



TERM 4 COURSE GUIDE

7 October - 20 December 2024



**Bass Coast
Adult Learning**

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info@bcal.vic.edu.au
239 White Road Wonthaggi
RTO ID: 3720

CONTENTS

Care and Support	3
Horticulture	4
Hairdressing	5
English & Maths	7
Music	10
First Aid	11
Computer Basics	12
NDIS Capacity Building	13
Hospitality	14
Work Safety	15
Community groups located at BCAL	15

Front cover image courtesy of Shelley McAuliffe, NDIS Capacity Building 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.



**SMALL
FACE-TO-FACE
CLASSES**



**LOCAL
PROVIDER**



**FRIENDLY,
INCLUSIVE
ENVIRONMENT**

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.



2025 CARE AND SUPPORT PATHWAY COURSES



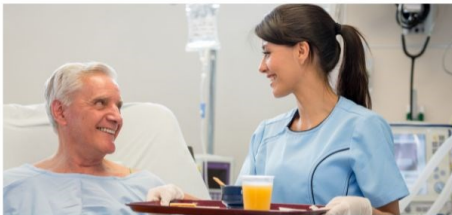
Childcare

10 Fridays starting 7 Feb
10am – 3pm
\$50 (\$35 concession)



Aged Care

10 Fridays starting 2 May
10am – 3pm
\$50 (\$35 concession)



Health Support Services

10 Fridays starting 25 Jul
10am – 3pm
\$50 (\$35 concession)



Disability Support

10 Fridays starting 11 Oct
10am – 3pm
\$50 (\$35 concession)



- Prepare for a high-demand industry
- Network with industry guest speakers
- Discover job opportunities that don't require qualifications
- Develop your language, literacy, numeracy and computer skills for specific jobs
- Explore traineeship possibilities
- Boost your confidence for interviews
- Gain insights into career advancement



REGISTER
YOUR
INTEREST

INTRO TO HORTICULTURE

Considering a career in horticulture but unsure if you want to commit to a Certificate course?



Join us for interactive, hands-on taster sessions which includes:

- PROPAGATION
- PRUNING
- PLANT SELECTION
- GARDEN DESIGN
- SOIL TESTING

WED 13 & 20 NOV

9am – 3.30pm

\$50 (\$35 concession)





BOOK
NOW

Intro to Hair

Do you want to become a Salon Assistant
in a Hairdressing or Beauty Salon?

- Hair styling
- Colouring techniques
- Salon treatments
- Hands on experience
- Small class

Wed 13 & 20 November
9am – 3.30pm
\$50 (\$35 concession)





Grow Food. Eat Well.

Sat 8 & Sun 9 February 2025



- Visit inspiring edible gardens - including private gardens and community gardens.
- Enjoy travelling through the beautiful coastal and hillside scenery of the Bass Coast.
- Our visitors, young and old, love seeing what food they can grow.
- Get advice from local food gardeners about seed-saving, composting, pruning and preserving.
- Find out about joining one of the many community gardens and make new friends.

basscoastediblegardens.com



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.

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?

There are excursions, interactive games and lots of fun.

- 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. Enrol at any time!

Weekly, each Thursday

9.30am – 3.30pm

Call to discuss cost

COURSE	DAY	START DATE	TIME	COST	PAGE
Computers					
Basics & Beyond	Mondays	21 Oct	1pm—4pm	\$120 (\$100 conc)	12
Office Skills	Thursdays	24 Oct	1pm—4pm	\$120 (\$100 conc)	12
Tech Club	Fridays	11 Oct	2.15pm—4pm	Free	12
English & Maths					
Reading, Writing & Maths	Thursdays	10 Oct	9.30am—3.30pm	Call us	7
Migrant English	Mon & Tue	7 Oct	10am — 3pm	Free	7
First Aid					
CPR Update	Friday	25 Oct	9am.—12pm	\$70 (\$60 conc)	11
	Tuesday	12 Nov	6.30pm—9.30pm	\$70 (\$60 conc)	11
Level 1	Tuesday	12 Nov	6.30pm—9.30pm	\$100 (\$90 conc)	11
Level 2	Tue & Thu	12 Nov	6.30pm—9.30pm	\$180 (\$170 conc)	11
Level 2 Update	Friday	25 Oct	9am—4pm	\$130 (\$120 conc)	11
	Friday	6 Dec	9am—4pm	\$130 (\$120 conc)	11
Teachers & Carers	Tuesday	12 Nov	6.30pm—9.30pm	\$220 (\$200 conc)	11
Asthma & Anaphylax-	Tuesday	26 Nov	6.30pm—9.30pm	\$70 (\$60 conc)	11
Care and Support 2025					
Childcare	Fridays	7 Feb	10am—3pm	\$50 (\$35 conc)	3
Aged Care	Fridays	2 May	10am—3pm	\$50 (\$35 conc)	3
Disability Support	Fridays	25 Jul	10am—3pm	\$50 (\$35 conc)	3
Health Services	Fridays	10 Oct	10am—3pm	\$50 (\$35 conc)	3
Hairdressing					
Intro to Hair	Weds	13 & 20 Nov	9am—3.30pm	\$50 (\$75 conc)	5
Horticulture					
Intro to Horticulture	Weds	13 & 20 Nov	9am—3.30pm	\$50 (\$75 conc)	4

