



Course Guide

TERM 4

nbmc.nsw.edu.au
9970 1000

2019
OCT - DEC

CONTENTS

ACCREDITED COURSES	3
Community Services, Nursing, Health, Aged & Disability Care	3
Early Childhood Education & Care	4
Management and Human Resources	5
Business & Financial Services	5
FEE FREE TRAINING	7
SHORT COURSES	8
Computers	8
Languages	10
French	10
German	10
Italian	10
Mandarin	10
Spanish	10
Workskills & Money Matters	11
First Aid	11
Hospitality	11
Arts	12
Drawing & Painting	12
Crafts & Fashion	12
Home & Garden	12
Music & Singing	13
Photography	13
Lifestyle	13
Life Skills	13
Health & Fitness	14
Body, Mind & Soul	14
LOCATIONS	15
ENROLMENT FORM	15

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 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 www.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. 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 and Financial Services.

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.

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.

HOW TO ENROL:

- Online: www.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
 By post: See enrolment form on pg 15



KEEP UPDATED

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

To subscribe visit: www.nbmc.nsw.edu.au

TERM 4 Enrolment Days

MOSMAN

Tuesday
1 October 2019
9am to 4pm

BridgePoint Shopping Centre
Outside IGA, 1-3 Brady St, Mosman

OCTOBER

Tuesday

1

WARRIEWOOD

Thursday
3 October 2019
9am to 4pm

Warriewood Shopping Centre
Jacksons Road, Warriewood

OCTOBER

Thursday

3

All information is considered correct at time of printing.

ACCREDITED TRAINING



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



CHC43415 Certificate IV in LEISURE & HEALTH



Are you energetic, compassionate and want to support the person-centred care activities that clients in the aged care, health, and community services sectors take part in? Learn how to plan, implement and monitor leisure activities or programs to support independence and well-being, relationships with carers and families, as well as community participation and social inclusion.

Career Options: Activities Officer; Diversional Therapy Assistant; Community Leisure Officer; Leisure Officer; Disability Officer - Day Support; Recreation Activities Officer

Cost: From \$1990 or \$240* concession. Interest free payment plans available.

EVENING - Standard

Thursdays | 24 Oct 2019 to 24 Sept 2020
(+ 6 full day Saturdays)
6pm to 9pm | Narrabeen Annex

If you have a Certificate III/IV in Ageing/Community you can fast track your study and reduce your course cost.

DAYTIME - Fast Track

Wednesdays | 23 Oct 2019 to 25 Mar 2019
(+ 4 full day Saturdays)
9am to 4pm | Narrabeen Annex

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



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

Cost: From \$1600 or \$240* concession. Interest free payment plans available.

DAYTIME

New course starts February 2020.

EVENING

New course starts February 2020.

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



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

Cost: From \$1450 or \$240* concession. Interest free payment plans available.

DAYTIME

Wednesdays & Thursdays
23 October to 2 April 2020
9.00am to 2.45pm
Narrabeen Annex

EVENING

New course starts February 2020.

- Completion of 120 hrs work placement (organised by the College)
- Flexible, weekly self-study hours
- Additional First Aid training day

Disability
electives will
be held on
Fridays.

“James was truly the best aspect of this course. His teaching and passion is inspiring.”

Katie

Cert III in Individual Support



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

Cost: From \$1990 or \$240* concession. Interest free payment plans available.

EVENING

New course starts February 2020.



Do you want to be a Carer?

Have you ever thought about working in aged/disability or home care? This short course will provide an introduction to the CHC33015 Certificate III in Individual Support. Once successfully completed you will receive credits when enrolling in the full qualification course (this will also reduce the course length and cost).

DAYTIME - Wednesdays & Thursdays
23 October to 7 November 2019
9.00am to 2.45pm | Narrabeen Annex

COST: \$330 or \$0 if eligible for ACE funding - see page 7 for criteria.

HLTWHS001 Follow safe work practices for direct client care, CHCCOM005 Communicate and work in health or community services, HLTAAP001 Recognise healthy body systems

*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 MORE INFORMATION

on these courses or to
book an appointment
please contact

Nadia Louw on 9970 1008 or
email nadia@nbmc.nsw.edu.au



Early Childhood Education & Care



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

Cost: From \$1600 or \$240* concession. Interest free payment plans available.

**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.*

DAYTIME

Tuesdays, Wednesdays & Thursdays
22 October 2019 to 9 April 2020
9.15am to 2.45pm | Brookvale Campus
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

This training is subsidised by the NSW Government.



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

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

Cost: From \$3600 Interest free payment plans available. (Final cost will be determined by Credit Transfers based on competency achieved against current CHC30113 Certificate III in Early Childhood Education and Care qualification and any RPL achieved).

DAYTIME

Thursdays
7 November 2019 to 29 October 2020
9.15am to 2.45pm | Narrabeen Annex

EVENING

New course starts February 2020.

- 240 hours work placement
- Mandatory full day required for First Aid
- Weekly self study hours required
- Working with Children Check required

This training is subsidised by the NSW Government.



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

Cost: From \$4420. Interest free payment plan available.

DAYTIME

New course starts February 2020.

- 240 hours work placement
- Mandatory full day required for First Aid
- Weekly self study hours required
- Working with Children Check required

This training is subsidised by the NSW Government.

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.

Talk to us about delivering NESAs Endorsed training at your workplace on 9970 1000.

Congratulations to our Graduating Trainees



David Gligorevic
from Bardo Road Kindergarten
Certificate III in Early Childhood
Education & Care CHC30113



Josh McPherson
from Mungarra Kindergarten
Certificate III in Early Childhood
Education & Care CHC30113

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



FOR MORE INFORMATION

on any of these
courses or to book
an appointment
please contact

Natalie Thornberry on 9970 1001 or
email natalie@nbmc.nsw.edu.au



Management, Human Resources, Business & Financial Services



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: Administration Officer; Executive Personal Assistant; Human Resources Officer; Office Administrator; Project Assistant; Recruitment Officer

Cost: From \$1580 or \$240* concession. Interest free payment plans available.

EVENING

Tuesdays

15 October 2019 to 22 September 2020
6.15pm to 9.15pm | Brookvale Campus



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

Cost: From \$1580 or \$240* concession. Interest free payment plans available.

EVENING

New course starts February 2020.



BSB51918 Diploma of LEADERSHIP & MANAGEMENT

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.

Career Options: Manager across a range of enterprise and industry contexts.

Cost: From \$2530. Interest free payment plans available.

EVENING

Thursdays (Plus 5 full day Saturdays)
24 October 2019 to 24 October 2020
6.15pm to 9.15pm | Brookvale Campus

Saturdays (9.30am-3.30pm) -

2020: 7 March, 23 May, 20 June,
29 August, 24 October



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 Mgr

Cost: From \$1580 or \$240* concession. Interest free payment plans available.

EVENING

New course starts February 2020.

