



NORTHERN
BEACHES
COMMUNITY
COLLEGE

2018 COURSE GUIDE

JUL - SEP



“... demand is set to **surge** in the next 5-20 years for childcarers.”

Australian Government Job Outlook

VET Certificate & Diploma courses available
in Early Childhood Education & Care



FINALIST
NORTHERN BEACHES

nbcc.nsw.edu.au

9970 1000

AREAS OF INTEREST

| | |
|------------------------------------|-------|
| VET Nationally Accredited Training | 3 - 9 |
| Funded Training - English classes | 9 |
| Funded Courses | 10-11 |
| Computers | 12-13 |
| Arts | 14 |
| Languages | 14 |
| Workskills | 15 |
| Lifestyle | 15 |



KEEP UPDATED

Sign up to our newsletter for information on new courses and to see what's happening at NBCC.

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ACCREDITED TRAINING EXPLAINED

In Australia, we have three different levels of education:

- School (primary and secondary)
- VET (vocational education & training)
- University (higher education)



In VET, if a course is accredited, it means the course is nationally recognised and that a registered training organisation (RTO) can issue a nationally recognised VET qualification or VET statement of attainment following its full or partial completion. VET qualifications can be offered at different levels starting from Certificate I through to Certificate IV and Diplomas. These are part of the Australian Qualifications Framework.

NBCC offers a range of full qualification and short courses which are identified with the above logo as they are "accredited".

The content of each accredited course is drawn from a Training Package which is a set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry.

RTOs in NSW (this includes most Community Colleges, TAFEs and private RTOs) are registered with the Australian Skills Quality Authority (ASQA) to deliver training. To operate as an RTO we are required to meet stringent standards and audited regularly by ASQA to ensure compliance with those standards.

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.

Registered Training Organisation

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. The College focuses its training on qualifications in Aged Care, Disability, Early Childhood Education & Care, Nursing, Allied Health, Community Services, Business Services, Information Technology, Leadership & Management, Financial Services and Hospitality.

Recognition of Prior Learning

Your existing skills and knowledge can be recognised into either a part or full qualification. This relates only to qualifications which the College has within its scope of registration. Please contact the College for further information.

CAMPUS LOCATIONS

BROOKVALE CAMPUS

**Level 1, 14 William Street
Brookvale**

NO on-site parking - street parking available in nearby residential areas.

Stairs - no lift access.

NARRABEEN ANNEX

**1525 Pittwater Road
North Narrabeen**

Limited parking available in northern end of main carpark - spaces line marked in pink only. Parking also available in Lake Park Road and car park opposite the College.

NORTH CURL CURL SPORTS CENTRE

**Abbott Rd
North Curl Curl**

Overlooks the netball courts at John Fisher Park, residential street parking available.



MANAGEMENT & HUMAN RESOURCES

Certificate IV in HUMAN RESOURCES BSB41015



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|---|--|--|---|
| <p>Would you like to work in human resource management across large, medium or small businesses? This course will prepare you for a variety of HR roles. Some of the skills you will learn in this mixed mode learning course include:</p> <ul style="list-style-type: none"> • Staff recruitment and induction • Performance management • Employee and industrial relations procedures • Implement customer service standards • Develop teams and individuals • Lead team effectiveness <p>See course outline at www.nbcc.nsw.edu.au.</p> | <p>Administration officer; executive personal assistant; human resources officer; office administrator; project assistant; recruitment officer</p> | <p>EVENING Tuesdays 24 July 2018 to 21 May 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Additional self study hours required. See website for details.</p> <p>This course is also available through a traineeship pathway.</p> | <p>Cost from \$1580 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p> |

Certificate IV in LEADERSHIP & MANAGEMENT BSB42015



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|--|--|--|---|
| <p>Do you have what it takes to be a manager or, are you already working as a manager or team leader but would like to formalise your skills and knowledge? Some of the skills you will learn in this mixed mode learning course include:</p> <ul style="list-style-type: none"> • Skills to become an effective manager & leader • Communicate with team members and senior management • Identify risk and apply risk management processes • Consult and develop team objectives • Build client relationships and business networks • Prepare work plans and budgets • Implement customer service strategies | <p>Team leader; Coordinator; Manager; Supervisor</p> | <p>EVENING Tuesdays 24 July 2018 to 2 July 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Additional self study hours required. See website for details and full course outline.</p> <p>This course is also available through a traineeship pathway.</p> | <p>Cost from \$1580 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p> |

Diploma of LEADERSHIP & MANAGEMENT BSB51915



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|--|--|---|---|
| <p>This qualification, which has been designed by industry professionals, will help to bring out your natural initiative, judgement and communication skills to support others, both individually and in teams, to successfully meet organisational needs. Some of the skills you will learn in this mixed mode learning course include:</p> <ul style="list-style-type: none"> • Become a more effective team manager and leader • Get results and increase satisfaction through performance management • Increase workplace productivity at an operational level • Manage risk, budgeting and finance • Deliver quality projects • Manage personal work priorities and professional development • Develop and apply strategies to improve business performance <p>See course outline at www.nbcc.nsw.edu.au.</p> | <p>Manager across a range of enterprise and industry contexts.</p> | <p>EVENING Thursdays (plus 5 full day Saturdays) 26 July 2018 to 4 July 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Saturday dates (9.30am-3.30pm): 11 August 2018, 8 September 2018, 9 March 2019, 25 May 2019 and 15 June 2019</p> <p>Additional self study hours required. See website for details.</p> | <p>Cost from \$2530. Interest free payment plan available.</p> <p><i>This training is subsidised by the NSW Government.</i></p> |

FOR MORE INFORMATION

on any of these courses please contact
Natalie Thornberry on 9970 1001 or
email natalie@nbcc.nsw.edu.au





COMMUNITY SERVICES, NURSING, HEALTH, AGED & DISABILITY CARE

Certificate IV in COMMUNITY SERVICES CHC42015



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|--|---|---|--|
| This mixed mode learning course gives a range of entry point employment opportunities in community services fields including residential services, recreation programs, educational support services, advocacy, employment support services, respite services and community or neighbourhood houses. | Case Worker; Community Services Worker; Domestic Violence Worker; Family Support Worker; Health Education Officer; Support Worker | EVENING Wednesdays 25 July 2018 to 19 June 2019 6.15pm to 9.15pm Brookvale Campus Work placement and weekly self study hours are required. See website for details and full course outline. This course is also available through a traineeship pathway. | Cost from \$1990 or \$240 concession. See website for eligible concessions. Interest free payment plan available. <i>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.</i> |

Now at Brookvale

Certificate III in INDIVIDUAL SUPPORT CHC33015 (Ageing & Home & Community or Disability)



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|---|---|--|--|
| This course will help you improve the quality of life of others as you start your career as a Care Worker. Find employment as a carer/support worker in the community (home care) and/or a residential facility setting. Some of the skills you will learn in this mixed mode learning course include: <ul style="list-style-type: none"> The human body and how to support its healthy functioning. How to support the empowerment of older people. The skills to meet personal client support and care needs. Safe client care practices How dementia can affect a person and strategies for communicating with, supporting and monitoring a client with dementia. First Aid Tools to communicate and collaborate effectively with clients, their families and co-workers. (Note: if studying disability, some of the subjects above will be replaced by subjects to support disabled clients) See website for full course description. This course is also available through a traineeship pathway. | Assistant in Nursing; Home Care Assistant; In-Home Respite Worker; Personal or Community Care Attendant; Support Service Worker <div>Disability electives will be held on Fridays.</div> | EVENING Tuesdays and Wednesdays (plus 2 full Saturdays) 24 July to 5 December 2018 6pm to 9pm Narrabeen Annex DAYTIME Tuesdays and Thursdays 31 July to 13 December 2018 9.00am to 2.45pm Narrabeen Annex <ul style="list-style-type: none"> 120 hours of work placement is a requirement of the course (organised by the College). Work placement hours and days will be different to classroom schedule. You must obtain a Police Check prior to work placement. An additional mandatory full day is required for First Aid training. Weekly self study hours required. See website for details. | Cost from \$1450 or \$240 concession. See website for eligible concessions. Interest free payment plan available. <i>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.</i> |



