



NORTHERN
BEACHES
COMMUNITY
COLLEGE

2018 COURSE GUIDE

JAN - APR

Certificate & Diploma courses available

***Fully funded training for small business**

***Fully funded training for individuals**

Computers, Arts & Lifestyle

* See inside for funding eligibility details



WINNER
NORTHERN BEACHES

nbcc.nsw.edu.au

9970 1000

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KEEP UPDATED

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

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nbcc.nsw.edu.au

ACCREDITED TRAINING EXPLAINED

In Australia, we have three different levels of education:

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



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

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

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

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

ABOUT NBCC

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

Registered Training Organisation

NBCC is a Registered Training Organisation (RTO) national code 90113. We are registered with the Australian Skills Quality Authority (ASQA) to deliver training, assess and issue qualifications that appear on our scope of registration. The College focuses its training on qualifications in Aged Care, Disability, Early Childhood Education & Care, Nursing, Allied Health, Community Services, Business Services, Information Technology, Leadership & Management, Financial Services and Hospitality.

Recognition of Prior Learning

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

CAMPUS LOCATIONS

BROOKVALE CAMPUS

**Level 1, 14 William Street
Brookvale**

NO on-site parking - street parking
available in nearby residential areas.
Stairs - no lift access.

NARRABEEN ANNEX

**1525 Pittwater Road
North Narrabeen**

Limited parking available in northern
end (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"> Staff recruitment and induction Performance management Employee and industrial relations procedures Implement customer service standards Develop teams and individuals Lead team effectiveness <p>See course outline at www.nbcc.nsw.edu.au.</p>	<p>Administration officer; executive personal assistant; human resources officer; office administrator; project assistant; recruitment officer</p>	<p>EVENING Tuesdays 6 February to 25 September 2018 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"> Skills to become an effective manager and leader Communicate with team members and senior management Identify risk and apply risk management processes Consult and develop team objectives Build client relationships and business networks Prepare work plans and budgets Implement customer service strategies <p>See course outline at www.nbcc.nsw.edu.au.</p>	<p>Team leader; Coordinator; Manager; Supervisor</p>	<p>EVENING Tuesdays 6 February to 13 November 2018 6.15pm to 9.15pm Brookvale Campus</p> <p>Additional self study hours required.</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"> Become a more effective team manager and leader Get results and increase satisfaction through performance management Increase workplace productivity at an operational level Manage risk, budgeting and finance Deliver quality projects Manage personal work priorities and professional development Develop and apply strategies to improve business performance <p>See course outline at www.nbcc.nsw.edu.au.</p>	<p>Manager across a range of enterprise and industry contexts.</p>	<p>EVENING Thursdays (plus 6 full day Saturdays) 8 February to 13 December 2018 6.15pm to 9.15pm Brookvale Campus</p> <p>Saturday dates: 10 March 2018, 7 April 2018, 26 May 2018, 16 June 2018, 11 August 2018, 8 September 2018</p> <p>Additional self study hours required.</p>	<p>Cost from \$1580 or \$240 concession. See website for eligible concessions. 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

NURSING, HEALTH, COMMUNITY SERVICES, AGED & DISABILITY CARE



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. Some of the skills you will learn in this blended learning course include:</p> <ul style="list-style-type: none"> • Use communication to build relationships • Work with diverse people • Develop a community project • Advocacy • Case management • Understand a community development framework 	<p>Case Worker; Community Services Worker; Domestic Violence Worker; Family Support Worker; Health Education Officer; Support Worker</p>	<p>EVENING Tuesdays 13 February to 11 December 2018 6.00pm to 9.00pm Narrabeen Annex</p> <p>Some elective units may be chosen around your particular area of interest in the community services sector. See website for full course description.</p>	<p>Cost from \$1990 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 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"> • The human body and how to support its healthy functioning. • How to support the empowerment of older people. • The skills to meet personal client support and care needs. • Safe client care practices • How dementia can affect a person and strategies for communicating with, supporting and monitoring a client with dementia. • First Aid • Tools to communicate and collaborate effectively with clients, their families and co-workers. • (Note: if studying disability, some of subjects above will be replaced by subjects to support disabled clients) 	<p>Assistant in Nursing; Home Care Assistant; In-Home Respite Worker; Personal or Community Care Attendant; Support Worker</p>	<p>DAYTIME Mondays and Tuesdays 12 February to 3 July 2018 9.00am to 2.45pm Narrabeen Annex</p> <p>EVENING Tuesdays and Thursdays (plus 3 Saturdays) 13 February 2018 to 5 July 2018 6.00pm to 9.00pm Narrabeen Annex</p> <p>120 hours of work placement is a requirement of the course (organised by the College). Work placement hours will be different to classroom hours and, for evening students, in addition to classroom hours. You must obtain a Police Check prior to work placement. First Aid will be delivered on a Friday or Saturday. Weekly self study hours required. See website for full course description.</p>	<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>

"I started this course to get back into the workforce, unsure if it was for me. I found not only did I enjoy the course but started working a couple of weeks after starting the course. I am thoroughly enjoying my job and have made a few friends along the way. I would recommend this course as a great way to get back into the workforce."

