



NORTHERN
BEACHES
& MOSMAN
COLLEGE

CAREERS & LIFESTYLE

COURSE GUIDE

2021

FEB -
APR



Skilling for Recovery

New **fee free** training available
- check page 3 to see if you're eligible
- you might be surprised!

9970 1000
nbmc.nsw.edu.au

RTO ID 90113

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HOW TO ENROL:

Online: nbmc.nsw.edu.au

Phone: 9970 1000

In person: **NTH NARRABEEN - 1525 Pittwater Rd**
- Mon to Fri - 9am to 4.30pm
BROOKVALE - L1, 14 William St
- Mon to Thurs - 9am to 4pm

By post: See enrolment form on page 15



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

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 & 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.

All information is considered correct at time of publication.

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. You can chat on the phone or call and book an appointment to chat face-to-face either at one of our offices or via zoom.



Natalie Thornberry

- Early Childhood Education & Care
- Human Resources
- Leadership & Management
- New Small Business

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

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.

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

On The Front Cover

Thank you to Katie and Karen who graduated with HLT33115 Certificate III in Health Services Assistance, and are now working for Arcadia Pittwater Private Hospital (where they completed work placement).



Skilling for Recovery – new **fee free** training

- **Unemployed (without a benefit); or**
- **A Commonwealth Benefit Recipient; or**
- **At Risk of Unemployment; or**
- **17-24 Years Old (employed or not)**

The NSW Government has announced a new training initiative, Skilling for Recovery, which enables more people to enrol in fee free accredited training. This means you can study from a choice of more than 300 qualifications **fee free**.*

To be eligible for Smart & Skilled you must be:

- ☐ An Australian Citizen, New Zealand Citizen, permanent resident or humanitarian visa holder; and
- ☐ Aged 15 years or older; and
- ☐ Not at school (excluding home schooled students); and
- ☐ Living or working in NSW.

To be eligible for Skilling for Recovery, in addition to meeting the above Smart & Skilled eligibility criteria, a student must also meet **one** of the criteria below:

- ☐ Unemployed (you don't need to be receiving a Commonwealth Benefit); or
- ☐ A Commonwealth Benefit Recipient; or
- ☐ 17-24 years of age including 2020 Year 12 School Leavers (regardless of employment status); or
- ☐ At risk of unemployment eg.
 - On Jobkeeper; or
 - Employed but do not hold qualifications Certificate III or above; or
 - Notice of Redundancy; or
 - Returning to Work (employed for 6 months or less)

All the courses marked with an **SFR** are available **fee free** under the Skilling for Recovery program.

*Eligibility conditions apply.



Business & Financial Services

BSB30115 Certificate III in BUSINESS

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

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

Cost: From \$1320 or \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Wed & Thur 10 Feb to 24 Jun 2021	9.30am - 2.30pm	Brookvale Campus	• Incl. flexible, weekly directed self-study hrs

FNS40217 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 book-keeping 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 if eligible for concession. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Mon + 9 Saturdays (9.30am-3.30pm) 8 Feb to 13 Dec 2021	6.15pm - 9.15pm	Brookvale Campus	• Incl. flexible, weekly directed self-study hrs



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

FEE FREE SCHOLARSHIP

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).

FLEXIBLE Payment Plans

Available for full qualification courses. Pay by:

- **Interest free payment plan, or**
- **Instalments**

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

Limited
classroom
places available.
Book now to
avoid
disappointment.

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 \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Tues & Wed 9 Feb to 23 Jun 2021	9am to 3pm	Narrabeen or Virtual Classroom	• Completion of 80 hrs work placement (organised by the College) • Incl. flexible, weekly directed self-study hrs • Additional First Aid Training day
Mon & Wed 8 Feb to 4 Aug 2021	6pm to 9pm	Narrabeen or Virtual Classroom	

HLT33015 Certificate III in ALLIED HEALTH ASSISTANCE

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 practices, aged care facilities & hospitals.

