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**about nbcc**

Information with regard to who we are, our business statement, our commitment to quality, privacy, courses and industry training packages, the recognition process and mutual recognition can be found on our website at www.nbcc.nsw.edu.au or please phone us on 9970 1000 for a hard copy of these documents.

NBCC is a Registered Training Organisation (RTO) national code 90113. We are registered with the Australian Skills Quality Authority (ASQA) to deliver training, assess and issue qualifications that appear on our scope of registration. Recognition of Prior Learning (RPL) will be invoiced if a purchase order is provided.

**Funded courses**

**About NBCC**

Information with regard to who we are, our business statement, our commitment to quality, privacy, courses and industry training packages, the recognition process and mutual recognition can be found on our website at www.nbcc.nsw.edu.au or please phone us on 9970 1000 for a hard copy of these documents.

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**how to enrol**

ENROL ONLINE: nbcc.nsw.edu.au (credit card only)
PHONE: credit card only 9am to 5pm weekdays (credit card only)
FAX: Download the enrolment form and fax to 9970 6453 (credit card only)
POST: NBCC Reply Paid 1966 Dee Why 2099 (cheque or credit card only)

Enrolment form can be downloaded from the website or posted on request.

IN PERSON: Community College Annex 1525 Pittwater Road, North Narrabeen.
(Southern end of Narrabeen Sports High School) 9am to 4.30pm weekdays.

By purchase order — organisations enrolling staff for training and development purposes will be invoiced if a purchase order is provided.

**useful information**

Terms & Conditions of Enrolment

These are set out in full on our website at www.nbcc.nsw.edu.au. Please ensure you read these before enrolling in any of our courses. The College cannot accept responsibility for changes in your personal circumstances and refunds will not be given unless the course is full or has been cancelled by the College (unless otherwise provided for by a funding contract).

NBCC will provide details of enrolments and outcomes to the National Centre for Vocational Education Research (NCVER) in order to assure quality. NCVER may contact students to survey the learning process and outcome. Please advise the College in writing if you do not wish your details to be released for this purpose.

College Membership

Membership is a way of supporting your Community College. For the $10 membership fee you will receive four brochures posted to you over a one-year period. You will also be welcome to attend and vote at the Annual General Meeting.

**Funded Courses**

**Funding Eligibility**

Are you an Australian Citizen or Permanent Resident in need of computer, workskills or language and literacy skills? Community Service Obligation Funding (CSO) is available to assist eligible students to complete training which will help them improve their employment opportunities and move into higher level training. You do not need to be registered with Centrelink or in receipt of benefits to be eligible for this subsidised training.

The training available includes computers, workskills and English courses and, in certain circumstances, courses in childcare, aged care, health or business.

Initial eligibility for CSO includes meeting the following requirements. You must be:

- An Australian Citizen/Permanent Resident/New Zealand citizen/Humanitarian visa holder
- Aged 15 years or older
- No longer at school
- Live or work in NSW

If you meet the above criteria, consider whether any of the following applies to you:

1. Do you have limited or no computer skills?
2. Do you find it hard to understand people when listening and speaking in English?
3. Are you a migrant or refugee, unemployed or looking for more or better work?
4. Is reading or writing difficult for you?
5. Do you receive Centrelink benefits?
6. Do you have personal issues that make it difficult to do a course?
7. Is the cost of childcare or travel something that stops you attending a course?
8. Have you been unemployed for 52 weeks or more?
9. Are you a carer with restrictions on your availability to study?
10. Are you a dependent of a person with a disability?
11. Are you a dependent of a person who receives Centrelink benefits?
12. Do you have health problems?
13. Do you have depression, anxiety or other mental health problems?

Please contact Susan Wilkinson on 9970 1004 to discuss your eligibility further and the training available to meet your needs.

**Basic Bookkeeping & MYOB**

BSBFIA301 Maintain financial records & BSBFIA302 Process payroll.

Prerequisites: Good PC and keyboarding skills. Course notes provided.

Learn the fundamentals of bookkeeping and day to day financial transactions using MYOB in this comprehensive course. Includes preparation of a Business Activity Statement and Payroll Fundamentals. You will learn how to maintain daily financial records, monitor cash control, how to record payroll data, how to prepare payroll and how to handle payroll enquiries.

- **NBCC Brookvale Campus**
  - 7x Thursdays starting Thursday 17 Oct finishing Thursday 03 Nov – 9.30am to 2.30pm - Fully funded for eligible students. ($470 if not eligible for a subsidised place) See page 2 for eligibility information.

**Customer Service Skills**

BSBCCM301 Process customer complaints & BSBCUS301 Deliver & monitor a service to customers from Cert III in business BSB30115. Course notes provided.

Improve your confidence in customer service and receive nationally accredited recognition whilst doing so. Gain the skills and knowledge you need to respond professionally to customer and client needs. Learn the importance of proficient communication and manage the effectiveness of your service to customers.

- **NBCC Brookvale Campus**
  - 4 x Mondays starting Monday 17 Oct finishing Monday 03 Nov – 9.30am to 2.30pm - Fully funded for eligible students. ($519 if not eligible for a subsidised place) See page 2 for eligibility information.

**Computer Skills for Work**

ICTCT101 Operate a personal computer; ICTCT102 Operate word-processing & ICTCT105 Operate spreadsheet applications.

This course will provide students with basic computer skills in Windows 10 (including file management), Microsoft Word & Microsoft Excel which are required skills needed for most office roles.

- **NBCC Brookvale Campus**
  - Mondays, Tuesdays & Thursdays starting Monday 17 Oct finishing Thursday 03 Nov - 9.30am to 2.30pm ($550 if not eligible for a subsidised place)
LifePlus: Life Skills for a Better Future

FSKXG02 Use digital technology for simple workplace tasks; FSKLRG02 Identify strategies to respond to basic workplace problems; FSKXG03 Use whole numbers and money up to one thousand for work; FSKCOM03 Participate in simple spoken interactions at work; FSKCOM07 Interact effectively with others at work

LifePlus is a new life skills course being offered by Northern Beaches Community College (NBCC) with the support of Community Care Northern Beaches (CCNB). This course is designed to help people reconnect with the community and prepare themselves for more social interaction, work or volunteering.

LifePlus is a friendly, accessible course that includes relationship building, using computers, communication, art & creative writing therapy and mindfulness.

All classes are designed to be safe for students. Classes are to help students deal with real world issues creating more connection, fun and understanding in their lives. All past students are welcome as well as any new students. This course comes highly recommended.

Morning tea will be provided during the session. Enrol and secure your place over the phone by calling 9998 2966 or in person at the Northern Beaches Community College (1525 Pittwater Road, North Narrabeen between 10am and 4pm)

If you would like more information about LifePlus call 9998 2966. Closing date for course enrolments Monday 17 October 2016.

► NBCC Narrabeen Annex

6 x Thursdays starting Thursday 27 Oct 2016 finishing Thursday 01 Dec 2016 - 10.00am to 1.00pm - Fully funded for eligible students. See page 2 for eligibility information.

This training is subsidised by the NSW Government.

English as a Second Language

Fully funded English classes are available to Australian Citizens/Permanent Residents/NZ Citizen/humanitarian visa holders who require the skills provided in the courses to help improve employment opportunities or support further training needs.

To ensure you are enrolled in the correct course, a short interview is required. Come to one of our training centres during the times listed below. You do not need an appointment. You must bring proof of citizenship or visa. Limited places available.

NBCC Brookvale Campus - Level 1, 14 William Street, Brookvale
Wednesday 5 October - 4.00pm to 7.00pm

or

NBCC Narrabeen Annex - 1525 Pittwater Road, North Narrabeen
Thursday 6 October - 10.00am to 1.00pm
(Perhaps note: parking in the northern end of the main car park only or in the car park at Lakeside Park opposite)

For further information please contact the College on 9970 1000.

Improve your Writing and Reading (Advanced)

FSKXG010 Read and respond to routine workplace information; FSKXG008 Read and respond to routine visual and graphic texts.

Improve your writing and reading skills by learning new vocabulary that is supported with the use of relevant grammar for advanced speakers of English

► NBCC Brookvale Campus

7 x Thursdays starting Thurs 20 Oct - 6.00pm to 9.00pm - $250 (GST exempt) If not eligible for a subsidised place.

