

COURSE GUIDE 20 20

OCT - DEC

Careers & Lifestyle



Contents

Latest News	3
Community Services, Assistant in Nursing, Aged & Disability Care, Leisure & Health	4
Business & Financial Services	5
Human Resources & Management	6
Early Childhood Education & Care	7
Fee Free Training	8
Workskills	9
Computers	10
Languages	12
Arts & Craft	13
Lifestyle	14
Locations	15
Short Course Enrolment Form	15

HOW TO ENROL:

Online: nbmc.nsw.edu.au

9970 1000 Phone:

In person: 1525 Pittwater Road,

North Narrabeen - Mon to Fri

L1, 14 William Street **Brookvale - Mon to Thurs**

See enrolment form on page 15 By post:



KEEP UPDATED

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

KEY:



VET Accredited training



Available as a Traineeship



Available for ACE/TSB Funded Training



Virtual Classroom available

All information is considered correct at time of printing.

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 Advanced 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 all required to meet stringent standards and audited regularly by ASQA to ensure compliance with those standards.

About NBMC

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

Further information about the College, funding opportunities for individuals and businesses and traineeships can be found on our website at: nbmc.nsw.edu.au or please phone us on 9970 1000.

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 Statements of Attainment and/or qualifications that appear on our scope of registration.

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.

USI Unique Student Identifier

All students enrolling in Nationally Recognised Training must obtain a Unique Student Identifier (USI) prior to course commencement. This includes full qualification & 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

CHAT WITH A COORDINATOR

If you are interested in one of our many Certificate/Diploma courses but are unsure which course is right for you our Coordinators are here to help. Chat either on the phone or face-to-face via Zoom. These free sessions can be booked by emailing the Coordinator to organise a time & date.



Natalie Thornberry

- Early Childhood Education & Care
- **Human Resources**
- Leadership & Management

natalie@nbmc.nsw.edu.au



Nadia Louw

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

nadia@nbmc.nsw.edu.au



Margaret Perusich

- Accounting & Bookkeeping
- **Business**
- Computer Programs

margaretp@nbmc.nsw.edu.au

Traineeship FAQs

Do you have to be young to be a trainee? No, traineeships are not just for school-leavers. You might be an adult re-entering the workforce or one who simply wants to change careers.

Is there a traineeship fee? Not at the moment. From 1 January 2020 the NSW Government has *waived the fee on new entrant traineeships. Now is a better time than ever to employ a trainee.

How is the training delivered? Training may be a combination of on-the-job training and formal study. The content of the training is determined by the requirements of the qualification studied. Elective subjects can be chosen based on the needs of the employer's business.

As an employer can I get financial assistance to support the trainee's wages? Financial incentives are offered by the Federal Government, more information is available at: australianapprenticeships.gov.au

What sort of traineeships are available? NBMC can deliver training in the following areas:

- Aged Care Support
- Allied Health Assistance
- Community Services
- Health Services Assistance
- Individual Support
- Leisure & Health

- Early Childhood Education & Care
- Business
- Accounting & Bookkeeping
- Human Resources
- Leadership & Management

Keep an eye out for this symbol T, any course with it displayed is available as a traineeship.

Talk to us today to see how we can help you - 9970 1000.

* Eligibility criteria applies, see website for details. This training is subsidised by the NSW Government.



Did you know
it is a prerequisite
for Certificate IV in
Accounting & Bookkeeping
to have MYOB experience,
why not get ahead of the
game and enrol in
Basic Bookkeeping & MYOB
in Term 4, ready
for Term 1 2021.
Details pg 11.

ACCREDITED TRAINING

Business & Financial Services



This qualification provides training in a range of essential administrative duties and computer skills required to maintain a healthy business.

Career Options: Customer Service Assistant; Data Entry Operator; General or Accounts Clerk; Payroll Officer; Typist or Word Processing Operator

New class commencing February 2021.

This training is subsidised by the NSW Government.

TNS40217 Certificate
IV in ACCOUNTING &
BOOKKEEPING

Do you want an accounting/bookkeeping career? This nationally recognised qualification is ideal for aspiring & practising bookkeepers or employees performing bookkeeping tasks for organisations in a range of industries.

Small Business Bookkeeper; BAS Agent; Contract or Staff Bookkeeper; Trainee Accountant

New class commencing February 2021.

LOCATION

This training is subsidised by the NSW Government.



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

For full course details and eligible *concessions go to: nbmc.nsw.edu.au

Did you know:

- We offer interest free payment plans for full qualification courses. or
- be If you are **15-30 years old** and in receipt of a Commonwealth benefit, or a dependent of a Commonwealth Benefit recipient, you may be eligible for a **Fee Free Scholarship**. Other Fee Free opportunities available, see website. (Eligibility conditions apply).

Career Options:

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

Limited classroom places available. **Book now to** avoid disappointment.



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



This training is subsidised by the NSW Government.

T	HLT33015	Certificate II	l in
ALLIE	D HEALTH	ASSISTANCE	

NB: Some clinical skills classes held at Narrabeen Annex.

New evening class commencing February 2021.

This course is for the self-motivated individual who gets excited about assisting allied health professionals with therapy programs to improve a client's quality of life in settings such as private

Career Options: Allied Health Assistant; Occupational Therapy Asst; Physiotherapist's Asst; Podiatrist's Asst; Medical Administration

• First Aid Training incl.

		practices, age	a care racillies & ri	Ospiiais.	
DAYS	DATES	TIME	COST	LOCATION	NOTES
Wed & Thurs	14 October to 8 April 2021	9am to 3pm	From \$1450 or \$240* concession	Brookvale or Virtual Classroom	Completion of 80 hrs work placement (self arranged, with support from the College) Incl. flexible, weekly directed self-study hrs
NB: Some clinical skills cl	asses held at Narrabeen A	First Aid Training incl.			
New evening class cor	mmencing February 2021	This training is subsidised by the NSW Government.			

Introduction to Assistant in Nursing

Units: BSBMED301 Interpret and apply medical terminology appropriately; CHCCOM005 Communicate and work in health or community services; HLTAAP001 Recognise healthy body systems; HLTAID003 Provide First Aid - these units are from HLT33115 Certificate III in Health Services Assistance HLT33015 Certificate III in Allied Health Assistance.

Cost: \$360 gst exempt or \$0 if eligible for ACE funding (see page 8 for criteria)

This training may be subsidised by the NSW Government.

• Incl. flexible, weekly directed self-study hours Wed & Thurs 14 Oct to 4 Nov 2020 Brookvale or Virtual Classroom

■ CHC33015 Certificate III in INDIVIDUAL SUPPORT

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

(Ageing, Home & Comi	nunity of Disability)	promaci ama, or am age a sale rasim, i			coppon connect name.
DAYS	DATES	TIME	COST	LOCATION	NOTES
Thurs & Fri	15 October 2020 to 9 April 2021	9am to 3pm	From \$1450 or \$240* concession	Narrabeen or Virtual Classroom	Completion of 120 hrs work placement (organised by the College) Incl. flexible, weekly directed self-study hrs
Tues & Thurs	13 October 2020 to 3 June 2021	**6pm to 9pm	From \$1450 or \$240* concession	Narrabeen or Virtual Classroom	First Aid Training incl. This training is subsidised by the NSW Government.
**First aid training & work	k placement held during th	,			

Introduction to Home and Community Care

Units: CHCCCS025 Support relationships with carers and families; CHCCOM005 Communicate and work in health or community services; HLTWHS002 Follow safe work practices for direct client care - these units are from CHC33015 Certificate III in Individual Support.