For full details
on any of our courses
see website:

www.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.*



FOR MORE INFORMATION

on these 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 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

Cost: From \$1320 or \$240* concession. Interest free payment plans available.

DAYTIME

New course starts February 2020.

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

Cost: From \$1980 or \$240* concession. Interest free payment plans available.

EVENING

New course starts February 2020.

Additional self study hours required.



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.*

The training on this page is subsidised by the NSW Government.

Are you a Support/ Community group helping people get back into the workforce or into training?

Talk to us about our funded courses and how we may be able to help.

There is a variety of funded training available to assist eligible students to complete training, which will help them improve their employment opportunities and/or move into higher level training.

Students can begin with simple one day courses or go as high as a Certificate IV.

Course costs may range between \$0 to \$240.

You never know what might be available, so to discuss options please call
Fran Butterworth on:

9970 1000

NEED A **FULLY FUNDED** BASIC COMPUTER SKILLS COURSE & CAN TICK ALL THE BOXES BELOW?

- ☐ 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 the fully funded ICT10115 Certificate I in Information, Digital Media and Technology 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.



ICT10115 Certificate I in **INFORMATION, DIGITAL MEDIA AND 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.

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

DAYTIME

Mon, Tues, Wed
4 Nov to 11 Dec 2019
9.30am-2.30pm
Brookvale Campus

Mon & Wed **MOSMAN**
21 Oct to 18 Dec 2019
9.30am-2.30pm
St Lukes Mosman

Complimentary

2020 COURSE INFORMATION NIGHT

.....
Wednesday 20 Nov 2019
5.30 to 6.30pm or
6.30 to 7.30pm
Brookvale Campus

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

Bookings Essential

For more information or to book a place please visit our website: nbmc.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

FEE FREE TRAINING

Talk to us about fully funded training, you might be surprised at what is available!



FULLY FUNDED TRAINING FOR INDIVIDUALS

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.

If you can tick **all** the boxes in **Q1** and **one** of the boxes in **Q2** you are well on your way to being eligible for fully funded training.



FUNDED COURSES AVAILABLE



Check out pages 8-14, all courses that display the accredited symbol and/or tick are available for funded positions.

Eligibility requirements for ACE funding are: (for more information see our website)

Q1. 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



Q2. 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
 - ☐ Carer Payment
 - ☐ Exceptional Circumstances Relief Payment
 - ☐ Family Tax Benefit Part A (100%)
 - ☐ Newstart Allowance
 - ☐ Sickness Allowance
 - ☐ Veterans' Affairs Pension
 - ☐ Widow Allowance
 - ☐ Wife Pension
 - ☐ Austudy
 - ☐ Disability Support Pension
 - ☐ Farm Household Allowance
 - ☐ Parenting Payment (Single)
 - ☐ Special Benefit
 - ☐ Veterans' Children Education Scheme
 - ☐ Widow B pension
 - ☐ Youth Allowance

Can't tick an option in Q2?

Call us - we may still be able to help you.

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ACCREDITED SHORT COURSES See course details for full names and codes of accredited units.

- Do You Want to be a Carer? (pg.3)
- Touch Typing for Adults
- Word 2016 Introduction
- Word 2016 Intermediate
- Create Business Documents
- Excel 2016 Introduction
- Excel 2010 Introduction
- PowerPoint 2016 Introduction
- Outlook 2016 - Email, Contacts & Calendar
- Create a Successful Resumé
- Basic Bookkeeping & MYOB
- Basic Bookkeeping & Xero
- Photoshop CC Level 1
- InDesign CC Level 1
- Illustrator CC Level 1
- Understanding & Supporting People with Mental Health Issues
- Medical Terminology
- HLTAID003 Provide First Aid
- HLTAID001 Provide Cardiopulmonary Resuscitation
- HLTAID004 Provide an Emergency Response in an Education & Care Setting
- Provide Responsible Service of Alcohol (RSA)
- Provide Responsible Gambling Services (RCG)
- Barista Training

Tech Savvy for Small Business is a NSW Department of Education 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:

Can the student tick ALL the boxes below?

- ☐ 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

Does the company have: ☐ Up to 20 employees **OR** ☐ Annual turnover of less than \$2 million



FUNDED COURSES AVAILABLE: See pages 8-14, all courses that display the accredited symbol and/or tick are available for funded positions (excludes First Aid and Hospitality).



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

SHORT COURSES



Computers

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.

Seniors iPads Internet, Email & More

Prerequisite: Introduction to iPads course. Please bring a charged Apple iPad with the latest IOS software update installed

\$85 gst exempt | 2 sessions
Tues 5 Nov | 10.00am - 12.30pm
Narrabeen Annex | Emma Congues

\$85 gst exempt | 2 sessions
Thurs 7 Nov | 10.00am - 12.30pm
St Lukes Mosman | Emma Congues

Seniors iPads Taking Photos & Popular Apple Apps

Prerequisite: Introduction to iPads course. Please bring a charged Apple iPad with the latest IOS software update installed

\$85 gst exempt | 2 sessions
Tues 19 Nov | 10.00am - 12.30pm
Narrabeen Annex | Emma Congues

\$85 gst exempt | 2 sessions
Thurs 21 Nov | 10.00am - 12.30pm
St Lukes Mosman | Emma Congues

iCloud for Seniors

Please bring charged Apple iPad or iPhone with latest IOS software installed, charger & Apple ID & Password

\$43 gst exempt | 1 session
Tue 17 Dec | 10.00am - 12.30pm
Narrabeen Annex | Emma Congues

Organise Your Files & Photos (Windows PCs only)

\$64 gst exempt | 1 session
Thur 7 Nov | 9.30am - 1.30pm
Narrabeen Annex | Gabrielle Kinghorn

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



Courses marked with a green tick are available for funded training. See page 7 for eligibility requirements.



Training courses marked with an accredited symbol may be subsidised by the NSW Government, subject to eligibility.

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 NBMC Brookvale Campus are located on the first floor of the building with **no lift access**.

If driving to the Narrabeen Annex, please park in the northern end of the main car park (spaces line marked in pink only) or across Pittwater Road in Lakeside Park.

Introduction to iPads

Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed

\$15 gst exempt | 2 sessions
Tue 22 Oct | 10.00am - 12.30pm
Narrabeen Annex | Emma Congues

\$15 gst exempt | 2 sessions
Thurs 24 Oct | 10.00am - 12.30pm
St Lukes Mosman | Emma Congues

\$15 gst exempt | 2 sessions
Thurs 5 Dec | 10.00am - 12.30pm
Brookvale Campus | Emma Congues
(NB: Stairs - no lift)

Introduction to iPhones

Prerequisite: Please bring a charged Apple iPhone, with the latest IOS software update installed

\$15 gst exempt | 2 sessions
Tues 3 Dec | 10.00am - 12.30pm
Narrabeen Annex | Emma Congues

Office Skills

Windows 10 Introduction

\$143 gst exempt | 2 sessions
Thur 24 Oct | 9.30am - 12.30pm
Narrabeen Annex | Gabrielle Kinghorn

Organise Your Files & Photos (Windows PCs only)

Bring USB stick, Smartphone and smart phone charging cable

\$76 gst exempt | 1 session
Fri 29 Nov | 9.30am - 1.30pm
Narrabeen Annex | Vera Hannan

Touch Typing for Adults

FSKDIG03 Use digital technology for routine workplace tasks

\$276 gst exempt | 6 sessions
Fri 25 Oct | 9.30am - 11.30am
Brookvale Campus | Gabrielle Kinghorn

FUNDED see page 7 for eligibility criteria

Typing Skills for Children

See page 13 for details.