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

Cost: From \$1450 or \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Tues & Wed 9 Feb to 23 Jun 2021	9am to 3pm	Narrabeen or Virtual Classroom	• Completion of 80 hrs work placement (self arranged, with support from the College) • Incl. flexible, weekly directed self-study hrs • Additional First Aid Training day
Mon & Wed 8 Feb to 4 Aug 2021	6pm to 9pm	Narrabeen or Virtual Classroom	

**Expand your
employment
opportunities!**

Talk to us about
completing these
two courses
concurrently.

Want to try
these courses
before
committing to a
full qualification,
check out our
short courses
below.

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 \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DAYS	TIME	LOCATION	NOTES
Wed & Thurs 10 Feb to 24 Jun 2021	9am to 3pm	Narrabeen or Virtual Classroom	• Completion of 120 hrs work placement (organised by the College) • Incl. flexible, weekly directed self-study hrs • Additional First Aid Training day
Tues & Thurs 9 Feb to 5 Aug 2021	6.15pm to 9.15pm	Brookvale or Virtual Classroom	

Taster Courses

These taster courses provide an introduction to a Certificate III course, and once successfully completed you will receive credits when enrolling in the full qualification (reducing course cost).

Introduction to Assistant in Nursing

The units in this short course are from **HLT33115 Certificate III in Health Services Assistance** / **HLT33015 Certificate III in Allied Health Assistance**.

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

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

Tues & Wed | 9am to 3pm
9 to 24 Feb 2021

Narrabeen or
Virtual Classroom

Mon & Wed | 6pm to 9pm
8 to 24 Feb 2021

Narrabeen or
Virtual Classroom

Notes: Incl. flexible, weekly directed self-study hours.

This training may be subsidised by the NSW Government.

Introduction to Home and Community Care

The units in this short course are from **CHC33015 Certificate III in Individual Support**.

Units: HLTAAP001 Recognise healthy body systems; CHCCOM005 Communicate and work in health or community services; HLTWHS002 Follow safe work practices for direct client care

Cost: \$330 gst exempt or \$0 if eligible for ACE funding (see page 8 for criteria).

Wed & Thurs | 9am to 3pm
10 to 25 Feb 2021

Narrabeen or
Virtual Classroom

Tues & Thurs | 6.15pm to 9.15pm
9 to 25 Feb 2021

Brookvale or
Virtual Classroom

Notes: Incl. flexible, weekly directed self-study hours.

This training may be subsidised by the NSW Government.

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 Support Worker; Health Education Officer; Domestic Violence Officer; Youth Support Worker

Cost: From \$1990 or \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Tue 9 Feb to 14 Dec 2021	6.15pm to 9.15pm	Brookvale or Virtual Classroom	<ul style="list-style-type: none"> Completion of min. 40 hrs work placement (self arranged, with support from the College) Incl. flexible, weekly directed self-study hrs Additional First Aid Training day
Thurs 11 Feb to 16 Dec 2021	9am to 3pm	Narrabeen or Virtual Classroom	

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

Cost: From \$1990 or \$0 if eligible under Skilling for Recovery. Cost will reduce if credit transfer/RPL is successfully obtained. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Wed 10 Feb to 15 Sep 2021	6.15pm to 9.15pm	Brookvale or Virtual Classroom	<ul style="list-style-type: none"> Completion of 120 hrs work placement (current work hours may be acceptable) Incl. flexible, weekly directed self-study hrs Additional First Aid Training day



Fee free* training may be available on courses with an **SFR** if you are:

- **Unemployed** (not a Commonwealth benefit recipient); **OR**
- **Commonwealth Benefit Recipient**; **OR**
- **At risk of unemployment** eg. Jobkeeper (see pg 8 for more options); **OR**
- **17-24 years of age**, including 2020 Year 12 School Leavers (regardless of employment status)

*Eligibility conditions apply.

Do you already work in the industry, and have a **Certificate III/IV in Ageing/Community**, you can **fast track** your study and reduce your course cost.

CHC43415 Certificate IV in LEISURE & HEALTH (For Existing Workers)



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

Cost: From \$1990 or \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Wed 10 Feb to 15 Sep 2021	9am to 3pm	Narrabeen or Virtual Classroom	<ul style="list-style-type: none"> Completion of 120 hrs work placement (current work hours may be acceptable) Incl. flexible, weekly directed self-study hrs Additional First Aid Training day

Fee Free Traineeships

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

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.