Cost: \$320 gst exempt or \$0 if eligible for ACE funding (see page 8 for criteria). This training may be subsidised by the NSW Government.

5	Thurs & Fri	15 Oct to 5 Nov 2020	9am to 3pm	Narrabeen or Virtual Classroom	Incl. flexible, weekly directed self-study hours
2	Tues & Thurs	13 Oct to 10 Nov 2020	6pm to 9pm	Narrabeen or Virtual Classroom	Incl. flexible, weekly directed self-study hours

Note: If attending virtual classroom some classroom attendance may be required. Pre-requisites for Virtual Classroom study can be found at: nbmc.nsw.edu.au

CHC43015 Certificate IV in **AGEING SUPPORT**

(For Existing Workers)

Do you already work in the industry and have Certificate III in Individual Support or equivalent? This course offers more advanced skills to help you be more specialised and take on more responsibility. Talk to us about how easy it is to upskill from Certificate III to Certificate IV.

Career Options: Hostel Supervisor; Care Supervisor; Program Coordinator - Social Programs; Care Team Leader; Residential Care Worker; Client Liaison

DAYS	DATES	TIME	COST	LOCATION	NOTES
Tuesdays (fortnightly) + 3 Saturdays	13 October 2020 to 12 October 2021	5.30pm to 9pm	From \$1990 or \$240* concession. Cost will reduce if credit transfer/RPL is successfully obtained.	Narrabeen or Virtual Classroom	Completion of 120 hrs work placement (current work hours may be acceptable) Incl. flexible, weekly directed self-study hours Additional First Aid Training day This training is subsidised by the NSW Government.

CHC42013 Cerillicale IV			Embrace a rewarding career in community services and help people in the community regain more control over their lives and future.			Career Options: Community Support Worker; Health Education Officer; Domestic Violence Officer; Youth Support Worker
DAYS	DAYS DATES TIME COST LOCATION		LOCATION	NOTES		
New class commencing February 2021.						This training is subsidised by the NSW Government.

▼ CHC43415 Certificate IV in LEISURE & HEALTH		Are you energetic, compassionate & want to support the person-centred care activities in which clients in the aged care, health, & community services sectors take part? Learn how to plan, implement and monitor appropriate leisure activities or programs.			Career Options: Activities Officer; Diversional Therapy Assistant; Community Leisure Officer; Leisure Officer; Disability Officer - Day Support; Recreation Activities Officer
DAYS	DATES	TIME	COST	LOCATION	NOTES
New class commencing February 2021.					This training is subsidised by the NSW Government.

Note: If attending virtual classroom some classroom attendance may be required. Pre-requisites for Virtual Classroom study can be found at: nbmc.nsw.edu.au



Fee Free Traineeships

Health Care Employers do you need more staff in these difficult times? Talk to us about Fee Free Traineeships*

Employees can "learn & earn" while employers gain skilled staff for their businesses, as well as financial incentives offered by the Government. Talk to us today to see how we can help you -

9970 1000

* See website for trainee eligibility.

This training is subsidised by the NSW Government.

Short Courses

Thinking about a career as a Carer but not quite ready to commit to a full aualification?

Why not try an introductory short course?

These short courses provide a great introduction to Health or Aged Care.

See page 4 for

Did you know:

- We offer interest free payment plans for full qualification courses, or
- If you are 15-30 years old and in receipt of a Commonwealth benefit, or a dependent of a Commonwealth Benefit recipient, you may be eligible for a Fee Free Scholarship. Other Fee Free opportunities available, see website. (Eligibility conditions apply).

New to Jobseeker?

You may be eligible to IV course for \$240.

Eligibility conditions apply.



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

For full course details and eligible *concessions go to: nbmc.nsw.edu.au



Human Resources & Management



▼ 1 BSB41015 Certificate IV
in HUMAN RESOURCES

Would you like to work in human resource management across large, medium or small businesses? This course will prepare you for a variety of HR roles.

Career Options: HR/Recruitment Officer; Admin Officer; Executive PA; Office Administrator; Project Assistant

DATES

COST

LOCATION

New class commencing February 2021.

This training is subsidised by the NSW Government

NOTES

■ 1 BSB42015 Certificate IV in
LEADERSHIP & MANAGEMENT

Do you have what it takes to be a manager or, are you already working as a manager or team leader but would like to formalise your skills and knowledge?

Career Options:

Team Leader; Coordinator; Manager; Supervisor

DAYS

DATES

NOTES

New class commencing February 2021.

This training is subsidised by the NSW Government.

1 BSB51918 **Diploma** of **LEADERSHIP & MANAGEMENT**

This qualification, designed by industry professionals, will help to bring out your natural initiative, judgement and communication skills to support others, both individually and in teams, to successfully meet organisational needs. **Career Options:**

Manager across a range of enterprise and industry contexts.

COST

LOCATION

NOTES

New class commencing February 2021.

This training is subsidised by the NSW Government.

🛂 🕕 BSB42618 Certificate IV in **NEW SMALL BUSINESS**

Do you have a great idea for a new business or do you need to develop your skills for an existing business? This course will give you the practical understanding of what it takes to run a successful small business.

Career Options:

Small Business Manager

DAYS

DATES

TIME

COST

LOCATION

NOTES

New class commencing February 2021.

This training is subsidised by the NSW Government.

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

This short course provides an introduction to a Diploma course and once successfully completed you will receive credits when enrolling in the full qualification (reducing course cost).



▼ BSB51918 Diploma of LEADERSHIP & MANAGEMENT Taster Course

Thursday evenings

Thurs 22 October to 10 December 2020

6.15pm to 9.15pm | Brookvale or Virtual Classroom

Incl. flexible, weekly directed self-study hours

Cost: \$430 gst exempt or \$0 if eligible for ACE/TSB funding (see page 8 for criteria).

BSBPMG522 Undertake project work

BSBMGT502 Manage people performance



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

Did you know:

- We offer **interest free payment plans** for full qualification courses, or
- If you are 15-30 years old and in receipt of a Commonwealth benefit, or a dependent of a Commonwealth Benefit recipient, you may be eligible for a Fee Free Scholarship. Other Fee Free opportunities available, see website. (Eligibility conditions apply).

For full course details and eligible *concessions go to: 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

DAYS	DATES	TIME	COST	LOCATION			
Thurs & Fri	22 Oct 2020 to 24 June 2021	9.15am to 2.45pm	From \$1600 or \$240* concession	Brookvale or Virtual Classroom			
*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 dependent of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.							