Microsoft Office

Word 2016 Introduction

BSBITU211 Produce digital text documents. Prerequisite: Basic Windows PC and file management skills. Please bring a USB flash drive.

\$315 gst exempt | 3 sessions
Fri 8 Nov | 9.30am - 2.30pm
Narrabeen Annex | Vera Hannan

FUNDED see page 7 for eligibility criteria

Word 2016 Intermediate

BSBITU313 Design and Produce Digital Text Documents. Prerequisite: Basic Word and keyboarding skills. Please bring USB flash drive.

\$315 gst exempt | 3 sessions
Thurs 24 & 31 Oct & 14 Nov* | 9.30am-2.30pm
*No class on 7 Nov
Brookvale Campus | Nicky Bull

\$276 gst exempt | 4 sessions
Thurs 7 Nov | 6.00pm - 9.00pm
Narrabeen Annex | Vera Hannan

FUNDED see page 7 for eligibility criteria

Create Business Documents (Using Microsoft Word)

BSBWRT301 Write simple documents. Prerequisite: Word 2016 Introduction (or equivalent). Please bring a USB flash drive.

\$315 gst exempt | 4 sessions
Thurs 21 Nov | 9.30am - 2.30pm
Brookvale Campus | Gabrielle Kinghorn

FUNDED see page 7 for eligibility criteria

Excel 2016 Introduction

BSBITU314 Design & produce spreadsheets. Prerequisite: Basic Windows PC and file management skills. Please bring a USB flash drive.

\$315 gst exempt | 5 sessions
Tues 29 Oct, 5, 12 & *26 Nov, 3 Dec
*No class 19 Nov
6.00pm - 9.00pm
Narrabeen Annex | Vera Hannan

FUNDED see page 7 for eligibility criteria

Excel 2010 Introduction

BSBITU314 Design & produce spreadsheets. Prerequisite: Basic Windows PC and file management skills. Please bring a USB flash drive.

\$315 gst exempt | 5 sessions
Tues 22 Oct | 6.00pm - 9.00pm
St Lukes Mosman | Nicky Bull

FUNDED see page 7 for eligibility criteria

Excel 2016 Just The Basics

Prerequisite: Basic Windows PC and file management skills. Please bring USB flash drive.

\$151 gst exempt | 1 session
Mon 28 Oct | 9.30am - 4.30pm
Brookvale Campus | Nicky Bull

Excel 2016 Intermediate

Prerequisite: Excel Introduction course or equivalent skills/knowledge. Please bring a USB flash drive.

\$132 gst exempt | 2 sessions
Tue 26 Nov | 6.15pm - 9.15pm
Brookvale Campus | Nicky Bull

\$151 gst exempt | 1 session
Mon 4 Nov | 9.30am - 4.30pm
Brookvale Campus | Nicky Bull

Excel 2016 Advanced

Prerequisite: Excel Intermediate course or equivalent skills and knowledge. Please bring a USB flash drive.

\$132 gst exempt | 2 sessions
Tues 10 Dec | 6.15pm - 9.15pm
Brookvale Campus | Nicky Bull

\$151 gst exempt | 1 session
Mon 11 Nov | 9.30am - 4.30pm
Brookvale Campus | Nicky Bull

✓ PowerPoint 2016 Introduction

BSBITU312 Create electronic presentations.
Prerequisite: Basic Windows PC and file management skills. Please bring USB flash drive.

\$315 gst exempt | 3 sessions
Wed 23 Oct | 9.30am - 2.30pm
Brookvale Campus | Nicky Bull

FUNDED see page 7 for eligibility criteria

✓ Outlook 2016 - Email, Contacts & Calendar

ICTICT107 Use Personal Productivity tools.
Prerequisite: Basic keyboarding skills

\$199 gst exempt | 2 sessions
Fri 6 Dec | 9.30am - 2.30pm
Brookvale Campus | Gabrielle Kinghorn

FUNDED see page 7 for eligibility criteria

Bookkeeping & Accounting

✓ Basic Bookkeeping & MYOB

BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. *Prerequisite: Strong file management skills using Windows PCs.*

\$699* gst exempt | 8 sessions
Thur 17 Oct | 9.30am - 2.30pm
Brookvale Campus | Judy Thomas
*Cost includes manuals and resources (Additional self study required)

NB: MYOB is now only available for Windows PCs.

FUNDED see page 7 for eligibility criteria

✓ Basic Bookkeeping & Xero

BSBFIA301 Maintain financial records & BSBFIA302 Process payroll.

Prerequisite: Strong file management skills using Windows PC & basic internet skills. You will receive an email prior to the course start date with instructions for creating your Xero account and other pre-course requirements. Students must have a smart phone in class to access the authenticator.

\$545* gst exempt | 9 sessions
Thurs 24 Oct | 6.15pm - 9.15pm
Brookvale Campus | Maxine Haigh-White
*Cost includes manuals and resources (Additional self study required)

FUNDED see page 7 for eligibility criteria

Xero for Beginners

Prerequisite: Strong file management skills using Windows PC & basic internet skills. You will receive an email prior to the course start date with instructions for creating your Xero account and other pre-course requirements. Students must have a smart phone in class to access the authenticator.

\$210 gst exempt | 2 sessions
Sat 9 Nov | 9.30am - 3.00pm
Brookvale Campus | Maxine Haigh-White



Courses marked with a green tick are available for funded training. See page 7 for eligibility requirements.

Xero Payroll

Prerequisite: Basic internet skills. Must be familiar with Xero or have attended our Xero for Beginners course.

