



NORTHERN
BEACHES
& MOSMAN
COLLEGE

COURSE GUIDE 2020

Careers & Lifestyle

FEB - APR



RTO ID 90113

9970 1000
nbmc.nsw.edu.au

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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.

NBMC 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 NBMC

Northern Beaches & Mosman College has come about as a result of Northern Beaches and Mosman Community Colleges joining forces. We are now able to offer a wider range of accredited and lifestyle courses to the communities of both areas.

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: nbmc.nsw.edu.au or please phone us on 9970 1000 for a hard copy of these documents.

Registered Training Organisation

NBMC 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.

COURSE INFORMATION NIGHT

Wednesday 22 January 2020
4pm to 7.30pm
Narrabeen Annex



Need more information about our Accredited courses? Come along to our Course Information Night. There will also be an opportunity to chat face-to-face with our Coordinators and Trainers, and have all your questions answered. Find the information you need to help you choose and enrol in your ideal course.

We deliver Accredited courses in:

- Early Childhood Education & Care
- Aged Care, Disability, Home & Community Care
- Community Services, Allied Health, Leisure & Health
- Nursing Assistant
- Business/Leadership & Management
- Computing
- Human Resources
- Bookkeeping/Financial Services

For more information please visit: nbmc.nsw.edu.au

HOW TO ENROL:

Online: nbmc.nsw.edu.au

Phone: 9970 1000

In person: 1525 Pittwater Road,
Nth Narrabeen - Mon to Fri


L1, 14 William Street,
Brookvale - Mon to Thurs


Shopping Centre locations as
indicated on page 4

By post: See enrolment form
on page 15

Human Resources, Management, Business & Financial Services

 BSB42618 Certificate IV in NEW SMALL BUSINESS		Do you have a great idea for a new business or do you need to develop your skills for an existing business? This course will give you the practical understanding of what it takes to run a successful small business.			Career Options: Small Business Manager
DAYS	DATES	TIME	COST	LOCATION	NOTES
Wed*	5 Feb to 16 Dec 2020	6.15pm to 9.15pm	From \$1580 or \$240* concession	Brookvale	*Plus 7 full Saturdays: 29 Feb, 23 May, 25 Jul, 19 Sep, 7 Nov, 28 Nov, 12 Dec


 BSB41015 Certificate IV in HUMAN RESOURCES		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.			Career Options: HR/Recruitment Officer; Admin Officer; Executive PA; Office Administrator; Project Assistant
DAYS	DATES	TIME	COST	LOCATION	NOTES
Tues	11 Feb to 8 Dec 2020	6.15pm to 9.15pm	From \$1580 or \$240* concession	Brookvale	• Additional self study hours required.

 BSB42015 Certificate IV in LEADERSHIP & MANAGEMENT		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?			Career Options: Team Leader; Coordinator; Manager; Supervisor
DAYS	DATES	TIME	COST	LOCATION	NOTES
Tues	11 Feb to 8 Dec 2020	6.15pm to 9.15pm	From \$1580 or \$240* concession	Brookvale or Narrabeen	• Additional self study hours required.
Mon & Tues	10 Feb to 22 Sep 2020	9.15am to 2.45pm	From \$1580 or \$240* concession	Brookvale or Narrabeen	




Did you realise that once you have successfully completed the **BSB42015 Certificate IV in Leadership & Management** daytime course you can use these units to complete the **BSB42015 Certificate IV in Human Resources** in just one extra term, and a little extra cost* - once successfully completed you will have two qualifications!


Mon & Tues - HR Units	12 Oct to 8 Dec 2020	9.15am to 2.45pm	From \$650 or \$240* concession	Brookvale or Narrabeen	• Additional self study hours required.
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 BSB51918 Diploma of LEADERSHIP & MANAGEMENT		This qualification, 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.			Career Options: Manager across a range of enterprise and industry contexts.
DAYS	DATES	TIME	COST	LOCATION	NOTES
Thurs*	6 Feb to 10 Dec 2020	6.15pm to 9.15pm	From \$2530.	Brookvale	*Plus 5 full Saturdays (9.30am to 3.30pm): 7 Mar, 23 May, 20 Jun, 1 Aug, 19 Sep



FOR MORE INFORMATION on any of the above courses or to book an appointment please contact Natalie Thornberry on 9970 1001 or email: natalie@nbmc.nsw.edu.au

 BSB30115 Certificate III in BUSINESS		This qualification provides training in a range of essential administrative duties and computer skills required to maintain a healthy business.			Career Options: Customer Service Assistant; Data Entry Operator; General or Accounts Clerk; Payroll Officer; Typist or Word Processing Operator
DAYS	DATES	TIME	COST	LOCATION	NOTES
Wed & Thur	12 Feb to 2 Jul 2020	9.30am to 2.30pm	From \$1320 or \$240* concession	Brookvale	• Additional self study hours required.

 FNS40217 Certificate IV in ACCOUNTING & BOOKKEEPING		Do you want an accounting/bookkeeping career? This nationally recognised qualification is ideal for aspiring and practising bookkeepers or employees performing bookkeeping tasks for organisations in a range of industries.			Career Options: Small Business Bookkeeper; BAS Agent; Contract or Staff Bookkeeper; Trainee Accountant
DAYS	DATES	TIME	COST	LOCATION	NOTES
Wed*	12 Feb to 16 Dec 2020	6.15pm to 9.15pm	From \$1980 or \$240* concession.	Brookvale	• Additional self study hours required.
*Plus 6 full Saturdays (9.30am to 3.30pm): 28 Mar, 30 May, 27 Jun, 15 Aug, 19 Sep, 31 Oct - subject to change.					



FOR MORE INFORMATION on these two courses or to book an appointment please contact Margaret Perusich on 9970 1000 or email: margaretp@nbmc.nsw.edu.au


* Concessions available. See website for criteria. 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.

For full course details go to:
nbmc.nsw.edu.au


Interest free payment plans available


15-30 years old? Ask us about Fee Free Scholarships

Community Services, Assistant in Nursing, Aged & Disability Care, Leisure & Health

 HLT33115 Certificate III in HEALTH SERVICES ASSISTANCE		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.			Career Options: Assistant in Nursing; Nursing Support Worker; Ward Person
DAYS	DATES	TIME	COST	LOCATION	NOTES
Mon & Tues	10 Feb to 30 Jun 2020	9.00am to 2.45pm	From \$1600 or \$240* concession	Narrabeen or Mosman	<ul style="list-style-type: none"> • Completion of 80 hrs work placement (organised by the College) • Flexible, weekly self-study hours • Additional First Aid training day
Mon & Wed* *Plus 1 full Saturday	10 Feb to 1 Jul 2020	6pm to 9pm	From \$1600 or \$240* concession	Narrabeen or Mosman	

◆ Talk to us about completing these two courses concurrently to expand your employment opportunities! ◆

 HLT33015 Certificate III in ALLIED HEALTH ASSISTANCE		Assist allied health professionals with therapy programs to improve a client's quality of life in settings such as private practices, aged care facilities & hospitals.			Career Options: Allied Health Assistant; Occupational Therapy Assistant; Physiotherapist's Assistant; Podiatrist's Assistant; Medical Administration
DAYS	DATES	TIME	COST	LOCATION	NOTES
Mon & Tues	10 Feb to 30 Jun 2020	9.00am to 2.45pm	From \$1450 or \$240* concession	Narrabeen or Mosman	<ul style="list-style-type: none"> • Completion of 80 hrs work placement • Flexible, weekly self-study hours • Additional First Aid training day
Mon & Wed* *Plus 1 full Saturday	10 Feb to 1 Jul 2020	6pm to 9pm	From \$1450 or \$240* concession	Narrabeen or Mosman	