Talk to us about how these courses can lead to **University.**

For More Information

on any of these courses please contact Nadia Louw on 9970 1008 or email nadia@nbcc.nsw.edu.au



Certificate III in HEALTH SERVICES ASSISTANCE HLT33115



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|--|--|--|---|
| <p>Gain the knowledge and skills as a Nursing Assistant in a hospital or other health care facility to work with health care professionals in delivering the highest level of care. Some of the skills you will learn in this mixed mode learning course include:</p> <ul style="list-style-type: none"> Safe working practices and infection control Assist with nursing care in an acute care environment Medical terminology Assist with movement Perform patient observations and simple dressings Recognise healthy body systems <p>Police Check, Working with Children check and Health Care Worker/Student Vaccination Record Card must be obtained for work placement purposes. See website for full course description.</p> <p>This course is also available through a traineeship pathway.</p> | <p>Assistant in Nursing; Nursing Support Worker.</p> | <p>EVENING Mondays and Wednesdays (plus 1 full Saturday) 23 July to 5 December 2018 6pm to 9pm Narrabeen Annex</p> <p>DAYTIME Mondays and Wednesdays 30 July to 12 December 2018 9.00am to 2.45pm Narrabeen Annex</p> <ul style="list-style-type: none"> 80 hours of work placement required (organised by the College). An additional mandatory full day is required for First Aid training. Weekly self study hours required - see website for details. | <p>Cost from \$1600 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p> |

Talk to us about completing Certificate III in Allied Health HLT33015 concurrently with this course to expand your employment opportunities!

Certificate III in ALLIED HEALTH ASSISTANCE HLT33015



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|--|---|---|---|
| <p>Would you like to work as an assistant to a Speech Pathologist, Occupational Therapist, Physiotherapist or other Allied Health Professional? Some of the skills you will learn in this mixed mode learning course include:</p> <ul style="list-style-type: none"> Follow an allied health program Safe working practices and infection control Medical terminology Assist with client movement Recognise healthy body systems <p>You must obtain a Police Check prior to work placement.</p> <p>Weekly self study hours required. See website for details and full course description.</p> <p>This course is also available through a traineeship pathway.</p> | <p>Allied Health Assistant; Occupational Therapy Assistant; Physiotherapist's Assistant; Podiatrist's Assistant; Rehabilitation Assistant</p> | <p>EVENING Mondays and Wednesdays (plus 1 full Saturday) 23 July to 5 December 2018 6pm to 9pm Narrabeen Annex</p> <p>DAYTIME Mondays and Wednesdays 30 July to 12 December 2018 9.00am to 2.45pm Narrabeen Annex</p> <ul style="list-style-type: none"> 80 hours of work placement required as well as weekly self study hours. An additional mandatory full day is required for First Aid training. | <p>Cost from \$1450 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p> |

Certificate IV in AGEING SUPPORT CHC43015 (for Existing Workers)



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|---|---|--|--|
| <p>This mixed mode learning course offers more advanced skills for those wanting to be in a Team Leader role with more specialist tasks. It has been structured to be delivered to those who have already completed a Certificate III in Aged Care, Individual Support or equivalent or are currently working in the industry.</p> <p>Work placement required (if not currently working in the sector).</p> <p>Weekly self study hours required. See website for details and full course description.</p> | <p>Hostel Supervisor; Care Supervisor; Program Coordinator - Social Programs; Care Team Leader; Residential Care Worker; Client Liaison</p> | <p>EVENING Tuesdays and Thursdays 24 July to 6 December 2018 6pm to 9pm Narrabeen Annex</p> <p>This course is also available through a traineeship pathway.</p> | <p>Cost from \$1990 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p>Course cost will reduce if credit transfer or RPL is successfully obtained.</p> <p><i>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.</i></p> |

Talk to us about how easy it is to upskill from Certificate III to Certificate IV



“The key occupation driving growth in Community Services is Aged and Disability Support, which makes up 33 per cent of the new job ads in the past year.”

“The top roles contributing to growth in healthcare are Physiotherapy, Occupational Therapy & Rehabilitation, as well as Aged Care Nursing.”

“Economists at Goldman Sachs estimate that around 50,000 jobs were created as a result of the NDIS in 2017, and another 100,000 may be expected by 2020.”

Source: SEEK.com.au



EARLY CHILDHOOD EDUCATION & CARE

Complimentary

Continuing Professional Development Day

25 August 2018

9am - 3.45pm

Narrabeen Annex

1525 Pittwater Rd, Nth Narrabeen

Northern Beaches Community College is committed to providing quality, informative, practical and realistic continuing professional development to the childcare industry. With this in mind we would like to invite all those working in Early Childhood to attend our latest free event.

We have a great day planned with two guest speakers:

- Topic 1 - Road Safety: Kids and Traffic - Louise Cosgrove
- Topic 2 - Inclusions: KU - Kate Casey and Cherie Clohessy

Followed by two sessions:

- Interactive Approach to Behaviour Guidance - Nicky Kilner
- Loose Parts Play - Michelle Tasker

The day will be rounded off with time to network and a Question and Answer to discuss the most recent changes to the NQS.

Morning tea and lunch will be provided and all attendees will receive a Statement of Attendance.

Please note only 6 participants per childcare centre.



For more information or to book a place please go to our website: www.nbcc.nsw.edu.au

Certificate III in EARLY CHILDHOOD EDUCATION & CARE CHC30113



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|---|--|--|--|
| <p>This mixed mode learning course is the first step in your exciting new career as an early childhood educator. It is now mandatory to either have, or be actively working towards, this qualification if you want to work at an approved early childhood service. So don't miss out on this great employment opportunity in a rapidly growing industry. You will be taught a wide range of fantastic skills and gain the knowledge needed to care for young children including:</p> <ul style="list-style-type: none"> • How to support children's play and learning • How to care for babies, toddlers and children • First Aid • Holistic development • Health, nutrition and food safety for children 0-6 years • Positive communication techniques • Identify and respond to children at risk <p>Please see website for full course description.</p> | <p>Early Childhood Educator; Childhood Educator Assistant; Nanny; Family Day Care Worker; Play Group Supervisor; Occasional Care Facilities; Crèches; Preschools</p> | <p>DAYTIME Mondays, Tuesdays & Wednesdays* 30 July to 12 December 2018 9.15am to 2.45pm Narrabeen Annex</p> <p>*Requirements:</p> <ul style="list-style-type: none"> • Classroom study plus min.120 hours work placement (8 hour days) • An additional mandatory full day is required for First Aid training. • Weekly self study hours required. See website for details. • A Working with Children Check will need to be obtained. <p>This course is also available through a traineeship pathway (enquire with your potential employer about this great option).</p> | <p>Cost from \$1600 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p>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.</p> |

Diploma of EARLY CHILDHOOD EDUCATION & CARE CHC50113



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|---|---|--|---|
| <p>This is a great mixed mode learning course to choose if you not only want to join the childcare industry (and gain all the basic skills) but want the option later to advance your career. It's a very popular course simply because the early childhood sector is booming ...and to apply for senior positions later on you'll need this qualification. You'll cover all the core skills in Cert III but then you learn extras such as how to plan, manage and implement programs. Included in the course is:</p> <ul style="list-style-type: none"> • Core Cert III CHC30113 skills • Educational programs, and how to design and implement these so they stimulate learning • Nurture creativity in children • Lead the work team • Creating, updating and implementing policy and procedures • Designing and implementing curriculum <p>See website for full course description.</p> | <p>Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker</p> | <p>DAYTIME Mondays, Tuesdays & Wednesdays* 30 July 2018 to 3 July 2019 9.15am to 2.45pm Narrabeen Annex</p> <p>*Requirements:</p> <ul style="list-style-type: none"> • Classroom study plus 240 hours of work placement (8 hour days) • One Saturday in Term 1 will also be required for First Aid training. • Students will be required to obtain a Working with Children Check prior to commencing work placement. • Weekly self study hours required. See website for details. <p>This course is also available through a traineeship pathway (enquire with your potential employer about this great option).</p> | <p>Cost from \$4420. Interest free payment plan available.</p> <p><i>This training is subsidised by the NSW Government.</i></p> |

