



Bass Coast Adult Learning

Learn More.

TERM 2 COURSE GUIDE

26 April – 24 June 2022



239 White Road Wonthaggi

5672 3115

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About us

Bass Coast Adult Learning (BCAL) provides a flexible, supportive and inclusive adult learning environment to enable community members from Bass Coast and surrounding areas to study, improve work skills and build social capital.

We are a Registered Training Organisation, which means we can deliver accredited programs that are recognised right across Australia. BCAL is also a Learn Local, this means we can provide 'pre-accredited' courses where training is tailored to suit your needs. We will help you build pathways and gain skills for further education and employment.



Horticulture

CERTIFICATE III IN HORTICULTURE

AHC30716



NATIONALLY RECOGNISED
TRAINING

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
- Pruning
- Plant nutrition
- Controlling weeds and pests
- Soil sampling and testing of growing media
- Landscaping
- Coordinating work sites
- Safe use of chemicals

Duration: 9 Months, 3 days per week

Start date: Monday, 2nd May

Time: 9.30am - 3:00pm

Trainer: Adrian James

Certificate II in Horticulture AHC20416

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



Permaculture

INTRODUCTION TO PERMACULTURE



Join renowned Permaculture Teacher Rick Coleman in an in-depth permaculture workshop series that will introduce you to the permaculture design framework.

Rick is the founder of the Southern Cross Permaculture Institute and has been teaching permaculture both nationally and internationally for more than 30 years.

Duration: 6 weeks
Start date: Wednesday, 18th May
Time: 10.00am - 1.00pm
Cost: \$70 (\$60 concession)



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

Date: Thursday 5th May
Thursday 16th June
Time: 9.00am - 1.00pm
Cost: \$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

Date: Friday 27th May
Time: 10.00am - 4.00pm
Cost: \$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

Date: Friday 20th May
Time: 9.30am - 2.00pm
Cost: \$80





Hairdressing

CERTIFICATE II IN SALON ASSISTANT (HAIR) SHB20216



Get ahead 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:

- Greeting customers
- Providing shampoo and basin services
- Drying hair to shape
- Application and removal of colour
- Conducting salon transactions

Duration: 1 day per week for 6 months
Start date: Wednesday, 4th May
Time: 9.15am - 3.15pm

Easy payment plans available
Call 5672 3115 to discuss funding options.

Music



A perfect starting point to learn about different aspects of the music industry.

No musical experience required. Facilitated by professional musicians and industry experts.

Topics include.

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

Course includes weekly music sessions, excursions to venues, 3mFM community radio and performance opportunities.

Duration: 10 weeks
Start date: Thursday 28th April
Time: 10.00am - 3.00pm
Cost: \$90 (\$70 concession)



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:
CPCCWHS1001 – Prepare to work safely in the construction industry

Date: Friday 13th May (TBC)
Time: 9.00am - 3.30pm
Cost: \$160 (\$150 concession)

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

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:
RIIWH205E – Control traffic with stop-slow bat
RIIWH302E – Implement traffic management plans.

Date: Friday 6th May
Time: 9.00am - 3.30pm
Cost: \$180 (\$170 concession)





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.

SUPPORTED EDUCATION

Mondays 9.30am – 12.00pm

THE GOOD BOWL

Mondays 9.30am – 12.00pm

Horticulture

Mondays 9.00am – 3.00pm

Life Skills

Mondays 1.00pm – 3.30pm

SCHOOL LUNCHES

Tuesdays 9.00am – 12.30pm

DIGITAL DISCOVERY

Tuesdays 9.30am – 12.00pm

GAMES

Tuesdays 9.30am – 12.00pm

EMPLOYMENT/JOB SKILLS

Tuesdays 1.00pm – 3.30pm

DISCOVERING ART

Wednesdays 9.30am – 12.00pm
or 1.00pm – 3.30pm

PHOTOGRAPHY AND FRIENDSHIP

Wednesdays 9.30am – 12.00pm

FROM THE PANTRY

Thursdays 9.30am – 12.00



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

Duration: 6 weeks
Start date: Monday 9th May
Time: 1.00pm - 3.30pm
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...

- Word processing
- Internet and email
- Spreadsheets
- Powerpoint

Includes new unit on managing Zoom meetings.

Duration: 8 weeks
Start date: Wednesday 4th May
Time: 1.00pm - 4.00pm
Cost: \$120 (\$100 concession)

DECRYPTING CRYPTO-CURRENCIES

What is Bitcoin? Or Dogecoin or any of the other crypto-currencies which have become such a buzz recently? What are NFTs?

These workshops will help you understand key terminology in the Crypto world, how it emerged and why it is becoming so popular. Learn how to invest and mine. *Please note:* This course does not include financial advice.

Duration: 2 weeks
Start date: Tuesday 7 June
Time: 7.00pm - 9.00pm
Cost: \$50 (\$40 concession)

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!

Duration: Every Friday
Start date: Friday 29th April
Time: 1.00pm - 3.00pm
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.

Duration: Every Monday
Start date: Monday 2nd May
Time: 5.30pm - 7.00pm
Cost: Free

First Aid

CPR UPDATE



Cardiac arrest is a medical emergency. It needs urgent medical care. Someone who is unconscious and not breathing needs a person who can recognise, assess and perform CPR, quickly and confidently.

This can help improve the chance of survival.