Now with new wage subsidies.



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**

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**

FLEXIBLE Payment Plans

Available for full qualification courses. Pay by:

- **Interest free payment plan**, **OR**
- **Instalments**

Human Resources & Management

Limited
classroom
places available.
Book now to
avoid
disappointment.

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

Cost: From \$1580 or \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Tues 2 Feb to 14 Dec 2021	6.15pm to 9.15pm	Brookvale or Virtual Classroom	• Incl. flexible, weekly directed self-study hrs

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

Cost: From \$1580 or \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Wed* 10 Feb to 15 Dec 2021	6.15pm to 9.15pm	Brookvale or Virtual Classroom	• Incl. flexible, weekly directed self-study hrs * Plus 4 full Saturdays (9.30am to 3.30pm)

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

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 \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Tues* 9 Feb to 14 Dec 2021	6.15pm to 9.15pm	Mosman or Virtual Classroom	• Incl. flexible, weekly directed self-study hrs * Plus 4 full Saturdays (9.30am to 3.30pm)

LATEST VERSION

BSB50420 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: From \$2530 or \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Tues* 2 Feb to 7 Dec 2021	6.15pm to 9.15pm	Brookvale or Virtual Classroom	• Incl. flexible, weekly directed self-study hrs * Plus 6 full Saturdays (9.30am to 3.30pm)
Thurs* 4 Feb to 9 Dec 2021	6.15pm to 9.15pm	Brookvale or Virtual Classroom	

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

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

Taster Courses

These taster courses provide an introduction to Certificate IV/Diploma courses, and once successfully completed you will receive credits when enrolling in the full qualification (reducing course cost).

BSB41015 Certificate IV in Human Resources Taster Course

Units: BSBLDR402 Lead effective workplace relationships; BSBHRM403 Support performance management processes; BSBHRM405 Support the recruitment, selection and induction of staff.

Cost: \$480 gst exempt or \$0 if eligible for ACE funding (see page 8 for criteria)

Tues | 2 Feb to 30 Mar 2021 | 6.15-9.15pm
Brookvale or Virtual Classroom

NB: Incl. flexible, weekly directed self-study hours.
This training may be subsidised by the NSW Government.

BSB42015 Certificate IV in Leadership & Management Taster Course

Units: BSBLDR401 Communicate effectively as a workplace leader; BSBLDR402 Lead effective workplace relationships; BSBMGT403 Implement continuous improvement.

Cost: \$400 gst exempt or \$0 if eligible for ACE funding (see page 8 for criteria)

Tues | 9 Feb to 30 Mar 2021 | 6.15-9.15pm
+ 1 Saturday (9.30am to 3.30pm)
Mosman or Virtual Classroom

NB: Incl. flexible, weekly directed self-study hours.
This training may be subsidised by the NSW Government.

BSB50420 Diploma of Leadership & Management Taster Course

Units: BSBWRK520 Manage employee relations; BSBLDR502 Lead and manage effective workplace relationships; BSBLDR511 Develop and use emotional intelligence.

Cost: \$660 gst exempt

Thurs | 4 Feb to 1 Apr 2021 | 6.15-9.15pm
+ 1 Saturday (9.30am to 3.30pm)
Brookvale or Virtual Classroom

NB: Incl. flexible, weekly directed self-study hours.
This training may be subsidised by the NSW Government.

Early Childhood Education & Care

Limited classroom places available. Book now to avoid disappointment.

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 \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Mon & Tues 8 Feb to 14 Sep 2021	9.15am to 2.45pm	Narrabeen or Virtual Classroom	<ul style="list-style-type: none"> Min. 120 hrs work placement (8 hr days) - organised by the College Mandatory full day required for First Aid Incl. flexible, weekly directed self-study hrs Working with Children Check required

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 or \$0* concession. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
For more details please call Natalie Thornberry on 9970 1000.			

