



NORTHERN  
BEACHES  
COMMUNITY  
COLLEGE

# 2018 COURSE GUIDE

MAY - JUL

... one of the **largest jobs growth** will be in **Health Care and Social Assistance.**

Australian Government Job Outlook



[nbcc.nsw.edu.au](http://nbcc.nsw.edu.au)

9970 1000

## AREAS OF INTEREST

Nationally Accredited Training	3 - 9
Funded Courses for Business	9
Funded Course for Individuals	10-11
Computers	12-13
Arts	14
Languages	14
Workskills	15
Lifestyle	15



### KEEP UPDATED

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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](http://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 (only) of main carpark. Parking  
also available in Lake Park Road 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 blended learning course include:</p> <ul style="list-style-type: none"> <li>• Staff recruitment and induction</li> <li>• Performance management</li> <li>• Employee and industrial relations procedures</li> <li>• Implement customer service standards</li> <li>• Develop teams and individuals</li> <li>• Lead team effectiveness</li> </ul> <p>See course outline at <a href="http://www.nbcc.nsw.edu.au">www.nbcc.nsw.edu.au</a>.</p>	<p>Administration officer; executive personal assistant; human resources officer; office administrator; project assistant; recruitment officer</p>	<p><b>EVENING</b> Tuesdays 1 May 2018 to 26 February 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Additional self study hours required.</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 blended learning course include:</p> <ul style="list-style-type: none"> <li>• Skills to become an effective manager and leader</li> <li>• Communicate with team members and senior management</li> <li>• Identify risk and apply risk management processes</li> <li>• Consult and develop team objectives</li> <li>• Build client relationships and business networks</li> <li>• Prepare work plans and budgets</li> <li>• Implement customer service strategies</li> </ul>	<p>Team leader; Coordinator; Manager; Supervisor</p>	<p><b>EVENING</b> Tuesdays 1 May 2018 to 19 March 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Additional self study hours required.</p> <p>See course outline at: <a href="http://www.nbcc.nsw.edu.au">www.nbcc.nsw.edu.au</a>.</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 blended learning course include:</p> <ul style="list-style-type: none"> <li>• Become a more effective team manager and leader</li> <li>• Get results and increase satisfaction through performance management</li> <li>• Increase workplace productivity at an operational level</li> <li>• Manage risk, budgeting and finance</li> <li>• Deliver quality projects</li> <li>• Manage personal work priorities and professional development</li> <li>• Develop and apply strategies to improve business performance</li> </ul> <p>See course outline at <a href="http://www.nbcc.nsw.edu.au">www.nbcc.nsw.edu.au</a>.</p>	<p>Manager across a range of enterprise and industry contexts.</p>	<p><b>EVENING</b> Thursdays (plus 5 full day Saturdays) 3 May 2018 to 4 April 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Saturday dates (9.30am-3.30pm): 26 May 2018, 16 June 2018, 11 August 2018, 8 September 2018, 9 March 2019</p> <p>Additional self study hours required.</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](mailto:natalie@nbcc.nsw.edu.au)



# COMMUNITY SERVICES, NURSING, HEALTH, AGED & DISABILITY CARE

## HEALTH CARE AND SOCIAL ASSISTANCE

This is Australia's largest and fastest growing industry, employing over 1.5 million people.

Education is important if you want to work in this industry.

Australian Government Job Outlook

How many job interviews start with

**"When can you start?"**

**"Tell us the hours that fit in with you?"**

When this happened to 47 year old Naomi MacNaughton half way through her 6 month Aged Care course she realised she had stumbled into a booming industry.

Demand for jobs is predicted to rapidly accelerate in both healthcare and aged care as the proportion of people aged 65+ reaches record highs and continues to swell for decades. (Source:ABS)



**"**The course boosts your confidence. One of my classmates is now a paramedic, others are aged carers dropping into homes and some are now nursing assistants. **"**

**"**It helped in our very first course to have an incredibly passionate trainer, Jo, who in my opinion is a gifted teacher and made us believe in ourselves. **"**

**"**When it comes to me I loved the industry so much I am about to become a qualified nurse! **"**

Look out for Naomi's full article in the Manly Daily on 28 April

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



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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 blended learning course include:</p> <ul style="list-style-type: none"> <li>The human body and how to support its healthy functioning.</li> <li>How to support the empowerment of older people.</li> <li>The skills to meet personal client support and care needs.</li> <li>Safe client care practices</li> <li>How dementia can affect a person and strategies for communicating with, supporting and monitoring a client with dementia.</li> <li>First Aid</li> <li>Tools to communicate and collaborate effectively with clients, their families and co-workers.</li> <li>(Note: if studying disability, some of the subjects above will be replaced by subjects to support disabled clients)</li> </ul>	<p>Assistant in Nursing; Home Care Assistant; In-Home Respite Worker; Personal or Community Care Attendant; Support Worker</p>	<p><b>DAYTIME</b> Tuesdays and Wednesdays 8 May to 26 September 2018 9.00am to 2.45pm Narrabeen Annex</p> <ul style="list-style-type: none"> <li>120 hours of work placement is a requirement of the course (organised by the College). Work placement hours will be different to classroom hours.</li> <li>You must obtain a Police Check prior to work placement.</li> <li>An additional mandatory full day is required for First Aid training.</li> <li>Weekly self study hours required.</li> <li>See website for full course description.</li> </ul>	<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 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 blended learning course include:</p> <ul style="list-style-type: none"> <li>• Safe working practices and infection control</li> <li>• Assist with nursing care in an acute care environment</li> <li>• Medical terminology</li> <li>• Assist with movement</li> <li>• Perform patient observations and simple dressings</li> <li>• Recognise healthy body systems</li> </ul> <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>Assistant in Nursing; Nursing Support Worker.</p>	<p><b>DAYTIME</b> Wednesdays and Thursdays 9 May to 27 September 2018 9.00am to 2.45pm Narrabeen Annex</p> <ul style="list-style-type: none"> <li>• 80 hours of work placement required (organised by the College).</li> <li>• An additional mandatory full day is required for First Aid training.</li> </ul>	<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 blended learning course include:</p> <ul style="list-style-type: none"> <li>• Follow an allied health program</li> <li>• Safe working practices and Infection control</li> <li>• Medical terminology</li> <li>• Assist with client movement</li> <li>• Recognise healthy body systems</li> </ul> <p>You must obtain a Police Check prior to work placement.</p> <p>See website for full course description.</p>	<p>Allied Health Assistant; Occupational Therapy Assistant; Physiotherapist's Assistant; Podiatrist's Assistant</p>	<p><b>DAYTIME</b> Wednesdays and Thursdays 9 May to 27 September 2018 9.00am to 2.45pm Narrabeen Annex</p> <ul style="list-style-type: none"> <li>• 80 hours of work placement required as well as weekly self study hours.</li> <li>• An additional mandatory full day is required for First Aid training.</li> </ul>	<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 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 and/or Recognition of Prior Learning will be available for some units of competency which will reduce the course cost.</p>	<p>Hostel Supervisor; Care Supervisor; Program Coordinator - Social Programs; Care Team Leader; Residential Care Worker</p>	<p><b>EVENING</b> New class begins Term 3 (Week of 30 July)</p>	<p>Cost from \$1990* or \$240 concession. (Course cost will reduce if credit transfer or RPL is successfully obtained.) See website for eligible concessions. Interest free payment plan available.</p> <p>*Subject to change.</p>