Fiona Griffith
Certificate III in Individual Support



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"> • Safe working practices and infection control • Assist with nursing care in an acute care environment • Medical terminology • Assist with movement • Perform patient observations and simple dressings • Recognise healthy body systems <p>Police Check, Working with Children check and Health Care Worker/Student Vaccination Record Card must be obtained for work placement purposes. For evening students, work placement hours are in addition to the classroom hours. See website for full course description.</p>	<p>Assistant in Nursing; Nursing Support Worker.</p>	<p>DAYTIME Wednesdays and Thursdays 14 February to 5 July 2018 9.00am to 2.45pm Narrabeen Annex</p> <p>EVENING Mondays and Wednesdays (plus 3 Saturdays) 12 February 2018 to 4 July 2018 6.00pm to 9.00pm Narrabeen Annex</p> <p>80 hours of work placement required (organised by the College).</p>	<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"> • Follow an allied health program • Safe working practices and Infection control • Medical terminology • Assist with client movement • Recognise healthy body systems <p>You must obtain a Police Check prior to work placement. For evening students, work placement hours are in addition to the classroom hours. See website for full course description.</p>	<p>Allied Health Assistant; Occupational Therapy Assistant; Physiotherapist's Assistant; Podiatrist's Assistant</p>	<p>DAYTIME Wednesdays and Thursdays 14 February to 5 July 2018 9.00am to 2.45pm Narrabeen Annex</p> <p>EVENING Mondays and Wednesdays 12 February 2018 to 4 July 2018 6.00pm to 9.00pm Narrabeen Annex</p> <p>80 hours of work placement required (organised by the College) as well as weekly self study hours.</p> <p>First Aid will be delivered on a Friday or Saturday.</p>	<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 referred to below. Some of the skills you will learn in this blended learning course include:</p> <ul style="list-style-type: none"> • Advocacy • Individual service planning and delivery • Implementing interventions with older people at risk • Legal and ethical compliance • Palliative care • Medication (subject to student's current employment situation) • Tools to communicate and collaborate effectively with clients, their families and co-workers. <p>Increase your long-term employment opportunities and future career development into higher duties as well as create a clear entry pathway into a Nursing Degree or related health degree qualification. See website for full course description.</p>	<p>Hostel Supervisor; Care Supervisor; Program Coordinator - Social Programs; Care Team Leader; Residential Care Worker</p>	<p>EVENING Tuesdays and Thursdays 13 February to 5 July 2018 6.00pm to 9.00pm Narrabeen Annex</p> <p>120 hours of work placement required for those not currently working in the industry. Weekly self study hours required.</p> <p>First Aid will be delivered on a Friday or Saturday.</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><i>Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.</i></p>



For More Information

on any of these courses please contact Jo Hawes on 9970 1008 or email jo.hawes@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.

Did you know?

At least **50% of educators** in childcare centres must

have or be working towards a **diploma level qualification** to meet the educator to child ratios.

Employers are now moving to **employ people with a higher level qualification.**

For More Information

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



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

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"> • Ensure children's health and safety while in a care environment • Promote healthy eating • Work effectively using learning and ethical frameworks • Support the physical and emotional wellbeing of children in your care • First Aid • Identify & respond to young children at risk • Provide care for babies, toddlers and children <p>This course is also available through a traineeship pathway.</p> <p>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>DAYTIME Mondays, Tuesdays and Wednesdays* 12 February to 4 July 2018 9.15am to 2.45pm Narrabeen Annex</p> <p>*Classroom study plus 120 hours work placement (6 days in Term 1 and 9 days in Term 2, 8 hour days)</p> <p>EVENING Tuesdays and Thursdays** 13 February to 27 September 2018 6.00pm to 9.00pm Narrabeen Annex</p> <p>**Classroom study plus 120 hours work placement (6 days in Term 2 and 9 days in Term 3, 8 hour days)</p> <ul style="list-style-type: none"> ▲ First Aid required and a mandatory full day Friday or Saturday in Term 1 will be scheduled. ▲ Weekly self study hours required. ▲ Students will be required to obtain a Working with Children Check prior to commencing work placement. 	<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 & 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"> • Provide care for babies, toddlers and children in a safe environment • Design and implement educational programs that will stimulate learning and development • Nurture creativity in children • Work legally and ethically • Entry level management skills required for supervising the operation of the service • Work in partnership with families to provide appropriate education and care for children • Identify & respond to young children at risk <p>See website for full course description.</p>	<p>Early Childhood Educator; centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker</p>	<p>DAYTIME Mondays, Tuesdays and Wednesdays* 12 February to 12 December 2018 9.15am to 2.45pm Narrabeen Annex</p> <p>*Requirements:</p> <ul style="list-style-type: none"> • Classroom study plus 240 hours of work placement <ul style="list-style-type: none"> - 7 days in Term 1 plus - 8 days in Term 2 plus - 7 days in Term 3 plus - 8 days in Term 4 (8 hour days) • One Saturday in Term 1 will also be required for First Aid training. • Students will be required to obtain a Working with Children Check prior to commencing work placement. • Weekly self study hours required. 	<p>Cost from \$4420*. Interest free payment plan available.</p> <p><i>This training is subsidised by the NSW Government.</i></p>

DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE CHC50113 (FOR EXISTING WORKERS)



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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>DAYTIME Thursdays* 15 February to 13 December 2018 9.15am to 2.45pm Narrabeen Annex</p> <p>*Requirements:</p> <ul style="list-style-type: none"> • Classroom study plus 2 day work placement, Thursday and Friday, for 5 weeks - 2 x 8 hour days per week (total 240 hours). Please note variation to work placement will apply according to confirmation of current industry experience and/or completion of accredited study. • One Saturday in Term 1 will also be required for First Aid training. • Students will be required to obtain a Working with Children Check prior to commencing work placement. • Weekly self study hours required. 	<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>

BUSINESS, FINANCIAL SERVICES & HOSPITALITY



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"> • Create a viable business plan • Understand legal requirements and responsibilities • Manage business finances • Promote and advertise your business • Design a digital action plan <p>See website for full course description.</p>	Small Business Manager	<p>EVENING Wednesdays (plus 2 full day Saturdays) 14 February to 12 December 2018 6.15pm to 9.15pm Brookvale Campus</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 IV IN BOOKKEEPING FNS40215



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>This qualification is a nationally recognised qualification that is ideal for aspiring and practising bookkeepers or employees performing bookkeeping tasks for organisations in a range of industries. Anyone providing a BAS service as a contractor must be registered by the Tax Practitioners Board and this qualification is currently cited as meeting the educational requirements for registration - refer to tpb.gov.au for full details of registration requirements. Blended learning. (Prerequisite: Existing basic bookkeeping and MYOB skills required). See website for full course description. This course is also available through a traineeship pathway.</p>	Small Business Bookkeeper; BAS Agent; Contract or Staff Bookkeeper; Trainee Accountant	<p>EVENING Wednesdays (plus 6 Saturdays) 14 February to 12 December 2018 6.15pm to 9.15pm Brookvale Campus</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