CHC50113 Diploma of EARLY CHILDHOOD EDUCATION & CARE (Existing Worker)

If you already have your Cert III and want to expand your career potential then this specially designed course is for you. Prerequisite: CHC30113 Certificate III in Early Childhood Education & Care

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

Cost: From \$3600 or \$0 if eligible under Skilling for Recovery. (This training is subsidised by the NSW Government.)

DATES	TIME	LOCATION	NOTES
Thurs 4 Feb to 9 Dec 2021	9.15am to 2.45pm	Narrabeen	<ul style="list-style-type: none"> 240 hours work placement (if not currently working in the industry) Mandatory full day required for First Aid Incl. flexible, weekly directed self-study hrs Working with Children Check required



Fee free* training may be available on courses with an SFR if you are:

- **Unemployed** (not a Commonwealth benefit recipient); **OR**
- **Commonwealth Benefit Recipient**; **OR**
- **At risk of unemployment** eg. Jobkeeper (see pg 8 for more options); **OR**
- **17-24 years of age**, including 2020 Year 12 School Leavers (regardless of employment status)

*Eligibility conditions apply.

Fee Free Traineeships

Do you need more staff in these difficult times? Talk to us about Fee Free Traineeships* with new wage subsidies.

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.

Now with new wage subsidies.



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

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

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

FLEXIBLE Payment Plans

Available for full qualification courses. Pay by:

Interest free payment plan, or Instalments

Funded Training

**NEW FUNDED
TRAINING
AVAILABLE.**

**See below to see if
you are eligible.**

**Conditions Apply*

Did you know the NSW Government fully subsidises a variety of funded training, either short courses or Nationally Accredited Certificate/Diploma courses. Why not check below to see if you meet the criteria.

What type of funded training are you interested in?

✓ SHORT COURSES
Adult & Community Education (ACE)

Can you tick all four boxes below:

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

Yes
No

Can you tick one of the options below?

- Australian Aboriginal or Torres Strait Islander, or
- Someone with a disability or is the dependent child, spouse or partner of someone with a disability, or
- Someone who is experiencing hardship (letter needed from medical professional, government agency or support agency eg. your GP or Counsellor), or
- A recipient of an eligible benefit, or a dependent child, spouse or partner of a recipient of an eligible benefit.
Eligible benefits are:
 - Age Pension
 - Austudy
 - Carer Payment*
 - Disability Support Pension
 - Farm Household Allowance
 - Family Tax Benefit Part A (max. rate)
 - Jobseeker Payment
 - Parenting Payment (Single)
 - Special Benefit
 - Veterans' Affairs Pensions
 - Veterans' Children Education Scheme
 - Youth Allowance
 - Widow Allowance

* The Carer Payment is a specific benefit paid by the Commonwealth; this category does not include the Carer Allowance or Carer Adjustment Pay

Yes
No

You are eligible for ACE funded training, you may also be eligible for courses with an SFR on pages 3 to 7.

Call Susan Wilkinson for more information, and an enrolment form, on 9970 1000

Unfortunately you are not eligible for ACE funded training.

Unfortunately you are not eligible for ACE funded training.

This training is subsidised by the NSW Government.

PART QUALS/CERTIFICATE/DIPLOMA COURSES
NEW Skilling For Recovery SFR

Can you tick all four boxes below:

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

Yes
No

Can you tick one of the options below?

- Unemployed (you don't need to be receiving Commonwealth Benefits); or
- A Commonwealth Benefit Recipient; or
- 17-24 years of age including 2020 Year 12 School Leavers (regardless of employment status); or
- At risk of unemployment eg.
 - On Jobkeeper,
 - Employed but do not hold qualifications Cert III or above
 - Notice of Redundancy; or
 - Returning to Work (employed for 6 months or less)

Yes
No

Check pages 3 to 7 for courses with an SFR symbol.

This training is subsidised by the NSW Government.

Unfortunately you are not eligible for SFR funded training.

Unfortunately you are not eligible for SFR funded training.

Don't meet the criteria above but need a basic computer skills course to help get a job or training? Go to pg 11 and check out:

ICT10115 Certificate I in Information, Digital Media & Technology

This **fee free** course might be just right for you.