 CHC33015 Certificate III in INDIVIDUAL SUPPORT (Ageing, Home & Community or Disability)		Improve the quality of life of others as you start your career as a Care Worker. Find employment as a carer/support worker with a home care service provider and/or an aged care facility.			Career Options: Assistant in Nursing; Home Care Assistant; In-Home Respite Worker; Personal or Community Care Attendant; Support Service Worker
DAYS	DATES	TIME	COST	LOCATION	NOTES
Wed & Thurs	12 Feb to 2 Jul 2020	9.00am to 2.45pm	From \$1450 or \$240* concession	Narrabeen or Mosman	<ul style="list-style-type: none"> • Completion of 120 hrs work placement (organised by the College) • Flexible, weekly self-study hours • Additional First Aid training day
Tues & Thurs* *Plus 1 full Saturday	11 Feb to 2 Jul 2020	6pm to 9pm	From \$1450 or \$240* concession	Narrabeen or Mosman	

Term 1 2020 Enrolment Days

Enrol now online at: nbmc.nsw.edu.au
or visit one of our enrolment days below

NOVEMBER	MOSMAN
Tuesday 26	Tuesday 26 November 2019 & Tuesday 14 January 2020 9am to 4pm
JANUARY 2020	BridgePoint Shopping Centre Outside IGA, 1-3 Brady St, Mosman

NOVEMBER	WARRIWOOD
Thursday 28	Thursday 28 November 2019 & Thursday 16 January 2020 9am to 4pm
JANUARY 2020	Warriwood Shopping Centre Jacksons Road, Warriwood



NEW

Thinking about a career in as a Carer but not quite ready to commit to a full qualification? Why not try a taster course.

These short courses will provide an introduction to either:

CHC33015 Certificate III in Individual Support, HLT33115 Certificate III in Health Services Assistance or HLT33015 Certificate III in Allied Health Assistance

Once successfully completed you will receive credits when enrolling in the full qualification course (reducing course cost).

See page 11 for course details.

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.



CHC42015 Certificate IV in COMMUNITY SERVICES		Embrace a rewarding career in community services and help people in the community regain more control over their lives and future.			Career Options: Community Services Worker; Domestic Violence Worker; Case Worker; Family Support Worker; Health Education Officer; Youth Worker	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Tues	11 Feb to 15 Dec 2020	6pm to 9pm	From \$1990 or \$240* concession	Brookvale or Mosman	<ul style="list-style-type: none"> Completion of min. 40 hrs work placement Additional self study hours required. 	

CHC43015 Certificate IV in AGEING SUPPORT (For Existing Workers)		Do you already work in the industry but would like to be more specialised and take on more responsibility? This course offers more advanced skills to help you get there.			Career Options: Hostel Supervisor; Care Supervisor; program Coordinator - Social Programs; Care Team Leader; Residential Care Worker; Client Liaison	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Thurs* *Plus 2 full Saturdays	13 Feb to 11 Dec 2020	6pm to 9pm	Assessed individually or \$240* concession	Narrabeen or Mosman	<ul style="list-style-type: none"> Completion of 120 hrs work placement (if not currently working in the industry) Additional self study hours required. 	

CHC42415 Certificate IV in LEISURE & HEALTH		Are you energetic, compassionate & want to support the person-centred care activities in which clients in the aged care, health, & community services sectors take part? Learn how to plan, implement and monitor appropriate leisure activities or programs.			Career Options: Activities Officer; Diversional Therapy Assistant; Community Leisure Officer; Leisure Officer; Disability Officer - Day Support; Recreation Activities Officer	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Thurs*	10 Feb to 14 Dec 2020	6pm to 9pm	From \$1990 or \$240* concession	Narrabeen or Mosman	*Plus 4 full Saturdays, 9am to 4pm	
If you have a Certificate III/IV in Ageing/Community you can fast track your study and reduce your course cost.						
Fast Track - Wed*	12 Feb to 26 Jun 2020	9.00am to 3pm	Assessed individually or \$240* concession	Narrabeen or Mosman	*Plus 4 full Saturdays, 9am to 4pm	




FOR MORE INFORMATION on any of these courses or to book an appointment please contact Nadia Louw on 9970 1008 or email: nadia@nbmc.nsw.edu.au

* Concessions available. See website for criteria. 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.

Interest free payment plans available

For full course details go to:
nbmc.nsw.edu.au

15-30 years old?
Ask us about Fee Free Scholarships



NEW

Fee Free Traineeships

Employers - there's never been a better time to employ a trainee.


From 1 January 2020 new entrant traineeships will be fee free*.

Employees can "learn & earn" while employers gain skilled staff for their businesses, as well as financial incentives offered by the Government.

Talk to us today to see how we can help you.


9970 1000


* See website for trainee eligibility.
This training is subsidised by the NSW Government.


 CHC30113 Certificate III in EARLY CHILDHOOD EDUCATION & CARE		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.			Career Options: Early Childhood Educator; Childhood Educator Assistant; Nanny; Family Day Care Worker; Play Group Supervisor; Occasional Care Facilities; Crèches; Preschools	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Mon, Tues & Wed	10 Feb to 1 Jul 2020	9.15am to 2.45pm	From \$1600 or \$240* concession	Narrabeen	<ul style="list-style-type: none"> Classroom study plus min. 120 hrs work placement (8 hr days) Mandatory full day required for First Aid Weekly self study hours required Working with Children Check required 	
Thurs*	13 Feb to 10 Dec 2020	6.15pm - 9.15pm	From \$1600 or \$240* concession	Brookvale		


*Plus 10 full Saturdays (9.30am to 3.30pm): 7 Mar, 4, Apr, 30 May, 27 Jun, 25 Jul, 29 Aug, 26 Sep, 17 Oct, 14 Nov

* Concessions available. See website for criteria. 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.

 CHC50113 Diploma of EARLY CHILDHOOD EDUCATION & CARE		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.			Career Options: Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Mon, Tues & Wed	3 Feb to 9 Dec 2020	9.15am to 2.45pm	From \$4420	Narrabeen	<ul style="list-style-type: none"> 240 hours work placement Mandatory full day required for First Aid Weekly self study hours required Working with Children Check required 	

 CHC50113 Diploma of EARLY CHILDHOOD EDUCATION & CARE (Existing Worker)		If you already have your Cert III and want to expand your career potential then this specially designed course is for you. Prerequisite: CHC30113 Certificate III in Early Childhood Education & Care			Career Options: Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Thurs	6 Feb to 10 Dec 2020	9.15am to 2.45pm	From \$3600	Narrabeen	<ul style="list-style-type: none"> 240 hours work placement (if not currently working in the industry) Mandatory full day required for First Aid Weekly self study hours required Working with Children Check required 	





CHCPRT001 Identify and Respond to Children and Young People at Risk

As an early childhood educator/volunteer it is imperative to have the required skills to identify specific signs and symptoms that suggest a child in your care may be at risk of harm, and the knowledge of how to ethically handle the situation.


Completing CHCPRT001 Identify and Respond to Children and Young People at Risk will contribute 6 hours and 0 minutes of NSW Education Standards Authority (NESAs) Registered PD addressing 4.4.2, 6.2.2, 7.2.2, 7.1.2, 7.4.2 from the Australian Professional Standards for Teachers towards maintaining Proficient Teacher Accreditation in NSW.