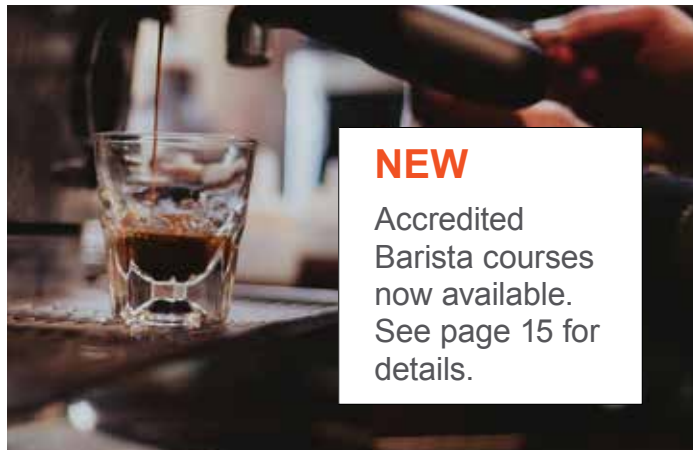


COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>This qualification provides training in a range of essential administrative duties required to maintain a healthy business. Some of the skills you will learn in this blended learning course include:</p> <ul style="list-style-type: none"> • Microsoft Word 2016, Excel 2016 & PowerPoint 2016 • Windows 10 and file management • Basic bookkeeping and Xero • Xero Payroll • Customer service and team work • Organise personal work priorities and development <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>DAYTIME Tuesdays and Wednesdays 20 February to 27 June 2018 9.30am to 2.30pm Brookvale Campus</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>Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.</i></p>



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

COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>This qualification provides the skills and knowledge required to work in the food and beverage sector of the hospitality industry. Work can be undertaken in a variety of hospitality enterprises such as: restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. See website for full course description. Some of the skills you will learn in this blended learning course include:</p> <ul style="list-style-type: none"> • Provide good service to customers • Participate in safe work practices • Operate a bar • Provide table service • Provide responsible gambling services (RCG) • Provide responsible service of alcohol (RSA) • Barista skills 	<p>Espresso Coffee Machine Operator; Food and Beverage Attendant; Front Desk Receptionist; Front Office Assistant; Function Attendant; Function Host; Gaming Attendant; Guest Service Agent; Housekeeper; Restaurant Host; Senior Bar Attendant; Waiter</p>	<p>DAYTIME Tuesdays and Wednesdays* 13 February to 26 September 2018 9.15am to 3.45pm Narrabeen Annex</p> <p>*plus work placement (36 service periods) please see website for more details.</p>	<p>\$1450 (Interest free payment plan available).</p> <div> </div>



See page 15 for RSA, RCG & Barista course details

For More Information
please contact Natalie Thornberry on 9970 1001 or
email natalie@nbcc.nsw.edu.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 for Work
- Facebook at Work
- Computer Skills for Work
- Customer Service Skills
- Improve your Reading and Writing
- Improve your Pronunciation Skills
- Excel 2016 Introduction
- Word 2010 & 2016 Introduction
- PowerPoint 2016 Introduction
- MYOB AccountRight 19 Introduction
- Basic Bookkeeping & MYOB
- MYOB AccountRight 19: Intro to Payroll
- Adobe Creative Cloud (Photoshop, Illustrator or InDesign)
- Medical Terminology
- Digital Planning for Small Business
- Manage a Small Team

The College also offers a number of non-accredited work skills courses which include: short social media courses, Microsoft Office, Web Design, Photography, Xero, Coding, Web Development, 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.

FOR MORE INFORMATION

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

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

This training is subsidised by the NSW Government.



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

For more information please contact Susan Wilkinson on 9970 1000 or email vet@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. Come to one of our training centres during the times listed below. You do not need an appointment. You must bring proof of citizenship, residency or visa. Limited places available.

TERM 1 2018 ENROLMENT DAYS

Wednesday 31 January 2018
4pm to 7pm
NBCC Narrabeen Annex
1525 Pittwater Rd, Nth Narrabeen

OR

Thursday 1 February 2018
5pm to 7pm
NBCC Brookvale Campus
Level 1, 14 William Street, Brookvale

IMPROVE YOUR READING & WRITING (INTERMEDIATE)

FSKRDG05 Read and respond to simple workplace procedures; FSKRDG06 Read and respond to simple informal workplace texts; FSKWTG04 Write simple informal workplace texts

CLASS SCHEDULE	COST
8 consecutive Tuesdays 13 February to 3 April 2018 6.15pm to 9.15pm Brookvale Campus	\$0 (if eligible for funded position)

IMPROVE YOUR PRONUNCIATION SKILLS

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

CLASS SCHEDULE	COST
8 consecutive Wednesdays 14 February to 4 April 2018 6.00pm to 9.00pm Narrabeen Annex	\$0 (if eligible for funded position)

IMPROVE YOUR READING & WRITING (ADVANCED)

FSKRDG10 Read and respond to routine workplace information; FSKRDG07 Read and respond to simple workplace information; FSKWTG05 Complete simple workplace formatted texts

CLASS SCHEDULE	COST
8 consecutive Thursdays 15 February to 5 April 2018 6.15pm to 9.15pm Brookvale Campus	\$0 (if eligible for funded position)

IMPROVE YOUR CONVERSATION SKILLS

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

CLASS SCHEDULE	COST
8 consecutive Fridays 16 February to 6 April 2018 9.30am to 12.30pm Brookvale Campus	\$0 (if eligible for funded position)

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

COURSE OUTLINE	CLASS SCHEDULE	COST
<p>This course will provide students with the following range of entry level computer and job seeking skills, essential for finding & keeping that job!</p> <ul style="list-style-type: none"> Using Windows 10 (including file management skills) Microsoft Word 2016 & Excel 2016 Email & Calendars using Outlook 2016 Job seeking including searching for advertised roles, resume & application letter writing Presentation skills (interview techniques and communication skills for the work place) <p>The topics included will support a wide range of industry occupations. Gain confidence and skills in a relaxed and supportive environment.</p>	<p>DAYTIME Mondays, Tuesdays, Wednesdays 19 February to 21 March 2018 9.30am to 2.30pm Narrabeen Annex</p>	<p>\$0 (if eligible for funded position)</p>