## Certificate IV in COMMUNITY SERVICES CHC42015



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>This 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. Work placement and weekly self study hours are required.</p>	<p>Case Worker; Community Services Worker; Domestic Violence Worker; Family Support Worker; Health Education Officer; Support Worker</p>	<p><b>EVENING</b> New class begins Term 3. (Week of 30 July)</p>	<p>Cost from \$1990* or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p>*Subject to change.</p>

### For More Information

on any of these courses please contact Nadia Louw on 9970 1008 or email [nadia@nbcc.nsw.edu.au](mailto:nadia@nbcc.nsw.edu.au)



# EARLY CHILDHOOD EDUCATION & CARE



## PROFESSIONAL DEVELOPMENT

NBCC provides quality, informative, practical and realistic continuing professional development opportunities to owners, directors and educators alike. These programs are tailor made and delivered by our team of degree qualified, early childhood trainers who have extensive experience in the early childcare industry.

We offer classes in:

- Behaviour Guidance
- Programming & Planning in Early Childhood
- STEM in Early Childhood
- Environments and Play Spaces in Early Childhood
- Sustainability in Early Childhood Services
- Nationally Accredited Child Protection (CHCPRT001)
- Nationally Accredited First Aid in an Education & Care Setting (HLTAID004)

Please visit our website for scheduled classes or contact Natalie Thornberry on 9970 1001 to discuss having a customised learning experience at your centre.

## 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.

In summary, it will take a trainee up to 12 months to obtain the Certificate III in Early Childhood Education and Care. A trainee will receive strong industry support from the workplace and will be assigned a workplace mentor to act as a role model to carry out correct procedures and practices within the workplace.



## CHILD PROTECTION TRAINING

Did you know with the changes to the National Quality Framework in early childhood services, all Nominated Supervisors and Responsible Persons are required to have up to date child protection training.

To keep your service up to date with the framework enrol now into one of our Child Protection courses. Alternatively contact Natalie Thornberry on [natalie@nbcc.nsw.edu.au](mailto:natalie@nbcc.nsw.edu.au) or call 02 9970 1001 for group bookings (min 10 people).

### Identify and Respond to Children and Young People at Risk

Thursdays  
3 & 10 May 2018  
6pm - 9pm  
Narrabeen

Saturday  
23 June 2018  
9.30am - 3.30pm  
Brookvale



## Certificate III in EARLY CHILDHOOD EDUCATION & CARE CHC30113



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>This course provides the entry level qualification (required by Australian law) into the Early Childhood Education and Care industry and will teach you a range of skills designed to help you give young children the best start in life possible. Some of the skills you will learn in this blended learning course include:</p> <ul style="list-style-type: none"> <li>Ensure children's health and safety while in a care environment</li> <li>Promote healthy eating</li> <li>Work effectively using learning and ethical frameworks</li> <li>Support the physical and emotional wellbeing of children in your care</li> <li>First Aid</li> <li>Identify &amp; respond to young children at risk</li> <li>Provide care for babies, toddlers and children</li> </ul> <p>This course is also available through a traineeship pathway. See website for more information.</p>	<p>Early childhood educator; Childhood Educator Assistant; Nanny; Family Day Care Worker; Play Group Supervisor; Occasional Care Facilities; Crèches; Preschools</p>	<p><b>DAYTIME</b> Thursdays and Fridays* 10 May to 14 December 2018 9.15am to 2.45pm Brookvale Campus</p> <p>*Classroom study plus min.120 hours work placement: Term 3 - 8 x 8hr days, Thurs &amp; Fri, Term 4 - 8 x 8hr days, Wed, Thurs, Fri</p> <ul style="list-style-type: none"> <li>An additional mandatory full day is required for First Aid training.</li> <li>Weekly self study hours required.</li> <li>A Working with Children Check will need to be obtained.</li> </ul>	<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>

## Diploma of EARLY CHILDHOOD EDUCATION & CARE CHC50113



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>As well as covering the core childcare skills included in the Certificate III in Early Childhood Education &amp; Care, this course will cover a range of additional knowledge to allow you to work towards a more senior role in the industry. Some of the skills you will learn in this blended learning course include:</p> <ul style="list-style-type: none"> <li>Provide care for babies, toddlers and children in a safe environment</li> <li>Design and implement educational programs that will stimulate learning and development</li> <li>Nurture creativity in children</li> <li>Work legally and ethically</li> <li>Entry level management skills required for supervising the operation of the service</li> <li>Work in partnership with families to provide appropriate education and care for children</li> <li>Identify &amp; respond to young children at risk</li> </ul> <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><b>DAYTIME</b> New class begins in Term 3.</p> <p>*Requirements:</p> <ul style="list-style-type: none"> <li>Classroom study plus 240 hours of work placement <ul style="list-style-type: none"> <li>- 7 days in Term 1 plus</li> <li>- 8 days in Term 2 plus</li> <li>- 7 days in Term 3 plus</li> <li>- 8 days in Term 4 (8 hour days)</li> </ul> </li> <li>One Saturday in Term 1 will also be required for First Aid training.</li> <li>Students will be required to obtain a Working with Children Check prior to commencing work placement.</li> <li>Weekly self study hours required.</li> </ul>	<p>Cost from \$4420*. Interest free payment plan available.</p> <p>*Subject to change.</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>For students who have previously obtained a Certificate III in Early Childhood Education and Care and are now seeking to work at a higher level in early childhood, usually running a room/area or participating in management procedures. You will receive recognition of skills gained through current work experience and your Cert III qualification for a number of the units of competency contained in the full Diploma.</p> <p>Work placement hours may vary according to individual student current workplace experience and qualification status.</p> <p>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.</p> <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><b>DAYTIME</b> Thursdays* 3 May 2018 to 4 April 2019 9.15am to 2.45pm Narrabeen Annex</p> <p>*Requirements:</p> <ul style="list-style-type: none"> <li>Classroom study plus 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.</li> <li>An additional mandatory full day is required for First Aid training.</li> <li>A Working with Children Check will need to be obtained.</li> </ul>	<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>



### For More Information

on any of these courses please contact Natalie Thornberry on 9970 1001 or email [natalie@nbcc.nsw.edu.au](mailto:natalie@nbcc.nsw.edu.au)