Improve Your Pronunciation Skills

FSKCOM07 Interact effectively with others at work; FSKLRG09 Use strategies to respond to routine workplace problems.

Learn new vocabulary and communication strategies that will boost your workplace and personal relationships.

► NBCC Brookvale Campus

7 x Wednesdays starting Wed 19 Oct - 6.00pm to 9.00pm - $250 (GST exempt) If not eligible for a subsidised place.

Improve Your Conversation Skills

FSKCOM03 Participate in simple spoken interactions at work; FSKCOM02 Engage in basic spoken exchanges at work.

Tailored for those at basic to intermediate level English who want to improve their conversation skills. Learn new vocabulary and what to talk about in various social situations.

► NBCC Narrabeen Annex

7 x Mondays starting Mon 17 Oct - 6.00pm to 9.00pm - $250 (GST exempt) If not eligible for a subsidised place.

This training is subsidised by the NSW Government.

Job Ready Skills

ICTICT101 Operate a personal computer; ICTICT102 Operate word-processing applications; ICTICT103 Use communicate and search securely on the Internet; FSKROOM07 Interact effectively with others at work.

This course will provide students with the following range of entry level computer and job seeking skills, essential for finding and keeping that job!

• Using Windows 10 (including file management skills)
• Microsoft Word
• Internet & Email (using Outlook for email, contacts, attachments)
• Job seeking including searching for advertised roles, resume and application letter writing
• Presentation skills (interview techniques and communication skills for the workplace)

The topics included will support a wide range of industry occupations. Gain confidence and skills in a relaxed and supportive environment. Training is conducted in our modern training centre by our qualified and industry experienced trainers.

Contact the College on 9970 1000 or email vet@nbcc.nsw.edu.au to enrol or for further information.

► NBCC Narrabeen Annex

Mondays, Tuesdays & Wednesdays starting Monday 24 Oct finishing Wednesday 23 Nov - 9.30am to 2.30pm. Fully funded for eligible students. ($550 if not eligible for subsidised place).

Applying for a Job

FSKCOM07 Interact effectively with others at work.

Gain confidence in applying for a job in a relaxed and supportive environment:

• Job seeking skills – searching for advertised jobs
• Writing your resume and application letter
• Presentation skills – interview techniques and communication skills for the workplace

Contact the College on 9970 1000 or email vet@nbcc.nsw.edu.au to enrol or for further information.

► NBCC Narrabeen Annex

Mondays, Tuesdays & Wednesdays starting Monday 14 Nov finishing Wednesday 23 Nov - 9.30am to 2.30pm. Fully funded for eligible students. ($220 if not eligible for a subsidised place).
Aged Care, Home & Community and Disability Care

Certificate III in Individual Support (Ageing & Home and Community)

This qualification replaces the Certificate III courses in Disability, Aged Care and Home and Community Care. NBCC is offering the opportunity to gain a dual qualification with specialisations in Ageing AND Home & Community Care at no additional cost. The certificate issued to successful graduates will be "Certificate III in Individual Support (Ageing, Home & Community)".

If you wish to study Certificate III in Individual Support (Disability), you can join the same course but study different elective subjects to achieve the disability specialisation.

This course is for those wishing to work as a carer/support worker in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. If you wish to improve the quality of life of these people and are ready to start your career in the care sector, enrol today.

Work placement is a requirement of the course and can be organised by the College. This will include some additional days for the daytime course (dates tba) - work placement hours will be different to classroom hours. Work placement for evening class students will be discussed on enrolment. You must obtain a National Police Check prior to work placement. First Aid will be delivered on a Saturday. Blended learning.

Potential Career Outcomes: Assistant in nursing, Home care supervisor, Personal or Community care attendant or Support worker.

This course is also available through a traineeship pathway.

Contact Fran Butterworth on 9970 1007 or email fran@nbcc.nsw.edu.au for further information.

This training is subsidised by the NSW Government.

► Daytime Class - NBCC Narrabeen Annex
Two days per week - starting February 2017 and finishing June 2017. Enrolments open November 2016.
Course Cost: Dependent on credit transfer/RPL - $240 concession. See website for eligible concessions. Payment plan available.
(Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information.)

Certificate IV in Ageing Support CHC43015 for Existing Workers

This course has been structured to be delivered to those who have already completed a Certificate III in Aged Care, Individual Support or equivalent. Credit transfer will be available for some units of competency which will reduce the course cost. Undertaking this course will advance skills and knowledge to provide better support and assistance with elderly people’s daily routines, prepare for the responsibility to supervise other workers and critical skills in development, facilitation and review of individualised service planning and delivery. Increase your long-term employment opportunities and future career development into higher duties. 120 hours of work placement required for those not currently working in the industry. Blended learning.

Build on your portfolio of nationally recognised qualifications as well as create a clear entry pathway into a Nursing Degree or related health degree qualification.

Potential Career Outcomes: Hostel supervisor, Care supervisor, Program coordinator - social programs, Care team leader or Residential care worker.

This course is also available through a traineeship pathway.

Contact Fran Butterworth on 9970 1007 or email fran@nbcc.nsw.edu.au for further information.

This training is subsidised by the NSW Government.

► Two evenings per week plus two Saturdays - starting February 2017 and finishing June 2017. Enrolments open November 2016.
Course Cost: Dependent on credit transfer/RPL - $240 concession. See website for eligible concessions. Payment plan available.
(Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information.)
NEW COURSES!

beginning 2017

Certificate III in Hospitality SIT30616
Certificate III in Allied Health Assistance HLT33015
Certificate IV in New Small Business BSB42615
Provide Responsible Service of Alcohol (RSA) SITHFAB201
Provide Responsible Gambling Services (RCG) SITHGAM001

Enrolments open November 2016. Contact the college on 9970 1000 for more information.

Training & Assessment

Certificate IV in Training & Assessment TAE40110

Certificate IV in Training and Assessment is the most sought after qualification in the Australian training sector. It provides the critical skills and knowledge for professionals working in Vocational Education & Training, workplace training and assessing, and Learning and Development and is now fast becoming the required standard across many industries for Human Resources specialists, particularly those in Learning & Development roles. This can also be a valuable qualification for those in operational & leadership roles, especially for Managers with responsibilities to further develop the skills and performance of their teams.

Potential Career Outcomes: Enterprise Trainer/Assessor, RTO Trainer/Assessor, Training Advisor or Training Needs Analyst

Contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au for further information.

► One evening per week plus four Saturdays - starting February 2017 and finishing June 2017. Enrolments open November 2016.

Course Cost: TBA. Payment plan available.

Human Resources

Certificate IV in Human Resources BSB41015

Undertaking formal studies to obtain the nationally accredited Certificate IV in Human Resources is ideal for students who are looking for a career in HR or who are already working in an office environment at as all rounder. This qualification will prepare students for numerous support positions in human resource management, across large, medium or small businesses.

In addition this qualification will provide diversity into a rewarding career in almost any industry. The student will develop industry specific skills relevant to staffing recruitment, performance management and industrial relations. It is also a great opportunity for Managers and Supervisor wanting to advance their people management skills and knowledge of current legislation. Blended learning

Potential Career Outcomes: Administration officer, Executive personal assistant, Human resources officer, Office administrator, Project assistant or Recruitment officer

This course is also available through a traineeship pathway.

Contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au for further information.

► NBCC Brookvale Campus

Commencing Friday 21 October 2016 finishing Friday 22 September 2017
Flexible distance learning combined with one Friday each calendar month (9.30am to 3.30pm).
Trainer support available between scheduled classes.

Course Cost: From $1570 or $240 concession. Includes course resources. See website for eligible concessions. Payment plan available.

(Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information.)

From 1 January 2015 it is a requirement of the Federal Government that all students undertaking nationally recognised training must have a Unique Student Identifier (USI) for training record purposes. (This includes full qualification and short accredited courses identified with the nationally recognised training logo above).

Please visit www.usi.gov.au for more detailed information or contact the College on 9970 1000 with any queries. We are happy to help you with the application process.