DAYS	COST	DATES	TIME	CAMPUS
Tues - 2 sessions	\$115 gst exempt	2 Mar & 9 Mar 2020	6pm to 9pm	Narrabeen Annex

Breaking News!
New Entrant Traineeships are now Fee Free

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.

NBMC 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.



FOR MORE INFORMATION

on any of the above courses or to book an appointment please contact Natalie Thornberry on 9970 1001 or email: natalie@nbmc.nsw.edu.au

Interest free payment plans available

For full course details and NESAs Endorsed First Aid / CPR dates & times see website:
nbmc.nsw.edu.au

This training is subsidised by the NSW Government.

Did you know the NSW Government subsidises a variety of funded training, either as an individual or an employee of a small business. Why not check below to see if you meet the criteria.



Funding for an Individual

Adult & Community Education Funding (ACE) is available to assist eligible students to complete training which will help them improve their employment opportunities and/or move into higher level training. Eligibility requirements for ACE funding are: (for more information see website)

Q.1 Can you tick ALL the boxes below?

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

plus Q2. Can you tick one of the options below?

- Australian Aboriginal or Torres Strait Islander
- Someone with a disability or is the dependent child, spouse or partner of someone with a disability
- Someone who is experiencing hardship (letter needed from medical professional, government agency or support agency eg. your GP or Counsellor).
- A recipient of an eligible benefit, or a dependent child, spouse or partner of a recipient of an eligible benefit (see below)
 - Age Pension
 - Austudy
 - Carer Payment
 - Disability Support Pension
 - Exceptional Circumstances Relief Payment
 - Farm Household Allowance
 - Family Tax Benefit Part A (100%)
 - Parenting Payment (Single)
 - Newstart Allowance
 - Special Benefit
 - Sickness Allowance
 - Veterans' Children Education Scheme
 - Veterans' Affairs Pension
 - Widow B pension
 - Widow Allowance
 - Youth Allowance
 - Wife Pension

Funding for an Employee/Owner

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

To see if your staff /company are eligible just answer yes to both of the questions below:

Q1. Can the employee tick ALL the boxes below?

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

plus

Q2. Can the company tick one of the options below?

- The company has up to 20 employees
- The annual turnover is less than \$2 million



FUNDED COURSES AVAILABLE

Check out pages 8-14, all courses that display the accredited symbol and/or tick are available for funded positions. (Excludes First Aid and Hospitality for Tech Savvy for Small Business)



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

Don't meet the criteria above but need a basic computer skills course? See if the course below is right for you.

Can you tick all the boxes below?

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

Talk to us about enrolling in this **fully funded** computer course. Not only will you be able to upgrade your skills, once completed, you will have a nationally recognised VET Accredited Certificate to add to your resumé.

Cost: \$0 (if eligible for funded position)

ICT10115 Certificate I in Information, Digital Media & Technology

In this course you will learn:

- How to use and customise windows
- Store & transfer your files & photos using the PC, USB & smartphone
- How to use the internet & email
- Word - creating and basic formatting of documents
- Excel - creating basic spreadsheets using formulas
- PowerPoint - creating basic presentations and flyers

Prerequisite: Some basic keyboard and mouse skills and have access to a PC computer with MS Office programs.

DAYS	DATES	TIME	CAMPUS
Mon & Wed	10 Feb to 8 April & 13 May to 27 May (No classes: 13 Apr to 11 May)	6pm to 9pm	Narrabeen Annex
Mon, Tues, Wed	24 Feb to 1 Apr	9.30am to 2.30pm	Narrabeen Annex
Mon & Wed	10 Feb to 8 Apr	9.30am to 2.30pm	St Lukes Mosman

This training is subsidised by the NSW Government.

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

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.

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Introduction to iPads <i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i>	\$15 gst exempt	Thur 13 Feb	2	10.00am - 12.30pm	Emma Congues	Narrabeen Annex
Seniors iPads Internet, Email & More <i>Prerequisite: Introduction to iPads course. Please bring a charged Apple iPad with the latest IOS software update installed</i>	\$15 gst exempt	Thur 27 Feb	2	10.00am - 12.30pm	Emma Congues	Narrabeen Annex
Seniors iPads Taking Photos & Popular Apple Apps <i>Prerequisite: Introduction to iPads & Senior iPads Stage 2 courses. Please bring a charged Apple iPad with the latest IOS software update installed</i>	\$15 gst exempt	Thur 12 Mar	2	10.00am - 12.30pm	Emma Congues	Narrabeen Annex
Introduction to iPhones <i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i>	\$15 gst exempt	Thur 26 Mar	2	10.00am - 12.30pm	Emma Congues	Narrabeen Annex
iCloud for Seniors <i>Please bring charged Apple iPad or iPhone with latest IOS software installed, charger & Apple ID & Password</i>	\$15 gst exempt	Thur 9 Apr	1	10.00am - 12.30pm	Emma Congues	Narrabeen Annex
Organise Your Files & Photos (Windows PCs only)	\$15 gst exempt	Tue 11 Feb	1	9.30am - 1.30pm	Gabrielle Kinghorn	Narrabeen Annex



For more details on accessibility and parking at our locations please see page 15.

Office Skills

Windows 10 Introduction	\$143 gst exempt	Mon 10 Feb	2	9.30am - 12.30pm	Gabrielle Kinghorn	Narrabeen Annex
Organise Your Files & Photos (Windows PCs only) <i>Bring USB stick, Smartphone and smart phone charging cable</i>	\$76 gst exempt	Fri 21 Feb	1	9.30am - 1.30pm	Vera Hannan	Narrabeen Annex
Touch Typing for Adults <i>FSKDIG03 Use digital technology for routine workplace tasks</i>	\$276 gst exempt	Fri 14 Feb	6	9.30am - 11.30am	Gabrielle Kinghorn	Brookvale Campus

Microsoft Office




Word 2016 Introduction	\$315 gst exempt	Wed 26 Feb	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
<i>BSBITU211 Produce digital text documents. Prerequisite: Basic Windows PC and file management skills. Please bring a USB flash drive.</i>	\$315 gst exempt	Fri 20 Mar	3	9.30am - 2.30pm	Vera Hannan	Narrabeen Annex
Create Business Documents (using Microsoft Word)	\$315 gst exempt	Thurs 12 Mar	3	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
<i>BSBWRT301 Write simple documents. Prerequisite: Word 2016 Introduction (or equivalent). Please bring a USB flash drive.</i>						
Word 2016 Intermediate	\$315 gst exempt	Thur 20 Feb	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
<i>BSBITU313 Design and Produce Digital Text Documents. Prerequisite: Basic Word and keyboarding skills. Please bring USB flash drive.</i>	\$276 gst exempt	Tues 17 Mar	4	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
Excel 2016 Introduction	\$315 gst exempt	Tues 11 Feb	5	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
<i>BSBITU314 Design & produce spreadsheets. Prerequisite: Basic Windows PC and file management skills. Please bring a USB flash drive.</i>	\$315 gst exempt	Wed 18 Mar	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
Excel 2010 Introduction	\$315 gst exempt	Tues 11 Feb	5	6.00pm - 9.00pm	Nicky Bull	St Lukes Mosman
<i>BSBITU314 Design & produce spreadsheets. Prerequisite: Basic Windows PC & file management skills. Please bring a USB flash drive.</i>						
Excel 2016 Just The Basics	\$151 gst exempt	Mon 10 Feb	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
<i>Prerequisite: Basic Windows PC and file management skills. Please bring USB flash drive.</i>						
Excel 2016 Intermediate	\$132 gst exempt	Tues 17 Mar	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
<i>Prerequisite: Excel Introduction course or equivalent skills/knowledge. Please bring a USB flash drive.</i>	\$151 gst exempt	Mon 17 Feb	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Excel 2016 Advanced	\$151gst exempt	Mon 9 Mar	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
<i>Prerequisite: Excel Intermediate course or equivalent skills and knowledge. Please bring a USB flash drive.</i>	\$132 gst exempt	Tues 31 Mar	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
PowerPoint 2016 Introduction	\$315 gst exempt	Fri 28 Feb	5	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
<i>BSBITU312 Create electronic presentations. Prerequisite: Basic Windows PC & file management skills. Please bring USB flash drive.</i>						
Outlook 2016 - Email, Contacts & Calendar	\$199 gst exempt	Fri 27 Mar	2	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
<i>ICTICT107 Use personal productivity tools. Prerequisite: Basic keyboarding skills</i>						


COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
 Basic Bookkeeping & MYOB BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. Prerequisite: Strong file management skills using Windows PC. Please note: MYOB is now only available for Windows PCs.	\$699* gst exempt <i>*Cost includes manuals and resources</i>	Thur 13 Feb <i>(Additional self study required)</i>	8	9.30am - 2.30pm	Judy Thomas	Brookvale Campus
 Basic Bookkeeping & Xero BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. Prerequisite: Strong file management skills using Windows PC & basic internet skills. Prior to the first class all students must have set up their own access to Xero with access to authenticator. Students must have a smart phone in class to access the authenticator.	\$545* gst exempt <i>*Cost includes manuals and resources</i>	Thur 13 Feb <i>(Additional self study required)</i>	9	6.15pm - 9.15pm	Maxine Haigh-White	Brookvale Campus
Xero for Beginners	\$210 gst exempt	Sat 18 Jan & Sun 19 Jan	2	9.30am - 3.00pm	Maxine Haigh-White	Brookvale Campus
	\$210 gst exempt	Sat 29 Feb	2	9.30am - 3.00pm	Maxine Haigh-White	Brookvale Campus
<i>Prerequisite: Strong file management skills using Windows PC & basic internet skills. Prior to the first class all students must have set up their own access to Xero with access to authenticator. Students must have a smart phone in class to access the authenticator.</i>						
Xero Payroll	\$130 gst exempt	Sat 28 Mar	2	9.30am - 3.00pm	Maxine Haigh-White	Brookvale Campus
<i>Prerequisite: Basic internet skills. Must be familiar with Xero or have attended our Xero for Beginners course.</i>						

Social Media

Introduction to Facebook for Business	\$76 gst exempt	Sat 18 Jan	1	9.30am - 1.30pm	Briana Graydon	Brookvale Campus
	\$76 gst exempt	Fri 6 Mar	1	9.30am - 1.30pm	Briana Graydon	Brookvale Campus
Introduction to LinkedIn (Personal Use)	\$76 gst exempt	Fri 21 Feb	1	9.30am - 1.30pm	Briana Graydon	Brookvale Campus
	\$76 gst exempt	Fri 27 Mar	1	9.30am - 1.30pm	Briana Graydon	Narrabeen Annex
Writing a Social Media Strategy	\$76 gst exempt	Fri 28 Feb	1	9.30am - 1.30pm	Briana Graydon	Brookvale Campus
Facebook and Instagram Advertising	\$76 gst exempt	Fri 13 Mar	1	9.30am - 1.30pm	Briana Graydon	Brookvale Campus
Social Media Content Planning	\$76 gst exempt	Fri 20 Mar	1	9.30am - 1.30pm	Briana Graydon	Brookvale Campus
Introduction to Instagram for Business	\$58 gst exempt	Sat 7 Mar	1	10.00am - 1.00pm	Briana Graydon	Brookvale Campus
Understanding Instagram Stories	\$58 gst exempt	Sat 28 Mar	1	10.00am - 1.00pm	Briana Graydon	Brookvale Campus
	\$58 gst exempt	Sat 29 Feb	1	10.00am - 1.00pm	Briana Graydon	St Lukes Mosman
Creating Graphics for Social Media	\$58 gst exempt	Sat 14 Mar	1	10.00am - 1.00pm	Briana Graydon	Narrabeen Annex
SEO (Search Engine Optimisation) Basics	\$58 gst exempt	Sat 22 Feb	1	10.00am - 1.00pm	Briana Graydon	Brookvale Campus
	\$58 gst exempt	Sat 21 Mar	1	10.00am - 1.00pm	Briana Graydon	Narrabeen Annex

Website & Graphic Design

 Photoshop CC Level 1 ICTICT204 Operate a digital media technology package. Prerequisite: Good skills with PC or Mac. Manual provided.	\$415 gst exempt	Mon 10 Feb	7	6.30pm - 9.30pm	Sarah Lorien	Brookvale Campus
Photoshop CC Introduction Prerequisite: Good skills with PC or Mac. Manual provided.	\$187 gst exempt	Mon 10 Feb	3	6.30pm - 9.30pm	Sarah Lorien	Brookvale Campus
Photoshop CC Level 2 Prerequisite: Good skills with PC or Mac and completion of the Photoshop CC Level 1 course or equivalent skills/knowledge.	\$118 gst exempt	Mon 30 Mar	2	6.30pm - 9.30pm	Sarah Lorien	Brookvale Campus
 InDesign CC Level 1 Prerequisite: Good skills with PC or Mac. Manual provided. BSBITU309 Produce desktop published documents.	\$415 gst exempt	Wed 26 Feb	7	6.30pm - 9.30pm	Deborah Stokes	Brookvale Campus
 Illustrator CC Level 1 ICTICT204 Operate a digital media technology package. Prerequisite: Good skills with PC or Mac. Manual provided.	\$390 gst exempt	Mon 24 Feb	4	9.30am - 2.30pm	Deborah Stokes	Brookvale Campus
Illustrator CC Level 2 Prerequisite: Good skills with PC or Mac and completion of the Illustrator CC Level 1 course or equivalent skills/knowledge.	\$277 gst exempt	Mon 23 Mar	3	9.30am - 2.30pm	Deborah Stokes	Brookvale Campus

 **FUNDED COURSES AVAILABLE** Courses that display the accredited symbol and/or tick are available for funded positions and may be subsidised by the NSW Government, subject to eligibility. See page 7 for eligibility criteria.

For full course details see our website: nbmc.nsw.edu.au



Travellers Stage 1 For students with little or no knowledge of the language. Designed for travel use.

Travellers Stage 2 Continuation from Stage 1.

Beginners Stages 1, 2, 3, 4 (Duration of each Stage is one term) - For students who wish to learn the language more comprehensively over a year. Enrolment is term by term.

Intermediate Stages 1, 2, 3, 4 (Duration of each Stage is one term) - Designed for students who have completed the equivalent of one year of language. Continuation of grammar, vocabulary and conversation. Enrolment is term by term.

Advanced Conversation For students who can interact with a good degree of fluency. Emphasis is on conversation.

Please visit the website for more detailed information on the different levels and to check which course is most appropriate for your needs. Purchase of a textbook may be required (approx \$60).