Remember all our funded courses are available to fee paying students, so if your answers are 'No' you can still enrol, it will just cost the advertised price.

**TECH SAVVY FOR
SMALL BUSINESS (TSB)**

TSB is a NSW Department of Education initiative to support small business owners and their staff by providing fully subsidised training in short courses targeting IT, business services or foundation skills. Talk to us today, on 9970 1000, and find out how we can help you upskill your staff.

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 <i>*Cost of manual included</i>	\$192* gst exempt	Sat 27 Feb	1	9.00am - 5.00pm	Corinne Campbell	Brookvale Campus/ Virtual Classroom
Living In A Strata Scheme Building	\$99 inc gst	Thurs 25 Mar	1	6.00pm - 8.00pm	Paul Miller	Mosman Campus
Radio Workshop	\$120 gst exempt \$120 gst exempt	Sat 13 Feb Sat 13 Mar	1 1	9.00am - 4.00pm 9.00am - 4.00pm	Andrew Goodman Jones	Radio Northern Beaches
Marketing Express Plan for Small Business	\$48 gst exempt	Wed 10 Mar	1	6.15pm - 9.15pm	Virginia Mounsey	Brookvale Campus

Workskills

✔ BSB41015 Certificate IV in Human Resources Taster Course	See page 6 for details					
✔ BSB42015 Certificate IV in Leadership & Management Taster Course	See page 6 for details					
✔ BSB50420 Diploma of Leadership & Management Taster Course	See page 6 for details					
✔ Introduction to Assistant in Nursing	See page 4 for details					
✔ Introduction to Home and Community Care	See page 4 for details					
✔ Medical Terminology	\$139 gst exempt	Mon 15 Feb & Wed 17 Feb 2021	2	6.00pm - 9.00pm	TBC	Narrabeen or Virtual Classroom
BSBMED301 Interpret and apply medical terminology appropriately						
✔ Sales & Customer Service Skills	SPECIAL PRICE \$399 gst exempt	Thurs 25 Feb	5	9.30am - 2.30pm	Helen Thornton	Brookvale Campus
BSBCUS301 Deliver and monitor a service to customers; BSBPRO301 Recommend products and services.						
Supporting People with Mental Illness	\$99 gst exempt	Sat 20 Feb	1	9.30am - 3.30pm	Eleni Psillakis	Brookvale Campus

Job Seeking Skills

NEW ✔ Job Seeking Skills	\$0 (must be eligible for ACE funding, see pg 8.)	Tues & Wed 16 Feb - 3 Mar	6	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
Learn Microsoft Windows 10, basic Word & Excel and file management.						
FSKDIG01 Use digital technology for basic workplace tasks; FSKDIG02 Use digital technology for simple workplace tasks						
✔ Introduction to Outlook 2019 - Email, Contacts & Calendar	\$0 (must be eligible for ACE funding, see pg 8.)	Tues 9 Mar	2	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
ICTICT107 Use personal productivity tools. . Manual/notes provided. Prerequisite: Confident keyboarding skills.						
✔ Resume Writing & Job Seeking Introduction	\$0 (must be eligible for ACE funding, see pg 8.)	Wed 10 Mar	2	9.30am - 2.30pm	Maxine Haigh-White	Brookvale Campus
FSKWGTG06 Write simple workplace information. Prerequisite: Basic keyboarding and Windows PC skills.						
Introduction to LinkedIn	\$94 gst exempt	Wed 24 Mar	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	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement 	
✔ HLTAID003 Provide First Aid	\$130 gst exempt	See website for course dates	1	9.00am - 5.00pm	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement 	
✔ HLTAID004 Provide an Emergency Response in an Education & Care Setting	\$140 gst exempt	See website for course dates	1	9.00am - 5.00pm	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement 	

FUNDED COURSES AVAILABLE Courses that display the 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 detailed information on our courses, including all materials lists and pre-requisites for studying via Virtual Classroom, visit:
nbmc.nsw.edu.au

LOOKING FOR WORK AND NEED SOME HELP?