COURSE	DAY	START DATE	TIME	COST	PAGE
Hospitality					
RSA	Friday	15 Nov	9am—1pm	\$95 (\$85 conc)	14
Food Safety	Monday	16 Oct	8.30am—1pm	\$120 (\$110 conc)	14
Barista Basics	Wednesday	23 Oct & 4 Dec	9.30am—2pm	\$80	14
Lifestyle					
Practical Music	Thursdays	10 Oct	10am—3pm	\$90 (\$70 conc)	10
NDIS					
Capacity Building	Various	Ongoing	Various	Call us	13
Work Safety					
White Card	Friday	1 Nov	9am—3.30pm	\$235 (\$220 conc)	15



GARDEN GEMS WORKSHOPS

APRIL - NOVEMBER



thecap.com.au/garden-gems



MUSIC



This 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 10 Oct

10am – 3pm

\$90 (\$70 concession)

Enrol any time



FIRST AID

All First Aid courses include CPR.

CPR Update

Accredited Unit. HLTAID009

Provide Cardiopulmonary Resuscitation.

Fri 25 Oct | 9.00am – 12.00pm or

Tue 12 Nov | 6.30pm – 9.30pm or

Fri 6 Dec | 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, starting:

Tue 12 Nov | 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. Includes CPR.

2 evenings, Tue & Thu, starting:

Tue 12 Nov | 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 26 Nov | 6.30pm – 9.30pm

\$70 (\$60 concession)



First Aid Level 2

Accredited Unit. HLTAID011

Provide First Aid. Includes CPR and Level 1.

4 evenings, Tue & Thu, starting:

Tue 12 Nov | 6.30pm – 9.30pm

\$180 (\$170 concession)



First Aid Level 2 update

Accredited Unit. HLTAID011

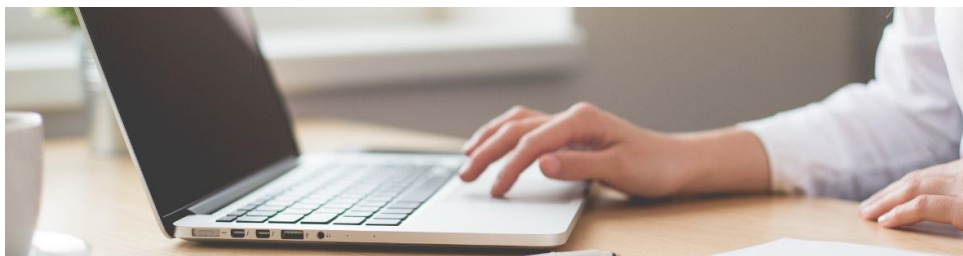
Provide First Aid. Includes CPR.

Fri 25 Oct | 9.00am – 4.00pm or

Fri 6 Dec | 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 21 Oct
1pm – 4pm
\$120 (\$100 concession)

Computers for Office Skills



Take your skills to the next level with a comprehensive overview of

- Word
- Excel
- Internet, Email, and online meetings
- PowerPoint

8 weeks, starting Thu 24 Oct
1pm – 4pm
\$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 11 Oct
2.15pm – 4pm | 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

From the Pantry

Thursdays 9.30am – 12.00pm

Games

Tuesdays 9.30am – 12.00pm

Group Fitness

Mondays and Wednesdays
1pm – 1.45pm

Photography and Friendship

Tuesdays 9.30am – 12pm

School Lunches

Tuesdays 9.00am – 12.30pm

The Good Bowl

Mondays 9.30am – 12pm

Cooking with Kylie

Fridays 9.30am - 12.00pm

Hair, Beauty & Hygiene

Thursdays 10.00am - 2.00pm

HOSPITALITY

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. SITXFSA005
Use hygienic practices for food safety.

Wed 16 Oct | 10.00am – 2.00pm

(Wonthaggi)

Wed 27 Nov | 9.00am – 1.30pm

(Cowes)

\$120 (\$110 concession)



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: SITHFAB021
Provide responsible service of alcohol.

Fri 11 Oct | 9.00am – 3.00pm

(Cowes)

Wonthaggi: coming in November

\$95 (\$85 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

Wed 23 Oct | 9.30am – 2.00pm or

Wed 4 Dec | 9.30am – 2.00pm

\$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 1 Nov | 9.00am – 3.30pm

Fri 6 Dec | 9.00am – 3.30pm

\$235 (\$220 concession)

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.

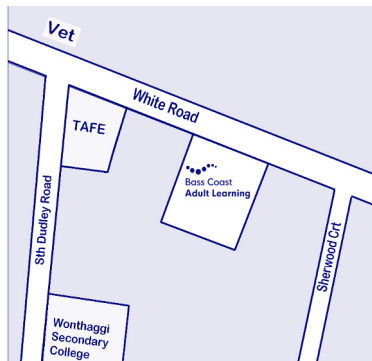
5672 3229 or woodiessec@gmail.com

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.

0411 263 060 or
secretary@u3awonthaggi.org.au





Bass Coast Adult Learning

Learn More.

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