COMPUTER SKILLS FOR WORK

ICTICT101 Operate a personal computer; ICTICT102 Operate word-processing applications; ICTICT105 Operate spreadsheet applications; BSBADM307 Organise schedules

COURSE OUTLINE	CLASS SCHEDULE	COST
<p>This course will provide students with the following range of entry level computer skills essential for finding and keeping that job!</p> <ul style="list-style-type: none"> Using Windows 10 (including file management skills) Microsoft Word 2016 & Excel 2016 Email & Calendars using Outlook 2016 <p>The topics included will support a wide range of industry occupations. Gain confidence and skills in a relaxed and supportive environment.</p>	<p>DAYTIME Mondays, Tuesdays, Wednesdays 19 February to 14 March 2018 9.30am to 2.30pm Narrabeen Annex</p>	<p>\$0 (if eligible for funded position)</p>

SOCIAL MEDIA FOR WORK

ICTWEB201 Use social media tools for collaboration and engagement; ICTICT104 Use digital devices

COURSE OUTLINE	CLASS SCHEDULE	COST
<p>Social media is not just for socialising! Businesses use social media as an effective way to communicate with their existing and potential clients, and many employers now expect their workers to be able to represent them on social networks. Social media can also be used as a networking tool within organisations and industries.</p> <p>This course will provide students with the skills needed to establish and maintain a networking presence, using the most common social media tools and applications for work and business purposes.</p> <ul style="list-style-type: none"> Represent a business using social media and networking tools Use social media tools to communicate and collaborate with colleagues, clients, and future employers Facebook, Twitter, Instagram, LinkedIn Various methods of accessing and using social media tools - via Windows PC and mobile digital devices <p>These skills will greatly improve your job seeking opportunities</p> <p>Windows PCs provided for each student. If you have a Mac laptop you can bring that to class.</p>	<p>DAYTIME 6 consecutive Thursdays 8 March to 12 April 2018 9.30am to 2.30pm Narrabeen Annex</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> You must have a personal Facebook account and be familiar with its use. Incl: <ul style="list-style-type: none"> Following the News Feed Creating different types of posts to your Facebook Friends Navigating the Facebook interface on a computer (Windows PC or Mac). NOTE: If you do not have these skills we offer a Facebook for Beginners course, see page 13 for details Basic internet skills 	<p>\$0 (if eligible for funded position)</p>

<div> FACEBOOK AT WORK </div>		
ICTWEB201 Use social media tools for collaboration and engagement.		
COURSE OUTLINE	CLASS SCHEDULE	COST
<p>Of those businesses using social media, 90% use Facebook for promoting their business and communicating with their existing and potential clients and customers. Within many small to medium businesses, workers are often expected to be able to contribute to or even manage the business's social networks.</p> <p>This course will provide students with the skills needed to establish and maintain a networking presence for a business using Facebook</p> <ul style="list-style-type: none"> Establish and effectively use a Facebook business profile Networking and promotion using Facebook groups Communicating with clients/customers using Facebook Messenger Create and promote Facebook events <p>These skills will greatly improve your job seeking opportunities.</p> <p>Windows PCs provided for each student. If you have a Mac laptop you can bring that to class.</p>	<p>DAYTIME 4 consecutive Tuesdays 27 February to 20 March 2018 9.30am to 2.30pm Narrabeen Annex</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> You must have a personal Facebook account and be familiar with its use. Incl: <ul style="list-style-type: none"> Following the News Feed Creating different types of posts to your Facebook Friends Navigating the Facebook interface on a computer (Windows PC or Mac). NOTE: If you do not have these skills we offer a Facebook for Beginners course, see page 13 for details Basic internet skills 	<p>\$0 (if eligible for funded position)</p>

Other courses available under the Community Service Obligation Funding (CSO) are:

- Basic Bookkeeping & MYOB
- Barista Training
- Customer Service Skills
- Medical Terminology
- Microsoft Word, Excel & PowerPoint
- Provide First Aid
- Responsible Service of Alcohol (RSA)
- Responsible Gambling Services (RCG)

See pages 12, 13 and 15 for class dates and times. \$0 (if eligible for funded position)

For More Information

on any of these courses
please contact
Susan Wilkinson on
9970 1000 or email
vet@nbcc.nsw.edu.au

COMPUTERS

Tech Savvy Seniors

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



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

Course	Fee	Sessions	Date	Time	Campus	Trainer
Introduction to iPads	\$15 gst exempt	2 sessions	Fri 16 Feb	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
		2 sessions	Wed 14 Feb	10.00am - 12.30pm	Brookvale Campus	Emma Congues
Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed						
Introduction to iPhones	\$15 gst exempt	2 sessions	Thurs 15 Feb	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
Prerequisite: Please bring a charged Apple iPhone, with the latest IOS software update installed						

Office Skills

Introduction to Windows 10	\$120 gst exempt	2	Wed 28 Mar	9.30am - 1.00pm	Narrabeen Annex	Gabrielle Kinghorn
Computer Skills for Work	\$600 gst exempt	12	Mon/Tues/Wed start Mon 19 Feb	9.30am - 2.30pm	Narrabeen Annex	Gabrielle Kinghorn
<i>ICTICT101 Operate a personal computer; ICTICT102 Operate word-processing; ICTICT105 Operate spreadsheet applications & BSBADM307 Organise schedules</i>						