Community Services

Certificate IV in Community Services CHC42015

This qualification reflects the role of community service workers who design and develop person-centred services to individuals and/or groups. Workers may provide support, advocacy or interventions to individual clients or communities across a range of services. Embrace a rewarding career in community services and help people in the community regain more control over their lives and future.

Undertaking formal studies to become a qualified community service worker will present a range of entry point employment opportunities in many community services fields including residential services, recreation programs, educational support services, advocacy, employment support services, respite services and community or neighbourhood houses. Blended learning. Work placement required.

Potential Career Outcomes: Case worker, Community Services Worker, Domestic Violence Worker, Family Support Worker, Health Education Officer, Support Worker

This course is also available through a traineeship pathway. Contact Fran Butterworth on 9970 1007 or email fran@nbcc.nsw.edu.au for further information.


Course Cost: From $1970 or $240 concession. Includes course resources. See website for more information or contact the College on 9970 1000 for more information.

The training is subsidised by the NSW Government.

Enrolments open November 2016. Contact the college on 9970 1000 for more information.

Certificate III in Hospitality SIT30616
Certificate III in Allied Health Assistance HLT33015
Certificate IV in New Small Business BSB42615
Provide Responsible Service of Alcohol (RSA) SITHFAB201
Provide Responsible Gambling Services (RCG) SITHGAM001

Enrolments open November 2016. Contact the college on 9970 1000 for more information.
Early Childhood Professional Development

NBCC is proud to offer quality, informative, practical and realistic continuing professional development opportunities to owners, directors and educators alike. All of our programs have been devised and are delivered by our team of degree qualified early childhood trainers who have extensive experience in the early childcare industry.

Our trainers are in touch with the demands placed upon all staff working within the childcare industry and within each continuing professional development session our trainers main goal is to share their experiences, impart new strategies and improve the participants skills and knowledge within the topic area being delivered.

Can’t make the dates or times scheduled? NBCC can work closely with your centre to tailor existing continuing professional development program or develop an individual program to meet the needs of your early childcare setting on a time and day that suits. Please contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au

Behaviour Guidance

This course will give educators a brief insight into why children develop concerning behaviours and how to recognise and respond to such behaviours in early childhood.

► NBCC Narrabeen Annex
  Thursday 03 Nov - 6.30pm to 8.30pm - $65 (GST exempt)

Programming & Planning in Early Childhood

This course inspire educators to start from the beginning and gain a deeper understanding of the importance of programming and planning.

► NBCC Narrabeen Annex
  Thursday 17 Nov - 6.30pm to 8.30pm - $65 (GST exempt)

Sustainability in Early Childhood Services

This will provide case studies and examples of how services have initiated sustainability initiatives, to inspire, direct and encourage educators along their own sustainable future.

► NBCC Narrabeen Annex
  Thursday 24 Nov - 6.30pm to 8.30pm - $65 (GST exempt)

Child Protection

CHCPRRT001 Identify & respond to children and young people at risk

This course will provide educators with the necessary knowledge and skills required to initially identify, support the child, ethically handle the situation, engage with appropriate authorities and accurately complete reporting documentation.

► NBCC Narrabeen Annex
  x 2 Thurs starts Thursday 08 Dec - 6.00pm to 9.00pm - $105 (GST exempt)
  Subsidised places available

Provide First Aid in an Education and Care Setting

ALTAID004 Provide an emergency first aid response in an education and care setting

► NBCC Narrabeen Annex
  1 x Sat - Sat 15 Oct 9.00am to 5.000pm - $110 (GST exempt)

► NBCC Brookvale Campus
  1 x Sat - Sat 26 Nov 9.00am to 5.000pm - $110 (GST exempt)
  Subsidised places available

Early Childhood Education & Care

Certificate III in Early Childhood Education & Care CHC30113

Certificate III in Early Childhood Education and Care CHC30113 is the entry level qualification into the Children’s Services Industry and allows graduates to gain employment in a range of child care facilities such as full day care centres, occasional care facilities, creches, preschool, and family day care as an Early Childhood Educator.

120 hours of work placement is required - placement hours will differ to classroom hours. See website for more information. One Saturday also required for First Aid training. Students will be required to obtain a Working with Children Check prior to commencing work placement.

Potential Career Outcomes: Early Childhood Educator, Childcare Education Assistant, Nanny, Family Day Care worker or Play Group Supervisor.

This course is also available through a traineeship pathway.

Contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au for further information.

► NBCC Brookvale Campus

Comming Wednesday 19 October 2016 finishing Thursday 06 April 2017
  x 2 days per week classroom study (Wednesdays & Thursdays) in Term 4 2016 & Term 1 2017 - 9.15am to 2.45pm - plus 2 days work placement (Mondays & Tuesdays) for 8 weeks (8 hour days) during Term 1 2017
  plus 1 full day Saturday for First Aid.

Course Cost: From $1590 or $240 concession. See website for eligible concessions. Payment plan available. (Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information.)

Please note there are no classes between the 19 Dec 2016 to 27 Jan 2017.

Diploma of Early Childhood Education and Care CHC50113

The Diploma of Early Childhood Education and Care addresses the skills and knowledge required to provide care for individuals and groups of children, and to plan activities facilitating their leisure and play, enabling them to achieve their developmental outcomes. This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. 240 hours of work placement required - placement hours will differ to classroom hours. See website for more information. One Saturday also required for First Aid training. Students will be required to obtain a Working with Children Check prior to commencing work placement. Blended learning.

Potential Career Outcomes: Early Childhood Educator, Centre Manager, Team Leader, Children’s Services Coordinator or Child Development Worker.

Contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au for further information.

► NBCC Narrabeen Annex

Comming Monday 6 February 2017 finishing Wednesday 13 December 2017
  Term 1 2017: Monday, Tuesday and Wednesday classroom study - 9.30am to 2.45pm
  Term 2 2017: Combined of Wednesdays and 6 scheduled Saturdays classroom study + 2 days work placement (Thursday & Friday) for 5 weeks (8 hour days)

Saturdays Scheduled


Course Cost: From $4380 (includes text books). Payment plan available.

Diploma of Early Childhood Education and Care CHC50113: for Existing Workers

Are you currently working in the Childcare Service industry and have previously completed Certificate III in Early Childhood Education and Care or Certificate III in Children’s Services? NBCC has created two flexible delivery options to allow existing qualified Childcare Educators to enhance their employment opportunities and acquire the nationally recognised Diploma in Early Childhood Education and Care. Enrol today with NBCC for a blend of recognition of skills gained through current work experience and face to face tuition. Note: Additional cost may apply if gap training is required. This will be determined by your current qualification. Blended learning.

Work placement hours may vary according to individual student current workplace experience and qualification status. A total of up to 240 hours is required. Work placement will be required if not currently working in the early childhood education and care sector.

Potential Career Outcomes: Early Childhood Educator, Centre Manager, Team Leader, Children’s Services Coordinator or Child Development Worker.

Contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au for further information.

► NBCC Narrabeen Annex

Term 4 2016, Term 1 2017 and Term 2 2017 - Combination of Wednesday and 6 scheduled Saturdays classroom study + 2 days work placement, scheduled in Term 1 2017 and Term 2 2017 on a Thursday and Friday. Classroom hours: Wednesday classes 9.15am - 2.45pm and Saturday classes 9.30am - 3.30pm


Course Cost: From $2590 (includes text books). Note: additional costs may apply if gap training is required. See website for details. Payment plan available.
This qualification reflects the role of individuals who apply a broad range of skills in a varied work context using some discretion, judgment and relevant theoretical knowledge. Develop skills in customer service, team work, Windows 10 and file management, creating Word documents, Excel spreadsheets and PowerPoint presentations, as well as basic MYOB and bookkeeping. Students will be required to complete self study hours in addition to the classroom hours. Blended learning.

**Potential Career Outcomes:** Customer service assistant, Data entry operator, General or accounts clerk, Payroll officer, Typist or Word processing operator.

This course is also available through a traineeship pathway.

**Course Cost:** From $1310 or $240 concession. See website for eligible concessions. Payment plan available.

(See website for more information.)

This training is subsidised by the NSW Government.