# BUSINESS & FINANCIAL SERVICES



## 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 blended learning course include:</p> <ul style="list-style-type: none"> <li>• Create a viable business plan</li> <li>• Understand legal requirements and responsibilities</li> <li>• Manage business finances</li> <li>• Promote and advertise your business</li> <li>• Design a digital action plan</li> </ul> <p>See website for full course description.</p>	Small Business Manager	<p><b>EVENING</b></p> <p>New class begins in Term 3.</p> <p>Additional self study hours required.</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>

## 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 blended learning course include:</p> <ul style="list-style-type: none"> <li>• Microsoft Word 2016, Excel 2016 &amp; PowerPoint 2016</li> <li>• Windows 10 and file management</li> <li>• Basic bookkeeping and Xero</li> <li>• Xero Payroll</li> <li>• Customer service and team work</li> <li>• Organise personal work priorities and development</li> </ul> <p>Students will be required to complete self study hours in addition to the classroom hours. See website for full course description. This course is also available through a traineeship pathway.</p>	Customer Service Assistant; Data Entry Operator; General or Accounts Clerk; Payroll Officer; Typist or Word Processing Operator	<p><b>DAYTIME</b></p> <p>New class begins in Term 3.</p> <p>Additional self study hours required.</p>	<p>From \$1320* or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>(See above for Fee free scholarships)</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



*“Teachers were very supportive and always happy to share their knowledge.”*

*“...trainer Nicky is very knowledgeable and super helpful and nice.”*

*“Great teacher and course materials clear and detailed.”*



# TRAINEESHIPS

Would you like to receive Government incentive payments of up to \$4000 to upskill your staff with customised training? Let Northern Beaches Community College work with you to build your workforce!

## WHAT IS INVOLVED?

Your newly employed staff can enter into a traineeship agreement with you for the period determined by the qualification level being studied.

- As the RTO, we will provide the necessary training.
- The Traineeship Agreement is organised through an Apprenticeship Centre who will also facilitate your government incentive payment claims and advise you on any other rebates that are applicable.

## WHAT TRAINING IS PROVIDED?

The content of the training is determined by the requirements of the qualification studied. Elective subjects can be chosen based on the needs of your business.

## BENEFITS FOR THE EMPLOYER

- Increase workplace productivity
- Upskill employees to meet business needs
- Receive government incentives
- Promote employee loyalty.

## BENEFITS FOR THE TRAINEE

- Achieve a nationally accredited qualification
- Learn valuable workplace skills
- Receive comprehensive training
- Increased career opportunities.

## FOR MORE INFORMATION

Contact Fran Butterworth on 9970 1000 or email [fran@nbcc.nsw.edu.au](mailto: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](http://www.usi.gov.au)**

# FUNDED TRAINING

## FOR BUSINESS

Tech Savvy for Small Business is a NSW Department of Industry initiative to **support small business owners** and their staff by providing **fully subsidised training** in short courses targeting information technology, business services or foundation skills.

Eligibility:

- Up to 20 employees, **OR**
- Annual turnover of less than \$2 million

## WHAT COURSES ARE OFFERED?

Some of the courses being offered are listed below. These are all accredited short courses which will qualify for the funding.

- Social Media in the Workplace
- Computer Skills for Work
- Customer Service Skills
- Improve your Reading and Writing
- Improve Your Pronunciation Skills
- Excel 2016 Introduction
- Word 2010 & 2016 Introduction
- Word 2016 Intermediate
- PowerPoint 2016 Introduction
- Basic Bookkeeping & Xero
- Basic Bookkeeping & MYOB
- Adobe Creative Cloud (Photoshop, Illustrator or InDesign)
- Medical Terminology

The College also offers a number of non-accredited work skills courses which include: short social media courses, Microsoft Office, Web Design, Photography, Xero, LinkedIn and more. These courses can only be funded if studied in conjunction with an accredited short course.

## CUSTOMISED TRAINING?

If you have a minimum of 10 staff who need training, talk to us about a customised course for your staff. The course can be delivered at your premises or in one of our modern, fully equipped training rooms.

*(Participants must be Australian or NZ Citizen/Australian permanent resident or Humanitarian Visa Holder)*

*This training is subsidised by the NSW Government.*

## FOR MORE INFORMATION

Contact Susan Wilkinson or Fran Butterworth on 9970 1000 or email [vet@nbcc.nsw.edu.au](mailto:veter@nbcc.nsw.edu.au) or [fran@nbcc.nsw.edu.au](mailto:fran@nbcc.nsw.edu.au).

## 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 Brookvale training centre on the day and time listed below. You do not need an appointment. You must bring proof of citizenship, residency or visa. Limited places available.

**TERM 2 2018  
ENROLMENT NIGHT**

**Monday 30 April 2018, 5pm to 7pm**

**NBCC Brookvale Campus**

Level 1, 14 William Street, Brookvale

COURSE	CLASS SCHEDULE	COST
<b>IMPROVE YOUR READING &amp; WRITING (INTERMEDIATE)</b> <i>FSKRDG05 Read and respond to simple workplace procedures; FSKRDG06 Read and respond to simple informal workplace texts; FSKWTG04 Write simple informal workplace texts</i>	8 consecutive Tuesdays 8 May to 26 June 2018 6.15pm to 9.15pm, Brookvale Campus	\$0 (if eligible for funded position) 
<b>IMPROVE YOUR PRONUNCIATION SKILLS</b> <i>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</i>	8 consecutive Wednesdays 9 May to 27 June 2018 6.00pm to 9.00pm, Narrabeen Annex	\$0 (if eligible for funded position) 
<b>IMPROVE YOUR CONVERSATION SKILLS</b> <i>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</i>	8 consecutive Fridays 11 May to 29 June 2018 9.30am to 11.30am, Brookvale Campus	\$0 (if eligible for funded position) 
<b>IMPROVE YOUR READING &amp; WRITING (BASIC)</b> <i>FSKRDG03 Read and respond to basic workplace instructions; FSKRDG04 Read and respond to basic workplace information; FSKWTG03 Write basic workplace information</i>	8 consecutive Fridays 11 May to 29 June 2018 12pm to 2pm, Brookvale Campus	\$0 (if eligible for funded position) 

**Need more skills to get a job but  
need some financial support?  
See below for more information.**



## FOR INDIVIDUALS

Are you 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/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.

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:**

- 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. Are you unemployed?
3. Are you underemployed with restricted availability for study?
4. Is the cost of childcare or travel something that stops you attending a full qualification course?
5. Do you find it hard to understand people when listening and speaking in English?
6. Are you a migrant or refugee, unemployed or looking for more or better work?
7. Do you have personal issues that make it difficult to do a full qualification course?
8. Is reading or writing difficult for you?
9. Do you receive Centrelink benefits?
10. Are you a carer with restrictions on your availability to study?
11. Are you a dependant of a person with a disability?
12. Are you a dependant of a person who receives Centrelink benefits?
13. Do you have health problems?
14. Do you have depression, anxiety or other mental health problems?