FUNDED for eligible students. See pages 9 & 10 for eligibility information

Microsoft Office

Excel 2016 Introduction	\$296 gst exempt	5	Mon 12 Feb	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan
	\$296 gst exempt	3	Wed 28 Mar	9.30am - 2.30pm	Brookvale Campus	Nicky Bull
<i>BSBITU304 from Cert III in Business BSB30115. Prerequisite: Basic Windows skills. Please bring a USB flash drive.</i>						
Excel 2016 Intermediate	\$119 gst exempt	2	Tues 20 Mar	6.15pm - 9.15pm	Brookvale Campus	Nicky Bull
<i>Prerequisite: Excel Introduction course or equivalent skills/knowledge. Please bring a USB flash drive.</i>						
Excel 2016 Advanced	\$119 gst exempt	2	Tues 03 April	6.15pm - 9.15pm	Brookvale Campus	Nicky Bull
<i>Prerequisite: Excel Intermediate course or equivalent skills and knowledge. Please bring a USB flash drive.</i>						
Word 2010 Introduction	\$296 gst exempt	5	Mon 12 Feb	6.00pm - 9.00pm	Narrabeen Annex	Deborah Stokes
<i>BSBITU201 from Cert II in Business BSB20115. Prerequisite: Basic Windows skills.</i>						
Word 2016 Introduction	\$296 gst exempt	3	Wed 07 Mar	9.30am - 2.30pm	Brookvale Campus	Nicky Bull
<i>BSBITU201 from Cert II in Business BSB20115. Prerequisite: Basic Windows skills.</i>						
Powerpoint 2016 Introduction	\$296 gst exempt	3	Fri 16 Feb	9.30am - 2.30pm	Narrabeen Annex	Vera Hannan
	\$296 gst exempt	3	Wed 14 Feb	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan
<i>BSBITU302 from Cert III in Business BSB30115. Prerequisite: Basic Word skills. Please bring USB flash drive.</i>						

FUNDED for eligible students. See pages 9 & 10 for eligibility information

FUNDED for eligible students. See pages 9 & 10 for eligibility information

FUNDED for eligible students. See pages 9 & 10 for eligibility information

One Day Computer Courses

Excel 2016 Just the Basics	\$160 gst exempt	1	Thurs 01 Mar	9.30am - 4.30pm	Narrabeen Annex	Margaret Perusich
Word 2010 Intermediate	\$160 gst exempt	1	Fri 09 Mar	9.30am - 4.30pm	Narrabeen Annex	Vera Hannan
<i>Prerequisite: Basic Word and keyboarding skills. Please bring USB flash drive.</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.

iPads the Next Step	\$84 gst exempt	2	Fri 02 Mar	10.00am - 12.30pm	Narrabeen Annex	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>						
Other Popular Apps for iPads NEW!	\$84 gst exempt	2	Thurs 29 Mar	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
iPhones the Next Step	\$84 gst exempt	2	Thurs 08 Mar	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>						
iCloud for Seniors	\$42 gst exempt	1	Thurs 01 Mar	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>						
iPad for Travellers	\$42 gst exempt	1	Thurs 22 Mar	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
Photo Editing using Google Photos	\$48 gst exempt	1	Thurs 29 Mar	9.30am - 12.30pm	Brookvale Campus	Judy Elias
Organise Your Files & Photos	\$63 gst exempt	1	Wed 11 Apr	9.30am - 1.30pm	Narrabeen Annex	Gabrielle Kinghorn
Introduction to Facebook for Seniors	\$84 gst exempt	2	Fri 06 Apr	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
<i>Prerequisite: If you already have a Facebook account please ensure you bring your log-in details (email address and Facebook password). Please check that you are able to log into your Facebook account prior to the class. If you would like to set up your Facebook account during this course please ensure you have an email account that has never been used to create a Facebook account in the past, as well as the password to that email account.</i>						
More Apps from Apple for iPad NEW!	\$84 gst exempt	2	Fri 16 Mar	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
Basic Mouse Skills NEW!	\$48 gst exempt	1	Mon 26 Mar	9.30am - 12.30pm	Narrabeen Annex	Gabrielle Kinghorn

Bookkeeping & Accounting

Basic Bookkeeping & MYOB	\$550 gst exempt	8	Thurs 15 Feb	9.30am - 2.30pm	Brookvale Campus	Judy Thomas
BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. Prerequisite: Strong file management skills using Windows PC.					FUNDED for eligible students. See pages 9 & 10 for eligibility information	
Xero for Beginners	\$190 gst exempt	2	Sat 24 Feb	9.30am - 3.00pm	Brookvale Campus	Maxine Haigh-White
Prerequisites: Basic internet skills. Must have a Xero account established before class, set up instructions can be provided on request.						
Xero Payroll	\$95 gst exempt	1	Sat 24 Mar	9.30am - 3.00pm	Brookvale Campus	Maxine Haigh-White
Prerequisites: Basic internet skills. Must be familiar with Xero or have attended our Xero for Beginners course.						

Social Media

Facebook for Beginners	\$60 gst exempt	1	Tues 06 Feb	9.30am - 1.00pm	Narrabeen Annex	Margaret Perusich
<i>Prerequisite: Basic internet skills. Notes Provided.</i>						
Facebook the Next Step	\$60 gst exempt	1	Tues 13 Feb	9.30am - 1.00pm	Narrabeen Annex	Margaret Perusich
<i>Prerequisite: Attendance at Facebook for Beginners course</i>						
Facebook for Business: Introduction	\$125 gst exempt	2	Tues 27 Mar	9.30am - 12.30pm	Narrabeen Annex	Margaret Perusich
<i>Prerequisites: Must have created a basic Facebook business page – instructions provided on request. Please ensure you bring your Facebook log-in and password details.</i>						
Facebook for Business: Advertising and Insights	\$69 gst exempt	1	Tues 10 Apr	9.30am - 1.30pm	Narrabeen Annex	Margaret Perusich
<i>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.</i>						
Facebook at Work NEW!	\$395 gst exempt	4	Tues 27 Feb	9.30am - 2.30pm	Narrabeen Annex	Margaret Perusich
<i>Prerequisites: Must be familiar with using a Facebook personal account.</i>						
Introduction to LinkedIn	\$52 gst exempt	1	Thurs 1 Mar	6.15pm - 9.15pm	Brookvale Campus	Maxine Haigh-White
Social Media for Work	\$495 gst exempt	6	Thurs 08 Mar	9.30am - 2.30pm	Narrabeen Annex	Margaret Perusich
<i>ICTWEB201 Use social media tools for collaboration and engagement; ICTICT104 Use digital devices</i>					FUNDED for eligible students. See pages 9 & 10 for eligibility information 	
<i>Prerequisites: Must be familiar with using a Facebook personal account.</i>						
Instagram for Business	\$120 gst exempt	2	Thurs 08 Feb	9.30am - 1.00pm	Brookvale Campus	Margaret Perusich
<i>Prerequisites: Must be familiar with using an Instagram personal account, bring your smartphone or tablet with the Instagram app installed.</i>						
Twitter NEW!	\$60 gst exempt	1	Thurs 22 Feb	9.30am - 1.00pm	Narrabeen Annex	Margaret Perusich