**Certificate IV in Bookkeeping FNS40215**

This qualification is a nationally recognised qualification that is ideal for aspiring and practising bookkeepers or employees performing bookkeeping tasks for organisations in a range of industries. Anyone providing a BAS service as a contractor must be registered by the Tax Practitioners Board and this qualification is currently cited as meeting the educational requirements for registration - refer to www.tpb.gov.au for full details of registration requirements. Blended learning.

**Prerequisite:** Basic bookkeeping and MYOB skills

**Potential Career Outcomes:** Small Business Bookkeeper, BAS Agent, Contract or Staff Bookkeeper or Trainee Accountant.

This course is also available through a traineeship pathway.

**Course Cost:** From $1960 or $240 concession. Payment plan available.

(Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information.)

This training is subsidised by the NSW Government.

**Certificate IV in Leadership and Management BSB42015**

This qualification develops your skills as a manager, to display initiative and judgement in planning, organising, implementing your own workload and the workload of others. You will learn to use communication skills to support individuals and teams to meet organisational or enterprise requirements.

**Prerequisite:** Basic bookkeeping and MYOB skills

**Potential Career Outcomes:** Team Leader, Coordinator, Manager, Supervisor

This course is also available through a traineeship pathway.

**Course Cost:** From $1570 or $240 concession. Includes course resources. See website for eligible concessions.

(Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information.)

This training is subsidised by the NSW Government.

**Diploma of Leadership & Management BSB51915**

This qualification develops your skills as a manager, to display initiative and judgement in planning, organising, implementing your own workload and the workload of others. You will learn to use communication skills to support individuals and teams to meet organisational or enterprise requirements.

**Prerequisite:** Diploma of Business or equivalent

**Potential Career Outcomes:** Manager across a range of enterprise and industry contexts.

This course is also available through a traineeship pathway.

**Course Cost:** From $2510 (includes course resources). Payment plan available.

(Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information.)

This training is subsidised by the NSW Government.

Courses showing this symbol are Nationally Accredited which means ALL students enrolling in these courses are required to obtain a USI number.

This can be done through a short online application at www.usi.gov.au which only takes a few minutes.

Full details regarding the USI are available on the website.
Computers for over 60’s

When enrolling in courses in this section you must quote your NSW Seniors Card or Pension number at enrolment. No concessions. (Non senior card holders are welcome, but an additional cost of 10% will be charged.)

Photo Editing using Google Photos For Seniors

Prerequisite: Keyboard and mouse skills required. Google Photos is fantastic for those who want to make a collage of a family day out or celebration, touch up images, add boarders and share photos but don’t want to spend thousands on state of the art photo editing software.

▲ NBCC Brookvale Campus
1 x Thurs - Thurs 01 Dec - 9.30am to 12.30pm - $45 (GST exempt)

Organise your Files & Photos

Prerequisite: Basic windows skills. Create a filing system for your Windows computer that is easy to work with and makes sense to you. (Note: this course is not suitable for Mac users)

▲ NBCC Narrabeen Annex
1 x Tues - Tues 28 Nov - 9.30am to 1.30pm - $59 (GST exempt)

College Open Evening

Do you want to upgrade your skills, are you retraining for a new career or looking at improving your employment prospects? Call in and find out how NBCC can help you!

Come along for your chance to see NBCC up-close and personal. Chat face-to-face with our trainers and staff and have all your questions answered. Find the information you need to help you choose and enrol in your ideal course.

Date: Wednesday 26 October
Location: 1525 Pittwater Road, North Narrabeen
Time: From 4pm to 7pm

All students enrolling in nationally accredited courses are required to obtain a USI number.

Contact the College on 9970 1000 or email vet@nbcc.nsw.edu.au to enrol or for further information.
Office Skills

Organise Your Files And Photos
Prerequisite: Basic windows skills. Create a filing system for your Windows computer that is easy to work with and makes sense to you. (Note: this course is not suitable for Mac users)
► NBCC Narrabeen Annex
1 x Mon - Mon 21 Nov - 6.15pm to 9.15pm - $40 (GST exempt)

Windows 10 Upgrade
Prerequisite: Must be familiar with a previous version of Microsoft Windows
Have you upgraded to Windows 10 and having trouble finding everything? At the end of this hands-on workshop you'll know where to find all your old settings and applications, and the new features of Windows 10.
► NBCC Narrabeen Annex
2 x Thurs - starts Thurs 01 Dec - 9.30am to 12.30pm - $89 (GST exempt)

Computer Skills for Work
ICTICT101 Operate a personal computer;
ICTICT102 Operate word-processing & ICTICT105 Operate spreadsheet applications.
This course will provide students with basic computer skills in Windows 10 (including file management), Microsoft Word & Microsoft Excel which are required skills needed for most office roles.
► NBCC Brookvale Campus
Mondays, Tuesdays & Thursdays starting Monday 17 Oct finishing Thursday 03 Nov - 9.30am to 2.30pm - $550 (GST exempt)
Subsidised places available

Microsoft Office

Excel 2010 Introduction
BSBITU304 from Cert III in Business
BSB30115. Prerequisite: Basic Windows skills.
Please bring a USB flash drive. See website for course outline.
► NBCC Narrabeen Annex
5 x Mon - starts Mon 17 Oct - 6.00pm to 9.00pm - $282 (GST exempt)
Subsidised places available

Excel 2010 Intermediate
Prerequisite: Excel Introduction course or equivalent skills/knowledge.
Please bring a USB flash drive. See website for course outline.
► NBCC Brookvale Campus
2 x Mon - starts Mon 31 Oct - 6.15pm to 9.15pm - $89 (GST exempt)

Excel 2010 Advanced
Prerequisite: Excel Intermediate course or equivalent skills and knowledge.
Please bring a USB flash drive. See website for course outline.
► NBCC Brookvale Campus
2 x Mon - starts Mon 14 Nov - 6.15pm to 9.15pm - $89 (GST exempt)

Excel VBA
Prerequisite: Excel Intermediate course or equivalent skills and knowledge.
Learn how to program Excel to automate complicated or repetitive worksheet operations at the touch of a button.
► NBCC Brookvale Campus
2 x Tues - starts Tues 29 Nov - 9.30am to 4.30pm - $260 (GST exempt)

Word 2010 Introduction
BSBITU301 from Cert III in Business
BSB20115. Prerequisite: Basic Windows & Word. Manual provided.
See website for course outline.
► NBCC Brookvale
4 x Tues - starts Tues 08 Nov - 6.30pm to 9.30pm - $220 (GST exempt)
Subsidised places available

Quick Tips & Shortcuts with Microsoft Word
Prerequisite: Basic Word and keyboarding skills.
Formatting paragraphs, inserting tables, creating forms using tabs, inserting photos, headers and footers and much more.
► NBCC Narrabeen Annex
3 x Fri - starts Fri 11 Nov - 9.00am to 12.00pm - $147 (GST exempt)

Powerpoint 2010 Introduction
BSBITU302 from Cert III in Business
BSB30115. Prerequisite: Basic Word skills. Please bring a USB flash drive. See website for course outline.
► NBCC Narrabeen Annex
3 x Wed - starts Wed 23 Nov - 6.15pm to 9.15pm - $170 (GST exempt)
Subsidised places available

Powerpoint Just the Basics
Prerequisite: Basic Windows and keyboarding skills.
Please bring a USB flash drive. See website for course outline.
► NBCC Narrabeen Annex
1 x Fri - Fri 04 Nov - 9.30am to 4.30pm - $155 (GST exempt)

Word Just the Basics
Prerequisite: Basic Windows and keyboarding skills.
Please bring a USB flash drive. See website for course outline.
► NBCC Narrabeen Annex
1 x Fri - Fri 25 Oct - 9.30am to 4.30pm - $155 (GST exempt)

Word 2010 Intermediate
Prerequisite: Basic Windows and keyboarding skills.
Please bring a USB flash drive. See website for course outline.
► NBCC Narrabeen Annex
1 x Tues - Tues 25 Oct - 9.30am to 4.30pm - $155 (GST exempt)

One Day Courses

Excel 2010 Just the Basics
Prerequisite: Basic Windows and keyboarding skills. See website for course outline. Please bring a USB flash drive.
► NBCC Brookvale Campus
1 x Tues - Tues 01 Nov - 9.30am to 4.30pm - $155 (GST exempt)

Powerpoint Just the Basics
Prerequisite: Basic Windows and keyboarding skills.
Please bring a USB flash drive. See website for course outline.
► NBCC Narrabeen Annex
1 x Fri - Fri 04 Nov - 9.30am to 4.30pm - $155 (GST exempt)

Word Just the Basics
Prerequisite: Basic Windows and keyboarding skills.
Please bring a USB flash drive. See website for course outline.
► NBCC Narrabeen Annex
1 x Fri - Fri 25 Oct - 9.30am to 4.30pm - $155 (GST exempt)

Word 2010 Intermediate
Prerequisite: Basic Windows and keyboarding skills.
Please bring a USB flash drive. See website for course outline.
► NBCC Narrabeen Annex
1 x Tues - Tues 25 Oct - 9.30am to 4.30pm - $155 (GST exempt)
Courses showing this symbol are Nationally Accredited which means ALL students applying for these courses are required to obtain a Unique Student Identifier. This can be done through a short online application at www.usi.gov.au which only takes a few minutes. Full details regarding the USI are available on the website.