 Min.120 hrs work placement (8 hr days) organised by the College

NOTES

 Mandatory full day required for First Aid Incl. flexible, weekly directed self-study hrs

• Working with Children Check required

T 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 vour career.

Career Options: Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker

DATES NOTES COST

New class commencing February 2021.

CHC50113 Diploma of **EARLY CHILDHOOD EDUCATION & CARE**

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

(Existing Worker)					
DAYS	DATES	TIME	COST	LOCATION	NOTES
Thurs	5 Nov 2020 to 28 Oct 2021	9.15am to 2.45pm From \$3600	From \$3600	Narrabeen	240 hours work placement (if not currently working in the industry)
			This training is subsidised by the NSW Government.		 Mandatory full day required for First Aid Incl. flexible, weekly directed self-study hrs Working with Children Check required

Note: If attending virtual classroom some classroom attendance may be required. Pre-requisites for Virtual Classroom study can be found at: nbmc.nsw.edu.au



FOR MORE INFORMATION

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

Did you know:

- We offer interest free payment plans for full qualification courses, or
- If you are 15-30 years old and in receipt of a Commonwealth benefit, or a dependent of a Commonwealth Benefit recipient, you may be eligible for a **Fee Free Scholarship**. Other Fee Free opportunities available, see website. (Eligibility conditions apply).

For full course details and eligible *concessions go to: nbmc.nsw.edu.au

Congratulations to our graduating trainees!



Isabella Woodworth, Trainee, Palm Beach Kindergarten

Certificate III in Early Childhood Education & Care Traineeship

Now undertaking a traineeship in Diploma of Early Childhood Education & Care



Adam Gordon, Trainee, with Jenny Angus, Director, Mungarra Kindergarten

Certificate III in Early Childhood Education & Care Traineeship

Now undertaking a traineeship in Diploma of Early Childhood Education & Care



Bridie Carroll, Trainee. **Billy Kids Pymble**

Diploma of Early Childhood Education & Care Traineeship



* See webs<mark>ite for trainee eligibility. This training is subsidised by the</mark>

NSW Government.

Fee Free Training

Great News!

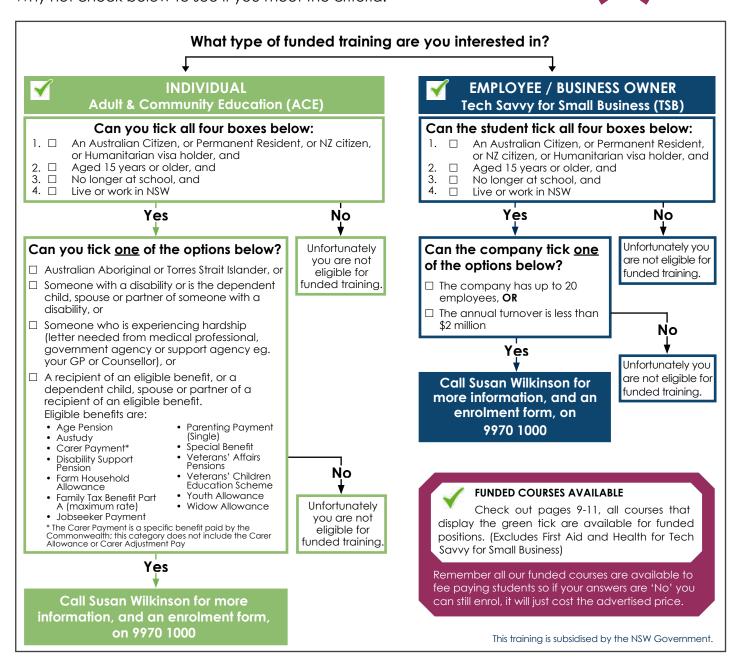
There are now more choices of what you can learn **fee free** during this difficult time. If you meet the criteria below you can study anything* with a green tick ✓ on pages 9-11.

*Conditions Apply

Attention all Jobseeker/benefit recipients and Small Businesses!

Did you know the NSW Government fully subsidises a variety of funded training, either as an individual or an employee of a small business.

Why not check below to see if you meet the criteria.



New to Jobseeker?

You may be eligible to enrol in a Certificate III or IV course for \$240*.

See pages 4 - 7 for courses available in Term 4.

*Eligibility conditions apply.

Don't meet the criteria above but need a basic computer skills course? Check out the details on page 11 for

ICT10115 Certificate I in Information, Digital **Media & Technology**

This fee free course might be just right for you.

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





COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Business & Money	Matters					
✓ Import /Export Workshop *Cost of manual included	\$185* gst exempt	Sat 28 Nov	1	9.00am - 5.00pm	Corinne Campbell	Brookvale Campus/ Virtual Classroom
Living In A Strata Scheme Building	\$90 inc gst	Thurs 22 Oct	1	6.00pm - 8.00pm	Paul Miller	Mosman Campus
✓ Radio Workshop	\$120 gst exempt	Sat 24 Oct	1	9.00am - 4.00pm	Andrew Goodman Jones	Radio Northern Beaches
Successful Stock Market Investing	\$40 inc gst \$40 inc gst	Thurs 05 Nov Thurs 03 Dec	1 1	6.30pm - 8.30pm 6.30pm - 8.30pm	James Diegelman James Diegelman	Brookvale Campus Mosman Campus
Workskills						Jobseeker?
■ BSB51918 Diploma of Leade	rship & Managemen	t Taster Course		See page 6 for details	green tick	that display the are available
✓ ▼ Introduction to Assistant in N	lursing			See page 4 for details		I positions. See eligibility criteria.
✓ ₹ Introduction to Home and C	Community Care			See page 4 for details		
✓ Infection Prevention ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	\$99 gst exempt	Thurs 19 Nov & Wed 25 Nov	2	9.00am - 12.00pm	TBC	Brookvale Campus or Virtual Classroom
✓ ▼ Medical Terminology	\$145 gst exempt	Wed 28 & Thurs 29 Oct	2	9.00am - 1.30pm	TBC	Brookvale Campus or Virtual Classroom
BSBMED301 Interpret and apply medical te	erminology appropriately					
✓ Supporting People with Mental Illness	\$99 gst exempt	Sat 24 Oct	1	9.30am - 3.30pm	Eleni Psillakis	Brookvale Campus
Job Seeking Skills						
NEW	\$550 gst exempt	Tues 20 Oct	6	9.30am - 2.30pm	Laurel Trim	Brookvale Campus
FSKDIG001 Use digital technology for basic workplace tasks; ICTICT107 Use personal productivity tools; FSKWTG06 Write simple workplace information.	SPECIAL PRICE					
Prerequisite: Confident keyboarding and b	asic Windows PC & file mo	anagement skills.				
✓ ₹ Resume Writing & Job Seeking Introduction	\$210 gst exempt	Mon 26 Oct	2	9.30am - 2.30pm	Maxine Haigh-White	Brookvale Campus
FSKWTG06 Write simple workplace information	tion. Prerequisite: Basic ke	yboarding and Window	s PC skills.			
NEW ✓ ▼ Skills To Help Young People Get A Job	\$415 gst exempt	Thurs 29 Oct	4	9.30am - 2.30pm	Helen Thornton	Narrabeen Annex
FSKOCM02 Engage in basic spoken excha	nges at work; FSKWTG06 W	Vrite simple workplace in	nformation	n; FSKOCM03 Participate in si	mple spoken interactions at	work.
NEW	\$128 gst exempt	Wed 11 Nov	2	9.30am - 12.30pm	Helen Thornton	Narrabeen Annex
FSKOCM07 Interact effectively with others	at work.					
✓ Introduction to Linkedin	\$94 gst exempt	Wed 2 Dec	1	9.30am - 2.30pm	Maxine Haigh-White	Brookvale Campus
First Aid						
✓ ₹ HLTAID001 Provide Cardiopulmonary Resuscitation	\$65 gst exempt	See website for course dates	1	9.00am - 12.30pm	Pre-course work req Practical demonstre manikin on the floor	ition of CPR on a
✓ ₹ HLTAID003 Provide First Aid	\$130 gst exempt	See website for course dates	1	9.00am - 5.00pm	Pre-course work req Practical demonstre manikin on the floor	uired Ition of CPR on a
HLTAID004 Provide an Emergency Response in an Education & Care Setting	\$140 gst exempt	See website for course dates	1	9.00am - 5.00pm	Pre-course work req Practical demonstre manikin on the floor	ition of CPR on a