\$130 gst exempt | 1 session
Sat 7 Dec | 9.30am - 3.00pm
Brookvale Campus, Maxine Haigh-White

Social Media

Creating Graphics for Social Media

\$58 gst exempt | 1 session
Thurs 3 Oct | 6.00pm - 9.00pm
St Lukes Mosman | Briana Graydon

\$58 gst exempt | 1 session
Fri 25 Oct | 9.30am - 12.30pm
Narrabeen Annex | Briana Graydon

Facebook and Instagram Advertising

\$58 gst exempt | 1 session
Thurs 10 Oct | 6.00pm - 9.00pm
St Lukes Mosman | Briana Graydon

\$58 gst exempt | 1 session
Sat 26 Oct | 10.00am - 1.00pm
Brookvale Campus | Briana Graydon

Social Media Content Planning

\$58 gst exempt | 1 session
Fri 11 Oct | 9.30am - 12.30pm
Brookvale Campus | Briana Graydon

\$58 gst exempt | 1 session
Thurs 7 Nov | 6.00pm - 9.00pm
Narrabeen Annex | Briana Graydon

Introduction to Facebook for Business (Basics)

\$58 gst exempt | 1 session
Thurs 24 Oct | 6.15pm - 9.15pm
Brookvale Campus | Briana Graydon

SEO (Search Engine Optimisation) Basics

\$58 gst exempt | 1 session
Fri 25 Oct | 1.30pm - 4.30pm
Narrabeen Annex | Briana Graydon

\$58 gst exempt | 1 session
Sat 9 Nov | 10.00am - 1.00pm
St Lukes Mosman | Briana Graydon

Introduction to Instagram (Basics)

\$76 gst exempt | 1 session
Fri 8 Nov | 9.30am - 1.30pm
Narrabeen Annex | Briana Graydon

Introduction to Instagram for Business

\$85 gst exempt | 1 session
Fri 15 Nov | 9.30am - 2.00pm
Narrabeen Annex | Briana Graydon

Understanding Instagram TV (IGTV)

\$58 gst exempt | 1 session
Thurs 21 Nov | 6.15pm - 9.15pm
Brookvale Campus | Briana Graydon

Understanding Instagram Stories

\$76 gst exempt | 1 session
Fri 22 Nov | 9.30am - 1.30pm
Narrabeen Annex | Briana Graydon

Writing for Social Media

\$58 gst exempt | 1 session
Thurs 28 Nov | 6.15pm - 9.15pm
Brookvale Campus | Briana Graydon

Creating a Social Media Strategy **NEW**

\$76 gst exempt | 1 session
Fri 29 Nov | 9.30am - 1.30pm
Narrabeen Annex | Briana Graydon

Understanding Instagram Live **NEW**

\$58 gst exempt | 1 session
Thurs 5 Dec | 6.15pm - 9.15pm
Brookvale Campus | Briana Graydon

Introduction to LinkedIn (Personal Use)

\$76 gst exempt | 1 session
Fri 6 Dec | 9.30am - 1.30pm
Narrabeen Annex | Briana Graydon

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 | 7 sessions
Mon 21 Oct | 6.30pm - 9.30pm
Brookvale Campus | Sarah Lorient

FUNDED see page 7 for eligibility criteria

Photoshop CC Introduction

Prerequisite: Good skills with PC or Mac. Manual provided.

\$187 gst exempt | 3 sessions
Mon 21 Oct | 6.30pm - 9.30pm
Brookvale Campus | Sarah Lorient

Photoshop CC Level 2

Prerequisite: Good skills with PC or Mac and completion of the Photoshop CS6 Essentials course or equivalent skills/knowledge.

\$118 gst exempt | 2 sessions
Mon 9 Dec | 6.30pm - 9.30pm
Brookvale Campus | Sarah Lorient

✓ InDesign CC Level 1

Prerequisite: Good skills with PC or Mac. Manual provided. BSBITU309 Produce desktop published documents.

\$415 gst exempt | 7 sessions
Wed 23 & 30 Oct, *20 & 27 Nov, 4, 11 & 18 Dec
*No classes 6 & 13 Nov
6.30pm - 9.30pm
Brookvale Campus | Deborah Stokes

FUNDED see page 7 for eligibility criteria

✓ Illustrator CC Level 1

ICTICT204 Operate a digital media technology package.
Prerequisite: Good skills with PC or Mac. Manual provided.

\$390 gst exempt | 4 sessions
Mon 18 Nov | 9.30am - 2.30pm
Brookvale Campus | Deborah Stokes

FUNDED see page 7 for eligibility criteria





Languages

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).

French

French Travellers Stage 1

\$295 inc gst | 8 sessions
Mon 21 Oct | 6.15pm - 8.15pm
Brookvale Campus | TBA

French Travellers Stage 2

\$295 inc gst | 8 sessions
Mon 21 Oct | 2.00pm - 4.00pm
Mosman Art Annex | Dominique Partridge

French Beginners Stage 1

\$330 inc gst | 9 sessions
Mon 21 Oct | 7.00pm - 9.00pm
St Lukes Mosman | Nicole Laugier

French Beginners Stage 3

\$330 inc gst | 9 sessions
Wed 23 Oct | 7.00pm - 9.00pm
St Lukes Mosman | Nicole Laugier

French Beginners Stage 4

\$295 inc gst | 8 sessions
Wed 23 Oct | 12.30pm - 2.30pm
Mosman Art Annex | Dominique Partridge

French Intermediate Stage 2 Conversation

\$295 inc gst | 8 sessions
Tues 22 Oct | 7.00pm - 9.00pm
Mosman High | Kathleen Beauvois

French Intermediate Stage 4

\$295 inc gst | 8 sessions
Wed 23 Oct | 10.00am - 12.00pm
Mosman Art Annex | Dominique Partridge

French Intermediate Stage 3

\$399 inc gst | 9 sessions
Tues 22 Oct | 12.30pm - 2.30pm
Cammeray Golf Course | Nicole Laugier

French Advanced Conversation

\$495 inc gst | 9 sessions
Tues 22 Oct | 9.30am - 12.00pm
Cammeray Golf Course | Nicole Laugier

German

German Travellers Stage 1

\$295 inc gst | 8 sessions
Thurs 24 Oct | 6.15pm - 8.15pm
Brookvale Campus | Annisa Skrami

\$295 inc gst | 8 sessions
Mon 21 Oct | 6.30pm - 8.30pm
Mosman Art Annex | Wolfgang Mueller

German Advanced Conversation

\$350 inc gst | 8 sessions
Sat 26 Oct | 10.00am - 12.00pm
Warringah Bowls | Wolfgang Mann

Italian

Italian Travellers Stage 1

\$295 inc gst | 8 sessions
Fri 25 Oct | 7.00pm - 9.00pm
St Lukes Mosman | Rosa Santi

\$295 inc gst | 8 sessions
Mon 21 Oct | 7.00pm - 9.00pm
Brookvale Campus | Francesca Modica

\$295 inc gst | 8 sessions
Wed 23 Oct | 11.00am - 1.00pm
Brookvale Campus | Flavia Natoli

Italian Beginners Stage 1

\$295 inc gst | 8 sessions
Fri 25 Oct | 12.30-2.30pm
Mosman Art Annex | Rosa Santi

Italian Beginners Stage 3

\$295 inc gst | 8 sessions
Thur 24 Oct | 7.00pm - 9.00pm
St Lukes Mosman | Rosa Santi

Mandarin

Mandarin Travellers Stage 1

\$295 inc gst | 8 sessions
Mon 21 Oct | 6.30pm - 8.30pm
Narrabeen Annex | Linda Bennett

