



TERM 2 COURSE GUIDE

15 April - 28 June 2024



**Bass Coast
Adult Learning**

5672 3115
info@bcal.vic.edu.au
239 White Road Wonthaggi
RTO ID: 3720

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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.



**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.





CERTIFICATE III IN INFORMATION TECHNOLOGY



ICT30120

This Certificate offers a pathway into a high demand industry. The program will engage students foundational knowledge in critical thinking and customer support skills. Students will be well prepared to take up positions in the IT Support industry or continue with further education.

Units include:

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

Wednesdays and Fridays

10am – 3pm

Wed 17 Apr

\$600 (\$240 conc)



“I like studying at BCAL because of the relaxed environment and the freedom to take my time with my work.” Zac



JULY
INTAKE

CERTIFICATE III IN HORTICULTURE



AHC30716 superseded by AHC30722 (under transition)

Whether you want to maintain beautiful gardens, work outdoors or in a nursery helping customers choose plants, this course is for you. Receive hands-on training in the BCAL training garden as well as industry work experience.

Units include:

- Controlling plant pests, diseases and disorders
- Implement a plant establishment program
- Applying environmentally sustainable work practices
- Performing specialist amenity pruning

3 days per week

9.30am - 3pm

July

\$800 (\$320 concession)



*“Join our great BCAL community.
Germinate edibles and native plants
all the way to harvest.” Lino*



JULY
INTAKE

CERTIFICATE II IN SALON ASSISTANT (HAIR)



SHB20216

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

Units 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

9.15am – 3.15pm

Starting in July

\$564 (\$300 conc)



SUSTAINABILITY SERIES



Mindfulness in Nature



We will connect to ourselves and nature to enhance our mindfulness practices. Techniques will be offered for everyone even if you have never done any mindfulness before.

We will walk, play, create, sit silently, journal, laugh, and connect with our natural environment to experience harmony and joy.

We share lunch and share our knowledge with each other.

4 Wednesdays

17 April - 8 May

10am - 12.30pm

\$65 (\$50 conc)

Corinella Community Centre

48 Smythe, Corinella



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?

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. Enrol at any time!

Weekly, each Thursday

9.30am – 3.30pm

Call to discuss cost

COURSE	DAY	START	TIME	COST	PAGE
Computers					
Basics & Beyond	Mondays	15 Apr	1pm—4pm	\$120 (\$100 conc)	12
Tech Club	Fridays	19 Apr	2.15pm—4pm	Free	12
Certificate III in IT	Wed & Thu	17 Apr	9.30am—3.30pm	Call us	3
English & Maths					
Reading, Writing & Maths	Thursdays	18 Apr	9.30am—3.30pm	Call us	7
Migrant English	Mon & Tue	15 Apr	10am — 3pm	Free	7
First Aid					
CPR Update	Tuesday	10 May	6.30pm—9.30pm	\$70 (\$60 conc)	11
	Thursday	14 May	9am—12pm	\$70 (\$60 conc)	11
Level 1	Tuesday	14 May	6.30pm—9.30pm	\$100 (\$90 conc)	11
Level 2	Tue & Thu	14 May	6.30pm—9.30pm	\$180 (\$170 conc)	11
Level 2 Update	Friday	10 May	9am—4pm	\$130 (\$120 conc)	11
	Friday	20 Jun	9am—4pm	\$130 (\$120 conc)	11
Teachers & Carers	Tuesday	14 May	6.30pm—9.30pm	\$220 (\$200 conc)	11
Asthma & Anaphylaxis	Tuesday	28 May	6.30pm—9.30pm	\$70 (\$60 conc)	11
Hairdressing					
Certificate II in Salon Assistant	Weds	July	9:30am—3:00pm	\$564 (\$300 conc)	5
Horticulture					
Certificate III in Horticulture	Mon - Wed	July	9:30am—3:00pm	Call us	4
Mindfulness in Nature	Weds	17 Apr	10am—1pm	\$90 (\$75 conc)	6