**For More Information**  
on funded positions please contact  
**Susan Wilkinson** on  
9970 1000 or email [vet@nbcc.nsw.edu.au](mailto:vet@nbcc.nsw.edu.au).

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

## COURSE OUTLINE

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

- Using Windows 10 (including file management skills)
- Microsoft Word 2016 & Excel 2016
- Email & Calendars using Outlook 2016
- Job seeking skills

The topics included will support a wide range of industry occupations. Gain confidence and skills in a relaxed and supportive environment.

## CLASS SCHEDULE

## DAYTIME

Mondays, Tuesdays, Wednesdays  
7 May to 6 June 2018  
9.30am to 2.30pm, Narrabeen Annex

Mondays, Tuesdays, Thursdays  
28 May to 2 July 2018  
9.30am to 2.30pm, Brookvale Campus

## COST

\$0 (if eligible for funded position)

## SOCIAL MEDIA IN THE WORKPLACE

**NEW!** SITXESB001 Use Social Media in a Business; ICTICT204 Operate a Digital Media Technology Package

## COURSE OUTLINE

Businesses use social media as an effective way of communicating with their existing and potential clients, and many employers now expect their workers to be able to represent them on social networks. This course provides students with the skills needed to establish and maintain a networking presence for a business, using the most common social media tools and applications.

- Facebook, Instagram, Twitter, and LinkedIn
- Creating a social media strategy
- Creating a content calendar
- Sourcing, curating and posting content
- Designing and creating content using Canva
- Communication using social media tools, including conflict and crisis management

Additional self study hours required

## CLASS SCHEDULE

## DAYTIME













8 consecutive Thursdays  
17 May to 5 July 2018  
9.30am to 2.30pm  
Narrabeen Annex

Prerequisites: You must have a personal Facebook account and be familiar with its use, including:

- Following the News Feed
- Creating different types of posts to your Facebook friends
- Navigating the Facebook interface on a computer (Windows PC or Mac)
- Familiar with internet navigation and use

\$0 (if eligible for funded position)

**Want even more options? All the courses below are \$0 if you are eligible for a funded position.**

Course	Session	Date	Time	Campus	Trainer	
<b>Excel 2016 Introduction</b> BSBITU304 from Cert III in Business BSB30115. <i>Prerequisite: Basic Windows skills. Please bring a USB flash drive.</i>	5	Mon 07 May	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan	
	3	Fri 25 May	9.30am - 2.30pm	Narrabeen Annex	Vera Hannan	
<b>Word 2010 Introduction</b> BSBITU201 from Cert II in Business BSB20115. <i>Prerequisite: Basic Windows skills.</i>	5	Mon 7 May	6.00pm - 9.00pm	Narrabeen Annex	Deborah Stokes	
<b>Word 2016 Introduction</b> BSBITU201 from Cert II in Business BSB20115. <i>Prerequisite: Basic Windows skills.</i>	3	Wed 06 Jun	9.30am - 2.30pm	Brookvale Campus	Lan Pham	
<b>Word 2016 Intermediate</b> BSBITU303 Design and Produce Text Documents. <i>Prerequisite: Basic Word and keyboarding skills. Please bring USB flash drive.</i>	4	Wed 13 Jun	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan	
<b>PowerPoint 2016 Introduction</b> BSBITU302 from Cert III in Business BSB30115. <i>Prerequisite: Basic Word skills. Please bring USB flash drive.</i>	3	Wed 06 Jun	9.30am - 2.30pm	Brookvale Campus	Nicky Bull	
	5	Wed 09 May	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan	
<b>Outlook 2016 - Email, Contacts &amp; Calendar</b> ICTICT107 Use Personal Productivity tools. <i>Prerequisite: Basic keyboarding skills.</i>	3	Thur 10 May	6.15pm - 9.15pm	Brookvale Campus	Lan Pham	
<b>Photoshop CC Level 1</b> ICTICT204 Operate a digital media technology package. <i>Prerequisite: Good skills with PC or Mac. Manual provided.</i>	7	Tues 08 May	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorian	
<b>InDesign CC Level 1</b> BSBITU309 Produce Desktop Published Documents. <i>Prerequisite: Good skills with PC or Mac. Manual provided.</i>	7	Wed 09 May	6.30pm - 9.30pm	Brookvale Campus	Deborah Stokes	
<b>Illustrator CC Level 1</b> ICTICT204 Operate a digital media technology package. <i>Prerequisite: Good skills with PC or Mac. Manual provided.</i>	3	Mon 07 May	9.30am - 3.30pm	Brookvale Campus	Deborah Stokes	
<b>Customer Service Skills</b> BSBCMM301 Process customer complaints; BSBCUS301 Deliver and monitor a service to customers	4	Wed 09 May	9.30am - 2.30pm	Brookvale Campus	Matt Tanks	
<b>Basic Bookkeeping &amp; MYOB</b> BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. <i>Prerequisite: Strong file management skills using Windows PC.</i>	8	Thurs 17 May	6.15pm - 9.15pm	Brookvale Campus	To be advised.	
<b>Basic Bookkeeping &amp; Xero</b> BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. <i>Prerequisite: Strong file management skills using Windows PC.</i>	9	Tues & Wed Starting 01 May	9.30am - 2.30pm	Brookvale Campus	Maxine Haigh-White	
<b>Medical Terminology</b> BSBMED301 Interpret and apply medical terminology appropriately	2	Wed 13 Jun & Thurs 14 Jun	9.00am to 12.30pm	Narrabeen Annex	Jo Neophyton	
<b>Provide First Aid</b> Pre-course work required.	1	see website for course dates and times	HLTAID003 Provide First Aid - Flexible Delivery			
<b>Provide First Aid in an Education and Care Setting</b> Pre-course work required.	1	see website for course dates and times	HLTAID004 Provide an emergency first aid response in an education and care setting - Flexible Delivery			
<b>CPR Accredited</b> Pre-course work required.	1	see website for course dates and times	HLTAID001 Provide Cardiopulmonary Resuscitation - Flexible Delivery			
<b>Responsible Service of Alcohol (RSA)</b>	1	see back page for dates and times				
<b>Responsible Gambling Services (RCG)</b>	1	see back page for dates and times				
<b>Barista Accredited</b> Pre-course work required.	1	see back page for dates and times				



# 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 only or across Pittwater Road in Lakeside Park.

Course	Fee	Sessions	Date	Time	Campus	Trainer
<b>Introduction to iPads</b>	\$15 gst exempt	2	Thurs 10 May	10.00am - 12.30pm	Brookvale Campus (1st flr - no lift access)	Emma Congues
<i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i>						
<b>Introduction to iPhones</b>	\$15 gst exempt	2	Thurs 07 Jun	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.