\$295 inc gst | 8 sessions
Thurs 24 Oct | 6.30pm - 8.30pm
Mosman Art Annex | Lillian Hong

Spanish

Spanish Travellers Stage 1

\$295 inc gst | 8 sessions
Mon 28 Oct | 6.30pm - 8.30pm
Mosman Art Annex | Carolina Delfino

\$260 inc gst | 7 sessions
Mon 04 Nov | 7.30pm - 9.30pm
Brookvale Campus | Patricia La Porta

Spanish Travellers Stage 2

\$260 inc gst | 7 sessions
Mon 04 Nov | 5.30pm - 7.30pm
Brookvale Campus | Patricia La Porta

Spanish Beginners Stage 2

\$295 inc gst | 8 sessions
Tues 22 Oct | 6.30pm - 8.30pm
Mosman High | Carolina Delfino

Spanish Beginners Stage 3

\$295 inc gst | 8 sessions
Tues 22 Oct | 2.15pm - 4.15pm
St Lukes Mosman | Elizabeth Holgado-Vente

Spanish Intermediate Stage 4

\$295 inc gst | 8 sessions
Tues 22 Oct | 11.45am - 1.45pm
St Lukes Mosman | Elizabeth Holgado-Vente

Spanish Advanced Conversation

\$295 inc gst | 8 sessions
Wed 23 Oct | 7.00pm - 9.00pm
Mosman Art Annex | Lucrecia Strickland





Workskills

Workskills & Money Matters

Building a Business from the Inside Out

\$99 gst exempt | 3 sessions
Tues 19 Nov | 6.30pm - 8.30pm
Brookvale Campus | Matt Wood

NEW

Do You Want to be a Carer?

Please see page 3 for more details.

Create a Successful Resumé

FSKWTG06 Write simple workplace information

\$130 gst exempt | 2 sessions
Fri 1 Nov | 9.30am - 12.30pm
Brookvale Campus | TBA

FUNDED see page 7 for eligibility criteria

How to Manage a Retail Store Successfully

\$130 gst exempt | 4 sessions
Tues 22 Oct | 6.15pm - 8.15pm
Brookvale Campus | Jason Oh

How to Be a Successful Sales Representative

\$130 gst exempt | 4 sessions
Tues 19 Nov | 6.15pm - 8.15pm
Brookvale Campus | Jason Oh

Living In A Strata Scheme Building

\$90 inc gst | 1 session
Tues 22 Oct | 6.00pm - 8.00pm
Mosman High | Paul Miller

\$90 inc gst | 1 session
Thurs 28 Nov | 6.00pm - 8.00pm
Narrabeen Annex | Catherine Sparkes

Medical Terminology

BSBMED301 Interpret and apply medical terminology appropriately

\$130 gst exempt | 2 sessions
Mon 4 & Tues 5 Nov | 9.00am to 12.00pm
Narrabeen Annex | Jo Neophyton

FUNDED see page 7 for eligibility criteria

Prepare & Manage Your Business Growth

\$70 gst exempt | 1 session
Sat 16 Nov | 9.15am - 1.15pm
Brookvale Campus | Clare Harris

Reverse Mortgages - Home Equity Release

\$50 inc gst | 1 session
Tues 22 Oct | 6.30pm - 9.00pm
Mosman High | Regis Gapailard

\$50 inc gst | 1 session
Thurs 14 Nov | 1.30pm - 4.00pm
Mosman Art Annex | Regis Gapailard

Estate Planning

\$50 inc gst | 1 session
Tues 29 Oct | 6.30pm - 9.00pm
Mosman High | Regis Gapailard

\$50 inc gst | 1 session
Thurs 21 Nov | 1.30pm - 4.00pm
Mosman Art Annex | Regis Gapailard

Retirement Income

\$50 inc gst | 1 session
Tues 05 Nov | 6.30pm - 9.00pm
Mosman High | Regis Gapailard

\$50 inc gst | 1 session
Thurs 28 Nov | 1.30pm - 4.00pm
Mosman Art Annex | Regis Gapailard

Radio Workshop

\$120 gst exempt | 1 session
Sat 12 Oct | 9.00am - 4.00pm | Radio
Northern Beaches | Andrew Goodman Jones

Import /Export Workshop

\$185* gst exempt | 1 session
Sat 23 Nov | 9.00am - 5.00pm
Brookvale Campus | Corinne Campbell
*Cost of manual included

Successful Stock Market Investing

\$34 inc gst | 1 session
Thurs 28 Nov | 6.30pm - 8.30pm
Brookvale Campus | James Diegelman

Talent Management: Nine Human Essences for Business Success

NEW

\$299 (includes book) | 8 sessions
Tues 22 Oct | 6.30pm - 8.30pm
Mosman High | Dean Collier

Visual Merchandising for Small Business

NEW

\$275 gst exempt | 8 sessions
Tues 22 Oct | 6.30pm - 8.30pm
Mosman High | Kevin Seeto

Understanding & Supporting People with Mental Health Issues

CHCMHS001 Work with people with mental health issues

\$185 gst exempt | 3 sessions
Thurs 14 Nov | 6.15pm - 9.15pm
Brookvale Campus | Eleni Psillakis

FUNDED see page 7 for eligibility criteria

First Aid

Provide First Aid

HLTAID003 Provide First Aid - Flexible Delivery.
Pre-course work required.

\$115 gst exempt | 1 session | 9am - 5pm
See website for course dates and to enrol.


FUNDED see page 7 for eligibility criteria

CPR Accredited

HLTAID001 Provide Cardiopulmonary Resuscitation - Flexible Delivery. **Pre-course work required.**

\$65 gst exempt | 1 session | 9am - 12pm
See website for course dates and to enrol.

FUNDED see page 7 for eligibility criteria

 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.

Provide First Aid Response in an Education & Care Setting

HLTAID004 Provide an emergency first aid response in an education and care setting - Flexible Delivery.
Pre-course work required.

\$120 gst exempt | 1 session | 9am - 5pm

See website for course dates and to enrol.

FUNDED see page 7 for eligibility criteria



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

Provide Responsible Service of Alcohol (RSA)

(Please note this is not a refresher course)

SITHFAB002 Provide responsible service of alcohol



DAYTIME:

\$170 gst exempt | 1 session | 9.30am - 4pm

EVENING:

\$170 gst exempt | 2 sessions | 6pm - 9.30pm

See website for course dates and to enrol.

FUNDED see page 7 for eligibility criteria

Provide Responsible Gambling Services (RCG)

SITHGAM001 Provide responsible gambling services



DAYTIME:

\$115 gst exempt | 1 session | 9.30am - 4pm

EVENING:

\$115 gst exempt | 2 sessions | 6pm - 9.30pm

See website for course dates and to enrol.

FUNDED see page 7 for eligibility criteria

Barista Training


SITHFAB005 Prepare and serve espresso coffee, SITXFSA001 Use hygienic practices for food safety


\$295 gst exempt | 2 sessions | 9.30am - 4pm

See website for course dates and to enrol.