Website & Graphic Design

Photoshop Creative Cloud Introduction	\$399 gst exempt	7	Tues 13 Feb	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorian
Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package.					FUNDED for eligible students. See pages 9 & 10 for eligibility information	
Photoshop Creative Cloud Just the Basics	\$237 gst exempt	2	Mon 05 Mar	9.30am - 3.30pm	Brookvale Campus	Sarah Lorian
Prerequisite: Good skills with PC or Mac. Manual provided.						
Photoshop Creative Cloud Advanced	\$103 gst exempt	2	Tues 03 Apr	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorian
Prerequisite: Good skills with PC or Mac and completion of the Photoshop CS6 Essentials course or equivalent skills/knowledge.						
Indesign Creative Cloud Introduction	\$399 gst exempt	7	Wed 14 Feb	6.30pm - 9.30pm	Brookvale Campus	Deborah Stokes
Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package.					FUNDED for eligible students. See pages 9 & 10 for eligibility information	
Illustrator Creative Cloud Introduction	\$356 gst exempt	3	Mon 12 Feb	9.30am - 3.30pm	Brookvale Campus	Sarah Lorian
Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package.					FUNDED for eligible students. See pages 9 & 10 for eligibility information	
Create a Website with WordPress.com	\$138 gst exempt	2	Wed 14 Feb	9.30am - 1.30pm	Brookvale Campus	Jodi Allbon
	\$138 gst exempt	2	Wed 07 Mar	9.30am - 1.30pm	Brookvale Campus	Jodi Allbon
Prerequisite: Windows skills. Prerequisites: You must create a Wordpress.com account prior to class. Instructions provided on request. Cheat sheet provided.						
Coding for Beginners	\$207 gst exempt	4	Thurs 15 Feb	6.00pm - 9.00pm	Narrabeen Annex	Daniel Lombardo
Prerequisite: Sound Windows PC and Internet skills.						
Introduction to Web Development	\$155 gst exempt	3	Thurs 15 Mar	6.00pm - 9.00pm	Narrabeen Annex	Daniel Lombardo
Prerequisite: Sound Windows PC and Internet skills.						

Apple Macs

Mac for Beginners	\$150 gst exempt	3	Thurs 22 Feb	9.30am - 12.00pm	Brookvale Campus	Judy Elias
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Email Marketing

How To Use Mailchimp	\$105 gst exempt	2	Thurs 05 Apr	9.30am - 12.00pm	Brookvale Campus	Judy Elias
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Computer & Digital Device Essentials

FUNDED
This training is subsidised by the NSW Government

Computers and Information Technology are now present in most job roles and industries. This qualification is ideal for students who are looking for an introduction to computers, digital devices and Microsoft Office applications such as Word, Excel and PowerPoint. This comprehensive course will introduce students to a range of Windows 10 and other software skills including file management, MS Word 2016, MS Excel 2016, MS PowerPoint 2016, using digital devices, using the Internet and developing essential IT skills. This qualification provides foundation computer and digital technology skills to support a wide range of varying industry occupations.

Mondays, Tuesdays and Thursdays	From \$80 if eligible for a funded position	Mon 12 Feb to Thurs 22 Mar	9.30am - 2.30pm	Brookvale Campus	Nicky Bull
Tuesdays and Thursdays	From \$80 if eligible for a funded position	Tues 13 Feb to Thurs 10 May	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan

Certificate I in Information, Digital Media and Technology ICT10115. See website for full eligibility details for Smart & Skilled subsidised training (\$950 if not eligible for subsidised place)

Drawing & Painting

Course	Fee	Sessions	Date	Time	Campus	Trainer
Drawing: Beginners to Intermediate	\$265 inc gst	8	Mon 12 Feb	12.00pm - 2.00pm	Narrabeen Annex	John Wells
Watercolour: Beginners to Intermediate	\$265 inc gst	8	Mon 12 Feb	9.15am - 11.45am	Narrabeen Annex	John Wells
Painting in Watercolour for Absolute Beginners	\$370 inc gst	9	Thurs 15 Feb	6.00pm - 8.30pm	Narrabeen Annex	Jenny Gilchrist
Unlock Your Creativity	\$205 inc gst	5	Fri 16 Feb	9.30am - 12.00pm	Narrabeen Annex	Mirre Van Dalen
Linocut Printmaking	\$205 inc gst	5	Mon 19 Mar	6.30pm - 9.00pm	Narrabeen Annex	Natasha Kowalski

Crafts & Fashion

General Sewing	\$290 inc gst	7	Tues 13 Feb	6.30pm - 9.00pm	Narrabeen Annex	Sharon Tunks
Cardmaking with Martha Stewart Punches NEW!	\$50 inc gst	1	Wed 21 Feb	9.30am - 12.30pm	Narrabeen Annex	Shirley Hoffman
Crochet: Beginners Stage 1	\$66 inc gst	1	Sun 18 Mar	9.00am - 1.00pm	Brookvale Campus	Marianne Horton
Slow Stitching: The Basics of Embroidery	\$66 inc gst	1	Sun 18 Mar	1.30pm - 5.30pm	Brookvale Campus	Marianne Horton
How to Crochet a Bag or Basket NEW!	\$123 inc gst	3	Thurs 15 Mar	6.15pm - 8.45pm	Brookvale Campus	Payal Bhargava
Pottery	\$299 inc gst	8	Wed 07 Feb	6.30pm - 8.30pm	Forestville Arts Centre	Donna Hill
	\$299 inc gst	8	Thurs 08 Feb	6.30pm - 8.30pm	Forestville Arts Centre	Donna Hill