<b>iPads the Next Step</b>	\$84 gst exempt	2	Thurs 24 May	10.00am - 12.30pm	Brookvale Campus (1st flr - no lift access)	Emma Congues
<i>Prerequisite: Students must have attended the Introduction to iPads. Please bring a charged iPad with the latest IOS software update installed</i>						
<b>iPhones the Next Step</b>	\$84 gst exempt	2	Thurs 21 Jun	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
<i>Prerequisite: Students must have attended the Introduction to iPhones. Please bring a charged Apple iPhone with the latest IOS software update installed</i>						
<b>iCloud for Seniors</b>	\$42 gst exempt	1	Thurs 05 Jul	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>						
<b>Photo Editing using Google Photos</b>	\$48 gst exempt	1	Thurs 05 Jul	9.30am - 12.30pm	Brookvale Campus	Judy Elias
<b>Organise Your Files &amp; Photos (PCs only)</b>	\$63 gst exempt	1	Wed 27 Jun	9.30am - 1.30pm	Narrabeen Annex	Gabrielle Kinghorn
<b>Basic Mouse Skills</b>	\$48 gst exempt	1	Mon 18 Jun	9.30am - 12.30pm	Narrabeen Annex	Gabrielle Kinghorn



## Microsoft Office

Excel 2016 Just the Basics		\$144 gst exempt	1	Mon 21 May	9.30am - 4.30pm	Brookvale Campus	Nicky Bull		
Excel 2016 Introduction	Special PRICE was \$325	\$296 gst exempt	5	Mon 07 May	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan		
		\$296 gst exempt	3	Fri 25 May	9.30am - 2.30pm	Narrabeen Annex	Vera Hannan		
BSBITU304 from Cert III in Business BSB30115. Prerequisite: Basic Windows skills. Please bring a USB flash drive.					FUNDED for eligible students. See page 10 for eligibility information				
Excel 2016 Intermediate		\$144 gst exempt	1	Thu 24 May	9.30am - 4.30pm	Brookvale Campus	Nicky Bull		
		\$119 gst exempt	2	Tue 12 Jun	6.15pm - 9.15pm	Brookvale Campus	Nicky Bull		
Prerequisite: Excel Introduction course or equivalent skills/knowledge. Please bring a USB flash drive.									
Excel 2016 Advanced		\$123 gst exempt	2	Tues 26 Jun	6.15pm - 9.15pm	Brookvale Campus	Nicky Bull		
Prerequisite: Excel Intermediate course or equivalent skills and knowledge. Please bring a USB flash drive.									
Word 2016 Just the Basics	NEW!	\$144 gst exempt	1	Fri 29 Jun	9.30pm - 4.30pm	Narrabeen Annex	Vera Hannan		
Word 2010 Introduction		\$296 gst exempt	5	Mon 7 May	6.00pm - 9.00pm	Narrabeen Annex	Deborah Stokes		
BSBITU201 from Cert II in Business BSB20115. Prerequisite: Basic Windows skills.					FUNDED for eligible students. See page 10 for eligibility information				
Word 2016 Introduction		\$296 gst exempt	3	Wed 06 Jun	9.30am - 2.30pm	Brookvale Campus	Lan Pham		
BSBITU201 from Cert II in Business BSB20115. Prerequisite: Basic Windows skills.					FUNDED for eligible students. See page 10 for eligibility information				
Word 2016 Intermediate	NEW!	Special PRICE was \$258	\$218 gst exempt	4	Wed 13 Jun	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 22 Jun	9.30am - 4.30pm	Narrabeen Annex	Vera Hannan		
PowerPoint 2016 Introduction		\$296 gst exempt	3	Wed 06 Jun	9.30am - 2.30pm	Brookvale Campus	Nicky Bull		
BSBITU302from Cert III in Business BSB30115.		\$296 gst exempt	5	Wed 09 May	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan		
Prerequisite: Basic Word skills. Please bring USB flash drive.					FUNDED for eligible students. See page 10 for eligibility information				
Outlook 2016 - Email, Contacts & Calendar		NEW!	\$195 gst exempt	3	Thur 10 May	6.15pm - 9.15pm	Brookvale Campus	Lan Pham	
Prerequisite: Basic keyboarding skills.					FUNDED for eligible students. See page 10 for eligibility information				

## Office Skills

Introduction to Windows 10	\$120 gst exempt	2	Wed 13 Jun	9.30am - 1.00pm	Narrabeen Annex	Gabrielle Kinghorn
Computer Skills for Work	<div>Special PRICE was \$950</div> \$750 gst exempt	15	Mon/Tues/Wed starts Mon 7 May	9.30am - 2.30pm	Narrabeen Annex	Gabrielle Kinghorn 
ICTICT101 Operate a personal computer						
ICTICT102 Operate word-processing applications	\$750 gst exempt	15	Mon/Tues/Thu starts 28 May	9.30am - 2.30pm	Brookvale Campus	Nicky Bull 
ICTICT105 Operate spreadsheet applications						
BSBADM307 Organise schedules						
FSKOCM07 Interact effectively with others at work						
FUNDED for eligible students. See page 10 for eligibility information						
Organise Your Files & Photos (PCs only)	\$75 gst exempt	1	Fri 11 May	9.30am - 1.30pm	Narrabeen Annex	Vera Hannan
Bring USB stick, Smartphone and smart phone charging cable						



## Bookkeeping & Accounting

Course	Fee	Sessions	Date	Time	Campus	Trainer	
<b>Basic Bookkeeping &amp; MYOB</b> BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. Prerequisite: Strong file management skills using Windows PC.	\$399 gst exempt	8	Thurs 17 May	6.15pm - 9.15pm	Brookvale Campus	To be advised.	
<b>FUNDED</b> for eligible students. See page 10 for eligibility information							
<b>Basic Bookkeeping &amp; Xero</b> BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. 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.	\$550 gst exempt	9	Tues & Wed Starting 01 May	9.30am - 2.30pm	Brookvale Campus	Maxine Haigh-White	
<b>FUNDED</b> for eligible students. See page 10 for eligibility information							