COURSE	DAY	START DATE	TIME	COST	PAGE
Hospitality					
RSA	Monday	6 May	9am—1pm	\$95 (\$85 conc)	14
Food Safety	Monday	27 May	9am—1.30pm	\$120 (\$110 conc)	14
Barista Basics	Monday	24 May	9.30am— 2.00pm	\$80	14
Lifestyle					
Practical Music	Thurs	18 Apr	10am—3pm	\$90 (\$70 conc)	10
NDIS					
Capacity Building	Various	Ongoing	Various	Call us	13
Care and Support	Weds	17 Apr	9.30am—3pm	\$90 (\$75 conc)	10
Work Safety					
White Card	Friday	31 May	9am—3.30pm	\$235 (\$220 conc)	15
Traffic Management	Friday	7 Jun	9am—5pm	\$325 (\$310 concession)	15



GARDEN GEMS WORKSHOPS

APRIL - NOVEMBER



**REGISTER
NOW!**



thecap.com.au/garden-gems



GET READY TO WORK IN 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 17 April

9.30am – 3pm | \$90 (\$75 concession)



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 18 Apr

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 10 May | 6.30pm – 9.30pm or

Tue 14 May | 9.00am – 12.00pm or

Thurs 20 Jun | 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, starting:

Tues 14 May | 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 14 May | 6.30pm – 9.30pm and

Thurs 16 May | 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 May | 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:

Tues 14 May | 6.30pm – 9.30pm or

\$180 (\$170 concession)



First Aid Level 2 update

Accredited Unit. HLTAID011

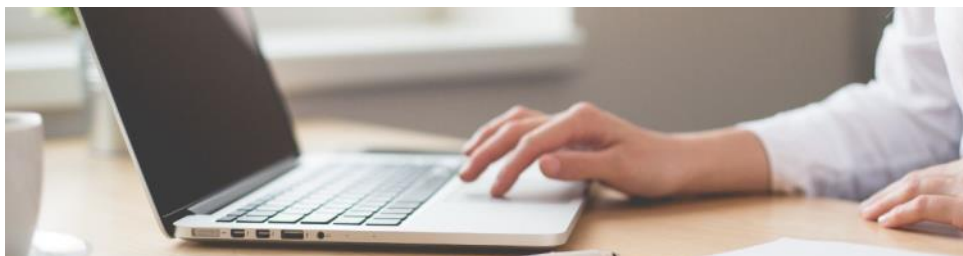
Provide First Aid. Includes CPR.

Fri 10 May | 9.00am – 4.00pm or

Fri 20 Jun | 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 22 Apr

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 19 Apr

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



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: SITHFAB021
Provide responsible service of alcohol.

Mon 6 May | 9.00am – 1.00pm or
Mon 17 June | 2.00pm – 6.00pm
(Wonthaggi)

Mon 27 May | 1.00pm – 5.00pm (Cowes)
\$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: SITXFSA005
Use hygienic practices for food safety.
Mon 27 May | 8.30am – 1.00pm (Cowes)
\$120 (\$110 concession)

Food Safety Supervisor



When a business prepares and sells food, every staff member has to maintain the highest standards of hygiene. This course gives you the management skills to make sure customers receive safe and delicious meals. Completing this training will ensure your business complies with government regulations based on the Hazardous Analysis and Critical Control Points (HACCP) principles of food safety plans and systems.

Mon 3 Jun | 9.00am – 1.00pm (Cowes)
\$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

Mon 24 May | 9.30am – 2.00pm
\$80

Hospitality Job-Ready Skills



Hospitality venues need job-ready staff. Learn skills for kitchen and waiting staff, coffee making, Safe Food Handling and Responsible Service of Alcohol.

Mon 17 Jun | 9.00am – 6.00pm and
Mon 24 Jun | 10.00am – 3.00pm
\$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 31 May

9.00am – 3.30pm

\$235 (\$220 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 7 June

9.00am – 5.00pm

\$325 (\$310 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

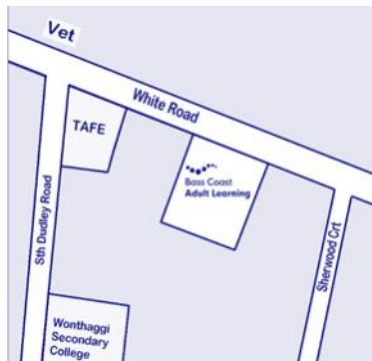
U3A Wonthaggi

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.

239 White Road Wonthaggi
5672 3115 bcal.vic.edu.au



RTO ID: 3720