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
French						
French Travellers Stage 1	\$295 inc gst	Mon 10 Feb	8	6.15pm - 8.15pm	Sophie Beaumont	Brookvale Campus
French Beginners Stage 1	\$330 inc gst	Mon 03 Feb	9	7.00pm - 9.00pm	Nicole Laugier	St Lukes Mosman
French Beginners Stage 1	\$295 inc gst	Mon 10 Feb	8	2.00pm - 4.00pm	Dominique Partridge	Mosman Art Annex
French Beginners Stage 4	\$330 inc gst	Wed 05 Feb	9	7.00pm - 9.00pm	Nicole Laugier	St Lukes Mosman
	\$295 inc gst	Wed 12 Feb	8	12.30pm - 2.30pm	Dominique Partridge	Mosman Art Annex
French Intermediate Stage 1	\$295 inc gst	Wed 12 Feb	8	3.00pm - 5.00pm	Dominique Partridge	Mosman Art Annex
French Intermediate Stage 3 Conversation	\$295 inc gst	Tues 11 Feb	8	7.00pm - 9.00pm	Kathleen Beaubois	Mosman High
French Intermediate Stage 3	\$330 inc gst	Tues 04 Feb	9	12.30pm - 2.30pm	Nicole Laugier	Cammeray Golf Course
French Advanced Conversation	\$295 inc gst	Wed 12 Feb	8	10.00am - 12.00pm	Dominique Partridge	Mosman Art Annex
French Advanced Conversation	\$495 inc gst	Tues 04 Feb	9	9.30am - 12.00pm	Nicole Laugier	Cammeray Golf Course

German

German Travellers Stage 1	\$295 inc gst	Thurs 13 Feb	8	6.15pm - 8.15pm	Arnisa Skrami	Brookvale Campus
German Travellers Stage 1	\$295 inc gst	Mon 10 Feb	8	6.30pm - 8.30pm	Wolfgang Mueller	Mosman Art Annex
German Advanced Conversation	\$350 inc gst	Sat 08 Feb	8	10.00am - 12.00pm	Wolfgang Mann	Warringah Bowls

Italian









Italian Travellers Stage 1	\$275 inc gst	Wed 04 Mar	6	9.30am - 12.00pm	Flavia Natoli	Brookvale Campus
Italian Travellers Stage 1	\$260 inc gst	Wed 12 Feb	7	7.00pm - 9.00pm	Francesca Modica	Brookvale Campus
Italian Travellers Stage 1	\$295 inc gst	Wed 12 Feb	8	7.00pm - 9.00pm	Rosa Santi	Mosman Art Annex
Italian Travellers Stage 2	\$260 inc gst	Mon 10 Feb	7	7.00pm - 9.00pm	Francesca Modica	Brookvale Campus
Italian Travellers Stage 2	\$275 inc gst	Wed 04 Mar	6	12.30pm - 3.00pm	Flavia Natoli	Brookvale Campus
Italian Beginners Stage 1	\$295 inc gst	Fri 14 Feb	8	1.00pm - 3.00pm	Rosa Santi	Mosman Art Annex
Italian Beginners Stage 4	\$295 inc gst	Thur 13 Feb	8	7.00pm - 9.00pm	Rosa Santi	St Lukes Mosman

Mandarin

Mandarin Travellers Stage 1	\$295 inc gst	Mon 10 Feb	8	6.30pm - 8.30pm	Linda Bennett	Narrabeen Annex
Mandarin Travellers Stage 1	\$295 inc gst	Thurs 13 Feb	8	6.30pm - 8.30pm	Lillian Hong	Mosman Art Annex

Spanish

Spanish Travellers Stage 1	\$295 inc gst	Mon 10 Feb	8	7.30pm - 9.30pm	Patricia La Porta	Brookvale Campus
Spanish Travellers Stage 2	\$295 inc gst	Mon 10 Feb	8	5.30pm - 7.30pm	Patricia La Porta	Brookvale Campus
Spanish Travellers Stage 2	\$295 inc gst	Mon 10 Feb	8	6.30pm - 8.30pm	Carolina Delfino	Mosman Art Annex
Spanish Beginners Stage 1	\$295 inc gst	Tues 11 Feb	8	12.00pm - 2.00pm	Carolina Delfino	St Lukes Mosman
Spanish Beginners Stage 3	\$295 inc gst	Tues 11 Feb	8	6.30pm - 8.30pm	Carolina Delfino	Mosman High
Spanish Beginners Stage 4	\$295 inc gst	Tues 11 Feb	8	2.15pm - 4.15pm	Elizabeth Holgado-Vente	St Lukes Mosman
Spanish Advanced Conversation	\$295 inc gst	Tues 11 Feb	8	11.45am - 1.45pm	Elizabeth Holgado-Vente	St Lukes Mosman
Spanish Advanced Conversation	\$295 inc gst	Wed 12 Feb	8	7.00pm - 9.00pm	Lucrecia Strickland	Mosman Art Annex

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
NEW  Work Health & Safety in the Workplace <i>BSBWHS307 Apply knowledge of WHS laws in the workplace</i>	\$199 gst exempt	Thur 27 Feb	2	9.30am - 2.30pm	Matt Tanks	Brookvale Campus
 CHC33015 Certificate III in Individual Support Taster Course <i>HLTWHS001 Follow safe work practices for direct client care, CHCCOM005 Communicate and work in health or community services, HLTAAP001 Recognise healthy body systems</i>	\$330 gst exempt or \$0 if eligible for ACE funding-see page 7	Wed & Thur 12 Feb to 27 Feb	6	9.00am - 2.45pm	Emma Hamilton	Narrabeen Annex
NEW  HLT33115 Certificate III in Health Services Assistance Taster Course <i>HLTAAP001 Recognise healthy body systems, CHCCOM005 Communicate and work in health or community services, BSBMED301 Interpret and apply medical terminology appropriately, HLTAID003 Provide First Aid</i>	\$440 gst exempt or \$0 if eligible for ACE funding-see page 7	Mon & Tues 10 Feb to 28 Feb	6	9.00am - 2.45pm	Jo Neophyton	Narrabeen Annex
NEW  HLT33015 Certificate III in Allied Health Assistance Taster Course <i>HLTAAP001 Recognise healthy body systems, CHCCOM005 Communicate and work in health or community services, BSBMED301 Interpret and apply medical terminology appropriately, HLTAID003 Provide First Aid</i>	\$440 gst exempt or \$0 if eligible for ACE funding-see page 7	Mon & Tues 10 Feb to 28 Feb	6	9.00am - 2.45pm	Jo Neophyton	Narrabeen Annex
 Customer Service Skills <i>BSBCMM301 Process customer complaints; BSBCUS301 Deliver and monitor a service to customers</i>	\$299 gst exempt	Mon 9 Mar	5	6.15pm - 9.15pm	Matt Tanks	Brookvale Campus
 Medical Terminology <i>BSBMED301 Interpret and apply medical terminology appropriately</i>	\$130 gst exempt	Mon 24 & Tues 25 Feb	2	9.00am to 12.00pm	Jo Neophyton	Narrabeen Annex
NEW  Sales & Customer Service Skills <i>BSBPRO301 Recommend products and services; BSBCUS301 Deliver and monitor a service to customers</i>	\$330 gst exempt	Thur 12 Mar	5	9.30am - 2.30pm	Matt Tanks	Brookvale Campus
 Understanding & Supporting People with Mental Health Issues <i>CHCMHS001 Work with people with mental health issues</i>	\$185 gst exempt	Thurs 13 Feb	3	6.15pm - 9.15pm	Eleni Psillakis	Brookvale Campus
Living In A Strata Scheme Building	\$90 inc gst	Tues 17 Mar	1	6.00pm - 8.00pm	Paul Miller	Mosman High
Retirement Income	\$50 inc gst	Thurs 26 Mar	1	6.30pm - 9.00pm	Regis Gapaillard	Brookvale
	\$50 inc gst	Thurs 13 Feb	1	1.30pm - 4.00pm	Regis Gapaillard	Narrabeen Annex
Estate Planning	\$50 inc gst	Tues 25 Feb	1	6.30pm - 9.00pm	Regis Gapaillard	Mosman High
	\$50 inc gst	Thurs 19 Mar	1	1.30pm - 4.00pm	Regis Gapaillard	Mosman Art Annex
Retirement Income	\$50 inc gst	Tues 03 Mar	1	6.30pm - 9.00pm	Regis Gapaillard	Mosman High
	\$50 inc gst	Thurs 02 Apr	1	1.30pm - 4.00pm	Regis Gapaillard	Mosman Art Annex
Radio Workshop	\$120 gst exempt	Sat 15 Feb	1	9.00am - 4.00pm	Andrew Goodman Jones	Radio Northern Beaches
Import /Export Workshop <i>*Cost of manual included</i>	\$185* gst exempt	Sat 22 Feb	1	9.00am - 5.00pm	Corinne Campbell	Brookvale Campus
Talent Management: Nine Human Essences for Business Success	\$299 (includes book) gst exempt	Tues 11 Feb	8	6.30pm - 8.30pm	Dean Collier	Mosman High
Visual Merchandising & Concept Design for Small Business	\$275 gst exempt	Tues 11 Feb	8	6.30pm - 8.30pm	Kevin Seeto	Mosman High
Successful Stock Market Investing	\$40 inc gst \$40 inc gst	Thurs 26 Mar Tues 19 Mar	1 1	6.30pm - 8.30pm 6.30pm - 8.30pm	James Diegelman James Diegelman	Brookvale Campus Mosman High
NEW Building a Business from the Inside Out	\$99 gst exempt	Tues 10 Mar	3	6.30pm - 8.30pm	Matt Wood	Brookvale Campus