## Social Media

<b>Social Media 101 - Personal</b> <b>NEW!</b> Introduction only, not hands on.	\$55 gst exempt	1	Wed 09 May	6.00pm-9.00pm	Narrabeen Annex	Susan Mahoney	
<b>Social Media 101 - Business</b> <b>NEW!</b> Introduction only, not hands on.	\$55 gst exempt	1	Wed 16 May	6.00pm-9.00pm	Narrabeen Annex	Susan Mahoney	
<b>Facebook 101 - Personal</b> <b>NEW!</b> Prerequisite: Basic internet skills.	\$109 gst exempt	2	Wed 23 May	6.00pm-9.00pm	Narrabeen Annex	Susan Mahoney	
<b>Facebook 101 - Business</b> <b>NEW!</b> Prerequisite: Must have created a basic Facebook business page – instructions provided on request. Please ensure you bring your Facebook log-in and password details.	\$158 gst exempt	3	Wed 06 Jun	6.00pm-9.00pm	Narrabeen Annex	Susan Mahoney	
<b>Facebook for Business: Introduction</b> Prerequisites: Must have created a basic Facebook business page – instructions provided on request. Please ensure you bring your Facebook log-in and password details.	\$82 gst exempt	1	Tues 12 Jun	9.30am - 2.00pm	Narrabeen Annex	Margaret Perusich	
<b>Facebook Messenger for Business</b> <b>NEW!</b> 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.	\$74 gst exempt	1	Tues 26 Jun	9.30am - 1.30pm	Narrabeen Annex	Margaret Perusich	
<b>Introduction to Facebook Advertising</b> 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.	\$74 gst exempt	1	Tues 03 Jul	9.30am - 1.30pm	Narrabeen Annex	Margaret Perusich	
<b>Introduction to LinkedIn</b>	\$55 gst exempt	1	Wed 04 Jul	9.30am - 12.30pm	Brookvale Campus	Lynda Olling	
<b>Social Media in the Workplace</b> <b>NEW!</b> <b>Special PRICE was \$795</b> SITXEB001 Use Social Media in a Business; ICTICT204 Operate a Digital Media Technology Package Prerequisites: Must be familiar with using a Facebook personal account.	\$599 gst exempt	8	Thurs 17 May	9.30am - 2.30pm	Narrabeen Annex	Margaret Perusich	
<b>FUNDED</b> for eligible students. See page 10 for eligibility information							
<b>Instagram for Business</b> Prerequisites: Bring your smartphone or tablet with the Instagram app installed.	\$120 gst exempt	2	Tues 22 May	9.30am - 1.00pm	Brookvale Campus	Margaret Perusich	
<b>Instagram 101 - Personal</b> <b>NEW!</b>	\$109 gst exempt	2	Wed 27 Jun	6.00pm-9.00pm	Narrabeen Annex	Susan Mahoney	

## Website & Graphic Design

<b>Photoshop CC Level 1</b> Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package.	\$399 gst exempt	7	Tues 08 May	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorien	
<b>FUNDED</b> for eligible students. See page 10 for eligibility information							
<b>Photoshop CC Introduction</b> Prerequisite: Good skills with PC or Mac. Manual provided.	\$179 gst exempt	3	Tues 08 May	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorien	
<b>Photoshop CC Level 2</b> Prerequisite: Good skills with PC or Mac and completion of the Photoshop CS6 Essentials course or equivalent skills/knowledge.	\$108 gst exempt	2	Tues 26 Jun	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorien	
<b>InDesign CC Level 1</b> <b>Special PRICE was \$440</b> Prerequisite: Good skills with PC or Mac. Manual provided. BSBITU309 Produce Desktop Published Documents.	\$399 gst exempt	7	Wed 09 May	6.30pm - 9.30pm	Brookvale Campus	Deborah Stokes	
<b>FUNDED</b> for eligible students. See page 10 for eligibility information							
<b>Illustrator CC Level 1</b> Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package.	\$356 gst exempt	3	Mon 07 May	9.30am - 3.30pm	Brookvale Campus	Deborah Stokes	
<b>FUNDED</b> for eligible students. See page 10 for eligibility information							
<b>Adobe Lightroom CC</b> <b>NEW!</b>	\$279 gst exempt	5	Thurs 07 Jun	9.30am - 12.30pm	Brookvale Campus	Richard Lynch	
<b>Create a Website with WordPress.com</b>	\$143 gst exempt	2	Wed 09 May	9.30am - 1.30pm	Brookvale Campus	Jodi Allbon	
	\$143 gst exempt	2	Wed 23 May	9.30am - 1.30pm	Brookvale Campus	Jodi Allbon	
Prerequisite: Windows skills. You must create a Wordpress.com account prior to class. Instructions provided on request. Cheat sheet provided.							

## Apple Macs

<b>Mac for Beginners</b> Prerequisite: Please bring a charged Apple Macbook.	\$132 gst exempt	3	Thurs 07 Jun	9.30am - 12.00pm	Brookvale Campus	Judy Elias	
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## Email Marketing

<b>How To Use Mailchimp</b>	\$90 gst exempt	2	Thurs 17 May	9.30am - 12.00pm	Brookvale Campus	Judy Elias	
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## Do you need a computer qualification to help you get a job? Why not start with ...

### Certificate I in INFORMATION, DIGITAL MEDIA AND TECHNOLOGY ICT10115



COURSE OUTLINE	CLASS SCHEDULE	COST
<p>You will learn:</p> <ul style="list-style-type: none"> <li>How to use and customise windows</li> <li>Store and transfer your files and photos using the PC, USB and your smartphone</li> <li>How to use the internet and emails</li> <li>Word - creating and basic formatting of documents</li> <li>Excel - creating basic spreadsheets using formulas</li> <li>PowerPoint - creating basic presentations and flyers</li> </ul> <p>Prerequisite: Some basic keyboard and mouse skills and have access to a computer with MS Office programs.</p>	<p><b>EVENING</b> Tuesdays and Thursdays Tues 22 May to Tues 21 August 2018 (excluding school holidays) 6.00pm to 9.00pm Narrabeen Annex</p>	<p>\$220 (if eligible for funded position, see website for Smart &amp; Skilled subsidised training) \$80 (if in receipt of Centrelink benefits) <b>FUNDED</b> This training is subsidised by the NSW Government</p>

## Drawing & Painting

Course	Fee	Sessions	Date	Time	Campus	Trainer
<b>Drawing: Beginners to Intermediate</b>	\$265 inc gst	8	Mon 07 May	12.00pm - 2.00pm	Narrabeen Annex	John Wells
<b>Watercolour: Beginners to Intermediate</b>	\$265 inc gst	8	Mon 07 May	9.15am - 11.45am	Narrabeen Annex	John Wells
<b>Painting in Watercolour for Beginners - Stage 2</b>	\$248 inc gst	6	Thurs 24 May	6.00pm - 8.30pm	Narrabeen Annex	Jenny Gilchrist
<b>Linocut Printmaking</b>	\$165 inc gst	4	Mon 18 June	6.30pm - 9.00pm	Narrabeen Annex	Natasha Kowalski

## Crafts & Fashion

<b>General Sewing</b>	\$290 inc gst	7	Tues 08 May	6.30pm - 9.00pm	Narrabeen Annex	Berenice Stapleton
<b>Cardmaking with Martha Stewart Punches</b>	\$50 inc gst	1	Wed 27 June	9.30am - 12.30pm	Narrabeen Annex	Shirley Hoffman
<b>Crochet: Beginners Stage 1</b>	\$66 inc gst	1	Sun 27 May	9.00am - 1.00pm	Brookvale Campus	Marianne Horton
<b>How to Knit Workshop</b>	\$66 inc gst	1	Sun 27 May	1.30pm - 5.30pm	Brookvale Campus	Marianne Horton
<b>Pottery</b>	\$299 inc gst	8	Wed 09 May	6.30pm - 8.30pm	Forestville Arts Centre	Donna Hill
	\$299 inc gst	8	Thurs 10 May	6.30pm - 8.30pm	Forestville Arts Centre	Donna Hill

