Bass Coast
Adult Learning
Learn More.

TERM 3
COURSE GUIDE

July 12 - Sept 17
2021

Learn Local

239 White Road, Wonthaggi
5672 3115

Horticulture

Certificate III in Horticulture

AHC30716

Take your skills to the next level. This course will give you skills and experience to:

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

And much more...

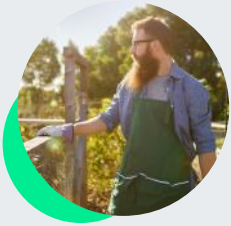
12 month course, 3 days per week plus work experience, starting July 19

Certificate II in Horticulture

AHC20416

Gain a qualification, and experience in the workforce. Topics include:

- Recognising plants
- Treating weeds
- Soil sampling and testing of growing media
- Propagation and planting
- Safe use of chemicals



6 month course, 1.5 days per week plus work experience, starting July 19

Tutor: Adrian James

Not sure which level is right for you? Call us to discuss your options and payment plans.

Life

Life Skills for Work Readiness

We all have things we feel a bit unprepared for. This course has been created to help you get ready for work as well as anything life throws at you.

Topics include:

- Getting a Tax File Number and ABN
- Using MyGov
- Budgeting & financial planning
- Understanding credit
- Communication skills
- Presentation
- Finding a place to live
- Basic computer skills
- Preparing a résumé
- Health & nutrition

Plus some handy around-the-home skills including basic home and car maintenance.

Because adulting can be hard sometimes.

10 Wednesdays
Aug 4—Oct 20
10am—3pm
Tutor: Kate McNish
Cost: $90 ($70 conc)

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.

This course is available as an online session

Accredited Unit: SITHFAB002 Provide responsible service of alcohol

Thurs, Aug 5, 9am—1pm or
Thurs, Sept 9, 9am—1pm
Tutor: Gary Hart | Cost: $95
($85 concession)

Nationally Recognised Training

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

Thurs, Aug 19, 10am—4pm
Tutor: Gary Hart | Cost: $120
($110 concession)

Nationally Recognised Training

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, Aug 27, 9:30am—2:30pm
Tutor: Melissa Harrison | Cost $80

Music

Practical Music

A perfect starting point for those interested in learning about different aspects of the music industry.

The course is facilitated by professional musicians and visiting industry experts. Includes excursions to local performance venues, a weekly jam and exploring local public performance opportunities.

Topics include:

- Industry roles—performer, production, roadie, manager
- Event types
- Songwriting
- Busking
- Legal considerations
- Copyright
- Selling recordings online

Each weekly session will conclude with an afternoon jam to help you get to know other musicians and help with your improvisation.

The final session will be a public performance.

10 Thursdays
Aug 19—Nov 4
10am—3pm
Tutor: Lisa Ovejero
Cost: $90 ($70 conc)

Lifestyle

Wonthaggi Pathways Festival

A special event for Adult Learners Week

Outdoor market stalls

Food trucks

Parade

Live music

Indoor and outdoor activities

A great day for everyone!

Sunday 5th September
12 noon to 4pm

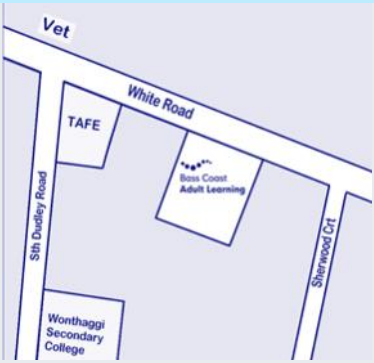
at Bass Coast Adult Learning

239 White Road, Wonthaggi

For more information, call 5672 3115
or email events@bcal.vic.edu.au

Interested stall holders and food trucks, please get in touch.

Find us here



Lifestyle

Mindfulness for Resilience

This course will help you learn tools and techniques to manage stress and calm your mind. Learn from an experienced practitioner in the fields of resilience, mindfulness and meditation.

This can boost your wellbeing in the workplace and day-to-day life

Delivered online via Zoom so you won't have to travel and you have a good reason to shut your door from the rest of the world for a while.

9 Tuesdays, July 20—Sept 14, 7—9pm
Tutor: Anny Bevan | Cost: $90 ($75 concession)

Grow Your Own with Loran

This program will get you producing a bumper crop of delicious, seasonal vegetables straight from your garden with confidence and ease.

Utilising a managed horticulture production garden, our award-winning and experienced horticulturalist will ensure you get the most from the program with a focus on hands-on, garden-based training.

An excellent opportunity to develop and hone your vegetable gardening skills and knowledge.

8 Thursdays
July 29—Sept 16 | 10am—1pm
Tutor: Loran McKean | Cost: $70 ($60 conc.)

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
- Creating and saving files
- Typing documents with Word
- Making spreadsheets with Excel
- Searching the Internet
- Sending emails

And much more!