FUNDED COURSES AVAILABLE Courses that display the green tick of are available for funded positions and may be subsidised by the NSW Government, subject to eligibility. See page 8 for eligibility criteria.

Courses displaying this symbol are Accredited and include assessments.

For detailed information on our courses, including all materials lists and pre-requisites for studying via Virtual Classroom, visit:

nbmc.nsw.edu.au



Attention All Businesses - Infection Control Training

Does your workplace need Infection Control training?

Contact us for more information on possible government funded training.

9970 1000

This training may be subsidised by the NSW Government.

Tech Savvy Seniors

FUNDED! Tech Savvy Seniors is a NSW Government initiative in partnership with 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. For full course descriptions visit our website - nbmc.nsw.edu.au





COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Introduction to the Internet - Part 1	\$15 gst exempt	Mon 26 Oct	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Introduction to Online Shopping - Part 1	\$15 gst exempt	Tues 27 Oct	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Introduction to Online Shopping - Part 2	\$15 gst exempt	Tues 3 Nov	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Introduction to Cyber Safety - How to Stay Safe Online	\$15 gst exempt	Mon 2 Nov	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Introduction to Social Media - Part 1	\$15 gst exempt	Tues 17 Nov	2	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Introduction to Social Media - Part 2	\$15 gst exempt	Tues 8 Dec	2	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Photo Management	\$15 gst exempt	Thu 3 & *17 Dec	2	10.00am - 2.30pm	Margaret Delloso	Mosman Campus
* No class 10 Dec. Using iPhone or iPad with Windows	computers. Not suita	ble for Mac compute	r users an	d/or Android users.		

Photo Management	\$15 gst exempt	Thu 3 & *17 Dec	2	10.00am - 2.30pm	Margaret Delloso	Mosman Campus
* No class 10 Dec. Using iPhone or iPad with	Windows computers. Not suit	able for Mac comput	er users c	and/or Android users.		
Computers for Over 60s	Under 60s can attend your NSW Seniors Card	at an additional 1(d or Pension numbe)% per o er on er	course. When enrolling prolment. There are no	g in courses in this sect further concessions of	ion you must quote n these courses.
NEW Seniors Introduction to Windows 10	\$128 gst exempt	Wed 28 Oct	2	9.30am - 1.30pm	Laurel Trim	Narrabeen Annex
Seniors Organise Your Files & Photos	\$64 gst exempt	Wed 18 Nov	1	9.30am - 1.30pm	Laurel Trim	Narrabeen Annex
Microsoft Office						
✓ ✓ Word 2016 Introduction BSBITU211 Produce digital text documents Ma.	\$315 gst exempt nual/notes provided. Prereq	Wed 21 Oct uisite: Confident keyb	3 oarding	9.30am - 2.30pm and basic Windows PC & f	Nicky Bull ile management skills.	Brookvale Campus
✓ ▼ Word 2010 Just The Basics FSKDIG01 Use digital technology for basic work,	\$165 gst exempt place tasks. Manual/notes pre	Thur 22 Oct	1 Confider	9.30am - 4.30pm the keyboarding and basic	Margaret Delloso Windows PC & file manag	Mosman Campus gement skills.
√ [™] Word 2016 Intermediate	\$276 gst exempt \$315 gst exempt	Thurs 29 Oct Wed 11 Nov	4 3	6.00pm - 9.00pm 9.30am - 2.30pm	Vera Hannan Nicky Bull	Narrabeen Annex Brookvale Campus
BSBITU313 Design and Produce Digital Text Doc	uments. Manual/notes provid	ded. Prerequisite: Co	nfident k	eyboarding & Word Introd	uction/Just The Basics or e	equivalent skills.
NEW Word 2016 Advanced Manual/notes provided. Prerequisite: Confide	\$151 gst exempt	Mon 14 Dec	1 skills.	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
✓ ▼ Evool 2014 Just The Region	\$165 gst exempt	Mon 19 Oct	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus

💞 🌁 Word 2016 Intermediate	\$276 gst exempt	Thurs 29 Oct	4	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
	\$315 gst exempt	Wed 11 Nov	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
BSBITU313 Design and Produce Digital Text Docum	nents. Manual/notes prov	ided. Prerequisite: Co	nfident k	eyboarding & Word Introd	duction/Just The Basics or e	equivalent skills.
NEW Word 2016 Advanced	\$151 gst exempt	Mon 14 Dec	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident	keyboarding & Word Inter	mediate or equivalent	skills.			
	\$165 gst exempt	Mon 19 Oct	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
FSKDIG02 Use digital technology for simple workpl	lace tasks. Manual/notes ;	orovided. Prerequisite	: Confide	ent keyboarding and basic	c Windows PC & file mana	gement skills.
✓ [₹] Excel 2010 Just The Basics	\$165 gst exempt	Thurs 5 Nov	1	9.30am - 4.30pm	Margaret Delloso	Mosman Campus
FSKDIG02 Use digital technology for simple workpl	lace tasks. Manual/notes ;	orovided. Prerequisite	: Confide	ent keyboarding and basic	c Windows PC & file mana	gement skills.
✓ ₹ Excel 2016 Introduction	\$315 gst exempt	Tue 20 Oct	5	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
BSBITU314 Design & produce spreadsheets. Manu	ual/notes provided. Prere	equisite: Confident key	 boarding	and basic Windows PC &	file management skills.	
✓ Excel 2016 Intermediate	\$151 gst exempt	Mon 26 Oct	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
	\$151 gst exempt	Tues 24 Nov	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident k	eyboarding skills and Exce	el Introduction course	or equiva	ilent skills/knowledge.		
✓ Excel 2016 Advanced	\$151 gst exempt	Mon 2 Nov	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
	\$151 gst exempt	Tues 8 Nov	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident k	eyboarding skills and Exce	el Intermediate course	or equiv	alent skills/knowledge.		
₹ Excel 2016 VBA	\$260 gst exempt	Mon 23 Nov	2	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident ke	eyboarding skills and Excel	Advanced course or e	quivalen	t skills/knowledge.		
✓ Excel 2016 Pivot Tables	\$65 gst exempt	Mon 9 Nov	1	9.30am - 12.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident ke	yboarding and Excel Interm	nediate course or equiv	alent skills	s/knowledge.		
√ PowerPoint 2016 Introduction	\$315 gst exempt	Wed 2 Dec	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident ke	yboarding and basic Wind	dows PC, file managem	nent & Po	werPoint skills.		
✓ PowerPoint 2010 Just The Basics	\$151 gst exempt	Thurs 19 Nov	1	9.30am - 4.30pm	Margaret Delloso	Mosman Campus
Manual/notes provided. Prerequisite: Confident	keyboarding and basic W	rindows PC & file mand	gement	skills.		
✓ Make Your PowerPoints Pop	\$151 gst exempt	Mon 7 Dec	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident k	eyboarding and basic Wir	ndows PC, file manage	ment & I	PowerPoint skills.		
√ ✓ Introduction to Outlook 2016 - Email,	, \$199 gst exempt	Wed 9 Dec	2	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
Contacts & Calendar	ICTICT107 Use personal p	productivity tools Ma	nual/not	es provided. Prerequisite:	: Confident keyboarding s	kills.

Office Skills

✓ Introduction to Windows 10	\$135 gst exempt	Mon 9 Nov	2	9.30am - 1.00pm	Gabrielle Kinghorn	Brookvale Campus		
Touch Typing for Adults	\$276 gst exempt	Fri 30 Oct	6	9.30am - 11.30am	Gabrielle Kinghorn	Brookvale Campus		
ESKDIG03 Like digital technology for routine workplace tasks. Prerequisite: Rasic internet, keyboard and mouse skills								

Bookkeeping & Accounting √ ▼ Basic Bookkeeping & MYOB SPECIAL \$699 * gst exempt PRICE Thur 22 Oct 9.30am - 2.30pm **Judy Thomas** 8

BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. Prerequisite: Strong file management skills using Windows PC (NB: MYOB is now only available for Windows PCs), confident keyboarding skills. A trial version of MYOB will be downloaded during the first session. Additional self study required. *Cost includes manuals and resources Basic Bookkeeping & Xero SPECIAL \$545* gst exempt Maxine Haigh-White Brookvale Campus Thur 22 Oct 6.15pm - 9.15pm

BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. *Cost includes manuals and resources. Prerequisite: Strong file management skills using Windows PC & basic internet skills. Prior to the first class all students must have set up their own access to Xero with access to authenticator (instructions for creating your free Xero account will be emailed prior to course commencing). Students must have a smart phone in class to access the authenticator. Additional self-study required.

\$210 gst exempt Fri 6 Nov 2 9.30am - 3.00pm Maxine Haigh-White Mosman Campus Xero for Beginners

Manual/notes provided. Prerequisite: Strong file management skills using Windows PC & basic internet skills. Prior to the first class all students must have set up their own access to Xero with access to authenticator (instructions for creating your free Xero account will be emailed prior to course commencing). Students must have a smart phone in class to access the authenticator. Laptop provided for classroom use, or bring your own - free WiFi.

\$105 gst exempt Fri 27 Nov 1 9.30am - 3.00pm Maxine Haigh-White Mosman Campus

Manual/notes provided. Prerequisite: Must be familiar with Xero or have attended our Xero for Beginners course. Strong file management skills using Windows PC & basic internet skills. Laptop provided for classroom use, or bring your own - free WiFi.

Social Media 💯

✓ Humanising Your Brand on Social Media	\$32 gst exempt	Mon 19 Oct	1	7.00pm - 8.30pm	Briana Graydon	Virtual Classroom
✓ Facebook & Instagram Advertising	\$58 gst exempt	Fri 23 Oct	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✓ How to Use Canva for Your Business	\$32 gst exempt	Mon 26 Oct	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom
	\$32 gst exempt	Mon 16 Nov	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom
✓ Introduction to Instagram for Business	\$58 gst exempt	Fri 30 Oct	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
	\$58 gst exempt	Thurs 12 Nov	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✓ Writing for Social Media	\$58 gst exempt	Thurs 5 Nov	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✓ Engaging on Social Media	\$32 gst exempt	Fri 6 Nov	1	6.30pm - 8.00pm	Briana Graydon	Virtual Classroom
✓ How to Setup an Instagram Page	\$32 gst exempt	Fri 20 Nov	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom
✓ Creating a Social Media Strategy	\$58 gst exempt	Thurs 26 Nov	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✓ Understanding Hashtags	\$32 gst exempt	Thurs 3 Dec	1	6.30pm - 8.00pm	Briana Graydon	Virtual Classroom
✓ Creating Content For Your Social Media	\$32 gst exempt	Thurs 10 Dec	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom

Graphic Design

Photoshop CC Level 1 SPEC	\$415 gst exempt	Tues 20 Oct	7	6.15pm - 9.15pm	Sarah Lorien	Brookvale Campus			
ICTICT204 Operate a digital media technology package. Manual/notes provided. Prerequisite: Good skills with PC or Mac.									
✓ Photoshop CC Introduction	\$187 gst exempt	Tues 20 Oct	3	6.15pm - 9.15pm	Sarah Lorien	Brookvale Campus			
	\$187 gst exempt	Fri 23 Oct	2	9.30am - 2.30pm	Sarah Lorien	Brookvale Campus			
Manual/notes provided. Prerequisite: Good	Manual/notes provided. Prerequisite: Good skills with PC or Mac.								
✓ Photoshop CC Level 2	\$118 gst exempt	Mon 26 Oct	2	6.15pm - 9.15pm	Sarah Lorien	Brookvale Campus			
Manual/notes provided. Prerequisite: Good s	skills with PC or Mac.								
√ ▼ InDesign CC Level 1 SPEC	\$415 gst exempt	Wed 28 Oct	7	6.15pm - 9.15pm	Deborah Stokes	Brookvale Campus			
	BSBITU309 Produce desktop published documents. Manual/notes provided. Prerequisite: Good skills with PC or Mac.								
√ ✓ Illustrator CC Level 1 SPEC PRICE PR	\$390 gst exempt	Mon 16 Nov	4	9.30am - 2.30pm	Deborah Stokes	Brookvale Campus			
ICTICT204 Operate a digital media technolog	gy package. Manual/notes pro	ovided. Prerequisite: G	ood skills v	vith PC or Mac.					