Dance

Hula Hooping for Beginners	\$125 inc gst	8	Wed 14 Feb	6.30pm - 8.00pm	Curl Curl Sports Centre	Caitlyn Spinjoy
Hula Hooping Intermediate	\$90 inc gst	8	Wed 14 Feb	8.00pm - 9.00pm	Curl Curl Sports Centre	Caitlyn Spinjoy

Photography

Digital SLR Photography Introduction	\$295 inc gst	7	Mon 12 Feb	6.30pm - 9.00pm	Brookvale Campus	Julie Crespel
	\$295 inc gst	6	Fri 16 Feb	10.00am - 1.00pm	Narrabeen Annex	Julie Crespel
iPhone Photography NEW!	\$132 inc gst	2	Thurs 15 Feb	9.30am - 1.30pm	Brookvale Campus	Richard Lynch

Music & Singing

Guitar: Beginners Level 1	\$132 inc gst	8	Wed 14 Feb	6.00pm - 7.00pm	Narrabeen Annex	Mark Broughton
Guitar: Beginners Level 2	\$132 inc gst	8	Wed 14 Feb	7.00pm - 8.00pm	Narrabeen Annex	Mark Broughton
Singing for Beginners	\$166 inc gst	4	Thurs 22 Feb	6.15pm - 8.45pm	Narrabeen Annex	Benny Ng
The Ukulele	\$66 inc gst	4	Wed 14 Feb	8.00pm - 9.00pm	Narrabeen Annex	Mark Broughton
Blues Harmonica	\$99 inc gst	4	Thurs 22 Mar	6.30pm - 8.00pm	Narrabeen Annex	Kelvin Carlson
Songwriting Essentials NEW!	\$166 inc gst	4	Tues 20 Mar	6.00pm - 8.30pm	Narrabeen Annex	Keith Armitage

Interior Design

Interior Design - The Basics	\$320 inc gst	8	Tues 13 Feb	6.30pm - 9.00pm	Brookvale Campus	Fiona Barry
Interior Design - Intermediate Level	\$320 inc gst	8	Wed 14 Feb	6.30pm - 9.00pm	Brookvale Campus	Fiona Barry
<i>Prerequisite: Interior Design Basics or equivalent</i>						
Property Styling for Living or Selling	\$120 inc gst	1	Sat 10 Mar	9.30pm - 4.30pm	Brookvale Campus	Fiona Barry

LANGUAGES

Level 1 includes basic grammar and vocabulary, individual or small group work. Level 2 aims to give more fluency in conversation making the student more confident and knowledgeable with meeting and greeting, and to be able to carry out a simple conversation. Purchase of a text book may be required for the course (approx \$60).

French: Beginners Stage 1	\$205 inc gst	5	Mon 12 Feb	6.15pm - 8.45pm	Brookvale Campus	Galiane Marterer
French: Beginners Stage 2	\$205 inc gst	5	Mon 19 Mar	6.15pm - 8.45pm	Brookvale Campus	Galiane Marterer
German: Beginners Stage 1	\$205 inc gst	5	Wed 14 Feb	6.15pm - 8.45pm	Brookvale Campus	Amisa Skrami
Mandarin: Beginners Stage 1	\$205 inc gst	5	Mon 12 Feb	6.30pm - 9.00pm	Narrabeen Annex	Linda Bennett
Mandarin: Beginners Stage 2	\$205 inc gst	5	Mon 19 Mar	6.30pm - 9.00pm	Narrabeen Annex	Linda Bennett
Italian: Beginners Stage 1	\$205 inc gst	5	Wed 21 Feb	11.00am - 1.30pm	Narrabeen Annex	Flavia Natoli
Italian: Beginners Stage 1	\$205 inc gst	5	Mon 12 Feb	7.00pm - 9.30pm	Brookvale Campus	Francesca Modica
Italian: Beginners Stage 2	\$205 inc gst	5	Wed 28 Mar	11.00am - 1.30pm	Narrabeen Annex	Flavia Natoli
Italian: Beginners Stage 2	\$205 inc gst	5	Mon 19 Mar	7.00pm - 9.30pm	Brookvale Campus	Francesca Modica
Spanish: Beginners Stage 1	\$205 inc gst	5	Mon 12 Feb	6.15pm - 8.45pm	Brookvale Campus	Patricia La Porta-Fuentes
Spanish: Beginners Stage 2	\$205 inc gst	5	Mon 19 Mar	6.15pm - 8.45pm	Brookvale Campus	Patricia La Porta-Fuentes