If you meet the ACE eligibility criteria on page 8, take a look at our **FREE FREE** Job Seeking courses above which are designed to help you succeed. We have:

- Job Seeking Skills - learn MS Windows 10, basic Word & Excel and file management; followed by
- Introduction to Outlook 2019; and
- Resume Writing & Job Seeking Introduction.

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 Online Shopping - Part 1	\$15 gst exempt	Wed 10 Mar	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Introduction to Online Shopping - Part 2	\$15 gst exempt	Wed 17 Mar	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Introduction to Cyber Safety - How to Stay Safe Online	\$15 gst exempt	Mon 15 Feb	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
	\$15 gst exempt	Thurs 18 Mar	1	10.00am - 1.00pm	Gabrielle Kinghorn	Mosman Campus

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.

NEW Northern Beaches Library Online Services	\$50 gst exempt	Mon 8 Feb	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Seniors Introduction to Windows 10	\$133 gst exempt	Wed 10 Feb	2	9.30am - 1.30pm	Laurel Trim	Narrabeen Annex
Seniors Organise Your Files & Photos	\$67 gst exempt	Wed 24 Feb	1	9.30am - 1.30pm	Laurel Trim	Narrabeen Annex
Introduction to Facebook	\$100 gst exempt	Thurs 18 Feb	2	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Introduction to Instagram	\$100 gst exempt	Thurs 4 Mar	2	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
NEW Digital Devices During Covid-19	\$50 gst exempt	Wed 24 Mar	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
Photo Management	\$84 gst exempt	Thurs 25 Mar	1	9.30am - 2.30pm	Margaret Delloso	Mosman Campus

Using iPhone or iPad with Windows computers. Not suitable for Mac computer users and/or Android users.

Microsoft Office

✓ Word 2019 Introduction	\$344 gst exempt	Wed 24 Feb	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
	\$280 gst exempt	Thurs 11 Feb	4	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
BSBITU211 Produce digital text documents. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.						
✓ Word 2019 Just The Basics	\$174 gst exempt	Thurs 11 Feb	1	9.30am - 4.30pm	Margaret Delloso	Mosman Campus
	\$174 gst exempt	Mon 29 Mar	1	9.30am - 4.30pm	Gabrielle Kinghorn	Brookvale Campus
FSKDIG01 Use digital technology for basic workplace tasks. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.						
✓ Word 2019 Intermediate	\$280 gst exempt	Thurs 11 Mar	4	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
	\$344 gst exempt	Thurs 25 Feb	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
BSBITU313 Design and Produce Digital Text Documents. Manual/notes provided. Prerequisite: Confident keyboarding & Word Introduction/Just The Basics or equivalent skills.						
Word 2019 Advanced	\$174 gst exempt	Mon 29 Mar	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident keyboarding & Word Intermediate or equivalent skills.						
✓ Excel 2019 Just The Basics	\$174 gst exempt	Mon 8 Feb	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
	\$174 gst exempt	Thurs 25 Feb	1	9.30am - 4.30pm	Margaret Delloso	Mosman Campus
FSKDIG02 Use digital technology for simple workplace tasks. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.						
✓ Excel 2019 Introduction	\$344 gst exempt	Tues 23 Feb	5	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
	\$344 gst exempt	Wed 17 Mar	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
BSBITU314 Design & produce spreadsheets. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.						
Excel 2019 Intermediate	\$155 gst exempt	Mon 15 Feb	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
	\$136 gst exempt	Tues 9 Mar	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident keyboarding skills and Excel Introduction course or equivalent skills/knowledge.						
Excel 2019 Advanced	\$155 gst exempt	Mon 22 Feb	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
	\$136 gst exempt	Tues 23 Mar	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident keyboarding skills and Excel Intermediate course or equivalent skills/knowledge.						
Excel 2019 VBA	\$284 gst exempt	Mon 8 Mar	2	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident keyboarding skills and Excel Advanced course or equivalent skills/knowledge.						
Excel 2019 Pivot Tables	\$80 gst exempt	Thurs 25 Mar	1	9.30am - 12.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident keyboarding and Excel Intermediate course or equivalent skills/knowledge.						
✓ PowerPoint 2019 Just The Basics	\$174 gst exempt	Thurs 11 Mar	1	9.30am - 4.30pm	Margaret Delloso	Mosman Campus
FSKDIG03 Use digital technology for routine workplace tasks. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.						
Make Your PowerPoints Pop	\$155 gst exempt	Mon 22 Mar	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC, file management & PowerPoint skills.						
✓ Introduction to Outlook 2019 - Email, Contacts & Calendar	\$237 gst exempt	Tues 9 Mar	2	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
ICTICT107 Use personal productivity tools. Manual/notes provided. Prerequisite: Confident keyboarding skills.						