To participate in computer training via Virtual Classroom (Zoom) please check you can meet the equipment pre-requisites, details can be found on our website: www.nbmc.nsw.edu.au or call 9970 1000.

LEARN ZOOM FOR FREE Visit our website for more details and to enrol: nbmc.nsw.edu.au

FEE FREE - ICT10115 Certificate I in Information, Digital Media & Technology

Don't meet the criteria on page 8, but can tick the four boxes below?

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

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

Cost: \$0 (if eligible for funded position). For more information, and an enrolment form, call Susan Wilkinson on 9970 1000.

- 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: Basic keyboard & mouse skills, access to a PC computer with MS Office programs.

DAYS	DATES	TIME	CAMPUS
Mon & Wed	12 Oct to 16 Dec 2020	9.30am to 2.30pm	Mosman Campus
Flexible, weekly directed self-study hours	required.		This training is subsidised by the NSW Government.

FUNDED COURSES AVAILABLE Courses that display a green tick * are available for funded positions and may be subsidised by the NSW Government, subject to eligibility. See page 8 for eligibility criteria.

Courses displaying this symbol are Accredited and include assessments. For full course details see our website: nbmc.nsw.edu.au

COURSES

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.

(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. Beginners Stages 1, 2, 3, 4

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

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

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

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
French						
French Travellers Stage 1	\$295 inc gst	Mon 19 Oct	8	6.30pm - 8.30pm	TBA	Brookvale Campus
French Beginners Stage 2	\$295 inc gst	Mon 19 Oct	8	2.00pm - 4.00pm	Dominique Partridge	St Lukes Mosman/ Virtual Classroom
French Beginners Stage 4	\$330 inc gst	Mon 19 Oct	9	6.00pm - 8.00pm	Nicole Laugier	St Lukes Mosman
French Intermediate Stage 1	\$330 inc gst	Mon 19 Oct	9	3.30pm - 5.30pm	Nicole Laugier	Mosman Campus
French Intermediate Stage 1	\$295 inc gst	Wed 21 Oct	8	3.00pm - 5.00pm	Dominique Partridge	St Lukes Mosman/ Virtual Classroom
French Intermediate Stage 3 Conversation	\$295 inc gst	Tues 20 Oct	8	6.00pm - 8.00pm	Kathleen Beaubois	Virtual Classroom
French Intermediate Stage 4	\$330 inc gst	Tues 20 Oct	9	12.30pm - 2.30pm	Nicole Laugier	Cammeray Golf Club
French Advanced Conversation	\$ 495 inc gst	Tues 20 Oct	9	9.30am - 12.00pm	Nicole Laugier	Cammeray Golf Club
German						
German Travellers Stage 2	\$295 inc gst	Fri 23 Oct	8	10.30am - 12.30pm	Arnisa Skrami	Brookvale Campus
German Travellers Stage 1	\$295 inc gst	Thurs 22 Oct	8	6.15pm - 8.15pm	Arnisa Skrami	Brookvale Campus
German Travellers Stage 1	\$295 inc gst	Mon 19 Oct	8	6.00pm - 8.00pm	Wolfgang Mueller	Mosman Campus
German Advanced Conversation	\$350 inc gst	Sat 17 Oct	8	10.00am - 12.00pm	Wolfgang Mann	Warringah Bowls
Italian						
Italian Travellers Stage 1	\$295 inc gst	Mon 19 Oct	8	7.00pm - 9.00pm	Francesca Modica	Brookvale Campus
Italian Travellers Stage 1 🕏	\$275 inc gst	Thurs 22 Oct	8	9.30am - 11.30am	Flavia Natoli	Virtual Classroom
Italian Travellers Stage 1	\$295 inc gst	Wed 21 Oct	8	10.00am - 12.00pm	Flavia Natoli	Brookvale Campus
Italian Travellers Stage 2	\$295 inc gst	Wed 21 Oct	8	12.30pm - 2.30pm	Flavia Natoli	Brookvale Campus
Italian Beginners Stage 2 🜾	\$199 inc gst	Thurs 22 Oct	8	7.30pm - 9.00pm	Rosa Santi	Virtual Classroom
Italian Beginners Stage 3	\$295 inc gst	Fri 23 Oct	8	9.30am - 11.30am	Rosa Santi	Mosman Campus
Italian Beginners Stage 4	\$199 inc gst	Wed 21 Oct	8	3.30pm - 5.00pm	Rosa Santi	Virtual Classroom
Mandarin						
Mandarin Travellers Stage 1	\$295 inc gst	Mon 19 Oct	8	6.30pm - 8.30pm	Linda Bennett	Narrabeen Annex
Mandarin Travellers Stage 1 🧐	\$295 inc gst	Thurs 22 Oct	8	6.30pm - 8.30pm	Lillian Hong	Virtual Classroom
Spanish						
Spanish Travellers Stage 1	\$295 inc gst	Mon 19 Oct	8	5.30pm - 7.30pm	Patricia La Porta	Brookvale Campus
Spanish Travellers Stage 1	\$295 inc gst	Tues 20 Oct	8	10.00am - 12.00pm	Patricia La Porta	Brookvale Campus
Spanish Beginners Stage 1	\$295 inc gst	Mon 19 Oct	8	6.30pm - 8.30pm	Carolina Delfino	Mosman Campus
Spanish Beginners Stage 1 ©	\$295 inc gst	Tues 20 Oct	8	2.30pm - 4.30pm	Elizabeth Holgado-Vente	Virtual Classroom
Spanish Travellers Stage 2	\$295 inc gst	Mon 19 Oct	8	7.30pm - 9.30pm	Patricia La Porta	Brookvale Campus
Spanish Beginners Stage 2	\$295 inc gst	Tues 20 Oct	8	12.00pm - 2.00pm	Carolina Delfino	Mosman Campus
Spanish Beginners Stage 4	\$295 inc gst	Tues 20 Oct	8	6.30pm - 8.30pm	Carolina Delfino	Mosman Campus
Spanish Advanced Conversation	\$295 inc gst	Tues 20 Oct	8	11.45am - 1.45pm	Elizabeth Holgado-Vente	e St Lukes Mosman
Spanish Conversation (min 2 years tuition)	\$295 inc gst	Wed 21 Oct	8	6.30pm - 8.30pm	Lucrecia Strickland	St Lukes Mosman

For detailed information on our courses, including all materials lists and pre-requisites for studying via Virtual Classroom, visit: nbmc.nsw.edu.au