WORKSKILLS

Workskills & Money Matters

Course	Fee	Sessions	Date	Time	Campus	Trainer
Podcasting for Beginners	\$120 gst exempt	2	Sat 03 Mar	9.30am - 1.30pm	Brookvale Campus	Jon Moore
Radio Workshop	\$100 gst exempt	1	Sat 24 Feb	9.00am - 3.00pm	Radio Northern Beaches	Andrew Goodman Jones
Sign Language 1	\$220 gst exempt	7	Thurs 15 Feb	7.00pm - 9.00pm	Brookvale Campus	The Deaf Society of NSW
Sign Language 2	\$220 gst exempt	7	Mon 12 Feb	7.00pm - 9.00pm	Narrabeen Annex	The Deaf Society of NSW
How to Speak on Video for Business	\$180 gst exempt	2	Sat 10 Mar	9.30am-3.30pm	Brookvale Campus	Charmaine Burke
How To Build Future Wealth	\$33 inc gst	1	Thurs 22 Feb	6.30pm - 8.30pm	Brookvale Campus	James Diegelman
Strata Management	\$99 gst exempt	2	Thurs 01 Mar	6.15pm - 9.15pm	Brookvale Campus	Brian Dunphy
Responsible Service of Alcohol (RSA) <i>SITHFAB002 Provide responsible service of alcohol</i>	\$150 gst exempt	1	Wed 14 Feb	9.15am - 3.45pm	Narrabeen Annex	Kat King
	\$150 gst exempt	2	Thurs 01 Mar	6.15pm - 9.30pm	Brookvale Campus	Kat King
	\$150 gst exempt	1	Wed 28 Mar	9.15am - 3.45pm	Narrabeen Annex	Kat King
Responsible Gambling Services (RCG) <i>SITHGAM001 Provide responsible gambling services</i>	\$110 gst exempt	1	Wed 28 Feb	9.15am - 3.45pm	Narrabeen Annex	Kat King
	\$110 gst exempt	2	Thurs 15 Mar	6.15pm to 9.30pm	Brookvale Campus	Kat King
	\$110 gst exempt	1	Wed 04 Apr	9.15am - 3.45pm	Narrabeen Annex	Kat King
Barista Training NEW! <i>SITHFAB005 Prepare and serve espresso coffee; SITXFSA001 Use hygienic practices for food safety</i>	\$169 gst exempt	1	Wed 7 Mar	9.00am - 5.00pm	Narrabeen Annex	Kat King
	\$169 gst exempt	1	Wed 11 Apr	9.00am - 5.00pm	Narrabeen Annex	Kat King
Customer Service Skills <i>BSBCMM301 Process customer complaints; BSBCUS301 Deliver and monitor a service to customers</i>	\$330 gst exempt	4	Tues 20 Mar	9.30am - 2.30pm	Brookvale Campus FUNDED for eligible students. See pages 9 & 10 for eligibility information	Matt Tanks
Medical Terminology NEW! <i>BSBMED301 Interpret and apply medical terminology appropriately</i>	\$149 gst exempt	2	Wed 21 Mar & Thurs 22 Mar	9.00am to 12.30pm	Narrabeen Annex FUNDED for eligible students. See pages 9 & 10 for eligibility information	Jo Neophyton
Digital Planning for Small Business NEW! <i>BSBSMB413 Design a digital action plan for small business</i>	\$243 gst exempt	4	Wed 14 Mar	6.15pm to 9.15pm	Brookvale Campus FUNDED for eligible students. See pages 9 & 10 for eligibility information	Lynda Olling
Manage a Small Team NEW! <i>BSBSMB407 Manage a small team</i>	\$186 gst exempt	3	Wed 21 Feb	6.15pm to 9.15pm	Brookvale Campus FUNDED for eligible students. See pages 9 & 10 for eligibility information	Eleni Psillakis
Introduction to Gumtree & Airtasker NEW!	\$86 gst exempt	1	Tues 27 Mar	9.30am - 2.30pm	Brookvale Campus	Gabrielle Kinghorn

First Aid

Provide First Aid	\$110 gst exempt	1	see website for course dates and to enrol <i>HLTAID003 Provide First Aid - Flexible Delivery</i>			
Provide First Aid in an Education and Care Setting	\$110 gst exempt	1	see website for course dates and to enrol <i>HLTAID004 Provide an emergency first aid response in an education and care setting - Flexible Delivery</i>			
CPR Accredited	\$60 gst exempt	1	see website for course dates and to enrol <i>HLTAID001 Provide Cardiopulmonary Resuscitation - Flexible Delivery</i>			
Mental Health First Aid <i>Accredited by Mental Health First Aid Australia (MHFA)</i>	\$280 gst exempt	4	Thurs 15 Feb	6.00pm - 9.00pm	Brookvale Campus	Eleni Psikallis
		2	Sat 07 Apr	9.00am - 4.00pm	Brookvale Campus	Eleni Psikallis

LIFESTYLE

Life Skills

Cake Decorating	\$265 inc gst	8	Tues 13 Feb	6.30pm - 8.30pm	Brookvale Campus	Nicki Van Leeuwen
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Health & Fitness

Kickboxing	\$110 inc gst	8	Mon 12 Feb	7.00pm - 8.00pm	Bulldog Martial Arts School	Nick Stone
Krav Maga Self Defence	\$130 inc gst	8	Wed 14 Feb	7.00pm - 8.00pm	Narrabeen Annex	Kelly Anderson

Body, Mind & Soul

Introduction to Alexander Technique	\$199 inc gst	6	Tues 13 Feb	2.00pm - 4.00pm	Narrabeen Annex	Alan Capel
Mindfulness, Meditation & Gentle Yoga	\$125 inc gst	5	Tues 13 Feb	7.00pm - 8.30pm	Narrabeen Annex	Kerrie-Jane Tooth
Manage Energetic Boundaries	\$40 inc gst	1	Wed 21 Mar	6.30pm - 9.00pm	Brookvale Campus	Samantha Avery
Beach Yoga	\$130 inc gst	8	Mon 12 Feb	9.00am - 10.00am	Dee Why Beach	Olivia Santa
Meditation for Busy Lives	\$132 inc gst	8	Tues 13 Feb	10.00am - 11.00am	Brookvale Campus	Samantha Avery

Writing Skills

Novel Writing Essentials	\$205 inc gst	5	Mon 12 Feb	6.30pm - 9.00pm	Narrabeen Annex	Joanne Riccioni
Fiction Feedback	\$75 inc gst	2	Mon 19 Mar	6.30pm - 9.00pm	Narrabeen Annex	Joanne Riccioni

OPEN EVENING

Wednesday 31 January 2018, 4pm to 7pm

Narrabeen Annex: 1525 Pittwater Road, North Narrabeen

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

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

We offer nationally accredited certificate and/or diploma training in:

- early childhood education & care
- aged care, disability, home & community care
- community services and allied health
- nursing assistant
- business/ leadership & management
- computing
- human resources
- bookkeeping/financial services
- a range of accredited short courses

Limited fully funded places available for accredited short courses (eligibility conditions apply).

A wide range of lifestyle courses also available!

FREE CAREERS ADVICE

Tuesday 28 November 2017, 8.30am to 4pm

Tuesday 16 January 2018, 8.30am to 4pm

Wednesday 31 January 2018, 10am to 3pm

North Narrabeen Annex

1525 Pittwater Road, North Narrabeen

Not sure what you want to do, what career you'd be best suited to, or just what education you need? Come along to one of our **free** Careers Advice sessions and find out.

Our experienced advisor will sit with you in a one-on-one session and discuss the opportunities available to you and help you work out the best path to take.

All avenues of education will be discussed including university, further education, traineeships, apprenticeships and the Northern Beaches Community College.

To book your free session visit our website:
nbcc.nsw.edu.au

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