



# TERM 4 COURSE GUIDE

3 October - 21 December 2022



**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.

## 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.

## Why study at BCAL?



I recommend BCAL to anyone who wants to improve their learning. BCAL employed me as a gardener and helped me become an artist.

Win Kyi, English as an Additional Language

I have been studying at BCAL for four years and have Barista and Hospitality certificates. I keep coming back because I enjoy the company and learning practical skills.

Allison, NDIS Capacity Building Art and Cooking



I am learning a lot about hairdressing in my course and work placement. My teacher is very helpful and spends one-on-one time with each student.

Jade, Hairdressing

I found this course very informative. It also opened my eyes to how much more there is to learn. Very inspiring, made me feel more optimistic.

Sustainability series feedback



# 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.

Wed 23 Nov and Thurs 24 Nov

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, Tue & Wed, starting Nov 22

10.00am – 3.00pm | \$80



## Information Technology

An introduction to programming, app development, coding, and tech support skills with a view to continuing to a Certificate course. Careers in Information Technology will also be explored.

4 weeks, starting Wed 2 Nov

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 9 Nov | 10.00am – 3.00pm and

Wed 16 Nov | 9.00am – 6.00pm

\$80

## Sustainable Celebrations and Gift Giving

Learn to use recycled, repurposed and refreshed materials to create gifts, wrapping and decorations which can be used in different types of celebrations.

Gain knowledge and experience in developing a micro-business focused on making and selling sustainable products.

8 weeks, starting Wed 26 Oct

6.00pm – 9.30pm

\$50

BYO materials or \$10 approximate weekly materials cost



## Renewable Energy

Learn about past, present and future energy sources. Discuss clean energy, sustainable electricity, renewable energy sources, energy transition and transformation. Connect with experts from the sustainable energy field. Guest speakers, site visits and demonstrations included.

10 weeks, starting Mon 10 Oct

1.00pm – 4.00pm

\$90 (\$80 concession)



## 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 weeks, starting

Thurs 20 Oct

6pm – 7.30pm

\$90 (\$75 concession)





## 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 Thursday  
9.30am – 3.30pm

## 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

# VOLUNTEERING IN OUR COMMUNITY



Want to make a difference in your local community by volunteering?

This course will help you locate volunteering opportunities, understand volunteer roles and responsibilities, provide you with a volunteering experience and help you add it to your resume. Let us help make the process easier for you to achieve your volunteering and work goals.

Learn about National Volunteer Week, Volunteering Victoria and Volunteering Australia.

Weekly, each Tuesday  
9.30am – 3.30pm



## 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.

10 weeks, starting Thurs 13 Oct

10.00am – 3.00pm

\$90 (\$70 concession)

# HEALTH AND 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
- Professional conduct and boundaries
- What your rights and responsibilities are as an entry level support worker
- Your clients rights and responsibilities

6 weeks, starting Thurs 20 Oct

9.30am – 3pm | \$90 (\$75 concession)

## Wellness Workshops



Enjoy this four week program of relaxation activities. Improve your overall wellbeing with an introduction to massage, hair styling, beauty techniques, mindfulness and nutrition. Increase your understanding of careers in health and wellbeing.

4 weeks, starting Wed 2 Nov

10.00am – 1pm | \$20





## FIRST AID

### CPR Update

Accredited Unit. HLTAID009  
Provide Cardiopulmonary Resuscitation.

Tues 11 Oct | 6.30pm – 9.30pm

\$70 (\$60 concession) or

Fri 4 Nov | 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 11 Oct | 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 11 Oct | 6.30pm – 9.30pm or

Tues 22 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 25 Oct | 6.30pm – 9.30pm

\$70 (\$60 concession)



### First Aid Level 2

Accredited Unit. HLTAID011  
Provide First Aid.