Diploma of EARLY CHILDHOOD EDUCATION & CARE CHC50113 (for Existing Workers)



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|--|---|---|--|
| <p>Do you already have your Cert III and are keen for more responsibility? Do you want to apply for senior management positions such as Team Leader - then this specially designed "shortened diploma" is just for you. Why not talk to us and find out how your current knowledge and experience can count towards a Diploma. NBCC college offers RPL (Recognition of Prior Learning) which means, if approved, your current work experience can reduce the time and cost of your Diploma. A range of core subjects complete your training.</p> <p>This course is also available through a traineeship pathway (enquire with your potential employer about this great option).</p> <p>Weekly self study hours required. See website for details and full course description .</p> | <p>Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker</p> | <p>DAYTIME Thursdays* 6 September 2018 to 5 September 2019 9.15am to 2.45pm Narrabeen Annex</p> <p>*Requirements:</p> <ul style="list-style-type: none"> • 240 hours work placement. Please note variation to work placement will apply according to confirmation of current industry experience and/or completion of accredited study. • An additional mandatory full day is required for First Aid training. • A Working with Children Check will need to be obtained. | <p>Cost from \$3600 depending upon RPL eligibility. Interest free payment plan available.</p> <p><i>This training is subsidised by the NSW Government.</i></p> |



TRAINEESHIPS

A traineeship provides the option to 'learn and earn' from day one. One of the main benefits of undertaking formal education through a

traineeship pathway is gaining a combination of training and paid employment, leading to skills and qualifications recognised across Australia and by other employers in the industry.

NBCC delivers individual, tailored training and supportive traineeship course programs for students who have secured employment with an approved education and care service.

Traineeships are available at Certificate III and Diploma level. As well as career opportunities for the trainee, employers may also be eligible for government incentives.



CHILD PROTECTION TRAINING

To keep your service up to date enrol into one of our Child Protection courses. Onsite workplace training also available (min 10 people).

IDENTIFY & RESPOND TO CHILDREN & YOUNG PEOPLE AT RISK

Wednesdays
1 & 8 Aug 2018
6pm - 9pm
Narrabeen Annex
\$110

Saturday
15 Sep 2018
9.30am - 3.30pm
Brookvale Campus
\$110

FOR MORE INFORMATION

on any of these courses please contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au





BUSINESS & FINANCIAL SERVICES

Certificate III in BUSINESS BSB30115



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|---|--|---|--|
| <p>This qualification provides training in a range of essential administrative duties required to maintain a healthy business. Some of the skills you will learn in this mixed mode learning course include:</p> <ul style="list-style-type: none"> Microsoft Word 2016, Excel 2016 & PowerPoint 2016 Windows 10 and file management Basic bookkeeping and MYOB MYOB Payroll Customer service and team work Organise personal work priorities and development <p>This course is also available through a traineeship pathway.</p> | <p>Customer Service Assistant; Data Entry Operator; General or Accounts Clerk; Payroll Officer; Typist or Word Processing Operator</p> | <p>DAYTIME Tuesdays and Wednesdays 7 August to 12 December 2018 9.30am to 2.30pm Brookvale Campus</p> <ul style="list-style-type: none"> Additional self study hours required. See website for details and full course description. | <p>From \$1320 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p> |

Certificate IV in BOOKKEEPING FNS40215



| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|---|---|--|--|
| <p>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 tpb.gov.au for full details of registration requirements.</p> <p>Mixed mode learning.</p> <p>Prerequisite: Existing basic bookkeeping and MYOB skills required.</p> <p>See website for full course description.</p> | <p>Small Business Bookkeeper; BAS Agent; Contract or Staff Bookkeeper; Trainee Accountant</p> | <p>EVENING See website for more information.</p> <ul style="list-style-type: none"> Additional self study hours required. See website for details. <p>This course is also available through a traineeship pathway.</p> | <p>From \$1980 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p> |

FOR MORE INFORMATION

on any of the courses on this page please contact Fran Butterworth on 9970 1000 or email fran@nbcc.nsw.edu.au



USI

UNIQUE STUDENT IDENTIFIER

All students enrolling in Nationally Recognised Training must obtain a Unique Student Identifier (USI) prior to course commencement. This includes full qualification and short accredited courses identified with the nationally recognised training logo.

If you don't have a USI you will not receive your qualification or statement of attainment. For more information or to obtain a USI please go to:

www.usi.gov.au

Calling all entrepreneurs learn how to ensure your business is a success with our New Small Business course.



Certificate IV in NEW SMALL BUSINESS BSB42615

| COURSE OUTLINE | CAREER OPTIONS | CLASS SCHEDULE | COST |
|---|------------------------|---|--|
| <p>Do you have a great idea for a new business or do you need to develop your skills for an existing business? Completing this course will give you the practical understanding of what it takes to run a successful small business. Some of the skills you will learn in this mixed mode learning course include:</p> <ul style="list-style-type: none"> • Create a viable business plan • Understand legal requirements and responsibilities • Manage business finances • Promote and advertise your business • Design a digital action plan <p>Additional self study hours required. See website for details and full course description.</p> | Small Business Manager | <p>EVENING</p> <p>Wednesdays (plus 2 full day Saturdays) 1 August 2018 to 3 July 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Saturday dates (9.30am-3.30pm) 6 April 2019 and 1 June 2019</p> | <p>From \$1580 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p> |

FOR MORE INFORMATION

on New Small Business courses please contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au



FUNDED TRAINING

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.





To enrol you must come to our Narrabeen or Brookvale training centre on one of the days listed below. You do not need an appointment. You must bring proof of citizenship, residency or visa. Limited places available.

TERM 3 2018 ENROLMENT DAYS

Thursday 19 July 2018
10am to 12noon
NBCC Narrabeen Annex
1525 Pittwater Rd, Nth Narrabeen

OR

Tuesday 24 July 2018
5pm to 7pm
NBCC Brookvale Campus
Level 1, 14 William Street, Brookvale

| COURSE | CLASS SCHEDULE | COST |
|--|--|--|
| <p>IMPROVE YOUR PRONUNCIATION SKILLS</p> <p>FSKOCM07 Interact effectively with others at work, FSKOCM05 Use oral communication skills for effective workplace presentations, FSKOCM06 Use oral communication skills to participate in workplace teams</p> | <p>8 consecutive Mondays 30 July to 17 September 2018 6pm to 9pm, Narrabeen Annex</p> | <p>\$0 (if eligible for funded position)</p>  |
| <p>IMPROVE YOUR READING & WRITING (INTERMEDIATE)</p> <p>FSKRDG05 Read and respond to simple workplace procedures; FSKRDG06 Read and respond to simple informal workplace texts; FSKWTG04 Write simple informal workplace texts</p> | <p>8 consecutive Tuesdays 31 July to 18 September 2018 6.15pm to 9.15pm, Brookvale Campus</p> | <p>\$0 (if eligible for funded position)</p>  |
| <p>IMPROVE YOUR READING & WRITING (ADVANCED)</p> <p>FSKRDG07 Read and respond to simple workplace information, FSKRDG10 Read and respond to routine workplace information, FSKWTG05 Complete simple workplace formatted texts</p> | <p>8 consecutive Thursdays 2 August to 20 September 2018 6pm to 9pm, Narrabeen Annex</p> | <p>\$0 (if eligible for funded position)</p>  |
| <p>IMPROVE YOUR CONVERSATION SKILLS</p> <p>FSKOCM01 Participate in highly familiar spoken exchanges, FSKOCM03 Participate in simple spoken interactions at work, FSKOCM04 Use oral communication skills to participate in workplace meetings</p> | <p>8 consecutive Fridays 3 August to 21 September 2018 9.30am to 12.30pm, Brookvale Campus</p> | <p>\$0 (if eligible for funded position)</p>  |

The above courses are subsidised by the NSW Government.