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For detailed information on our courses including all materials lists visit:

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COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
 HLTAID001 Provide Cardiopulmonary Resuscitation	\$65 gst exempt	See website for course dates	1	9.00am - 12.30pm	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement 	
 Completing HLTAID001 Provide Cardiopulmonary Resuscitation will contribute 3 hours and 0 minutes of NSW Education Standards Authority (NESA) Registered PD addressing 4.4.2, 7.2.2 from the Australian Professional Standards for Teachers towards maintaining Proficient Teacher Accreditation in NSW.						
 HLTAID003 Provide First Aid	\$115 gst exempt	See website for course dates	1	9.00am - 5pm	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement 	
 HLTAID004 Provide an Emergency Response in an Education & Care Setting	\$120 gst exempt	See website for course dates	1	9.00am - 5pm	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement 	
 Completing HLTAID004 Provide an Emergency Response in an Education & Care Setting will contribute 7 hours and 30 minutes of NSW Education Standards Authority (NESA) Registered PD addressing 4.4.2, 6.2.2, 7.2.2 from the Australian Professional Standards for Teachers towards maintaining Proficient Teacher Accreditation in NSW.						

Hospitality

 SITHFAB002 Provide Responsible Service of Alcohol (RSA) <i>Please note this is not a refresher course</i>	\$170 gst exempt	See website for course dates	1	9.30am - 4.00pm		 APPROVED TRAINING PROVIDER 2017/18
	\$170 gst exempt	See website for course dates	2	6pm - 9.30pm		 APPROVED TRAINING PROVIDER 2017/18
 SITHGAM001 Provide Responsible Gambling Services (RCG) <i>Please note this is not a refresher course</i>	\$115 gst exempt	See website for course dates	1	9.30am - 4.00pm		 APPROVED TRAINING PROVIDER 2017/18
	\$115 gst exempt	See website for course dates	2	6pm - 9.30pm		 APPROVED TRAINING PROVIDER 2017/18

SHORT COURSES

Arts & Craft

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Art Therapy for Wellbeing	\$140 inc gst	Tues 11 Feb	4	9.30 am - 12.00pm	Lena Wegenaar	Brookvale Campus
Beginners Watercolour Workshop	\$110 inc gst	Sat 22 Feb	1	11.00am - 4.00pm	Susan Bernasconi	Mosman Art Annex
Botanical Art	\$300 inc gst	Tues 11 Feb	6	10.00am - 1.00pm	Penny Walton	Mackie Lane Comm.Gdn
Drawing: Beginners to Intermediate	\$274 inc gst	Mon 10 Feb	8	12.00pm - 2.00pm	John Wells	Narrabeen Annex
Drawing Degas NEW	\$295 inc gst	Thur 13 Feb	8	1.30pm - 3.30pm	Susan Bernasconi	Mosman Art Annex
Drawing Degas: One Day Workshop	\$110 inc gst	Sat 14 Mar	1	11.00am - 4.00pm	Susan Bernasconi	Mosman Art Annex
Drawing for Beginners	\$274 inc gst	Mon 10 Feb	8	10.00am - 12.00pm	Mark Kingston	Mosman Art Annex
Drawing for Beginners - Weekend Workshop	\$199 inc gst	Sat 22 & Sun 23 Feb	2	9.00am - 3.00pm	John Wells	St Lukes Mosman
Drawing With Pen & Wash	\$280 inc gst	Thur 13 Feb	8	11.00am - 1.00pm	Susan Bernasconi	Mosman Art Annex
Introduction To Drawing And Painting One Day Workshop	\$120 inc gst	Sun 01 Mar	1	10.00am - 4.00pm	David Pavich	Mosman Art Annex
Introduction To Drawing And Painting	\$280 inc gst	Mon 10 Feb	8	7.00pm - 9.00pm	David Pavich	Warringah Bowls
Landscapes From Photos Workshop	\$120 inc gst	Sun 08 Mar	1	10.00am - 4.00pm	David Pavich	Mosman Art Annex
Oil Painting	\$340 inc gst	Mon 10 Feb	8	6.00pm - 8.30pm	Mark Kingston	Narrabeen Annex
Watercolour: Beginners	\$274 inc gst	Tues 11 Feb	8	9.30am - 12.00pm	John Wells	Narrabeen Annex
Watercolour: Intermediate	\$274 inc gst	Mon 10 Feb	8	9.15am - 11.45am	John Wells	Narrabeen Annex
Ways With Watercolour	\$280 inc gst	Fri 14 Feb	8	10.30am - 12.30pm	Susan Bernasconi	Mosman Art Annex

Crafts & Fashion

Absolutely Fabulous Personal Style Analysis	\$200 inc gst	Tues 10 Mar	1	6.00pm - 9.30pm	Sharron-Del Wakely	Mosman High
Absolutely Fabulous Personal Style Analysis	\$200 inc gst	Sat 21 Mar	1	10.00am - 2.00pm	Sharron-Del Wakely	Mosman Art Annex
Absolutely Fabulous Personalised Colour Analysis	\$200 inc gst	Sat 15 Feb	1	10.00am - 2.00pm	Sharron-Del Wakely	Mosman Art Annex
Crochet: Beginners Stage 1	\$69 inc gst	Sun 16 Feb	1	9.00am - 1.00pm	Marianne Horton	St Lukes Mosman
	\$69 inc gst	Sun 01 Mar	1	9.00am - 1.00pm	Marianne Horton	Brookvale Campus