FUNDED see page 7 for eligibility criteria



 Training courses marked with an accredited symbol may be subsidised by the NSW Government, subject to eligibility.

 Courses marked with a green tick are available for funded training. See page 7 for eligibility requirements.



Arts

Drawing & Painting

Botanical Art

\$300 inc gst | 6 sessions
Tues 29 Oct | 10.00am - 1.00pm
Mackie Lane Comm.Gdn | Penny Walton

Drawing: Beginners to Intermediate

\$274 inc gst | 8 sessions
Mon 21 Oct | 12.00pm - 2.00pm
Narrabeen Annex | John Wells

Drawing for Beginners

\$274 inc gst | 8 sessions
Mon 21 Oct | 10.00am - 12.00pm
Mosman Art Annex | Mark Kingston

Drawing With Pen & Wash

\$280 inc gst | 8 sessions
Thur 24 Oct | 10.30am - 12.30pm
Mosman Art Annex | Susan Bernasconi

Introduction To Drawing And Painting One Day Workshop

\$120 inc gst | 1 session
Sun 17 Nov | 10.00am - 4.00pm
Mosman Art Annex | David Pavich

Introduction To Drawing And Painting

\$280 inc gst | 8 sessions
Mon 21 Oct | 7.00pm - 9.00pm
Warringah Bowls | David Pavich

Landscapes From Photos Workshop

\$120 inc gst | 1 session
Sun 24 Nov | 10.00am - 4.00pm
Mosman Art Annex | David Pavich

Oil Painting

\$340 inc gst | 8 sessions
Wed 23 Oct | 6.00pm - 8.30pm
Narrabeen Annex | Mark Kingston

Drawing for Beginners - Weekend Workshop

\$199 inc gst | 2 sessions
Sat 26 & Sun 27 Oct | 9.00am - 3.00pm
Mosman Art Annex | John Wells



Beginners Watercolour Workshop

\$110 inc gst | 1 session
Sat 09 Nov | 11.00am - 4.00pm
Mosman Art Annex | Susan Bernasconi

Ways With Watercolour

\$280 inc gst | 8 sessions
Fri 25 Oct | 10.30am - 12.30pm
Mosman Art Annex | Susan Bernasconi

Watercolour: Beginners

\$299 inc gst | 9 sessions
Mon 14 Oct | 9.15am - 11.45am
Narrabeen Annex | John Wells
\$299 inc gst | 9 sessions
Tues 15 Oct | 9.30am - 12.00pm
Narrabeen Annex | John Wells

Watercolour: Intermediate

\$274 inc gst | 8 sessions
Mon 21 Oct | 9.15am - 11.45am
Narrabeen Annex | John Wells

Art Therapy for Wellbeing

\$140 inc gst | 4 sessions
Tues 29 Oct | 10.00am - 12.00pm
Brookvale Campus | Lena Wegenaar

Special
PRICE
normally
\$335

Special
PRICE
normally
\$320

NEW

Crafts & Fashion

Absolutely Fabulous Personalised Colour Analysis

\$200 inc gst | 1 session
Sat 16 Nov | 9.00am - 1.00pm
Mosman Art Annex | Sharron-Del Wakely

Absolutely Fabulous Personal Style Analysis

\$200 inc gst | 1 session
Tues 12 Nov | 6.00pm - 9.30pm
Mosman High School | Sharron-Del Wakely

Scrapbooking using Martha Stewart Punches

\$70 inc gst | 1 session
Sun 14 Dec | 10.00am - 1.00pm
Mosman Art Annex | Shirley Hoffman

Floristry for Beginners

\$399 inc gst | 6 sessions
Tue 22 Oct | 6.30pm - 8.30pm
Mosman High School | Stephanie Russell
NB: Flowers & materials included in first lesson only, each subsequent session bring \$75 payable to tutor directly

Floristry for Beginners - Workshop

\$350 inc gst | 1 session
Sat 02 Nov | 9.30am - 3.30pm
Mosman Art Annex | Stephanie Russell
NB: Flowers and materials included

Crochet: Beginners Stage 1

\$85 inc gst | 2 sessions
Tues 22 Oct | 6.30pm - 9.00pm
Mosman High School | Marianne Horton

\$69 inc gst | 1 session
Sun 01 Dec | 9.00am - 1.00pm
Brookvale Campus | Marianne Horton

Dressmaking

\$275 inc gst | 8 sessions
Tues 22 Oct | 7.00pm - 9.00pm
Mosman High | Jennifer Ashpole

Dressmaking - Daytime Class

\$300 inc gst | 8 sessions
Tues 22 Oct | 10.00am - 1.00pm
Mosman Art Annex | Jennifer Ashpole

General Sewing

\$320 inc gst | 7 sessions
Tues 29 Oct | 6.30pm - 9.00pm
Narrabeen Annex | Carol Mackenzie

How to Knit Workshop

\$69 inc gst | 1 session
Sun 01 Dec | 1.30pm - 5.30pm
Brookvale Campus | Marianne Horton

Pottery (Handbuilding & Beginners Wheel)

\$399 inc gst | 8 sessions
Wed 23 Oct | 6.30pm - 9.00pm
Forestville Arts Centre | Godelieve Mols

\$399 inc gst | 8 sessions
Thurs 24 Oct | 6.30pm - 9.00pm
Forestville Arts Centre | Godelieve Mols

Pottery on the Wheel

\$399 inc gst | 8 sessions
Wed 16 Oct | 6.00pm - 8.30pm
Tramshed Narrabeen | Danielle Sadek

Home & Garden

Backyard Beekeeping

\$125 inc gst | 1 session
Sun 03 Nov | 10.00am - 4.00pm
St Lukes Mosman | Judith Sleijpen

Bonsai For Beginners

\$125 inc gst | 1 session
Sun 10 Nov | 10.00am - 4.00pm
St Lukes Mosman | Judith Sleijpen

Introduction to Gardening

\$115 inc gst | 1 session
Sat 09 Nov | 9.30am - 3.30pm
Brookvale Campus | Cameron Graves

Garden Design for Large and Small Spaces

\$125 inc gst | 1 session
Sat 16 Nov | 10.00am - 4.00pm
St Lukes Mosman | Judith Sleijpen

Plant Propagation

\$125 inc gst | 1 session
Sun 27 Oct | 10.00am - 4.00pm
St Lukes Mosman | Judith Sleijpen

Traditional Cake Decorating

\$274 inc gst | 8 sessions
Wed 23 Oct | 6.30pm - 8.30pm
Brookvale Campus | Nicki Van Leeuwen

Interior Design - Basics

\$340 inc gst | 8 sessions
Tues 22 Oct | 6.30pm - 9.00pm
Brookvale Campus | Fiona Barry

\$340 inc gst | 8 sessions
Tues 22 Oct | 1.30pm - 4.00pm
Mosman Art Annex | Fiona Barry