FUNDED TRAINING

Want some training for **\$0?** See below for more information.

Community Service Obligation Funding (CSO) is available to assist eligible students to complete training which will help them improve their employment opportunities and/or 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.

Initial eligibility requirements for CSO:

- ☐ 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 can tick all these boxes and need to expand your job capabilities check out these pages to see what courses are available, then call us on 9970 1000 to discuss the possibility of enrolling.

COMPUTER SKILLS FOR WORK - PART 1 ICTICT101 Operate a personal computer; ICTICT102 Operate word-processing applications; ICTICT104 Use digital devices



| COURSE OUTLINE | CLASS SCHEDULE | COST |
|---|--|---------------------------------------|
| <p>This course will provide students with the following range of entry level computer skills essential for finding and keeping that job!</p> <ul style="list-style-type: none"> Using Windows 10 (including file management skills) Microsoft Word 2016 Store and transfer your files and photos using the PC, USB and your smartphone | <p>DAYTIME Mondays, Tuesdays, Thursdays 6 to 23 August 2018 9.30am to 2.30pm, Brookvale Campus</p> <p>EVENING Mondays and Wednesdays 30 July to 3 September 2018 6pm to 9pm, Narrabeen Annex</p> | \$0 (if eligible for funded position) |

COMPUTER SKILLS FOR WORK - PART 2 ICTICT106 Operate presentation packages; ICTICT103 Use, communicate and search securely on the internet; ICTICT105 Operate spreadsheet applications



| COURSE OUTLINE | CLASS SCHEDULE | COST |
|--|---|---------------------------------------|
| <p>Want more computer training? Why not complete Part 2.</p> <p>You will learn the basics of:</p> <ul style="list-style-type: none"> Microsoft Excel 2016 Microsoft PowerPoint 2016 How to use the internet and email | <p>DAYTIME Mondays, Tuesdays, Thursdays 27 August to 18 September 2018 9.30am to 2.30pm, Brookvale Campus</p> <p>EVENING Mondays and Wednesdays Wed 5 September to 14 November 2018 6pm to 9pm, Narrabeen Annex</p> | \$0 (if eligible for funded position) |

Certificate I in INFORMATION, DIGITAL MEDIA AND TECHNOLOGY ICT10115



| COURSE OUTLINE | CLASS SCHEDULE | COST |
|---|--|---------------------------------------|
| <p>This course is ideal for students who are looking for an introduction to computers and would like to expand their résumé to include a Nationally Accredited Certificate. You will learn:</p> <ul style="list-style-type: none"> How to use and customise windows Store and transfer your files and photos using the PC, USB and your smartphone How to use the internet and email Word - creating and basic formatting of documents Excel - creating basic spreadsheets using formulas PowerPoint - creating basic presentations and flyers <p>Prerequisite: Some basic keyboard and mouse skills and have access to a computer with MS Office programs.</p> | <p>DAYTIME Mondays, Tuesdays, Thursdays 6 August to 18 September 2018 9.30am to 2.30pm Brookvale Campus</p> <p>EVENING Mondays and Wednesdays 30 July to 14 November 2018 6pm to 9pm Narrabeen Annex</p> | \$0 (if eligible for funded position) |

CUSTOMER SERVICE SKILLS BSBMM301 Process customer complaints; BSBCUS301 Deliver and monitor a service to customers



| COURSE OUTLINE | CLASS SCHEDULE | COST |
|--|---|---------------------------------------|
| <p>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.</p> | <p>DAYTIME 4 consecutive Tuesdays 4 to 25 September 2018 9.30am to 2.30pm Brookvale Campus</p> | \$0 (if eligible for funded position) |

All training courses on pages 10 and 11 are subsidised by the NSW Government.

For more information on funded positions please contact Susan Wilkinson on 9970 1000 or email vet@nbcc.nsw.edu.au

FUNDED TRAINING

FIND THAT PERFECT JOB FSKOCM07 Interact effectively with others at work

NEW



| COURSE OUTLINE | CLASS SCHEDULE | COST |
|--|--|--|
| <p>Having a plan of attack is the first step to landing the job you want. This course will guide you through the steps to do just that! Topics include:</p> <ul style="list-style-type: none"> Identify your career goals Résumé preparation Create a profile on job sites and LinkedIn Search for advertised roles and write applications Presentation skills (interview techniques & communication skills for the work place) | <p>DAYTIME 4 consecutive Wednesdays 22 August to 12 September 2018 9.30am to 2.30pm Narrabeen Annex</p> | <p>\$0 (if eligible for funded position)</p> |

SOCIAL MEDIA AT WORK ICTWEB201 Use social media tools for collaboration and engagement



| COURSE OUTLINE | CLASS SCHEDULE | COST |
|--|---|--|
| <p>Social media is not just for socialising! Businesses use social media as an effective way to communicate with their existing and potential clients, and many employers now expect their workers to be able to represent them on social networks. Social media can also be used as a networking tool within organisations and industries. This course will provide students with the skills needed to establish and maintain a networking presence, using the most common social media tools and applications for work and business purposes.</p> <ul style="list-style-type: none"> Learn how to use Facebook and Instagram to represent a business and communicate effectively with current and future clients, customers, and peers Use various methods of accessing and using social media tools - via Windows PC and mobile digital devices <p>These skills will greatly improve your job seeking opportunities. Additional self study hours required. Windows PCs provided for each student. If you have a Mac laptop you can bring that to class.</p> | <p>DAYTIME 5 consecutive Mondays, 13 Aug to 10 Sep 2018 9.30am to 2.30pm, Narrabeen Annex</p> <p>5 consecutive Wednesdays 29 Aug to 26 Sep 2018 9.30am to 2.30pm, Brookvale Campus</p> <p>Prerequisites: You must have a personal Facebook account and be familiar with its use, including:</p> <ul style="list-style-type: none"> Following the News Feed Creating different types of posts to your Facebook friends Navigating the Facebook interface on a computer (Windows PC or Mac). NOTE: If you do not have these skills we offer a Facebook Introduction course on Mon 30 Jul, see page 13. Basic internet skills | <p>\$0 (if eligible for funded position)</p> |

Microsoft Courses for \$0 (If eligible for funded position)



- Excel 2016 Introduction (BSBITU304 Produce spreadsheets)
- Excel 2016 Advanced Plus **NEW!** (BSBITU402 Develop and use complex spreadsheets)
- Word 2016 Introduction (BSBITU201 Produce simple word processed documents)
- Word 2016 Intermediate (BSBITU303 Design and produce text documents)
- PowerPoint 2016 Introduction (BSBITU302 Create electronic presentations)
- Outlook 2016 - Email, Contacts & Calendar (ICTICT107 Use personal productivity tools)

See pg 12 for course details, dates & times.

Business Skills Courses for \$0 (If eligible for funded position)



- Customer Service Skills (BSBCMM301 Process customer complaints & BSBCUS301 Deliver and monitor a service to customers)
- Basic Bookkeeping & MYOB (BSBFIA301 Maintain financial records & BSBFIA302 Process payroll)
- Medical Terminology (BSBMED301 Interpret and apply medical terminology appropriately)
- Touch Typing for Adults **NEW!** (FSKDIG03 Use digital technology for routine workplace tasks)

See page 13 & 15 for course details, dates & times.