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Dressmaking	\$275 inc gst	Tues 11 Feb	8	7.00pm - 9.00pm	Jennifer Ashpole	Mosman High
Dressmaking - Daytime Class	\$300 inc gst	Tues 11 Feb	8	10.00am - 1.00pm	Jennifer Ashpole	Mosman Art Annex
General Sewing	\$275 inc gst	Wed 12 Feb	8	7.00pm - 9.00pm	Jennifer Ashpole	Narrabeen Annex
Pottery (Handbuilding & Beginners Wheel)	\$399 inc gst	Wed 12 Feb	8	6.30pm - 9.00pm	Godielieve Mols	Forestville Arts Ctre
	\$399 inc gst	Thurs 13 Feb	8	6.30pm - 9.00pm	Godielieve Mols	Forestville Arts Ctre
Pottery on the Wheel	\$399 inc gst	Wed 12 Feb	8	6.00pm - 8.30pm	Danielle Sadek	Tramshed Narrabeen

Home & Garden

Australian Natives	\$125 inc gst	Sat 14 Mar	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Backyard Beekeeping	\$125 inc gst	Sun 16 Feb	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Gardening In Small and Large Spaces	\$125 inc gst	Sun 05 Apr	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Ikebana-Japanese Flower Arranging	\$70 inc gst (materials extra)	Tues 04 Feb	1	10.00am - 2.00pm	Hiroko Prado	St Lukes Mosman
Interior Design - Basics	\$340 inc gst	Tues 11 Feb	8	6.30pm - 9.00pm	Fiona Barry	Brookvale Campus
	\$340 inc gst	Tues 11 Feb	8	9.30am - 12.00pm	Fiona Barry	Mosman Art Annex
Interior Design - Intermediate Level <i>Prerequisite: Interior Design Basics or equivalent</i>	\$340 inc gst	Wed 12 Feb	8	6.30pm - 9.00pm	Fiona Barry	Brookvale Campus
NEW Interior Style & Design Trends Through the 20th Century	\$130 inc gst	Sat 28 Mar	1	9.30am - 4.30pm	Fiona Barry	St Lukes Mosman
Introduction to Gardening	\$115 inc gst	Sat 29 Feb	1	9.30am - 3.30pm	Cameron Graves	Brookvale Campus
Plant Propagation	\$125 inc gst	Sun 01 Mar	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Property Styling for Living or Selling	\$130 inc gst	Sat 07 Mar	1	9.30am - 4.30pm	Fiona Barry	Brookvale Campus
NEW Transform Your Furniture with Chalk Finish Paint	\$125 inc gst	Fri 28 Feb	1	9.30am - 3.30pm	Sarah Macaulay	Narrabeen Annex

Music & Singing

An Introduction to the Harp	\$60 inc gst	Tues 18 Feb Tues 01 April	1 1	6.15pm - 8.45pm 6.15pm - 8.45pm	Louise Johnson	Mosman High Narrabeen Annex
Guitar: Beginners Level 1	\$137 inc gst	Wed 12 Feb	8	6.00pm - 7.00pm	Mark Broughton	Narrabeen Annex
	\$285 inc gst	Tues 11 Feb	8	7.00pm - 9.00pm	Brenton White	Mosman High
Guitar: Beginners Level 2	\$137 inc gst	Wed 12 Feb	8	7.00pm - 8.00pm	Mark Broughton	Narrabeen Annex
The Ukulele	\$105 inc gst	Wed 12 Feb	6	8.00pm - 9.00pm	Mark Broughton	Narrabeen Annex
The Ukulele	\$105 inc gst	Fri 14 Feb	6	10.15am - 11.15am	Brenton White	St Lukes Mosman

Photography

Digital SLR Photography Introduction	\$315 inc gst	Mon 10 Feb	7	6.30pm - 9.00pm	Julie Crespel	Brookvale Campus
	\$315 inc gst	Fri 14 Feb	6	10.00am - 1pm	Julie Crespel	Narrabeen Annex

SHORT COURSES

Lifestyle

Life Skills

Book Group - Reading For Pleasure	\$150 inc gst	Tues 11 Feb	8	10.00am - 11.30am	Margaret Baird	St Lukes Mosman
Fiction Feedback	\$85 inc gst	Mon 23 Mar	2	6.00pm - 8.30pm	Joanne Riccioni	Narrabeen Annex
NEW First Steps to Zero Waste Household	\$50 inc gst	Wed 27 Feb	1	6.00pm - 8.00pm	Eva Slifer vel Szeleter	Narrabeen Annex
How to Increase Emotional Intelligence	\$80 inc gst	Sat 15 Feb	1	1.00pm - 5.00pm	Kamila Boniecka	St Lukes Mosman
Introduction to Stage Acting for Beginners (Over 18 years only)	\$199 inc gst	Tues 11 Feb	8	7.00pm - 8.30pm	Nik Forster	Mosman High
Mahjong - Beginners	\$295 inc gst	Tues 28 Jan	9	1.00pm - 4.00pm	Ron Yap	Warringah Bowls
	\$295 inc gst	Fri 31 Jan	9	11.30am - 2.30pm	Ron Yap	Warringah Bowls
Mahjong - Social	\$190 inc gst	Tues 28 Jan	9	9.30am - 12.30pm	Ron Yap	Warringah Bowls
	\$190 inc gst	Tues 31 Jan	9	1.00pm - 4.00pm	Ron Yap	Warringah Bowls
	\$190 inc gst	Fri 31 Jan	9	11.30am - 2.30pm	Ron Yap	Warringah Bowls

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

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Novel Writing	\$255 inc gst	Mon 10 Feb	6	6.00pm - 8.30pm	Joanne Riccioni	Narrabeen Annex
The Wheel of Life & Goal Setting NEW	\$70 inc gst	Sat 11 January	1	10.00am - 2.00pm	Kamila Boniecka	Brookvale Campus
Typing Skills For Children - Primary School - School Holiday Workshop <i>*Includes 1 year subscription to Typequick</i>	\$210* inc gst	Jan School Hols Wed 15 Jan & Thurs 16 Jan	2	9.30am - 12pm	TBA	Brookvale Campus
	\$210* inc gst	April School Hols Thurs 16 April & Fri 17 April	2	9.30am - 12pm	Margaret Dellosa	Brookvale Campus
Typing Skills For Children - High School - School Holiday Workshop <i>*Includes 1 year subscription to Typequick</i>	\$210* inc gst	Jan School Hols Wed 15 Jan & Thurs 16 Jan	2	1pm - 4pm	TBA	Brookvale Campus
	\$210* inc gst	April School Hols Thurs 16 April & Fri 17 April	2	1pm - 4pm	Margaret Dellosa	Brookvale Campus

Health & Fitness

Adult Learn To Swim - Beginners	\$170 inc gst	Mon 03 Feb	10	5.30pm - 6.00pm	Mosman Swim Centre	
	\$170 inc gst	Wed 05 Feb	10	5.30pm - 6.00pm	Mosman Swim Centre	
Adult Learn To Swim - Intermediate	\$170 inc gst	Mon 03 Feb	10	6.00pm - 6.30pm	Mosman Swim Centre	
	\$170 inc gst	Wed 05 Feb	10	6.00pm - 6.30pm	Mosman Swim Centre	
Aquacise	\$180 inc gst	Sun 02 Feb	10	12.00pm - 12.45pm	Mosman Swim Centre	
Hula Hooping for Beginners	\$160 inc gst	Mon 10 Feb	8	7.30pm - 9.00pm	Kiri Pedersen	Tramshed Narrabeen
	\$160 inc gst	Wed 12 Feb	8	6.30pm - 8.00pm	Kiri Pedersen	Scots Kirk Hall
Inspired Wellbeing Workshop	\$70 inc gst	Sat 29 Feb	1	9.30am - 1.30pm	Fiona Mackillop	Narrabeen Annex

Body, Mind & Soul

Art Therapy for Wellbeing Please see page 12 for details.