Accredited Unit: HLTAID009
Provide Cardiopulmonary Resuscitation

Date: Tuesday 10th May
Time: 6.30pm - 9.30pm
or
Date: Friday 27th May
Time: 9.00am - 12.00pm
Cost: \$70 (\$60 concession)

FIRST AID LEVEL ONE



Recognise and respond to life-threatening emergencies using basic life support measures.
Accredited Unit: HLTAID010 Provide Basic Emergency Life Support (incorporates CPR)

Accredited Unit: HLTAID010
Provide basic emergency life support

Duration: 2 evenings, Tue & Thu
Start date: Tuesday 10th May
Time: 6.30pm - 9.30pm
Cost: \$100 (\$90 concession)

FIRST AID LEVEL TWO



Skills, knowledge and confidence in line with legal and community consideration as well as Australian Resuscitation Council guidelines.

This course teaches how to recognise and provide immediate and effective First Aid treatment to any person suffering a sudden injury or illness.

Accredited Unit: HLTAID011
Provide First Aid

Duration: 4 evenings, Tue & Thu
Start date: Tuesday 10th May
Time: 6.30pm - 9.30pm
Cost: \$160 (\$150 concession)

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 Unit: HLTAID012
Provide first aid in an education and care setting

Duration: 5 evenings, Tue & Thu
Start date: Tuesday 10th May
Time: 6.30pm - 9.30pm
Cost: \$220 (\$200 concession)



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.

Accredited Units:

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

22578VIC Course in First Aid Management of Anaphylaxis

Date: Tuesday 24th June
Time: 6.30pm - 9.30pm
Cost: \$70 (\$60 concession)

FIRST AID LEVEL TWO UPDATE



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

1-day update course. Includes online theory component.

Accredited Unit: HLTAID011 Provide First Aid

Date: Friday 27th May
Time: 9.00am - 4.00pm
Cost: \$130 (\$120 concession)



Migrant English

ENGLISH AS AN ADDITIONAL LANGUAGE



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!

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

Duration: Weekly, Mondays and Tuesdays
Time: 10.00am - 3.00pm
Cost: Free



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

Mind your language



Want help with reading or writing skills?

A qualified tutor can assist you to achieve your goals!

- feel more confident with paperwork
- fill out forms
- understand household bills
- help children with homework
- write creative stories
- understand theory for a driver's license
- update your resumé 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!

Duration: Weekly, each Tuesday

Time: 9.30am - 3.30pm

Workplace Communication & Calculation



Do you want to feel more confident in the workplace, upskill, reskill or go for a promotion?

This course will assist you to improve your reading, writing and maths skills for work. Topics include preparing work documents, reading reports and data, writing emails, work safety documents, compliance, policy and procedures, leadership roles and more.

Weekly classes are held on campus and workplace group sessions can be arranged. Please contact us to discuss your needs.

Duration: Weekly, each Thursday

Time: 9.30am - 3.30pm



Lifestyle

KITCHEN GADGETS

Do you have a pressure cooker in the back of your cupboard that scares you a little? A slow cooker gathering dust? Not sure how to use your thermo cooker for anything other than the recipes it comes with? And air fryers? What do they actually do? Remove the mystery and learn how to make these appliances work for you in this series of workshops. You are sure to pick up a tip or 12 in these hands on sessions.

Duration 4 weeks
Start date: Monday 16th May
Time: 6.00pm - 9.00pm
Cost: \$60 (\$50 concession)
Food included

MINDFUL LIVING FOR WELLBEING



In this course we take the opportunity to learn, explore and deepen our mindfulness/meditation practices. You will be guided through a range of tools and practices, provided with workbook, videos and be part of a mindful community.

We offer positive, practical, tried and tested solutions, aids and practices to step into a more centred self to give us the experience of light, joy, spaciousness and a sense of wellbeing.

This course is now delivered in person, not online.

Duration: 7 weeks
Start date: Friday 13 May
Time: 10.30am - 12.00pm
Cost: \$90(\$75 concession)



Coming soon

LIVING SUSTAINABLY

Many people are concerned about climate change and the impact humans are having on the environment. This course will introduce participants to sustainable living – the why and the how

Participants learn about these issues and focus on practical things they can do to reduce that impact

With hands-on learning, field trips, guest speakers and personal planning, there are transferrable employment skills also embedded in the course.

Coming in June
Check bcal.vic.edu.au for updates.

LIFE SKILLS

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 will include:

- Composing a résumé
- Getting a Tax File Number
- Using MyGov
- Money management
- Understanding credit
- Communication skills
- Fashion and styling
- Finding a place to live
- Basic computer skills
- Health & nutrition

Coming in June
Check bcal.vic.edu.au for updates.



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
5672 3229
woodiessec@gmail.com



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.
wonthaggicomunitygarden@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
mail@u3awonthaggi.org.au





How to enrol

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 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 8am or finish later than 10pm.

GROUP BOOKINGS

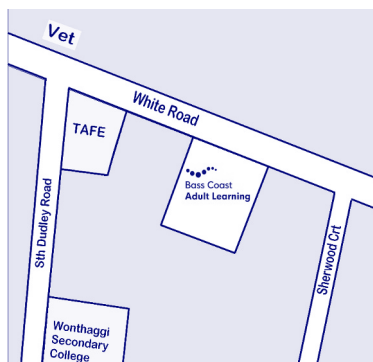
On-site group training is available. Call 5672 3115 or email info@bcal.vic.edu.au for more information.

Call us 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.

Learn More



**Bass Coast
Adult Learning**

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