Hospitality Courses for \$0 (If eligible for funded position)



- Provide Responsible Service of Alcohol (RSA) (SITHFAB002)
- Provide Responsible Gambling Services (RCG) (SITHGAM001)
- Barista Accredited (SITHFAB005 Prepare and serve espresso coffee & SITXFSA001 Use hygienic practices for food safety)

Online pre-course work required for Barista Accredited.



For details, dates and times see our website: www.nbcc.nsw.edu.au

First Aid Courses for \$0 (If eligible for funded position)



- Provide First Aid (HLTAID003)
- Provide Cardiopulmonary Resuscitation (CPR) (HLTAID001)
- Provide an Emergency First Aid Response in an Education & Care Setting (HLTAID004)

Pre-course work required for all of the above First Aid courses.

For details, dates and times see our website: www.nbcc.nsw.edu.au

Adobe Courses for \$0 (If eligible for funded position)



- Photoshop CC Level 1 (ICTICT204 Operate a digital media technology package)
- InDesign CC Level 1 (BSBITU309 Produce desktop published documents)
- Illustrator CC Level 1 (ICTICT204 Operate a digital media technology package)

See page 13 for course details, dates & times.

Eligibility Requirements

For a complete list of eligibility requirements for fully funded courses, please check our website:

www.nbcc.nsw.edu.au/cso_funding



Businesses we haven't forgotten you!

Stay ahead of your competitors and talk to us about upskilling your staff through fully funded training.

Contact Susan Wilkinson or Fran Butterworth on 9970 1000 or email vet@nbcc.nsw.edu.au or fran@nbcc.nsw.edu.au

COMPUTERS

Tech Savvy Seniors

FUNDED! This training is subsidised through a partnership between the NSW Government & Telstra



Eligibility for a position includes being an Australian citizen/permanent resident and aged 60+ (or Aboriginal Seniors aged from 50+). Evidence **must** be produced on the first session of the class. To book a position please phone 9970 1000 or visit our website. Please note that the training rooms at NBCC Brookvale Campus are located on the first floor of the building with **no lift access**. If driving to the Narrabeen Annex, please park in the northern end of the main car park (spaces line marked in pink only) or across Pittwater Road in Lakeside Park.

| Course | Fee | Sessions | Date | Time | Campus | Trainer |
|---|-----------------|----------|--------------|-------------------|-----------------|--------------|
| Introduction to iPads | \$15 gst exempt | 2 | Thurs 02 Aug | 10.00am - 12.30pm | Narrabeen Annex | Emma Congues |
| <i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i> | | | | | | |
| iPads The Next Step | \$15 gst exempt | 2 | Thurs 16 Aug | 10.00am - 12.30pm | Narrabeen Annex | Emma Congues |
| <i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i> | | | | | | |
| Introduction to iPhones | \$15 gst exempt | 2 | Thurs 30 Aug | 10.00am - 12.30pm | Narrabeen Annex | Emma Congues |
| <i>Prerequisite: Please bring a charged Apple iPhone, with the latest IOS software update installed</i> | | | | | | |
| iPhones the Next Step | \$15 gst exempt | 2 | Thurs 13 Sep | 10.00am - 12.30pm | Narrabeen Annex | Emma Congues |
| <i>Prerequisite: Please bring a charged Apple iPhone, with the latest IOS software update installed</i> | | | | | | |

Computers For Over 60s

Under 60s can attend at an additional 10% per course

When enrolling in courses in this section you must quote your NSW Seniors Card or Pension number on enrolment. There are no further concessions on these courses.

| | | | | | | |
|--|-----------------|---|--------------|-------------------|------------------|--------------------|
| iCloud for Seniors | \$42 gst exempt | 1 | Thurs 27 Sep | 10.00am - 12.30pm | Narrabeen Annex | Emma Congues |
| <i>Prerequisite: Please bring a charged Apple device (iPhone, Macbook, iPad) with the latest IOS software update installed</i> | | | | | | |
| Photo Editing using Google Photos | \$48 gst exempt | 1 | Thurs 02 Aug | 9.30am - 12.30pm | Brookvale Campus | Judy Elias |
| Organise Your Files & Photos (PCs only) | \$63 gst exempt | 1 | Tues 14 Aug | 9.30am - 1.30pm | Narrabeen Annex | Gabrielle Kinghorn |
| Basic Mouse Skills | \$48 gst exempt | 1 | Mon 17 Sep | 9.30am - 12.30pm | Narrabeen Annex | Gabrielle Kinghorn |
| Facebook for Seniors | \$82 gst exempt | 2 | Thurs 13 Sep | 10.00am - 12.30pm | Narrabeen Annex | Gabrielle Kinghorn |

Microsoft Office

| | | | | | | | | |
|---|-----------------------------------|-----------------------------------|---|------------------|--|------------------|--------------------|---|
| Excel 2016 Just the Basics | | \$144 gst exempt | 1 | Mon 30 Jul | 9.30am - 4.30pm | Brookvale Campus | Nicky Bull | |
| Excel 2016 Introduction | Special PRICE was \$325 | \$296 gst exempt | 5 | Tues 24 Jul | 6.00pm - 9.00pm | Narrabeen Annex | Vera Hannan |  |
| | | \$296 gst exempt | 3 | Wed 12 Sep | 9.30am - 2.30pm | Brookvale Campus | Nicky Bull |  |
| BSBITU304 Produce spreadsheets. Prerequisite: Basic Windows skills. Please bring a USB flash drive. | | | | | FUNDED for eligible students. See page 10 for eligibility information | | | |
| Excel 2016 Intermediate | | \$119 gst exempt | 2 | Tue 04 Sep | 6.15pm - 9.15pm | Brookvale Campus | Nicky Bull | |
| Prerequisite: Excel Introduction course or equivalent skills/knowledge. Please bring a USB flash drive. | | | | | FUNDED for eligible students. See page 10 for eligibility information | | | |
| Excel 2016 Advanced Plus | NEW! | \$299 gst exempt | 4 | Wed 05 Sep | 6.15pm - 9.15pm | Brookvale Campus | Nicky Bull |  |
| BSBITU402 Develop and use complex spreadsheets | | Special PRICE was \$376 | | + 1 x Sat 22 Sep | 9.30am - 3.30pm | | | |
| Prerequisite: Excel Intermediate course or equivalent skills and knowledge. Please bring a USB flash drive. | | | | | FUNDED for eligible students. See page 10 for eligibility information | | | |
| Word 2016 Just the Basics | | \$144 gst exempt | 1 | Fri 10 Aug | 9.30pm - 4.30pm | Narrabeen Annex | Vera Hannan | |
| Word 2016 Introduction | | \$296 gst exempt | 3 | Wed 22 Aug | 9.30am - 2.30pm | Brookvale Campus | Nicky Bull |  |
| | | \$296 gst exempt | 5 | Tues 31 Jul | 6.15pm - 9.15pm | Brookvale Campus | To be advised |  |
| BSBITU201 Produce simple word processed documents. Prerequisite: Basic Windows skills. | | | | | FUNDED for eligible students. See page 10 for eligibility information | | | |
| Word 2016 Intermediate | Special PRICE was \$258 | \$218 gst exempt | 4 | Tues 28 Aug | 6.00pm - 9.00pm | Narrabeen Annex | Vera Hannan |  |
| BSBITU303 Design and Produce Text Documents. Prerequisite: Basic Word and keyboarding skills. Please bring USB flash drive. | | | | | FUNDED for eligible students. See page 10 for eligibility information | | | |
| PowerPoint 2016 Just the Basics | | \$144 gst exempt | 1 | Fri 14 Sep | 9.30am - 4.30pm | Narrabeen Annex | Vera Hannan | |
| PowerPoint 2016 Introduction | | \$296 gst exempt | 5 | Thurs 02 Aug | 6.00pm - 9.00pm | Narrabeen Annex | To be advised |  |
| | | \$296 gst exempt | 3 | Fri 17 Aug | 9.30am - 2.30pm | Narrabeen Annex | Vera Hannan |  |
| BSBITU302 Create electronic presentations. Prerequisite: Basic Word skills. Please bring USB flash drive. | | | | | FUNDED for eligible students. See page 10 for eligibility information | | | |
| Outlook 2016 - Email, Contacts & Calendar | | \$199 gst exempt | 2 | Wed 15 Aug | 9.30am - 2.30pm | Narrabeen Annex | Gabrielle Kinghorn |  |
| ICTICT107 Use Personal Productivity tools. Prerequisite: Basic keyboarding skills | | | | | FUNDED for eligible students. See page 10 for eligibility information | | | |