Office Skills

✓ Touch Typing for Adults	\$280 gst exempt	Fri 12 Feb	6	9.30am - 11.30am	Gabrielle Kinghorn	Narrabeen Annex
FSKDIG03 Use digital technology for routine workplace tasks. Prerequisite: Basic internet, keyboard and mouse skills.						

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Organise Your Files & Photos	\$65 gst exempt	Tues 16 Feb	1	6.00 - 9.00pm	Laurel Trim	Narrabeen Annex
	\$65 gst exempt	Wed 31 Mar	1	9.30am - 12.30pm	Laurel Trim	Brookvale Campus
Introduction to Windows 10	\$155 gst exempt	Mon 22 Feb	2	9.30am - 1.00pm	Gabrielle Kinghorn	Brookvale Campus
NEW Windows 10 Tips & Tricks	\$65 gst exempt	Wed 3 Mar	1	9.30am - 12.30pm	Laurel Trim	Narrabeen Annex

Bookkeeping & Accounting

Basic Bookkeeping & Xero	SPECIAL PRICE \$545* gst exempt	Thur 4 Feb	9	6.15pm - 9.15pm	Maxine Haigh-White	Brookvale Campus
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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.

Basic Bookkeeping & MYOB	SPECIAL PRICE \$699 * gst exempt	Thur 11 Feb	8	9.30am - 2.30pm	Judy Thomas	Brookvale Campus
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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

Xero for Beginners	\$229 gst exempt	Fri 19 Feb	2	9.30am - 3.00pm	Maxine Haigh-White	Mosman Campus
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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.

Xero Payroll	\$127 gst exempt	Fri 12 Mar	1	9.30am - 3.00pm	Maxine Haigh-White	Mosman Campus
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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	\$35 gst exempt	Mon 8 Feb	1	7.00pm - 8.30pm	Briana Graydon	Virtual Classroom
Facebook & Instagram Advertising	\$58 gst exempt	Thurs 11 Feb	1	6.00pm - 9.00pm	Briana Graydon	Virtual Classroom
Introduction to Facebook for Business	\$58 gst exempt	Mon 15 Feb	1	6.00pm - 9.00pm	Briana Graydon	Virtual Classroom
	\$58 gst exempt	Mon 22 Mar	1	6.00pm - 9.00pm	Briana Graydon	Virtual Classroom
How to Use Canva for Your Business	\$35 gst exempt	Thurs 18 Feb	1	9.00am - 10.30am	Briana Graydon	Virtual Classroom
Introduction to Instagram for Business	\$58 gst exempt	Mon 22 Feb	1	6.00pm - 9.00pm	Briana Graydon	Virtual Classroom
Engaging on Social Media	\$35 gst exempt	Thurs 25 Feb	1	7.00pm - 8.30pm	Briana Graydon	Virtual Classroom
Writing for Social Media	\$58 gst exempt	Thurs 4 Mar	1	6.00pm - 9.00pm	Briana Graydon	Virtual Classroom
How to Setup an Instagram Page	\$35 gst exempt	Thurs 11 Mar	1	7.00pm - 8.30pm	Briana Graydon	Virtual Classroom
Understanding Hashtags	\$35 gst exempt	Mon 15 Mar	1	7.00pm - 8.30pm	Briana Graydon	Virtual Classroom
Creating a Social Media Strategy	\$58 gst exempt	Thurs 18 Mar	1	6.00pm - 9.00pm	Briana Graydon	Virtual Classroom
Creating Content For Your Social Media	\$35 gst exempt	Thurs 25 Mar	1	7.00pm - 8.30pm	Briana Graydon	Virtual Classroom

Adobe Graphic Design

Photoshop CC Level 1	SPECIAL PRICE \$429 gst exempt	Tues 9 Feb	7	6.15pm - 9.15pm	Sarah Lorien	Brookvale Campus
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ICTICT204 Operate a digital media technology package. Manual/notes provided. Prerequisite: Good skills with PC or Mac.