Facebook for Business the Next Step
Margaret Perusich
Prerequisite: You will need an existing Facebook page and be familiar with the basics of using it. Please ensure you bring your Facebook log-in and password details.
- NBCC Brookvale Campus
  1 x Tues - Tues 06 Dec - 9.30am to 1.00pm - $57 (GST exempt)

Introduction to Instagram
Margaret Perusich
Prerequisite: Bring your smartphone or tablet with the Instagram app installed.
- NBCC Brookvale Campus
  1 x Tues - Tues 08 Nov - 9.30am to 12.30pm - $49 (GST exempt)

Bookkeeping & Accounting

MYOB AccountRight 19 Introduction
BSBFAA301 Maintain financial records from Cert III in Business BSB30115.
Prerequisite: Basic Windows skills. Manual provided.
Full introduction to MYOB. Including data file setup, BAS creation.
- NBCC Brookvale Campus
  6 x Mon - starts Mon 17 Oct - 6:15pm to 9:15pm - $340 (GST exempt)
  Subsidised places available

MYOB AccountRight 19: Introduction to Payroll
BSBFAA302 Process payroll from Cert IV in Business BSB30115.
Prerequisite: Basic Windows and MYOB skills. Manual provided.
All aspects of basic MYOB payroll are covered.
- NBCC Brookvale Campus
  2 x Mon - starts Mon 28 Nov - 6.15pm to 9.15pm - $110 (GST exempt)
  Subsidised places available

Basic Bookkeeping & MYOB
BSBFAA301 Maintain financial records & BSBFAA302 Process payroll.
Prerequisite: Good PC and keyboarding skills.
Learn the fundamentals of bookkeeping and day to day financial transactions using MYOB in this comprehensive course. Includes preparation of a Business Activity Statement and Payroll Fundamentals.
- NBCC Brookvale Campus
  7 x Thurs starting Thurs 20 Oct - 9.30am to 2.30pm - $470 (GST exempt)
  Subsidised places available

Facebook for Beginners
Margaret Perusich
Prerequisite: Windows skills. Notes provided.
Set up a Facebook account. Covers all the main issues including privacy, friends, photos etc. Please bring your email login and password if you have one.
- NBCC Narrabeen Annex
  1 x Mon - Mon 17 Oct - 9.30am to 1.00pm - $57 (GST exempt)

Facebook for Business Introduction
Margaret Perusich
Prerequisites: Must have created a basic Facebook business page – instructions provided on request. Please ensure you bring your Facebook log-in and password details.
For those who have just started using Facebook to promote their business. Learn the tools of page set up, how to post, what to post, how to increase your likes and managing your page.
- NBCC Brookvale Campus
  1 x Tues - Tues 22 Nov - 9.30am to 1.00pm - $57 (GST exempt)

Social Media

Xero for Beginners
Prerequisites: Basic internet skills.
This Xero course is ideal for individuals with no prior bookkeeping or accounting software knowledge. Learn basic bookkeeping principles and day to day tasks using Xero.
- NBCC Brookvale Campus
  1 x Sat - Sat 25 Oct - 9.30am to 3.30pm - $120 (GST exempt)

Xero Accounting: Banking Reconciliation and Bank Rules
Prerequisites: Basic internet skills. Participants must come ready with a username and password to access their own Xero account/trial account.
This Xero course is ideal for individuals who have solid bookkeeping knowledge, have previously used Xero software and wish to expand on their Xero knowledge.
- NBCC Brookvale Campus
  1 x Tues - Tues 29 Nov - 9.30am to 12.30pm - $69 (GST exempt)

Xero Basic Payroll
Prerequisites: Basic internet skills. Participants must come ready with a username and password to access their own Xero account/trial account.
This Xero course is ideal for individuals who have solid bookkeeping knowledge, have previously used Xero software and wish to expand on their Xero knowledge.
- NBCC Brookvale Campus
  1 x Sat - Sat 12 Nov - 9.30am to 3.30pm - $120 (GST exempt)

Xero Accounting for Business
Prerequisites: Basic internet skills. Experience using other accounting packages. Participants must come ready with a username and password to access their own Xero account/trial account.
This course is ideal for bookkeepers, accountants and business owners looking to transition from other accounting platforms. It is intended for those who wish to learn how to use the Xero accounting software to manage the day to day operations of a small or medium sized business.
- NBCC Brookvale Campus
  2 x Tues - starts Tues 08 Nov - 9.30am to 2.30pm - $185 (GST exempt)
Apple Macs

Mac for Beginners
Prerequisite: Please bring your own Mac Laptop/Notebook. The college does not have Mac computers or notebooks on site.

For the beginner, learn the basics of using a Mac Laptop. Topics covered include personalising settings, sending and receiving email, internet browsing and the use of standard applications.

► NBCC Brookvale Campus
3 x Thurs - starts Thurs 20 Oct - 9.30am to 12.00pm - $147 (GST exempt)

Email Marketing

How To Use Mailchimp
In two hands-on sessions using our computers you will learn how to set up your Mailchimp campaign, import contacts and send, manage and track effective email campaigns and newsletters.

► NBCC Brookvale Campus
2 x Mon - starts Mon 28 Nov - 9.30am to 12.00pm - $103 (GST exempt)

Website & Graphic Design

Photoshop CS6 Introduction
Prerequisite: Good skills with PC or Mac. Manual provided
This comprehensive course includes a range of Photoshop tools and techniques to edit and manipulate photos and graphics to produce the perfect picture.

► NBCC Narrabeen Annex
6 x Tues - starts Tues 18 Oct - 6.15pm to 9.15pm - $295 (GST exempt)

Photoshop CS6 Just the Basics
Prerequisite: Good skills with PC or Mac. Manual provided
Edit and manipulate images, photos and graphics for personal, web and print use. Note: Suitable for users of Photoshop Elements.

► NBCC Narrabeen Annex
3 x Tues - starts Tues 18 Oct - 6.15pm to 9.15pm - $147 (GST exempt)

Photoshop CS6 Advanced
Prerequisite: Good skills with PC or Mac and completion of the Photoshop CS6 Essentials course or equivalent skills/knowledge.
Complete projects that utilise retouching, compositing, colour correction, the histogram, blending modes, selections and stylised effects.

► NBCC Narrabeen Annex
2 x Tues - starts Tues 29 Nov - 6.00pm to 9.00pm - $80 (GST exempt)

Indesign CS6 Introduction
Prerequisite: Good skills with PC or Mac. Manual provided
Create flyers, brochures, ads and other marketing material using InDesign.

► NBCC Brookvale Campus
6 x Wed - starts Wed 02 Nov - 9.30pm to 1.30pm - $295 (GST exempt)

Illustrator CS6 Introduction
Prerequisite: Good skills with PC or Mac. Manual provided
Create dynamic graphics for design, web design or desktop publishing using advanced drawing and editing tools, path editing techniques, filter effects and masks.