Bookkeeping & Accounting

| | | | | | | |
|---|------------------|---|--------------|------------------|------------------|--------------------|
| Basic Bookkeeping & MYOB | \$743 gst exempt | 8 | Thurs 02 Aug | 9.30am - 2.30pm | Brookvale Campus | Judy Thomas |
| <i>BSBFIA301 Maintain financial records & BSBFIA302 Process payroll.</i> | \$555 gst exempt | 9 | Mon 30 Jul | 6.00pm to 9.00pm | Narrabeen Annex | To be advised |
| <i>Prerequisite: Strong file management skills using Windows PC.</i> | | | | | | |
| Xero for Beginners | \$199 gst exempt | 2 | Sat 01 Sep | 9.30am - 3.00pm | Brookvale Campus | Maxine Haigh-White |
| <i>Prerequisite: Strong file management skills using Windows PC & basic internet skills. Must have a Xero account established before class, set up instructions can be provided on request.</i> | | | | | | |
| Xero Payroll | \$95 gst exempt | 1 | Sat 22 Sep | 9.30am - 3.00pm | Brookvale Campus | Maxine Haigh-White |
| <i>Prerequisite: Basic internet skills. Must be familiar with Xero or have attended our Xero for Beginners course.</i> | | | | | | |

Office Skills

| Course | Fee | Sessions | Date | Time | Campus | Trainer |
|---|---------------------------------------|----------|--------------------------------|------------------|------------------|--------------------|
| Introduction to Windows 10 | \$120 gst exempt | 2 | Wed 01 Aug | 9.30am - 1.00pm | Narrabeen Annex | Gabrielle Kinghorn |
| Computer Skills for Work Part 1 <i>ICTICT101 Operate a personal computer; ICTICT102 Operate word-processing applications; ICTICT104 Use digital devices. See page 10 for course description.</i> | \$0 (if eligible for funded position) | 9 | Mon/Tues/Thu starts Mon 6 Aug | 9.30am - 2.30pm | Brookvale Campus | Nicky Bull |
| | \$0 (if eligible for funded position) | 11 | Mon & Wed starts Mon 30 Jul | 6.00pm - 9.00pm | Narrabeen Annex | Vera Hannan |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Computer Skills for Work Part 2 <i>ICTICT106 Operate presentation packages; ICTICT103 Use, communicate and search securely on the internet; ICTICT105 Operate spreadsheet applications. See page 10 for course description.</i> | \$0 (if eligible for funded position) | 11 | Mon/Tues/Thu starts Mon 27 Aug | 9.30am - 2.30pm | Brookvale Campus | Nicky Bull |
| | \$0 (if eligible for funded position) | 14 | Mon & Wed starts Wed 05 Sep | 6.00pm - 9.00pm | Narrabeen Annex | Vera Hannan |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Certificate I in Information, Digital Media and Technology ICT10115 <i>ICTICT101 Operate a personal computer; ICTICT102 Operate word-processing applications; ICTICT103 Use, communicate and search securely on the internet; ICTICT104 Use digital devices; ICTICT105 Operate spreadsheet applications; ICTICT106 Operate presentation packages. See page 10 for course description.</i> | \$0 (if eligible for funded position) | 20 | Mon/Tues/Thu starts Mon 6 Aug | 9.30am - 2.30pm | Brookvale Campus | Nicky Bull |
| | | 25 | Mon & Wed starts Mon 30 Jul | 6.00pm - 9.00pm | Narrabeen Annex | Vera Hannan |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Organise Your Files & Photos (PCs only) <i>Bring USB stick, Smartphone and smart phone charging cable</i> | \$75 gst exempt | 1 | Fri 27 Jul | 9.30am - 1.30pm | Narrabeen Annex | Vera Hannan |
| Touch Typing for Adults NEW! | \$238 gst exempt | 6 | Tues 21 Aug | 9.30am - 11.30pm | Narrabeen Annex | Gabrielle Kinghorn |
| <i>FSKDIG03 Use digital technology for routine workplace tasks</i> | | | | | | |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |

Social Media

| | | | | | | |
|--|------------------|---|------------|-----------------|------------------|--------------------|
| Introduction to Social Media for Personal Use | \$55 gst exempt | 1 | Wed 25 Jul | 6.00pm-9.00pm | Narrabeen Annex | Susan Mahoney |
| Introduction to Social Media for Business <i>Introduction only, not hands on.</i> | \$109 gst exempt | 2 | Wed 01 Aug | 6.00pm-9.00pm | Narrabeen Annex | Susan Mahoney |
| Introduction to Facebook for Personal Use <i>Prerequisite: Basic internet skills.</i> | \$109 gst exempt | 2 | Wed 15 Aug | 6.00pm-9.00pm | Narrabeen Annex | Susan Mahoney |
| Introduction to Facebook for Beginners | \$65 gst exempt | 1 | Mon 30 Jul | 9.30am - 1.00pm | Narrabeen Annex | Gabrielle Kinghorn |
| Introduction to Facebook for Business | \$158 gst exempt | 3 | Wed 29 Aug | 6.00pm-9.00pm | Narrabeen Annex | Susan Mahoney |
| <i>Prerequisite: Must have created a basic Facebook business page – instructions provided on request. Please ensure you bring your Facebook log-in and password details.</i> | | | | | | |
| Social Media at Work <i>ICTWEB201 Use social media tools for collaboration and engagement</i> | \$465 gst exempt | 5 | Mon 13 Aug | 9.30am - 2.30pm | Narrabeen Annex | Gabrielle Kinghorn |
| | \$465 gst exempt | 5 | Wed 29 Aug | 9.30am - 2.30pm | Brookvale Campus | Gabrielle Kinghorn |
| <i>Prerequisites: Must be familiar with using a Facebook personal account.</i> | | | | | | |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Introduction to Instagram for Personal Use | \$109 gst exempt | 2 | Wed 19 Sep | 6.00pm - 9.00pm | Narrabeen Annex | Susan Mahoney |

Website & Graphic Design

| | | | | | | |
|--|------------------|---|-------------|------------------|------------------|----------------|
| Photoshop CC Level 1 | \$399 gst exempt | 7 | Tues 31 Jul | 6.30pm - 9.30pm | Brookvale Campus | Sarah Lorien |
| <i>Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package.</i> | | | | | | |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Photoshop CC Introduction | \$179 gst exempt | 3 | Tues 31 Jul | 6.30pm - 9.30pm | Brookvale Campus | Sarah Lorien |
| <i>Prerequisite: Good skills with PC or Mac. Manual provided.</i> | | | | | | |
| Photoshop CC Level 2 | \$108 gst exempt | 2 | Tues 18 Sep | 6.30pm - 9.30pm | Brookvale Campus | Sarah Lorien |
| <i>Prerequisite: Good skills with PC or Mac and completion of the Photoshop CS6 Essentials course or equivalent skills/knowledge.</i> | | | | | | |
| InDesign CC Level 1 Special PRICE was \$440 | \$399 gst exempt | 7 | Wed 15 Aug | 6.30pm - 9.30pm | Brookvale Campus | Deborah Stokes |
| <i>Prerequisite: Good skills with PC or Mac. Manual provided. BSBITU309 Produce desktop published documents.</i> | | | | | | |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Illustrator CC Level 1 | \$377 gst exempt | 4 | Mon 30 Jul | 9.30am - 2.30pm | Brookvale Campus | Deborah Stokes |
| <i>Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package.</i> | | | | | | |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Adobe Lightroom CC <i>BYO laptop with Adobe Lightroom CC installed - Computers NOT supplied for this course</i> | \$279 gst exempt | 5 | Mon 30 Jul | 9.30am - 12.30pm | Brookvale Campus | Richard Lynch |
| | \$279 gst exempt | 5 | Mon 27 Aug | 6.15pm - 9.15pm | Brookvale Campus | Richard Lynch |
| Create a Website with WordPress.com | \$143 gst exempt | 2 | Wed 08 Aug | 9.30am - 1.30pm | Brookvale Campus | Jodi Allbon |
| <i>Prerequisite: Windows skills. You must create a Wordpress.com account prior to class. Instructions provided on request. Cheat sheet provided.</i> | | | | | | |