Interior Design - Intermediate Level

Prerequisite: Interior Design Basics or equivalent

\$340 inc gst | 8 sessions
Wed 23 Oct | 6.30pm - 9.00pm
Brookvale Campus | Fiona Barry

Property Styling for Living or Selling

\$130 inc gst | 1 session
Sat 23 Nov | 9.30am - 4.30pm
Brookvale Campus | Fiona Barry

Music & Singing

Guitar: Beginners Level 1

\$137 inc gst | 8 sessions
Wed 23 Oct | 6.00pm - 7.00pm
Narrabeen Annex | Mark Broughton

\$285 inc gst | 8 sessions
Tues 22 Oct | 7.00pm - 9.00pm
Mosman High | Brenton White

Guitar: Beginners Level 2

\$137 inc gst | 8 sessions
Wed 23 Oct | 7.00pm - 8.00pm
Narrabeen Annex | Mark Broughton

Flamenco Guitar

\$137 inc gst | 8 sessions
Tues 22 Oct | 7.00pm - 8.00pm
Mosman High | Mohamed Emam

Jazz Guitar

\$137 inc gst | 8 sessions
Tues 22 Oct | 8.00pm - 9.00pm
Mosman High | Mohamed Emam

The Ukulele

\$105 inc gst | 6 sessions
Wed 23 Oct | 8.00pm - 9.00pm
Narrabeen Annex | Mark Broughton

\$105 inc gst | 6 sessions
Fri 25 Oct | 2.45pm - 3.45pm
Mosman Art Annex | Brenton White

An Introduction to the Harp

NEW

\$60 inc gst | 1 session
Tues 12 Nov | 6.15pm - 8.45pm
Mosman High School | Louise Johnson

Photography

Digital SLR Photography Introduction

\$315 inc gst | 7 sessions
Mon 21 Oct | 6.30pm - 9.00pm
Brookvale Campus | Julie Crespel

\$315 inc gst | 6 sessions
Fri 25 Oct | 10.00am - 1pm
Narrabeen Annex | Julie Crespel



Lifestyle

Life Skills

Introduction to Stage Acting for Beginners

\$199 inc gst | 8 sessions
Tues 22 Oct | 7.00pm - 8.30pm
Mosman High | Nik Forster
*Over 18 years only

Astrology for Beginners

\$171 inc gst | 2 sessions
Sat 16 Nov | 9.30am - 2.30pm
Brookvale Campus | Sonja Cox

Book Group - Reading For Pleasure

\$150 inc gst | 8 sessions
Tues 22 Oct | 10.00am - 11.30am
St Lukes Mosman | Margaret Baird

Creative Journal Writing

\$137 inc gst | 2 sessions
Sat 07 Dec | 9.30am - 1.30pm
Brookvale Campus | Linda Robson Bell

Fiction Feedback

\$85 inc gst | 2 sessions
Mon 02 Dec | 6.00pm - 8.30pm
Narrabeen Annex | Joanne Riccioni

Herbal Medicine for Energy & Improved Health

\$120 inc gst | 7 sessions
Tues 22 Oct | 7.00pm - 8.00pm
Mosman High School | Penny Wade

How to Increase Emotional Intelligence

\$80 inc gst | 1 session
Sat 30 Nov | 1.00pm - 5.00pm
St Lukes Mosman | Kamila Boniecka

Mahjong - Beginners

\$295 inc gst | 9 sessions
Tues 15 Oct | 1.00pm - 4.00pm
Warringah Bowls | Ron Yap

\$295 inc gst | 9 sessions
Fri 18 Oct | 11.30am - 2.30pm
Warringah Bowls | Ron Yap

Mahjong - Social

\$190 inc gst | 9 sessions
Tues 15 Oct | 9.30am - 12.30pm
Warringah Bowls | Ron Yap

\$190 inc gst | 9 sessions
Tues 15 Oct | 1.00pm - 4.00pm
Warringah Bowls | Ron Yap

\$190 inc gst | 9 sessions
Fri 18 Oct | 11.30am - 2.30pm
Warringah Bowls | Ron Yap

Novel Writing

\$255 inc gst | 6 sessions
Mon 21 Oct | 6.00pm - 8.30pm
Narrabeen Annex | Joanne Riccioni

Numerology for Fun

\$105 inc gst | 1 session
Sat 16 Nov | 9.30am - 3.30pm
Brookvale Campus | Jane Hodgett

Reflexology for Beginners

\$280 inc gst | 8 sessions
Thurs 24 Oct | 7.00pm - 9.00pm
Mosman Art Annex | Jane Hodgett

Typing Skills For Children - Primary School - School Holiday Workshop

October School Holidays
\$210* inc gst | 2 sessions
Thurs 10 Oct & Fri 11 Oct | 9am - 12pm
Brookvale Campus | Margaret Dellosso
*Includes 1 year subscription to Typequick

Typing Skills For Children - High School - School Holiday Workshop

October School Holidays
\$210* inc gst | 2 sessions
Thurs 10 Oct & Fri 11 Oct | 1pm - 4pm
Brookvale Campus | Margaret Dellosso
*Includes 1 year subscription to Typequick

TERM 4 Enrolment Days

MOSMAN

OCTOBER

Tuesday

1

Tuesday

1 October 2019

9am to 4pm

BridgePoint Shopping
Centre Outside IGA,
1-3 Brady St, Mosman

WARRIEWOOD

OCTOBER

Thursday

3

Thursday

3 October 2019

9am to 4pm

Warriewood
Shopping Centre
Jacksons Road, Warriewood



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

www.nbmc.nsw.edu.au

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

Health & Fitness

Adult Learn To Swim - Beginners

\$170 inc gst | 10 sessions
Mon 14 Oct | 5.30pm - 6.00pm
Mosman Swim Centre

\$170 inc gst | 10 sessions
Wed 16 Oct | 5.30pm - 6.00pm
Mosman Swim Centre

Adult Learn To Swim - Intermediate

\$170 inc gst | 10 sessions
Mon 14 Oct | 6.00pm - 6.30pm
Mosman Swim Centre

\$170 inc gst | 10 sessions
Wed 16 Oct | 6.00pm - 6.30pm
Mosman Swim Centre

Aquacise

\$180 inc gst | 10 sessions
Sun 20 Oct | 12.00pm - 12.45pm
Mosman Swim Centre

Hula Hooping for Beginners

\$125 inc gst | 6 sessions
Mon 21 Oct | 7.30pm - 9.00pm
Scots Kirk Mosman | Caitlyn Woods(Spinjoy)

\$160 inc gst | 8 sessions
Mon 21 Oct | 7.45pm - 9.15pm
The Tramshed | Kiri Pedersen

Inspired Wellbeing Workshop

\$60 inc gst | 1 session
Sat 02 Nov | 9.30am - 1.00pm
Narrabeen Annex | Fiona Mackillop

Body, Mind & Soul

Art Therapy for Wellbeing

Please see page 12 for details.

