

[basscoastediblegardens.com](http://basscoastediblegardens.com)

© Brenna Quinlan



## MUSIC



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, communication, 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 2 Feb

10.00am – 3.00pm

\$90 (\$70 concession)

## 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 Feb 15

9.30am – 3pm | \$90 (\$75 concession)





## FIRST AID

### CPR Update

Accredited Unit. HLTAID009  
Provide Cardiopulmonary Resuscitation.

Fri 10 Feb | 9.00am – 12.00pm

\$70 (\$60 concession)

Tues 14 Feb | 6.30pm – 9.30pm

\$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 14 Feb | 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 14 Feb | 6.30pm – 9.30pm or

Tues 21 Mar | 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 28 Feb | 6.30pm – 9.30pm

\$70 (\$60 concession)

### First Aid Level 2

Accredited Unit. HLTAID011  
Provide First Aid.

4 evenings, Tue & Thu

Tues 14 Feb | 6.30pm – 9.30pm or

Tues 21 Mar | 6.30pm – 9.30pm

\$180 (\$170 concession)



### First Aid Level 2 update

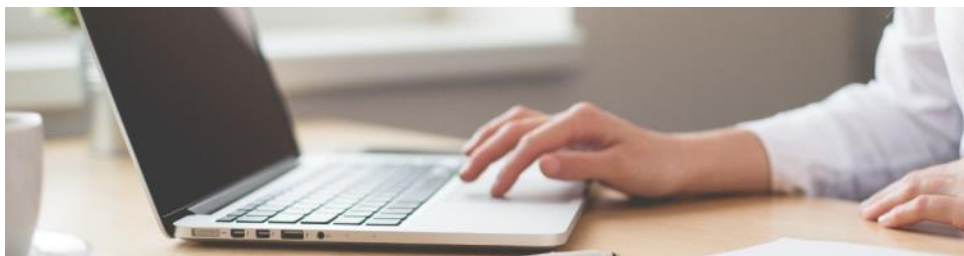


Accredited Unit. HLTAID011  
Provide First Aid.

Fri 10 Feb | 9.00am – 4.00pm or

Fri 17 Mar | 9.00am – 4.00pm

\$130 (\$120 concession)



## COMPUTING

### Computers the Basics



Whether you're just starting out, or want to get a better understanding of how your computer works, this is the perfect starting point.

This course will give you a full introduction to

- Using Windows 10 and 11
- Creating and saving files
- Typing documents with Word
- Making spreadsheets with Excel
- Searching the internet
- Sending emails

6 weeks, starting

Mon 20 Feb | 1.00pm – 3.30pm

\$70 (\$60 concession)

### Be Scam Wise



Have you ever had a phone call saying there's a problem with your computer? A text message or email about a delivery you don't recognise?

Learn how to tell the legitimate messages from the cons and stay safe online.

4 weeks, starting Mon 27 Feb

6.30pm – 8.00pm | \$50

### 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.

- Word processing
- Internet and email, including Zoom
- Spreadsheets
- Powerpoint

8 weeks, starting

Thu 16 Feb | 1.00pm – 4.00pm

\$120 (\$100 concession)

### 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 10 Feb

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 Weds  
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.

Wed 8 Feb | 9.00am – 1.00pm or

Wed 5 Apr | 2.00pm – 6.00pm or

\$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.

Wed 5 Apr | 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 17 Feb or Fri 24 Mar

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.

Wed 22 Mar | 10.00am – 3.00pm and

Wed 5 Apr | 9.00am – 6.00pm

\$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 17 Feb or Fri 24 Mar

Time. 9.00am – 3.30pm

\$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 VicRoads.



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

Fri 24 Feb or Fri 31 Mar

Time. 9.00am – 5.00pm

\$180 (\$170 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.

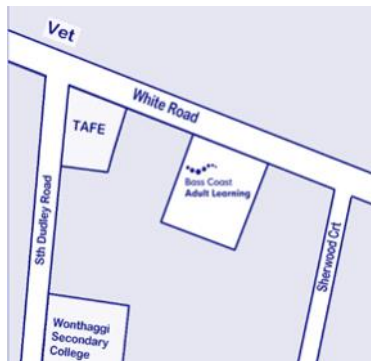
5672 3229 or woodiessec@gmail.com

### 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





## Bass Coast Adult Learning

[Learn More.](#)

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