Email Marketing

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|-----------------------------|-----------------|---|--------------|------------------|------------------|------------|
| How To Use Mailchimp | \$90 gst exempt | 2 | Thurs 20 Sep | 9.30am - 12.00pm | Brookvale Campus | Judy Elias |
|-----------------------------|-----------------|---|--------------|------------------|------------------|------------|

Apple Macs

| | | | | | | |
|--|------------------|---|--------------|------------------|------------------|------------|
| Mac for Beginners | \$132 gst exempt | 3 | Thurs 09 Aug | 9.30am - 12.00pm | Brookvale Campus | Judy Elias |
| <i>Prerequisite: Please bring a charged Apple Macbook.</i> | | | | | | |

Drawing & Painting

| Course | Fee | Sessions | Date | Time | Campus | Trainer |
|---|---------------|----------|--------------|------------------|-----------------|------------------|
| Drawing: Beginners to Intermediate | \$265 inc gst | 8 | Mon 30 Jul | 12.00pm - 2.00pm | Narrabeen Annex | John Wells |
| Watercolour: Beginners to Intermediate | \$265 inc gst | 8 | Mon 30 Jul | 9.15am - 11.45am | Narrabeen Annex | John Wells |
| Painting in Watercolour Stage 3 Advanced Beginners | \$370 inc gst | 9 | Thurs 02 Aug | 6.00pm - 8.30pm | Narrabeen Annex | Jenny Gilchrist |
| Linocut Printmaking | \$205 inc gst | 5 | Mon 03 Sep | 6.30pm - 9.00pm | Narrabeen Annex | Natasha Kowalski |

Crafts & Fashion

| | | | | | | |
|---|---------------|---|--------------|------------------|-------------------------|-----------------|
| General Sewing | \$290 inc gst | 7 | Tues 31 Jul | 6.30pm - 9.00pm | Narrabeen Annex | Sharon Tunks |
| Cardmaking with Martha Stewart Punches | \$50 inc gst | 1 | Wed 26 Sep | 9.30am - 12.30pm | Narrabeen Annex | Shirley Hoffman |
| Crochet: Beginners Stage 1 | \$66 inc gst | 1 | Sun 26 Aug | 9.00am - 1.00pm | Brookvale Campus | Marianne Horton |
| How to Knit Workshop | \$66 inc gst | 1 | Sun 26 Aug | 1.30pm - 5.30pm | Brookvale Campus | Marianne Horton |
| Pottery | \$299 inc gst | 8 | Wed 01 Aug | 6.30pm - 8.30pm | Forestville Arts Centre | Donna Hill |
| | \$299 inc gst | 8 | Thurs 02 Aug | 6.30pm - 8.30pm | Forestville Arts Centre | Donna Hill |
| | \$448 inc gst | 8 | Mon 30 Jul | 10.00am - 1.00pm | Forestville Arts Centre | Donna Hill |

Photography

| | | | | | | |
|---|---------------|---|--------------|-----------------|------------------|---------------|
| Digital SLR Photography Introduction | \$295 inc gst | 7 | Mon 30 Jul | 6.30pm - 9.00pm | Brookvale Campus | Julie Crespel |
| | \$295 inc gst | 6 | Fri 03 Aug | 10.00am - 1pm | Narrabeen Annex | Julie Crespel |
| iPhone Photography | \$132 inc gst | 2 | Thurs 02 Aug | 9.30am - 1.30pm | Brookvale Campus | Richard Lynch |

Dance, Music & Singing

| | | | | | | |
|--------------------------------------|---------------|---|--------------|-----------------|-------------------------|-----------------|
| Hula Hooping for Beginners | \$125 inc gst | 8 | Wed 01 Aug | 6.30pm - 8.00pm | Curl Curl Sports Centre | Caitlyn Spinjoy |
| Hula Hooping Intermediate | \$90 inc gst | 8 | Wed 01 Aug | 8.00pm - 9.00pm | Curl Curl Sports Centre | Caitlyn Spinjoy |
| Guitar: Beginners Level 1 | \$132 inc gst | 8 | Wed 01 Aug | 7.00pm - 8.00pm | Narrabeen Annex | Mark Broughton |
| Guitar: Beginners Level 2 | \$132 inc gst | 8 | Wed 01 Aug | 8.00pm - 9.00pm | Narrabeen Annex | Mark Broughton |
| Singing for Beginners | \$199 inc gst | 6 | Thurs 02 Aug | 6.45pm - 8.45pm | Brookvale Campus | Benny Ng |
| Blues Harmonica for Beginners | \$66 inc gst | 5 | Wed 01 Aug | 6.00pm - 7.00pm | Narrabeen Annex | Kelvin Carlson |
| Songwriting Essentials | \$250 inc gst | 6 | Thurs 02 Aug | 6.00pm - 8.30pm | Narrabeen Annex | Keith Armitage |

Interior Design

| | | | | | | |
|--|---------------|---|-------------|-----------------|------------------|-------------|
| Interior Design - The Basics | \$320 inc gst | 8 | Tues 07 Aug | 6.30pm - 9.00pm | Brookvale Campus | Fiona Barry |
| Interior Design - Intermediate Level <i>Prerequisite: Interior Design Basics or equivalent</i> | \$320 inc gst | 8 | Wed 08 Aug | 6.30pm - 9.00pm | Brookvale Campus | Fiona Barry |
| Property Styling for Living or Selling | \$120 inc gst | 1 | Sat 01 Sep | 9.30pm - 4.30pm | Brookvale Campus | Fiona Barry |

LANGUAGES

Level 1 includes basic grammar and vocabulary, individual or small group work.
 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 out a simple conversation. Purchase of a text book may be required for the course (approx \$60).

| | | | | | | |
|--|---------------|---|--------------|------------------|------------------|-------------------|
| French: Beginners Stage 1 | \$205 inc gst | 5 | Mon 30 Jul | 6.15pm - 8.45pm | Brookvale Campus | Galiane Marterer |
| French: Beginners Stage 2 | \$205 inc gst | 5 | Mon 03 Sep | 6.15pm - 8.45pm | Brookvale Campus | Galiane Marterer |
| German: Beginners Stage 1 | \$205 inc gst | 5 | Thurs 02 Aug | 6.15pm - 8.45pm | Brookvale Campus | Arnisa Skrami |
| German: Beginners Stage 2 | \$205 inc gst | 5 | Thurs 06 Sep | 6.15pm - 8.45pm | Brookvale Campus | Arnisa Skrami |
| Mandarin: Beginners Stage 1 | \$205 inc gst | 5 | Mon 30 Jul | 6.30pm - 9.00pm | Narrabeen Annex | Linda Bennett |
| Mandarin: Beginners Stage 2 | \$205 inc gst | 5 | Mon 03 Sep | 6.30pm - 9.00pm | Narrabeen Annex | Linda Bennett |
| Italian: Beginners Stage 1 | \$205 inc gst | 5 | Wed 22 Aug | 11.00am - 1.30pm | Brookvale Campus | Flavia Natoli |
| | \$205 inc gst | 5 | Mon 30 Jul | 7.00pm - 9.30pm | Brookvale Campus | Francesca Modica |
| Italian: Beginners Stage 2 | \$205 inc gst | 5 | Mon 03 Sep | 7.00pm - 9.30pm | Brookvale Campus | Francesca Modica |
| Japanese: Beginners Stage 1 NEW! | \$205 inc gst | 5 | Thurs 02 Aug | 6.15pm - 8.45pm | Brookvale Campus | Liberty Campbell |
| Spanish: Beginners Stage 1 | \$205 inc gst | 5 | Mon 30 Jul | 6.15pm - 8.45pm | Brookvale Campus | Patricia La Porta |
| Spanish: Beginners Stage 2 | \$205 inc gst | 5 | Mon 03 Sep | 6.15pm - 8.45pm | Brookvale Campus | Patricia La Porta |



WORKSKILLS

For detailed information on our courses including all materials lists visit nbcc.nsw.edu.au
Please note: NBCC does not accept responsibility for materials purchased if a course is cancelled.