Meditation and Mindfulness Mosman

\$99 inc gst | 2 sessions
Tues 22 Oct | 7.00pm - 8.30pm
Mosman High School | Alison Hutchens

Mindful Yoga

\$165 inc gst | 8 sessions
Wed 23 Oct | 4.15pm - 5.45pm
Warringah Bowls | Kathy Penn

Mindfulness, Meditation & Gentle Yoga

\$153 inc gst | 6 sessions
Tues 22 Oct | 6.30pm - 8.00pm
Narrabeen Annex | Kerrie-Jane Tooth

Pilates

\$145 inc gst | 8 sessions
Wed 23 Oct | 6.00pm - 7.00pm
Warringah Bowls | Joyce Subloo

\$145 inc gst | 8 sessions
Wed 23 Oct | 7.00pm - 8.00pm
Warringah Bowls | Joyce Subloo

\$145 inc gst | 8 sessions
Wed 23 Oct | 8.00pm - 9.00pm
Warringah Bowls | Joyce Subloo

\$145 inc gst | 8 sessions
Mon 21 Oct | 7.00pm - 8.00pm
Warringah Bowls | Anna McLeod

\$145 inc gst | 8 sessions
Mon 21 Oct | 6.00pm - 7.00pm
Warringah Bowls | Anna McLeod

Pilates - Daytime

\$175 inc gst | 10 sessions
Mon 14 Oct | 10.00am - 11.00am
Warringah Bowls | Sonia Forato

Qigong - The Art of Mindful Movement

\$125 inc gst | 6 sessions
Tues 22 Oct | 9.30am - 10.45am
Narrabeen Annex | Fiona Mackillop

Qigong - For Feeling Fabulous

\$130 inc gst | 8 sessions
Tues 29 Oct | 8.00am - 9.00am
Scots Kirk Hall | Angela Tian Zhu

Tai Chi

\$130 inc gst | 8 sessions
Tues 29 Oct | 9.00am - 10.00am
Scots Kirk Hall | Angela Tian Zhu

Tai Chi ~ At Balmoral

\$130 inc gst | 8 sessions
Sat 02 Nov | 8.00am - 9.00am
Balmoral Hunter Pk | Angela Tian Zhu



Yoga And Pilates

\$180 inc gst | 8 sessions
Tues 22 Oct | 7.00pm - 8.00pm
Scots Kirk Hall | Joan Miller

Yoga For Health And Wellbeing

\$205 inc gst | 9 sessions
Wed 23 Oct | 10.00am - 11.30am
PCYC North Syd | Patricia Wigley

Early Morning Yoga

\$205 inc gst | 9 sessions
Wed 16 Oct | 6.30am - 8.00am
Scots Kirk Hall | Bernadette O'Donnell

Yoga For The Over 40s

\$205 inc gst | 9 sessions
Wed 16 Oct | 8.30am - 10.00am
Warringah Bowls | Bernadette O'Donnell

\$205 inc gst | 9 sessions
Thur 24 Oct | 6.30pm - 8.00pm
Scots Kirk Hall | Victoria Fisher

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

www.nbmc.nsw.edu.au

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

Yoga For The Over 50s

\$205 inc gst | 9 sessions
Thur 17 Oct | 12.00pm - 1.30pm
Scots Kirk Hall | Bernadette O'Donnell

\$205 inc gst | 9 sessions
Thur 17 Oct | 10.00am - 11.30am
Warringah Bowls | Bernadette O'Donnell

\$205 inc gst | 9 sessions
Tues 15 Oct | 10.00am - 11.30am
Warringah Bowls | Bernadette O'Donnell

\$205 inc gst | 9 sessions
Mon 14 Oct | 11.00am - 12.00pm
Warringah Bowls | Bernadette O'Donnell

Yoga Workshop: Balance

\$50 inc gst | 1 session
Wed 23 Oct | 6.30pm - 8.30pm
Scots Kirk Hall | Victoria Fisher

Yoga Workshop: Twists and the Healthy Spine

\$50 inc gst | 1 session
Wed 30 Oct | 6.30pm - 8.30pm
Scots Kirk Hall | Victoria Fisher

Yoga Workshop: Neck and Shoulders

\$50 inc gst | 1 session
Wed 06 Nov | 6.30pm - 8.30pm
Scots Kirk Hall | Victoria Fisher

Zentangle - Introduction

\$65 inc gst | 1 session
Sun 03 Nov | 11.00am - 1.00pm
Mosman Art Annex | Niki Lawrence

Zentangle - Delft Delights

\$80 inc gst | 1 session
Sun 03 Nov | 2.00pm - 5.00pm
Mosman Art Annex | Niki Lawrence

TERM 4 Enrolment Days

MOSMAN

Tuesday
1 October 2019
9am to 4pm
BridgePoint Shopping
Centre Outside IGA,
1-3 Brady St, Mosman

OCTOBER

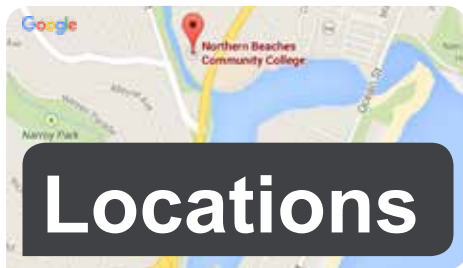
Tuesday
1

WARRIEWOOD

Thursday
3 October 2019
9am to 4pm
Warriewood
Shopping Centre
Jacksons Road, Warriewood

OCTOBER

Thursday
3



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 Centre

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 the 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.

PCYC Falcon Street Nth Sydney

224-230 Falcon Street, North Sydney

Near the junction with Moodie St and opposite St Leonards Park.

Please note \$20 PCYC membership fee per year required.

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

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: START DATE:

TIME:

VENUE:

COURSE 2 NAME: START DATE:

TIME:

VENUE:

COURSE 3 NAME: START DATE:

TIME:

VENUE:

ENROLMENT OPTIONS:

Online: www.nbmc.nsw.edu.au

Phone: **9970 1000**

Cheques to: Northern Beaches Community College

In person: 1525 Pittwater Road, North Narrabeen

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:

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

Accredited Courses . Human Resources . Leadership & Management .
Community Services . Individual Support . Health Services Assistance
. Allied Health Assistance . Early Childhood Education & Care . Business
. New Small Business . Accounting & Bookkeeping . Tech Savvy for Small
Business . Funded Training . Tech Savvy Seniors . Computers for Over 60s
. Microsoft Office . Office Skills . Social Media . Website & Graphic Design
. Email Marketing . Apple Macs . Drawing & Painting . Crafts & Fashion .
Photography . Dance, Music & Singing . Interior Design . French . German .
Mandarin . Italian . Japanese . Spanish . Workskills & Money Matters . First Aid
. Hospitality . Life Skills . Health & Fitness . Body, Mind & Soul . Writing Skills

ACCREDITED TRAINING

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



RTO ID 90113