COURSE

Arts & Craft

Drawing & Painting						
Botanical Art	\$300 inc gst	Tues 20 Oct	6	10.00pm - 1.00pm	Penny Walton	Mackie Lane Comm. Garden
Drawing: Beginners to Intermediate	\$275 inc gst	Mon 19 Oct	8	12.00pm - 2.00pm	John Wells	Narrabeen Annex
Drawing for Beginners	\$275 inc gst	Mon 19 Oct	8	12.00pm - 2.00pm	Mark Kingston	St Lukes Mosman
	\$275 inc gst	Mon 19 Oct	8	6.30pm - 8.30pm	Mark Kingston	Narrabeen Annex
Introduction to Drawing & Painting	\$275 inc gst	Mon 19 Oct	8	7.00pm - 9.00pm	David Pavich	Scots Kirk Mosman
Intro to Drawing & Painting One Day Workshop	\$120 inc gst	Sat 31 Oct	8	10.00am - 4.00pm	David Pavich	St Lukes Mosman
Drawing for Beginners - Weekend Workshop	\$199 inc gst	Sat 14 & Sun 15 Nov	2	9.00am - 3.00pm	John Wells	St Lukes Mosman
Drawing for Intermediate	\$275 inc gst	Mon 19 Oct	8	9.30am - 11.30am	Mark Kingston	St Lukes Mosman
Drawing With Pen & Wash	\$275 inc gst	Thur 22 Oct	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman
Drawing With Pen & Wash : One Day Workshop	\$100 inc gst	Sat 21 Nov	1	11.00am - 4.00pm	Susan Bernasconi	St Lukes Mosman
Oil Painting	\$345 inc gst	Tues 20 Oct	8	6.00pm -8.30pm	Mark Kingston	Narrabeen Annex
Watercolour: Beginners	\$299 inc gst	Tues 20 Oct	8	9.30am - 12.00pm	John Wells	Narrabeen Annex
Watercolour: Intermediate	\$299 inc gst	Mon 19 Oct	8	9.15am - 11.45am	John Wells	Narrabeen Annex
Ways With Watercolour	\$275 inc gst	Fri 23 Oct	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman
Watercolour for Beginners Weekend Workshop	\$199 inc gst	Sat 24 Oct & Sun 25 Oct	2	10.00am - 4.00pm	John Wells	St Lukes Mosman

Home, Garden & Crafts

Absolutely Fabulous Personal Style	\$200 inc gst	Sat 07 Nov	1	10.00am - 2.00pm	Sharron Del Wakely	St Lukes Mosman
Absolutely Fabulous Colour Analysis	\$200 inc gst	Sat 05 Dec	1	10.00am - 2.00pm	Sharron Del Wakely	Mosman Campus
Backyard Beekeeping	\$125 inc gst	Sun 08 Nov	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Bonsai for Beginners	\$125 inc gst	Sun 06 Dec	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Crochet: Beginners Stage 1	\$69 inc gst	Sat 24 Oct	1	9.00am - 1.00pm	Marianne Horton	Brookvale Campus
	\$69 inc gst	Sun 22 Nov	1	9.00am - 1.00pm	Marianne Horton	St Lukes Mosman
Garden Design in Small and Large Spaces	\$125 inc gst	Sun 29 Nov	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Introduction to Gardening	\$115 inc gst	Sat 24 Oct	1	9.30am - 3.30pm	Cameron Graves	Brookvale Campus
General Sewing	\$275 inc gst	Tues 20 Oct	8	6.30pm - 8.30pm	Carol McKenzie	St Lukes Mosman
	\$275 inc gst	Wed 21 Oct	8	6.30pm - 8.30pm	Carol McKenzie	Narrabeen Annex
Interior Design - Basics	\$345 inc gst	Tues 20 Oct	8	9.15am - 11.45am	Fiona Barry	Mosman Campus
	\$345 inc gst	Wed 21 Oct	8	6.30pm - 9.00pm	Fiona Barry	Brookvale Campus
Interior Design- Intermediate Prerequisite Interior Design Basics or equivalent	\$345 inc gst	Wed 21 Oct	8	9.30am - 12.00pm	Fiona Barry	St Lukes Mosman
Kitchen Medicine ©	\$199 inc gst	Wed 21 Oct	4	10.00am - 1.00pm	Maxine Haigh	Virtual Classroom
Paper Yarn Jewellery	\$70 inc gst	Fri 23 Oct	1	3.00pm - 5.00pm	Rosa Santi	Mosman Campus
Plant Propagation	\$125 inc gst	Sun 25 Oct	1	10.00am - 4.00pm	Judith Sleijpen	Mosman Campus
Pottery on the Wheel	\$399 inc gst	Wed 21 Oct	8	6.00pm - 8.30pm	Caitlin Robinson	Tramshed Narrabeen
Pottery (Handbuilding & Beginners Wheel	\$399 inc gst \$399 inc gst	Tues 20 Oct Thurs 22 Oct	8 8	6.30pm -9.00pm 6.30pm - 9.00pm	Godelieve Mols Godelieve Mols	Forestville Arts Ctre Forestville Arts Ctre
Property Styling for Living or Selling	\$130 inc gst	Sat 28 Nov	1	9.30am - 4.30pm	Fiona Barry	Mosman Campus
Transform Your Furniture with Chalk Finish Paint	\$125 inc gst	Fri 30 Oct	1	9.30am - 3.30pm	Sarah Macaulay	Narrabeen Annex

For detailed information on our courses, including all materials lists and pre-requisites for studying via Virtual Classroom, visit:

nbmc.nsw.edu.au

Stay Safe During COVID-19

• Smaller class sizes • Remember social distancing • Stay home if you are unwell

Music & Singing

An Introduction to the Harp	\$99 inc gst	Tues 03 Nov	1	6.15pm -8.45pm	Louise Johnson	Narrabeen Annex
Guitar: Beginners Level 1	\$137 inc gst	Wed 21 Oct	8	6.00pm - 7.00pm	Mark Broughton	Narrabeen Annex
	\$285 inc gst	Thurs 22 Oct	8	7.00pm - 9.00pm	Brenton White	Mosman Campus
Guitar: Beginners Level 2	\$137 inc gst	Wed 21 Oct	8	7.00pm - 8.00pm	Mark Broughton	Narrabeen Annex
The Ukulele 2	\$105 inc gst	Wed 21 Oct	6	8.00pm - 9.00pm	Mark Broughton	Narrabeen Annex
The Ukulele	\$105 inc gst	Thurs 22 Oct	6	5.30pm -6.30pm	Brenton White	Mosman Campus

Photography

Digital SLR Photography Introduction	\$299 inc gst	Mon 19 Oct	7	6.30pm - 9.00pm	Julie Crespel	Brookvale Campus
	\$315 inc gst	Fri 23 Oct	6	10.00am - 1pm	Julie Crespel	Narrabeen Annex