Workskills & Money Matters

| Course | Fee | Sessions | Date | Time | Campus | Trainer |
|--|------------------|----------|-------------------------|-------------------|------------------------|-------------------------|
| How to Create a Market Stall | \$30 gst exempt | 1 | Tues 18 Sep | 6.30pm - 9.00pm | Narrabeen Annex | Amy Clarke |
| Radio Workshop | \$120 gst exempt | 1 | Sat 11 Aug | 9.00am - 4.00pm | Radio Northern Beaches | Andrew Goodman Jones |
| Sign Language 1 | \$220 gst exempt | 7 | Thurs 02 Aug | 7.00pm - 9.00pm | Brookvale Campus | The Deaf Society of NSW |
| Sign Language 2 | \$220 gst exempt | 7 | Tues 31 Jul | 7.00pm - 9.00pm | Narrabeen Annex | The Deaf Society of NSW |
| Self Managed Super Funds | \$42 inc gst | 1 | Thurs 23 Aug | 6.15pm - 9.15pm | Brookvale Campus | Alex Cook |
| Retirement Planning | \$42 inc gst | 1 | Thurs 16 Aug | 6.15pm - 9.15pm | Brookvale Campus | Alex Cook |
| Small Business Accelerator | \$38 gst exempt | 1 | Thurs 09 Aug | 6.15pm - 9.15pm | Brookvale Campus | Alex Cook |
| Successful Stock Market Investing | \$33 inc gst | 1 | Thurs 02 Aug | 6.30pm - 8.30pm | Brookvale Campus | James Diegelman |
| Customer Service Skills | \$330 gst exempt | 4 | Tues 04 Sep | 9.30am - 2.30pm | Brookvale Campus | Matt Tanks |
| BSBCMM301 Process customer complaints; BSBCUS301 Deliver and monitor a service to customers FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Find That Perfect Job | \$330 gst exempt | 4 | Wed 22 Aug | 9.30am - 2.30pm | Narrabeen Annex | Lynda Olling |
| FSKOCM07 Interact effectively with others at work FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Medical Terminology | \$130 gst exempt | 2 | Mon 03 Sep & Wed 05 Sep | 9.00am to 12.00pm | Narrabeen Annex | Jo Neophyton |
| BSBMED301 Interpret and apply medical terminology appropriately | | | | | | |
| | \$130 gst exempt | 2 | Mon 27 Aug & Wed 29 aug | 6.00pm - 9.00pm | Narrabeen Annex | Kate Dolan |
| FUNDED for eligible students. See page 10 for eligibility information | | | | | | |
| Introduction to Gumtree & Airtasker | \$86 gst exempt | 1 | Mon 24 Sep | 9.30am - 2.30pm | Brookvale Campus | Gabrielle Kinghorn |

First Aid & Hospitality

See website for course dates, times and to enrol

| | | | | | | |
|--|------------------|---|---|--|--|--|
| Provide First Aid <i>Pre-course work required.</i> | \$110 gst exempt | 1 | HLTAID003 Provide First Aid - Flexible Delivery FUNDED for eligible students. See pages 10 for eligibility information | | | |
| Provide First Aid in an Education & Care Setting <i>Pre-course work required.</i> | \$110 gst exempt | 1 | HLTAID004 Provide an emergency first aid response in an education and care setting - Flexible Delivery FUNDED for eligible students. See pages 10 for eligibility information | | | |
| CPR Accredited <i>Pre-course work required.</i> | \$60 gst exempt | 1 | HLTAID001 Provide Cardiopulmonary Resuscitation - Flexible Delivery FUNDED for eligible students. See pages 10 for eligibility information | | | |
| Mental Health First Aid | \$280 gst exempt | 2 | Requirement: 18+ years old. Course is made up of 2 full day sessions of face-to-face training. Accredited by Mental Health First Aid Australia (MHFA). | | | |
| Youth Mental Health First Aid - (for Adults Living or Working with Youth) | \$340 gst exempt | 2 | Requirement: 18+ years old. Course is made up of 2 full day sessions of face-to-face training. Accredited by Mental Health First Aid Australia (MHFA). | | | |
| Provide Responsible Service of Alcohol (RSA) - please note this is not a refresher course | \$150 gst exempt | 1 | SITHFAB002 Provide Responsible Service of Alcohol FUNDED for eligible students. See pages 10 for eligibility information | | | |
| Provide Gambling Services (RCG) | \$110 gst exempt | 1 | SITHGAM001 Provide Responsible Gambling Services FUNDED for eligible students. See pages 10 for eligibility information | | | |
| Barista Training Accredited <i>Online pre-course work required.</i> | \$180 gst exempt | 1 | SITHFAB005 Prepare and Serve Espresso Coffee, SITXFSA001 Use hygienic practices for food safety. FUNDED for eligible students. See pages 10 for eligibility information | | | |



LIFESTYLE

Life Skills

| | | | | | | |
|---|---------------|---|------------|------------------|------------------|-------------------|
| Cake Decorating | \$265 inc gst | 8 | Wed 01 Aug | 6.30pm - 8.30pm | Brookvale Campus | Nicki Van Leeuwen |
| NLP and Emotional Intelligence NEW! | \$166 inc gst | 2 | Sat 11 Aug | 10.00am - 3.00pm | Brookvale Campus | Sacha Evans |

Health & Fitness

| | | | | | | |
|-----------------------------------|------------------|---|------------|-----------------|-----------------------------|----------------|
| Dads and Sons Boxing Class | \$110 pp inc gst | 8 | Mon 30 Jul | 7.00pm - 8.00pm | Bulldog Martial Arts School | Nick Stone |
| Krav Maga Self Defence | \$115 inc gst | 7 | Wed 15 Aug | 7.00pm - 8.00pm | Narrabeen Annex | Kelly Anderson |

Body, Mind & Soul

| | | | | | | |
|--|---------------|---|-------------|-------------------|------------------|-------------------|
| Mindfulness, Meditation & Gentle Yoga | \$150 inc gst | 6 | Tues 31 Jul | 7.00pm - 8.30pm | Narrabeen Annex | Kerrie-Jane Tooth |
| Meditation for Busy Lives | \$132 inc gst | 8 | Tues 31 Jul | 10.00am - 11.00am | Brookvale Campus | Samantha Avery |

Writing Skills

| | | | | | | |
|---------------------------------|---------------|---|------------|-----------------|-----------------|-----------------|
| Novel Writing Essentials | \$205 inc gst | 5 | Mon 30 Jul | 6.30pm - 9.00pm | Narrabeen Annex | Joanne Riccioni |
|---------------------------------|---------------|---|------------|-----------------|-----------------|-----------------|

TO BOOK A COURSE: www.nbcc.nsw.edu.au | 9970 1000 | 1525 Pittwater Road, Nth Narrabeen



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