## Dance

<b>Hula Hooping for Beginners</b>	\$125 inc gst	8	Wed 09 May	6.30pm - 8.00pm	Curl Curl Sports Centre	Caitlyn Spinjoy
<b>Hula Hooping Intermediate</b>	\$90 inc gst	8	Wed 09 May	8.00pm - 9.00pm	Curl Curl Sports Centre	Caitlyn Spinjoy

## Photography

<b>Digital SLR Photography Introduction</b>	\$295 inc gst	7	Mon 07 May	6.30pm - 9.00pm	Brookvale Campus	Julie Crespel
	\$295 inc gst	6	Fri 11 May	10.00am - 1.00pm	Narrabeen Annex	Julie Crespel
<b>iPhone Photography</b>	\$132 inc gst	2	Thurs 10 May	9.30am - 1.30pm	Brookvale Campus	Richard Lynch

## Music & Singing

<b>Guitar: Beginners Level 1</b>	\$132 inc gst	8	Wed 09 May	6.00pm - 7.00pm	Narrabeen Annex	Mark Broughton
<b>Guitar: Beginners Level 2</b>	\$132 inc gst	8	Wed 09 May	7.00pm - 8.00pm	Narrabeen Annex	Mark Broughton
<b>Singing for Beginners</b>	\$199 inc gst	6	Thurs 17 May	6.45pm - 8.45pm	Narrabeen Annex	Benny Ng
<b>The Ukulele for Beginners Level 2</b> <b>NEW!</b>	\$66 inc gst	4	Wed 09 May	8.00pm - 9.00pm	Narrabeen Annex	Mark Broughton
<b>Songwriting Essentials</b>	\$250 inc gst	6	Thurs 10 May	6.00pm - 8.30pm	Narrabeen Annex	Keith Armitage

## Interior Design

<b>Interior Design - The Basics</b>	\$320 inc gst	8	Tues 08 May	6.30pm - 9.00pm	Brookvale Campus	Fiona Barry
<b>Interior Design - Intermediate Level</b>	\$320 inc gst	8	Wed 09 May	6.30pm - 9.00pm	Brookvale Campus	Fiona Barry
<i>Prerequisite: Interior Design Basics or equivalent</i>						
<b>Property Styling for Living or Selling</b>	\$120 inc gst	1	Sat 07 July	9.30pm - 4.30pm	Narrabeen Annex	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).

<b>French: Beginners Stage 1</b>	\$205 inc gst	5	Mon 07 May	6.15pm - 8.45pm	Brookvale Campus	Galiane Marterer
<b>French: Beginners Stage 2</b>	\$205 inc gst	5	Mon 18 June	6.15pm - 8.45pm	Brookvale Campus	Galiane Marterer
<b>German: Beginners Stage 1</b>	\$205 inc gst	5	Wed 09 May	6.15pm - 8.45pm	Brookvale Campus	Amisa Skrami
<b>German: Beginners Stage 2</b>	\$205 inc gst	5	Wed 13 June	6.15pm - 8.45pm	Brookvale Campus	Amisa Skrami
<b>Mandarin: Beginners Stage 1</b>	\$205 inc gst	5	Mon 07 May	6.30pm - 9.00pm	Narrabeen Annex	Linda Bennett
<b>Mandarin: Beginners Stage 2</b>	\$205 inc gst	5	Mon 18 June	6.30pm - 9.00pm	Narrabeen Annex	Linda Bennett
<b>Italian: Beginners Stage 1</b>	\$205 inc gst	5	Fri 11 May	11.00am - 1.30pm	Narrabeen Annex	Flavia Natoli
<b>Italian: Beginners Stage 1</b>	\$205 inc gst	5	Mon 07 May	7.00pm - 9.30pm	Brookvale Campus	Francesca Modica
<b>Italian: Beginners Stage 2</b>	\$205 inc gst	5	Fri 15 June	11.00am - 1.30pm	Narrabeen Annex	Flavia Natoli
<b>Italian: Beginners Stage 2</b>	\$205 inc gst	5	Mon 18 June	7.00pm - 9.30pm	Brookvale Campus	Francesca Modica
<b>Spanish: Beginners Stage 1</b>	\$205 inc gst	5	Mon 07 May	6.15pm - 8.45pm	Brookvale Campus	Patricia La Porta
<b>Spanish: Beginners Stage 2</b>	\$205 inc gst	5	Mon 18 June	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](http://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
<b>How to Create a Market Stall</b> <b>NEW!</b>	\$30 gst exempt	1	Tues 26 June	6.30pm - 9.00pm	Narrabeen Annex	Amy Clarke
<b>How to Set Up an Online Shop</b> <b>NEW!</b>	\$69 gst exempt	2	Mon 18 Jun	7.00pm - 9.00pm	Narrabeen Annex	Amy Clarke
<b>Radio Workshop</b>	\$100 gst exempt	1	Sat 12 May	9.00am - 3.00pm	Radio Northern Beaches	Andrew Goodman Jones
<b>Sign Language 1</b>	\$220 gst exempt	7	Tues 08 May	7.00pm - 9.00pm	Narrabeen Annex	The Deaf Society of NSW
<b>Sign Language 2</b>	\$220 gst exempt	7	Thurs 10 May	7.00pm - 9.00pm	Brookvale Campus	The Deaf Society of NSW
<b>Self Managed Super Funds</b> <b>NEW!</b>	\$42 inc gst	1	Thurs 31 May	6.15pm - 9.15pm	Brookvale Campus	Alex Cook
<b>Retirement Planning</b> <b>NEW!</b>	\$42 inc gst	1	Thurs 07 Jun	6.15pm - 9.15pm	Brookvale Campus	Alex Cook
<b>Small Business Accelerator</b> <b>NEW!</b>	\$38 gst exempt	1	Thurs 14 Jun	6.15pm - 9.15pm	Brookvale Campus	Alex Cook
<b>Successful Stock Market Investing</b> <b>NEW!</b>	\$33 inc gst	1	Thurs 10 May	6.30pm - 8.30pm	Brookvale Campus	James Diegelman
<b>Strata Management</b> <b>NEW!</b>	\$99 gst exempt	2	Thurs 17 May	6.15pm - 9.15pm	Brookvale Campus	To be advised
<b>Customer Service Skills</b>	\$330 gst exempt	4	Wed 09 May	9.30am - 2.30pm	Brookvale Campus	Matt Tanks
BSBMM301 Process customer complaints; BSBM301 Deliver and monitor a service to customers				<b>FUNDED</b> for eligible students. See page 10 for eligibility information		
<b>Medical Terminology</b>	\$149 gst exempt	2	Wed 13 Jun & Thurs 14 Jun	9.00am to 12.30pm	Narrabeen Annex	Jo Neophyton
BSBMED301 Interpret and apply medical terminology appropriately				<b>FUNDED</b> for eligible students. See page 10 for eligibility information		
<b>Introduction to Gumtree &amp; Airtasker</b>	\$86 gst exempt	1	Tues 19 Jun	9.30am - 2.30pm	Narrabeen Annex	Gabrielle Kinghorn