Mindful Yoga	\$165 inc gst	Wed 05 Feb	8	4.15pm - 5.45pm	Kathy Penn	Warringah Bowls
Mindfulness, Meditation & Gentle Yoga	\$160 inc gst	Tues 11 Feb	6	6.30pm - 8.00pm	Kerrie-Jane Tooth	Narrabeen Annex
Pilates	\$145 inc gst	Wed 12 Feb	8	6.00pm - 7.00pm	Joyce Subloo	Warringah Bowls
	\$145 inc gst	Wed 12 Feb	8	7.00pm - 8.00pm	Joyce Subloo	Warringah Bowls
	\$145 inc gst	Mon 10 Feb	8	6.00pm - 7.00pm	Anna McLeod	Warringah Bowls
	\$145 inc gst	Mon 10 Feb	8	7.00pm - 8.00pm	Anna McLeod	Warringah Bowls
Pilates - Daytime	\$175 inc gst	Mon 03 Feb	10	10.00am - 11.00am	Sonia Forato	Warringah Bowls
Qigong - The Art of Mindful Movement	\$125 inc gst	Tues 11 Feb	6	9.30am - 10.45am	Fiona Mackillop	Narrabeen Annex
Qigong - For Feeling Fabulous	\$130 inc gst	Tues 04 Feb	8	8.00am - 9.00am	Angela Tian Zhu	Scots Kirk Hall
Tai Chi	\$130 inc gst	Tues 04 Feb	8	9.00am - 10.00am	Angela Tian Zhu	Scots Kirk Hall
Tai Chi ~ At Balmoral	\$130 inc gst	Sat 08 Feb	8	8.00am - 9.00am	Angela Tian Zhu	Balmoral Hunter Pk
Yoga And Pilates	\$185 inc gst	Tues 11 Feb	8	7.00pm - 8.00pm	TBA	Scots Kirk Hall
Yoga For Health And Wellbeing	\$205 inc gst	Wed 05 Feb	9	10.00am - 11.30am	Patricia Wigley	TBA
Early Morning Yoga	\$145 inc gst	Wed 05 Feb	9	7.00am - 8.00am	Bernadette O'Donnell	Scots Kirk Hall
Yoga For The Over 40s	\$205 inc gst	Wed 05 Feb	9	8.30am - 10.00am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Thur 06 Feb	9	7.00pm - 8.30pm	Victoria Fisher	Scots Kirk Hall
Yoga For The Over 50s	\$205 inc gst	Thur 06 Feb	9	12.00pm - 1.30pm	Bernadette O'Donnell	Scots Kirk Hall
	\$205 inc gst	Thur 06 Feb	9	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Tues 04 Feb	9	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Mon 03 Feb	9	11.00am - 12.30pm	Bernadette O'Donnell	Warringah Bowls

Yoga for the Over 40s Holiday Program - please see website for course dates & times - nbmc.nsw.edu.au

Yoga for the Over 50s Holiday Program - please see website for course dates & times - nbmc.nsw.edu.au

Zentangle - Introduction	\$70 inc gst	Sun 22 Mar	1	11.00am - 1.00pm	Niki Lawrence	Mosman Art Annex
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For detailed information on our courses including all materials lists visit:

nbmc.nsw.edu.au

Please note: NBMC does not accept responsibility for materials purchased if a course is cancelled.

Locations

Name	Address	Details
Brookvale Campus	Level 1, 14 William Street, Brookvale	NO on-site parking - street parking available in nearby residential areas. Stairs - no lift access.
Forestville Community Arts Ctr	6 Darley Street, Forestville	On-site parking available.
Mackie Lane Community Garden	Mackie Lane (off Lang St), Mosman	Parking is available in Lang Street. A short walk from Spit Junction along Military Rd.
Mosman Art Annex	Ste 2, Lvl 1, 696 Military Rd, Mosman	Parking is available at Bridgepoint Parking Station, Vista Street Car Park or Mosman Square Carpark. Stairs - no lift access.
Mosman Bowling Club	15 Belmont Road, Mosman	Between the Primary School & Scots Kirk.
Mosman High School	Gladstone Ave entrance, Mosman	There is limited parking available in the school grounds. Local carparks available. College staff are on the premises during all classes to guide you to your rooms. Wheelchair access is available. Ask for assistance.
Mosman Public School Hall	Belmont Rd, Mosman	Next to Primary School in Belmont Road. There is parking outside the hall.
Mosman Swim Centre	90 Vista St, Mosman	Parking available next door in Vista Street.
Narrabeen Annex	1525 Pittwater Road, Nth 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.
The Tramshed	1395a Pittwater Rd, Narrabeen	Parking available in Council car park next door (check parking restrictions).
Scots Kirk Hall	9 Belmont Road, Mosman	Located near the pedestrian crossing in Belmont Rd, opposite the High School, down the pathway on the right of the Church.
St Lukes Hall	Hattersley Room, Heydon Street, Mosman	Parking available on Heydon Street or under Bridgepoint Shopping Centre. Disabled access available.
Warringah Bowling Club	74 Bradleys Head Rd, Mosman	Parking available on Bradley's Head Road or in the Club Carpark - entrance from Prince Albert Street

 **KEEP UPDATED** Sign up to our newsletter for information on new courses and to see what's happening at NBMC. To subscribe visit: nbmc.nsw.edu.au

Short Courses Enrolment Form (Pages 8 to 14)

This form is for short courses only. For Accredited/funded courses please contact the college.

FIRST NAME: LAST NAME: DATE OF BIRTH: / /

ADDRESS: SUBURB:

POSTCODE: MOBILE: HOME PHONE:

*SENIORS CARD/PENSIONER/
FULL TIME STUDENT NO: *10% discount available on short courses. Excludes first aid courses, Computers for Over 60s, Tech Savvy Seniors.

EMAIL:

Course Details:

COURSE 1 NAME: <input type="text"/>	START DATE: <input type="text"/>
	TIME: <input type="text"/>
	VENUE: <input type="text"/>
COURSE 2 NAME: <input type="text"/>	START DATE: <input type="text"/>
	TIME: <input type="text"/>
	VENUE: <input type="text"/>
COURSE 3 NAME: <input type="text"/>	START DATE: <input type="text"/>
	TIME: <input type="text"/>
	VENUE: <input type="text"/>

Payment Details:

COST 1: \$

COST 2: \$

COST 3: \$

-10% if eligible: \$

TOTAL: \$

For Terms & Conditions please go to our website: www.nbmc.nsw.edu.au or call: 9970 1000.

Credit Card Details: Visa Mastercard

Cardholder's Name:

Credit Card Number

/

Expiry Date CVV

Cardholder's Signature:

ENROLMENT OPTIONS:

Online: www.nbmc.nsw.edu.au
Phone: 9970 1000
Cheques to: Northern Beaches Community College
In person: 1525 Pittwater Road, North Narrabeen

Please post form to: NBMC Reply Paid, PO Box 1966, DEE WHY NSW 2099 (no stamp required)

What's Inside



NEW

Fee Free Traineeships from 1 January 2020

For more information see page 5



Fee Free Workskills & Computer Training

For more information see page 7



Accredited Training

Certificate and Diploma courses in a wide range of subjects, see pages 3 to 7



Course Information Night

For details see page 2



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enquiries@nbmc.nsw.edu.au