6 x Mondays, Aug 2—Sept 6, 1pm–3:30pm
Tutor: Bill Street | Cost: $70 ($60 concession)

Certificate II

Information, Digital Media and Technology, 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
Easy payment plans available.

Nationally Recognised Training

Book online!

You can book into any short course online.
www.bcal.vic.edu.au
Registered Training Organisation 3720

fb.me/bcadultlearning

Computing

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 (July 28 & Aug 4)
- Zoom & Email (Aug 11 & 18)
- Microsoft PowerPoint (Aug 25 & Sept 1)
- Microsoft Excel (Sept 8 & 15)

Includes new unit on managing Zoom meetings.

8 x Wednesdays, July 28—Sept 15, 1pm–4pm
Tutor: Bill Street | Cost: $120 ($100 conc.)
Individual units available $40 each

Tech Club | Be Connected

Presented as part of the Federal Government's *Be Connected* program, these free workshops will include using the Internet, touch-screens, video calling, sending emails, online safety and much more!

Fridays, All Term, 1pm–3pm
Tutor: Bill Street | Cost: FREE!

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: FREE!

Work Safety

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.

CPCCWHS1001 - Prepare to work safely in the construction industry

Friday, Aug 6
9am–3:30pm
Cost: $160 ($150 concession)

Nationally Recognised Training

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.

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

Friday, Aug 27
9am–5pm
Cost: $180 ($170 concession)

Nationally Recognised Training

Chainsaw Safety

This course is essential for anyone needing to use a chainsaw either for work or personal use. Learn safe methods including kickback, chain tension, large and small log cutting and cutting above your head. This is an accredited unit.

Bring your chainsaw with you.

AHCMOM213 - Operate and maintain chainsaws

Friday, Sept 3
9am—3pm
Cost: $170 ($150 concession)

Nationally Recognised Training

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

Capacity Building

NDIS

12th July- 17th September

Monday

9.30 - noon The Good Bowl
1.00pm - 3.30pm Desk to Destination

Tuesday

9.30 - noon School Lunches
9.30 - noon Moneywise - Budget Skills
9.30 - noon Digital Discovery
1.00pm - 3.30pm Employment / Job Skills

Wednesday

9.30 - noon Photography and friendship
9.30 - noon Exploring Art
1.00pm - 3.30pm Exploring Art

Thursday

9.30 - noon Glow up
9.30 - noon From The Pantry
1.00pm - 3.30pm Baking & Barista

Also.....

Book Club
Creative Music
Edible Gardening
Day/Time TBD

Bass Coast
Adult Learning

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

First Aid

CPR Update

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

Tuesday, Aug 17, 6:30pm–9:30pm
Fee: $70 ($60 conc.)

First Aid Level One

Recognise and respond to life-threatening emergencies using basic life support measures.

Accredited Unit: HLTAID002—Provide Basic Emergency Life Support (incorporates CPR)

Tue & Thurs, Aug 17 & 19
6:30pm–9:30pm
Fee: $100 ($90 conc.)

First Aid for Teachers & Carers

Accredited First Aid course designed 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
Aug 17—31, 6:30pm-9:30pm
Fee: $220 ($200 conc.)

BCAL can provide on-site First Aid training to your business or organisation

First Aid

First Aid Level Two

Learn 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
Aug 17—26 ,6:30pm-9:30pm
Fee: $180 **($170 conc.)**

Nationally Recognised Training

Asthma & Anaphylaxis Management

Addresses current best practice in asthma and 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, Aug 31
6:30pm–9:30pm
Fee: $70 **($60 conc.)**

Nationally Recognised Training

First Aid Level Two *Update*

1-day update, includes online component.

This is the 3-yearly update for holders of a current or recently expired First Aid Level 2 certification.

Accredited Module: HLTAID003 Provide First Aid (Incorporates CPR & First Aid Level 1)

Friday, Aug 13, 9am—4pm
Fee: $130 **($120 conc.)**

Nationally Recognised Training

Call 5672 3115 or email info@bcal.vic.edu.au to Learn More

Migrant English

English as an Additional Language

Nationally Recognised Training

Small, fun and social classes at all levels in 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!

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

New:
You may be eligible for free tuition even if you were not eligible before.
Call 5672 3115 to Learn More.

Certificates delivered:
22250VIC, 22252VIC, 22254VIC
Certificate in English as an additional Language

AMEP
Adult Migrant English Program
An Australian Government Initiative

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

Maths & English

English & Maths for Adults

Nationally Recognised Training

All ages, all stages
Brush up on your skills or fill any literacy or numeracy gaps from your school years. These classes are small in size and you can enroll at any time.

Held in a comfortable and friendly environment with dedicated teachers.

English: Tuesdays
9:30am–3:00pm

Maths: 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: art, writing, history, languages, and much 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. Payment plans are available but certificates will not be issued until the full payment is received.
- Students attending accredited training will be asked to agree to and sign a *Statement of Fees.* (See 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.
- Certificates will not be awarded until fees have been fully paid.

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.

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.

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www.bcal.vic.edu.au