4 evenings, Tue & Thu

Tues 11 Oct | 6.30pm – 9.30pm or

Tues 22 Nov | 6.30pm – 9.30pm

\$180 (\$170 concession)



### First Aid Level 2 update

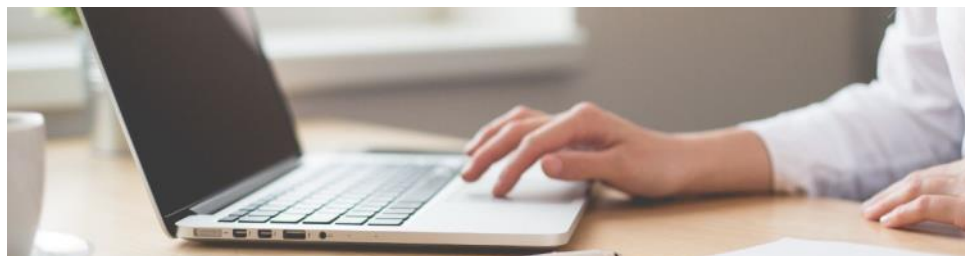
Accredited Unit. HLTAID011  
Provide First Aid.

Fri 21 Oct | 9.00am – 4.00pm or

Fri 18 Nov | 9.00am – 4.00pm

\$130 (\$120 concession)





## COMPUTING

### Introduction to Information Technology



An introduction to programming, app development, coding, and tech support skills with a view to continuing to a Certificate course. Careers in Information Technology will also be explored.

4 weeks, starting Wed 2 Nov

10.00am – 3.00pm | \$80

### 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 24 Oct | 1pm – 3pm

\$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, including Zoom
- Spreadsheets
- Powerpoint

8 weeks, starting

Wed 19 Oct | 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 7 Oct

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

Weds 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

Weds 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 12 Oct | 9.00am – 1.00pm or

Wed 16 Nov | 2.00pm – 6.00pm or

Wed 14 Dec | 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.

Wed 16 Nov | 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 14 Oct or Fri 2 Dec

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 9 Nov | 10.00am – 3.00pm and

Wed 16 Nov | 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. CPCCWHS1001

Prepare to work safely in the construction industry.

Fri 11 Nov or

Fri 16 Dec

Time. 9.00am – 3.30pm

\$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.

RIIWHWS205E Control traffic with stop-slow bat.

RIIWHWS302E Implement traffic management plans.

Fri 21 Oct or

Fri 9 Dec

Time. 9.00am – 5.00pm

\$180 (\$170 concession)



# LOCAL BUSINESS AND COMMUNITY PARTNERSHIPS

BCAL is proud to work with local businesses and organisations to provide high quality training in Bass Coast.



## Drift Media

We jump at any opportunity to work with BCAL. Working collaboratively on real projects gives us a chance to provide some industry expertise, and refine our skills through the sharing of ideas and experiences.

We see it as an important part of our business, to immerse ourselves in the process of lifelong learning, and to contribute to our Bass Coast community in a meaningful way.

## Employment Connector Program

BCAL is a place we always want to return to. It is much more than just English classes. As an Employment Connector I liked to visit classrooms because of warm and supportive environment.



# COMMUNITY GROUPS LOCATED AT BCAL



## 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](mailto: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.

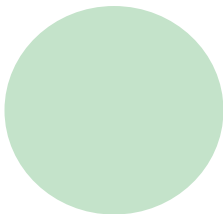
[wonthaggicommunitygarden@gmail.com](mailto:wonthaggicommunitygarden@gmail.com)

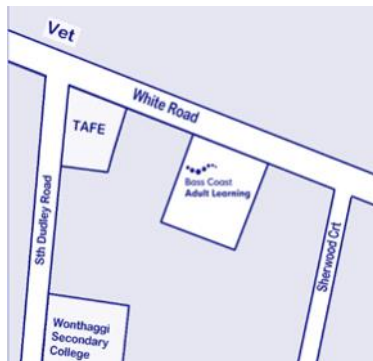
## U3A Wonthaggi

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](mailto:mail@u3awonthaggi.org.au)





## Bass Coast Adult Learning

Learn More.

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