► NBCC Brookvale Campus
2 x Mon - starts Mon 24 Oct - 9.30am to 4.30pm - $199 (GST exempt)

Web Design using Weebly
CUA21201 Maintain Interactive Content
ICT20115 Cert II in Information, Digital Media and Technology
Prerequisite: Sound Windows PC and Internet skills
See website for course outline.

► NBCC Brookvale Campus
4 x Thurs - starts Thurs 20 Oct - 6.15pm to 9.15pm - $226 (GST exempt)
Subsidised places available

Coding for Beginners
Prerequisite: Sound Windows PC and Internet skills
See website for course outline. Learn the basics of coding in JavaScript and apply this knowledge to learn essentially any programming language. All ages welcome.

► NBCC Narrabeen Annex
4 x Thurs - starts Thurs 20 Oct - 6.00pm to 9.00pm - $197 (GST exempt)

Introduction to Web Development
Prerequisite: Sound Windows PC and Internet skills
See website for course outline. Learn the basics of web development by creating your own personal blog website. Begin with HTML5, showing you how to structure websites and concludes with CSS3 to style and design your site.

► NBCC Narrabeen Annex
3 x Thurs - starts Thurs 17 Nov - 6.00pm to 9.00pm - $147 (GST exempt)
Workskills

Radio Workshop
Radio Northern Beaches
Sorry, no concessions.
A fun introduction to producing your own radio program culminating in a live to air broadcast.
► Radio Northern Beaches
1 x Sat - Sat 29 Oct - 9.00am to 3.00pm - $120 (GST exempt)

Get Ready for Import/Export
Diana Holwerda
This course will show you how to establish and operate an import/export business.
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct - 9.00am to 5.00pm - $175 (GST exempt)

Managing Difficult Interactions
Peta Haines
Learn communication strategies to deal with difficult customers.
► NBCC Brookvale Campus
1 x Tues - Tues 06 Dec 6.30pm to 8.30pm - $32 (GST exempt)

How To Set Up A Successful Market Stall
Amy Clarke
Gain insight into setting up and running a successful local market stall selling your own products.
► NBCC Narrabeen Annex
1 x Tues - starts Tues 16 Oct - 6.30pm to 8.30pm - $35 (GST exempt)

Become Empowered and Work from Home as a Virtual Assistant
Diana Holwerda
Prerequisites: Please bring a laptop, tablet or iPad and have a Facebook profile set up.
Working from home is not that hard if you have the right skills, know what you want to do, who to target and have the right tools at home.
► NBCC Narrabeen Annex
1 x Tues - Tues 18 Oct - 10.00am to 2.00pm - $63 (GST exempt)

Assertiveness in the Workplace
Kathy Stewart
Understand how emotions trigger different reactions. Know what to say in difficult situations. Supportive, practical encouragement to develop your communication skills.
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct 9.30am to 4.30pm - $99 (GST exempt)

Managing People
Peta Haines
Providing skills to Supervisors and Managers in order to prepare, conduct and deliver effective performance discussions.
► NBCC Narrabeen Annex
1 x Tues - Tues 22 Nov 9.30am to 4.30pm - $99 (GST exempt)

Strata Management
Brian Dunphy
Sorry, no concessions. A fun introduction to producing your own radio program culminating in a live to air broadcast.
► NBCC Brookvale Campus
3 x Thurs - Thurs 17 Nov - 6.30pm to 8.30pm - $95 (Inc GST)

Customer Service Skills
BSB425151 Process customer complaints & BSBCUS301 Deliver and monitor a service to customers from Cert III in Business BSB30115
Gain the skills and knowledge you need to respond professionally to customer and client needs. Learn the importance of profi cient communication and manage the effectiveness of your service to customers.
► NBCC Brookvale Campus
4 x Mondays: starting Mon 24 Oct - 9.30am to 2.30pm - Fully funded for eligible students. ($159 if not eligible for subsidised place)
See page 2 for eligibility information. Subsidised places available.

First Aid

All first aid courses require an online learning component to be completed prior to start of class (allow 3-4 hours for HLTAID003/HLTAID004 and 1 hour for HLTAID001). A statement of completion of online learning which is received once the online training has been completed must be given to the trainer on the day of the practical training. No refunds/ transfers for any student withdrawals 2 weeks prior to class.

Provide First Aid
HLTAID003 Provide First Aid Flexible Delivery
► NBCC Narrabeen Annex
1 x Sat - Sat 15 Oct 9.00am to 5.00pm - $110 (GST exempt)
► NBCC Brookvale Campus
1 x Sat - Sat 26 Nov - 9.00am to 5.00pm - $110 (GST exempt)

Provide First Aid in an Education and Care Setting
HLTAID003 Provide First Aid Flexible Delivery
► NBCC Narrabeen Annex
1 x Sat - Sat 15 Oct 9.00am to 5.00pm - $110 (GST exempt)
► NBCC Brookvale Campus
1 x Sat - Sat 26 Nov 9.00am to 5.00pm - $110 (GST exempt)
Subsidised places available

How To Build Future Wealth: Pre & Post Retirement Strategies
James Diegelman
This 2 hour seminar will focus on how you can build your wealth both now and before retirement. James will explain some of the benefits and traps of many different wealth strategies.
► NBCC Brookvale Campus
1 x Thu - Thurs 08 Dec - 6.30pm to 8.30pm - $32 (Inc GST)

Financial Planning for Women
Nicky Boustred
Learn about the different levels of aged care, how to choose the right service and how much you will pay.
► NBCC Brookvale Campus
1 x Wed - starts Wed 26 Oct 7.00pm to 8.00pm - $25 (Inc GST)

CPR Accredited
HLTAID001 Provide Cardiopulmonary Resuscitation - Flexible Delivery
► NBCC Narrabeen Annex
1 x Sat - Sat 15 Oct 9.30am to 12.30pm - $55 (GST exempt)
► NBCC Brookvale Campus
1 x Sat - Sat 26 Nov 9.30am to 12.30pm - $55 (GST exempt)
Subsidised places available

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LIFESTYLE

Life Skills

Wellbeing - Balance in a Fast Paced Life
Majella Hall
► NBCC Narrabeen Annex
6 x Wed - starts Wed 19 Oct - 6.30pm to 8.30pm - $189 (Inc GST)

How To Be Your Own Life Coach: Principles, Strategies and Skills for an Extraordinary Life
Julie Labrum
► NBCC Narrabeen Annex
8 x Tues - starts Tues 18 Oct - 6.30pm to 8.30pm - $252 (Inc GST)

Resourceful Self Motivation
Barbara Simon
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct - 10.00am to 5.00pm - $110 (Inc GST)

Dealing with Dementia
Alex Reed
► NBCC Narrabeen Annex
1 x Sat - Sat 22 Oct - 10.00am to 12.00pm - $10 (Inc GST)

How to Access Care at Home & The Difference Between Retirement Villages and Residential Care
Alex Reed
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct - 9.00am to 1.00pm - $20 (Inc GST)

Planning Ahead
Alex Reed
► NBCC Narrabeen Annex
1 x Sat - Sat 05 Nov - 10.00am to 12.00pm - $30 (Inc GST)

Introduction To Beekeeping
Ryan Berling
► NBCC Narrabeen Annex
1 x Sat - starts Sat 29 Oct - 9.30am to 4.30pm - $50 (Inc GST)

Manifesting Positive Health
Glyn Connion
Discover how to be heard. Identify your communication style. Be empowered to make changes in your life.
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct - 9.30am to 4.30pm - $110 (Inc GST)

Understanding Modern Movies
Richard Alaba and Dana Phelis
► NBCC Brookvale Campus
4 x Wed - starts Wed 19 Oct - one class every fortnight - 6.00pm to 8.30pm - $160 (Inc GST)

Health & Fitness

Ladies Only Boxing Class
Nick Stone
Bag mitts needed $50 (sold at the gym).
Sorry, no concessions.
► Bulldog Martial Arts School
Unit 2/4 Hayes Street Balgowlah
8 x Tues - starts Tues 18 Oct - 6.00pm to 7.00pm - $110 (Inc GST)

Metafit
Lara Ahola
Sorry, no concessions.
► Bulldog Martial Arts School
Unit 2/4 Hayes Street Balgowlah
8 x Mon - starts Mon 17 Oct - 7.00pm to 8.00pm - $105 (Inc GST)