## First Aid

<b>Provide First Aid</b> <i>Pre-course work required.</i>	\$110 gst exempt	1	see website for course dates and to enrol <b>HLTAID003 Provide First Aid - Flexible Delivery</b> <b>FUNDED</b> for eligible students. See pages 10 for eligibility information			
<b>Provide First Aid in an Education and Care Setting</b> <i>Pre-course work required.</i>	\$110 gst exempt	1	see website for course dates and to enrol <b>HLTAID004 Provide an emergency first aid response in an education and care setting - Flexible Delivery</b> <b>FUNDED</b> for eligible students. See pages 10 for eligibility information			
<b>CPR Accredited</b> <i>Pre-course work required.</i>	\$60 gst exempt	1	see website for course dates and to enrol <b>HLTAID001 Provide Cardiopulmonary Resuscitation - Flexible Delivery</b> <b>FUNDED</b> for eligible students. See pages 10 for eligibility information			
<b>Mental Health First Aid in the Workplace</b> <b>NEW!</b>	\$280 gst exempt	1	Fri 18 May	9.30am - 1.30pm	Brookvale Campus	Eleni Psillakis
<i>Accredited by Mental Health First Aid Australia (MHFA). Pre-course work required.</i>	\$280 gst exempt	1	Sat 16 Jun	9.30am - 1.30pm	Brookvale Campus	Eleni Psillakis
<b>Mental Health First Aid</b> <i>Accredited by Mental Health First Aid Australia (MHFA)</i>	\$280 gst exempt	2	Sat 23 Jun & Sun 24 Jun	9.00am - 4.00pm	Brookvale Campus	Eleni Psillakis

Responsible Service of Alcohol (RSA)

Responsible Gambling Services (RCG)

Barista Accredited Training

For dates and times see back page.



# LIFESTYLE

## Life Skills

<b>Cake Decorating</b>	\$265 inc gst	8	Wed 09 May	6.30pm - 8.30pm	Brookvale Campus	Nicki Van Leeuwen
<b>Barista Non-Accredited</b> <b>NEW!</b>	\$105 inc gst	1	Wed 04 Jul	9.30am - 2.30pm	Narrabeen Annex	Kat King
	\$105 inc gst	2	Thurs 10 May	6.00pm - 8.30pm	Narrabeen Annex	Kat King

## Health & Fitness

<b>Dads and Sons Boxing Class</b>	\$110 inc gst	8	Mon 07 May	7.00pm - 8.00pm	Bulldog Martial Arts School	Nick Stone
<b>Krav Maga Self Defence</b>	\$99 inc gst	4	Wed 13 June	7.00pm - 8.30pm	Narrabeen Annex	Kelly Anderson

## Body, Mind & Soul

<b>Introduction to Alexander Technique</b>	\$199 inc gst	6	Tues 08 May	2.00pm - 4.00pm	Narrabeen Annex	Alan Capel
<b>Mindfulness, Meditation &amp; Gentle Yoga</b>	\$125 inc gst	5	Tues 08 May	7.00pm - 8.30pm	Narrabeen Annex	Kerrie-Jane Tooth
<b>Mindfulness, Meditation &amp; Gentle Yoga 2</b>	\$125 inc gst	5	Tues 12 June	7.00pm - 8.30pm	Narrabeen Annex	Kerrie-Jane Tooth
<b>Beach Yoga</b>	\$65 inc gst	4	Mon 07 May	9.00am - 10.00am	Dee Why Beach	Olivia Santa
<b>Meditation for Busy Lives</b>	\$132 inc gst	8	Tues 08 May	10.00am - 11.00am	Brookvale Campus	Samantha Avery

## Writing Skills

<b>Novel Writing Essentials</b>	\$205 inc gst	5	Mon 07 May	6.30pm - 9.00pm	Narrabeen Annex	Joanne Riccioni
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**TO BOOK A COURSE:** [www.nbcc.nsw.edu.au](http://www.nbcc.nsw.edu.au) | 9970 1000 | 1525 Pittwater Road, Nth Narrabeen



# Clubs, Pubs & Cafes

Looking for work? Why not book into one of our accredited hospitality courses.

Special  
July school  
holiday  
classes

Course		Fee	Sessions	Date	Time
<b>Responsible Service of Alcohol (RSA)</b>		\$150 gst exempt	1	Wed 09 May	9.15am-3.45pm
<i>SITHFAB002 Provide Responsible Service of Alcohol</i>		\$150 gst exempt	1	Wed 06 Jun	9.15am-3.45pm
<b>FUNDED</b> for eligible students, see page 10 for eligibility information.		\$150 gst exempt	1	Wed 18 Jul	9.15am-3.45pm
<b>Responsible Gambling Services (RCG)</b>		\$110 gst exempt	1	Wed 16 May	9.15am-3.45pm
<i>SITHGAM001 Provide Responsible Gambling Services</i>		\$110 gst exempt	1	Wed 13 Jun	9.15am-3.45pm
<b>FUNDED</b> for eligible students, see page 10 for eligibility information.		\$110 gst exempt	1	Fri 20 Jul	9.15am-3.45pm
<b>Barista Accredited*</b>		\$180 gst exempt	1	Wed 23 May	9.00am-5.00pm
<i>SITASSA001 Use Hygienic Practices for Food Safety</i> <i>SITHFAB005 Prepare and Serve Espresso Coffee</i>		\$180 gst exempt	1	Wed 20 Jun	9.00am-5.00pm
<b>FUNDED</b> for eligible students, see page 10 for eligibility information.		\$180 gst exempt	1	Wed 11 Jul	9.00am-5.00pm

\*Please note: 3-4 hours of online pre-course study is required prior to class attendance

These courses are being run at our North Narrabeen campus by Kat King.

To book: [www.nbcc.nsw.edu.au](http://www.nbcc.nsw.edu.au) | 9970 1000 | 1525 Pittwater Road, North Narrabeen

All of the above courses are \$0 if you are eligible for a funded position.  
Check out page 10 for eligibility requirements.



## ACCREDITED TRAINING

Complete a Nationally Recognised Certificate/Diploma qualification from a range of courses offered at Northern Beaches Community College. Take a look inside for more information.

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