11.30am -2.30pm

Ron Yap

Warringah Bowls

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Life Skills						
Book Group - Reading For Pleasure 🚾	\$130 inc gst	Tues 20 Oct	7	10.00am - 11.30am	Margaret Baird	Virtual Classroom
Creating a Personal Road Map - A practical Goal Setting workshop	\$60 inc gst	Sat 07 Nov	1	9.00pm - 12.00pm	Jenny Slavec	Brookvale Campus
First Steps to Zero Waste Household	\$40 inc gst	Wed 18 Nov	1	6.00pm - 8.00pm	Eva Sliter vel Szreter	Narrabeen Annex
In Good Time - Time Management in a Busy World	\$60 inc gst	Sat 14 Nov	1	9.00am - 12.00pm	Jenny Slavec	Brookvale Campus
Novel Writing	\$225 inc gst	Mon 19 Oct	6	6.00pm - 8.30pm	Joanne Riccioni	Narrabeen Annex
Introduction to Creative Writing	\$99 inc gst	Sat 28 Nov	1	9.30pm - 3.30pm	Joanne Riccioni	Brookvale Campus
Mahjong - Beginners	\$295 inc gst	Tues 20 Oct	9	1.00pm - 4.00pm	Ron Yap	Warringah Bowls
	\$295 inc gst	Fri 23 Oct	9	11.30am - 2.30pm	Ron Yap	Warringah Bowls
Mahjong - Social	\$195 inc gst	Tues 20 Oct	9	9.30am - 12.30pm	Ron Yap	Warringah Bowls
	\$195 inc gst	Tues 20 Oct	9	1.00pm - 4.00pm	Ron Yap	Warringah Bowls

Fri 23 Oct

Health Fitness Mind & Soul

\$195 inc gst

Hula Hooping for Beginners	\$170 inc gst	Mon 19 Oct	8	7.00pm - 8.30pm	Kiri Pedersen	Tramshed Narrabeen
Inspired Wellbeing Workshop	\$60 inc gst	Fri 13 Nov	1	9.30am - 12.30pm	Fiona Mackillop	Narrabeen Annex
Mindful Yoga	\$199 inc gst	Wed 21 Oct	8	4.00pm - 5.30pm	Kathy Penn	St Lukes Mosman
Pilates	\$150 inc gst	Mon 19 Oct	8	6.00pm - 7.00pm	Anna McLeod	Warringah Bowls
	\$150 inc gst	Mon 19 Oct	8	7.00pm - 8.00pm	Anna McLeod	Warringah Bowls
	\$150 inc gst	Wed 21 Oct	8	6.00pm - 7.00pm	Joyce Subloo	Scots Kirk
	\$150 inc gst	Wed 21 Oct	8	7.00pm - 8.00pm	Joyce Subloo	Scots Kirk
Pilates - Daytime	\$185 inc gst	Mon 12 Oct	10	10.00am - 11.00am	Sonia Forato	Warringah Bowls
Pilates - Zoom	\$150 inc gst	Wed 21 Oct	8	12.30pm - 1.30pm	Anna McLeod	Virtual Classroom
Qigong - The Art of Mindful Movement	\$110 inc gst	Tues 20 Oct	6	9.30am - 10.45am	Fiona Mackillop	Narrabeen Annex
Qigong - For Feeling Fabulous	\$140 inc gst	Tues 20 Oct	8	8.00am - 9.00am	Rod Lee	Scots Kirk Mosman
Tai Chi	\$140 inc gst	Tues 20 Oct	8	9.00am - 10.00am	Rod Lee	Scots Kirk Mosman
Yoga For The Over 40s	\$205 inc gst	Wed 21 Oct	9	8.30am - 10.00am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Thur 22 Oct	9	7.00pm - 8.30pm	Victoria Fisher	Scots Kirk Hall
Yoga For The Over 50s	\$205 inc gst	Mon 19 Oct	9	11.00am - 12.30am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Tues 20 Oct	9	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Thur 22 Oct	9	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Thur 22 Oct	9	12.00pm - 1.30pm	Bernadette O'Donnell	Scots Kirk Hall
Zoom Meditation ©	\$99 inc gst	Mon 19 Oct	6	6.00pm - 7.00pm	Patricia Wigley	Virtual Classroom

For detailed information on our courses, including all materials lists and pre-requisites for studying via Virtual Classroom, visit: nbmc.nsw.edu.au

Locations

Name	Address	Details			
Brookvale Campus	Level 1, 14 William Street, Brookvale	NO on-site parking - street parking available in nearby residential areas. Stairs - no lift access.			
Forestville Community Arts Ctr	6 Darley Street, Forestville	On-site parking available.			
Mackie Lane Community Garden	Mackie Lane (off Lang St), Mosman	Parking is available in Lang Street. A short walk from Spit Junction along Military Rd.			
Mosman Campus	104/1-3 Gurrigal Street, Mosman	Parking is available at Bridgepoint Parking Station, Vista Street Car Park or Mosman Square Carpark. Small staircase (7 steps), with internal lift available.			
Mosman Bowling Club	15 Belmont Road, Mosman	Between the Primary School & Scots Kirk.			
Mosman High School	Gladstone Ave entrance, Mosman	There is limited parking available in the school grounds. Local carparks available. College staff are on the premises during all classes to guide you to your rooms. Wheelchair access is available. Ask for assistance.			
Mosman Public School Hall	Belmont Rd, Mosman	Next to Primary School in Belmont Road. There is parking outside the hall.			
Mosman Swim Centre	90 Vista St, Mosman	Parking available next door in Vista Street.			
Narrabeen Annex	1525 Pittwater Road, Nth Narrabeen	Limited parking available in northern end of main carpark - spaces line marked in pink only. Parking also available in Lake Park Road and car park opposite the College.			
The Tramshed	1395a Pittwater Rd, Narrabeen	Parking available in Council car park next door (check parking restrictions).			
Scotts 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 9 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:		Payment Details:		
COURSE 1 NAME:	START DATE:	COST 1: \$		
	TIME:	COST 2: \$		
	VENUE:	COST 3: \$ For Terms & Conditions		
COURSE 2 NAME:	START DATE:	please go to our website: -10% if www.nbmc.nsw.edu.au eligible:		
	TIME:	or call: 9970 1000 . TOTAL: \$		
	VENUE:	Credit Card Details: Uvisa Mastercard		
COURSE 3 NAME:	START DATE:			
	TIME:	Cardholder's Name:		
	VENUE:			
ENROLMENT OPTIONS: Online: www.nbmc.nsw.e Phone: 9970 1000 Cheques to: Northern Beach		Credit Card Number Expiry Date CVV		
In person: 1525 Pittwater R	oad, North Narrabeen	Cardholder's Signature:		

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

VET Training or Uni - Which is the right choice for you?



University can seem like a daunting and expensive commitment but did you know there are ways to try out your chosen subject, as well as reduce cost and time? By studying a VET Certificate/Diploma course with us you can:

- ☑ Decide if it is the correct career path for you before committing to a university degree;
- ✓ Work in the industry and earn money whilst you study;
- ☑ With some courses, use credits from your Certificate/Diploma course to reduce the amount of time and cost of your degree.

We offer courses in the following subjects which may offer a pathway to a variety of University Degrees.

- Early Childhood Education & Care
- Individual Support
- Community Services
- Health Services
- Ageing Support
- Leisure & Health
- Leadership & Management
- Human Resources
- Business
- Accounting & Bookkeeping
- New Small Business

Call us today to discuss how we can help you with your career path.

9970 1000



nbmc.nsw.edu.au 9970 1000 enquiries@nbmc.nsw.edu.au