Krav Maga Self Defence
Kelly Anderson
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 7.00pm to 8.00pm - $125 (Inc GST)

Kriv Maga for Continuers
Kelly Anderson
See website for details.
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 8.00pm to 9.00pm - $126 (Inc GST)

Writing Skills

Writing Your Life Story
Jenny Maree
► NBCC Brookvale Campus
1 x Sat - Sat 19 Nov - 10.00am to 4.00pm - $95 (Inc GST)

Novel Writing Essentials
Joanne Riccioni
► NBCC Narrabeen Annex
8 x Mon - starts Mon 17 Oct - 6.30pm to 8.30pm - $189 (Inc GST)

Get a Professional Critique of Your Creative Writing
Zena Shapter
► NBCC Brookvale Campus
1 x Sat - starts Sat 26 Nov - 10.00am to 4.00pm - $99 (Inc GST)

Body, Mind & Soul

The Artists’ Way
Samantha Avery
Based on the book by Julia Cameron
► NBCC Brookvale Campus
8 x Mon - starts Mon 17 Oct - 11.30am to 2.00pm - $315 (Inc GST)

Meditation for Busy Lives
Samantha Avery
► NBCC Brookvale Campus
8 x Mon - starts Mon 17 Oct - 10.00am to 11.00am - $125 (Inc GST)

Introduction to Tibetan Buddhist Meditation
Dan Churches
► Manly Village Public School
8 x Thurs - starts Thurs 20 Oct - 6.30pm to 8.30pm - $252 (Inc GST)

Mindfulness, Meditation & Gentle Yoga
Kerrie-Jane Tooth
► NBCC Narrabeen Annex
8 x Thurs - starts Thurs 20 Oct - 6.30pm to 8.30pm - $252 (Inc GST)

Healthy Habits for Life
Danuta Stone
Sorry, no concessions. Max 8 people.
► Bulldog Martial Arts School
Unit 2/4 Hayes Street Balgowlah
4 x Tues - starts Tues 18 Oct - 6.00pm to 7.00pm - $110 (Inc GST)

Restorative Yoga
Karen Rinkel
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 10.30am to 12.00pm - $189 (Inc GST)

Manage Energetic Boundaries
Samantha Avery
► NBCC Brookvale Campus
1 x Tues - starts Tues 18 Oct - 10.00am to 12.30pm - $40 (Inc GST)

Strengthen Your Intuition
Samantha Avery
► NBCC Brookvale Campus
1 x Tues - starts Tues 18 Oct - 1.00pm to 3.30pm - $40 (Inc GST)

Crystal Healing
Samantha Avery
► NBCC Brookvale Campus
1 x Tues - starts Tues 25 Oct - 10.00am to 12.30pm - $40 (Inc GST)

Dealing with Dementia
Alex Reed
► NBCC Narrabeen Annex
1 x Sat - Sat 22 Oct - 10.00am to 12.00pm - $10 (Inc GST)

How to Access Care at Home & The Difference Between Retirement Villages and Residential Care
Alex Reed
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct - 9.00am to 1.00pm - $20 (Inc GST)

Planning Ahead
Alex Reed
► NBCC Narrabeen Annex
1 x Sat - Sat 05 Nov - 10.00am to 12.00pm - $30 (Inc GST)

Introduction To Beekeeping
Ryan Berling
► NBCC Narrabeen Annex
1 x Sat - starts Sat 29 Oct - 9.30am to 12.30pm - $47 (Inc GST)

Manifesting Positive Health
Glyn Connion
Discover how to be heard. Identify your communication style. Be empowered to make changes in your life.
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct - 9.30am to 4.30pm - $110 (Inc GST)

Understanding Modern Movies
Richard Alaba and Dana Phelis
► NBCC Brookvale Campus
4 x Wed - starts Wed 19 Oct - one class every fortnight - 6.00pm to 8.30pm - $160 (Inc GST)

Wellbeing - Balance in a Fast Paced Life
Majella Hall
► NBCC Narrabeen Annex
6 x Wed - starts Wed 19 Oct - 6.30pm to 8.30pm - $189 (Inc GST)

How To Be Your Own Life Coach: Principles, Strategies and Skills for an Extraordinary Life
Julie Labrum
► NBCC Narrabeen Annex
8 x Tues - starts Tues 18 Oct - 6.30pm to 8.30pm - $252 (Inc GST)

Resourceful Self Motivation
Barbara Simon
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct - 10.00am to 5.00pm - $110 (Inc GST)

Health & Fitness

Ladies Only Boxing Class
Nick Stone
Bag mitts needed $50 (sold at the gym).
Sorry, no concessions.
► Bulldog Martial Arts School
Unit 2/4 Hayes Street Balgowlah
4 x Tues - starts Tues 18 Oct - 6.00pm to 7.00pm - $110 (Inc GST)

Metafit
Lara Ahola
Sorry, no concessions.
► Bulldog Martial Arts School
Unit 2/4 Hayes Street Balgowlah
8 x Mon - starts Mon 17 Oct - 7.00pm to 8.00pm - $105 (Inc GST)

Krav Maga Self Defence
Kelly Anderson
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 7.00pm to 8.00pm - $125 (Inc GST)

Kriv Maga for Continuers
Kelly Anderson
See website for details.
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 8.00pm to 9.00pm - $126 (Inc GST)
**NOTE TO ART STUDENTS:**
Please see nbcc.nsw.edu.au for details of all materials lists and extended descriptions. NBCC does not accept responsibility for materials purchased if a course is cancelled.

**Drawing: Beginners to Intermediate**
John Wells
This course provides an introduction to a range of drawing skills and materials required to produce representational drawings.
- **NBCC Narrabeen Annex**
  - 8 x Mon - starts Mon 17 Oct - 12.00pm to 2.00pm - $252 (Inc GST)

**Watercolour Painting: Beginners**
John Wells
Learn basic techniques, colour mixing and effects.
- **NBCC Narrabeen Annex**
  - 8 x Mon - starts Mon 17 Oct - 11.45am - $252 (Inc GST)

**Mixed Media Creative Art**
Karin Ward
- **NBCC Narrabeen Annex**
  - 8 x Mon - starts Mon 17 Oct - 8.45pm - $299 (Inc GST)

**Interior Design**

**Interior Design Basics**
Fiona Barry
Create your mood, find your style, learn about different historic and thematic styles and the importance of the elements and principles of design and layout.
- **NBCC Brookvale Campus**
  - 7 x Tues - starts Tues 18 Oct - 6.30pm to 9.00pm - $275 (Inc GST)

**Interior Design Intermediate**
Fiona Barry
- **Prerequisite:** Completion of Interior Design Basics or relevant skills/knowledge.

**Property Styling For Living Or Selling**
Fiona Barry
- **NBCC Narrabeen Annex**
  - 1 x Sat - Sat 29 Oct - 9.30am to 4.30pm - $110 (Inc GST)

**Quilting**
Kate Thomas
Learn to quilt by using a variety of techniques from all over the world. You will have made a small quilt by the end of the course.
- **NBCC Narrabeen Annex**
  - 8 x Thurs - starts Thurs 20 Oct - 8.30pm - $252 (Inc GST)

**Hula Hooping for Beginners**
Caitlyn Spinjoy
Learn how to hula hoop with fitness and dance in mind.
- **Manly Village Public School**
  - 8 x Thurs - starts Thurs 20 Oct - 7.00pm to 8.30pm - $90 (Inc GST)

**Ceroc**
- **Forestville RSL Club**
  - 22 Melwood Avenue Forestville
  - 9 x Tues - starts Tues 18 Oct - 7.30pm to 8.20pm - $90 (Inc GST)

**Ceroc & Modern Jive Dance Company**
- **Meet at Dee Why Rock Bath**
  - 1 x Sat - Sat 26 Nov - 6.30am to 12.30pm - $99 (GST exempt)

**Coastal Photography**
Julie Crespel
- **Prerequisites:** Digital SLR Photography Introduction or equivalent knowledge/practical experience.
- **NBCC Narrabeen Annex**
  - 3 x Fri - starts Fri 04 Nov - 1.00pm - 3.00pm - $99 (GST exempt)

**Photography**

**Digital SLR Photography: Introduction**
Julie Crespel
Bring your digital SLR camera, lenses, manual and tripod if you have one.
- **NBCC Narrabeen Annex**
  - 7 x Mon - starts Mon 17 Oct 6.30pm to 9.00pm - $290 (GST exempt)
  - **NBCC Narrabeen Annex**
  - 1 x Sat - Sat 26 Nov - 9.30am to 12.30pm - $219 (GST exempt)

**Basic Editing & Uploading**
Julie Crespel
- **Prerequisites:** Digital SLR Photography Introduction or equivalent knowledge/practical experience.
  - **NBCC Narrabeen Annex**
  - 4 x Tues - starts Tues 08 Nov plus one Saturday excursion, date TBA - 6:30pm to 9:30pm - $249 (GST exempt)

**Hula Hooping for Beginners**
Caitlyn Spinjoy
Learn how to hula hoop with fitness and dance in mind.
- **Manly Village Public School**
  - 8 x Thurs - starts Thurs 20 Oct - 7.00pm to 8.30pm - $90 (Inc GST)

**Basic Editing & Uploading**
Julie Crespel
- **Prerequisites:** Digital SLR Photography Introduction or equivalent knowledge/practical experience.
  - **NBCC Narrabeen Annex**
  - 3 x Fri - starts Fri 04 Nov - 1.00pm - 3.00pm - $99 (GST exempt)

**Coastal Photography**
Julie Crespel
- **Prerequisites:** Digital SLR Photography Introduction or equivalent knowledge/practical experience.
  - **NBCC Narrabeen Annex**
  - 3 x Fri - starts Fri 04 Nov - 1.00pm - 3.00pm - $99 (GST exempt)
Music & Singing

Guitar: Beginners Level 1
Mark Broughton
► Manly Village Public School
6 x Wed - starts Wed 19 Oct - 6.15pm to 7.30pm - $110 (Inc GST)

Guitar: Beginners Level 2
Mark Broughton
Prerequisite: Guitar Level 1 or similar skills/knowledge
► Manly Village Public School
6 x Wed - starts Wed 19 Oct - 7.30pm to 8.45pm - $110 (Inc GST)

The Ukulele for Beginners Level 2
Mark Broughton
► Manly Village Public School
4 x Tues - starts Tues 18 Oct - 7.30pm to 9.00pm - $95 (Inc GST)

Songwriting Workshop
Mark Broughton
Prerequisite: Basic knowledge of a musical instrument or chords
► NBCC Narrabeen Annex
1 x Sat - Sat 29 Oct - 9.30am to 4.30pm - $110 (Inc GST)

Blues Harmonica for Beginners
Kelvin Carlson
► NBCC Narrabeen Annex
5 x Wed - starts Wed 19 Oct - 6.30pm to 8.00pm - $115 (Inc GST)

LANGUAGES

Our language courses are structured in 2 levels, Level 1 and Level 2. The first level is for people with no prior knowledge of the language. Each lesson includes basic grammar, vocabulary, individual or small group work. At the end of the course the student should be able to ask and give travel information, times of the day, days of the week, numbers, order a meal, have a very simple conversation i.e. Hello my name is, I am from Australia, etc.

Level 2 aims to give more fluency in conversation making the student more confident and knowledgeable with meeting and greeting and to be able to carry a simple conversation in their chosen language. Purchase of a text book may be required for the course (approx $60).

French: Beginners Stage 1
Galiane Marterer
► NBCC Brookvale Campus
8 x Wed - starts Wed 19 Oct - 6.30pm to 8.30pm - $252 (Inc GST)

French: Beginners Stage 2
Galiane Marterer
► NBCC Narrabeen Annex
8 x Mon - starts Mon 17 Oct - 6.30pm to 8.30pm - $252 (Inc GST)

Russian: Beginners Stage 1
Inga Yakhno
► NBCC Brookvale Campus
8 x Thu - starts Thu 20 Oct - 6.15pm to 8.15pm - $252 (Inc GST)

German: Beginners Stage 1
To be advised
► NBCC Narrabeen Annex
7 x Wed - starts Wed 19 Oct - 5.00pm to 7.00pm - $221 (Inc GST)

German: Beginners Stage 2
To be advised
► NBCC Narrabeen Annex
7 x Wed - starts Wed 19 Oct - 7.00pm to 9.00pm - $221 (Inc GST)

Mandarin: Beginners Stage 1
Linda Bennett
► NBCC Narrabeen Annex
8 x Mon - starts Mon Oct 17 - 5.00pm to 7.00pm - $252 (Inc GST)

Mandarin: Beginners Stage 2
Linda Bennett
► NBCC Narrabeen Annex
8 x Mon - starts Mon 17 Oct - 7.00pm to 9.00pm - $252 (Inc GST)

Italian: Beginners Stage 1
Flavia Natoli/ Francesca Modica
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 11.30am to 1.30pm - $252 (Inc GST)
► NBCC Brookvale Campus
8 x Wed - starts Wed 19 Oct - 7.30pm to 9.00pm - $252 (Inc GST)

Italian: Beginners Stage 2
Flavia Natoli/ Francesca Modica
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 7.00pm to 9.00pm - $252 (Inc GST)

Spanish: Beginners Stage 1
Patricia La Porta-Fuentes
► NBCC Brookvale Campus
8 x Mon - starts Mon 17 Oct - 7.30pm to 9.30pm - $252 (Inc GST)

Spanish: Beginners Stage 2
Patricia La Porta-Fuentes
► NBCC Brookvale Campus
8 x Mon - starts Mon 17 Oct - 7.30pm to 9.30pm - $252 (Inc GST)

Sign Language Level 1
The Deaf Society of NSW
► NBCC Brookvale Campus
7 x Wed - starts Wed 19 Oct - 7.00pm to 9.00pm - $110 (Inc GST)

Sign Language Level 2
The Deaf Society of NSW
► NBCC Narrabeen Annex
7 x Mon - starts Mon 17 Oct - 7.00pm to 9.00pm - $190 (Inc GST)

Sign Language Level 2
The Deaf Society of NSW
► NBCC Narrabeen Annex
7 x Mon - starts Mon 17 Oct - 7.00pm to 9.00pm - $190 (Inc GST)

Italian: Beginners Stage 1
Flavia Natoli/ Francesca Modica
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 11.30am to 1.30pm - $252 (Inc GST)
► NBCC Brookvale Campus
8 x Wed - starts Wed 19 Oct - 7.30pm to 9.00pm - $252 (Inc GST)

Italian: Beginners Stage 2
Flavia Natoli/ Francesca Modica
► NBCC Narrabeen Annex
8 x Wed - starts Wed 19 Oct - 7.30pm to 9.00pm - $252 (Inc GST)

Spanish: Beginners Stage 1
Patricia La Porta-Fuentes
► NBCC Brookvale Campus
8 x Mon - starts Mon 17 Oct - 7.30pm to 9.30pm - $252 (Inc GST)

Spanish: Beginners Stage 2
Patricia La Porta-Fuentes
► NBCC Brookvale Campus
8 x Mon - starts Mon 17 Oct - 7.30pm to 9.30pm - $252 (Inc GST)
FUNDING FOR COURSES
A wide range of subsidised courses is available to eligible students to help them gain skills to find employment or enrol in further training. These include computer and English courses as well as other workskills related courses. See pages 2 and 3 for more information.

ACCREDITED TRAINING
Gain a nationally recognised qualification from the range of courses offered at Northern Beaches Community College. We offer courses in business/management, information technology, training & assessment, early childhood education and care, community services, health, aged care, disability and financial services qualifications as well as a range of accredited short courses.

College Open Evening
Do you want to upgrade your skills, are you retraining for a new career or looking at improving your employment prospects? Call in and find out how NBCC can help you!

Come along for your chance to see NBCC up-close and personal. Chat face-to-face with our trainers and staff and have all your questions answered. Find the information you need to help you choose and enrol in your ideal course.

Date: Wednesday 26 October
Location: NBCC, 1525 Pittwater Road, North Narrabeen
Time: From 4pm to 7pm