InDesign CC Level 1	SPECIAL PRICE \$429 gst exempt	Wed 17 Feb	7	6.15pm - 9.15pm	Deborah Stokes	Brookvale Campus
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BSBITU309 Produce desktop published documents. Manual/notes provided. Prerequisite: Good skills with PC or Mac.

After Effects CC Introduction	\$302 gst exempt	Fri 26 Feb	5	1.00pm - 4.00pm	Deborah Stokes	Brookvale Campus
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Manual/notes provided. Prerequisite: Good skills with PC or Mac.

Illustrator CC Level 1	\$449 gst exempt	Mon 1 Mar	4	9.30am - 2.30pm	Deborah Stokes	Brookvale Campus
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ICTICT204 Operate a digital media technology package. Manual/notes provided. Prerequisite: Good skills with PC or Mac.

Photoshop CC Introduction	\$210 gst exempt	Tues 9 Mar	2	9.30am - 2.30pm	Sarah Lorien	Brookvale Campus
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Manual/notes provided. Prerequisite: Good skills with PC or Mac.

Photoshop CC Level 2	\$173 gst exempt	Tues 23 Mar	2	10.00am - 2.00pm	Sarah Lorien	Brookvale Campus
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Manual/notes provided. Prerequisite: Good skills with PC or Mac.

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

This course is suitable for students who need basic computer skills to help them in the workplace or to enrol in further training.

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

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

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

In this course you will learn:

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

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

This training is subsidised by the NSW Government.

DATES


Mon & Wed | 6.00pm to 9.00pm
8 Feb to 19 May 2021 | Narrabeen


Mon & Wed | 9.30am to 2.30pm
15 Feb to 5 May 2021 | Mosman

Mon & Tues | 9.30am to 2.30pm
22 Feb to 11 May 2021 | Narrabeen

Flexible, weekly directed self-study hours required.

For more information, and an enrolment form, call
Susan Wilkinson on 9970 1000.

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

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).

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
French						
French Travellers Stage 1	\$304 inc gst	Mon 08 Feb	8	6.30pm - 8.30pm	Steve Cornelius	Brookvale Campus
	\$304 inc gst	Thurs 11 Feb	8	9.30am - 11.30am	Steve Cornelius	Narrabeen Annex
French Beginners Stage 1	\$304 inc gst	Wed 10 Feb	8	12.30pm - 2.30pm	Dominique Partridge	St Lukes Mosman
French Beginners Stage 3	\$304 inc gst	Mon 08 Feb	8	2.00pm - 4.00pm	Dominique Partridge	St Lukes Mosman/ Virtual Classroom
French Beginners Stage 4	\$304 inc gst	Mon 08 Feb	8	6.00pm - 8.00pm	Nicole Laugier	St Lukes Mosman
French Intermediate Stage 2	\$304 inc gst	Wed 10 Feb	8	3.00pm - 5.00pm	Dominique Partridge	St Lukes Mosman/ Virtual Classroom
French Intermediate Stage 3 Conversation	\$295 inc gst	Tues 09 Feb	8	6.00pm - 8.00pm	Kathleen Beaubois	Virtual Classroom
French Intermediate Stage 4	\$304 inc gst	Tues 09 Feb	8	12.30pm - 2.30pm	Nicole Laugier	Cammeray Golf Club
French Advanced Conversation	\$455 inc gst	Tues 09 Feb	8	9.30am - 12.00pm	Nicole Laugier	Cammeray Golf Club

German

German Travellers Stage 1	\$304 inc gst	Mon 08 Feb	8	6.00pm - 8.00pm	Wolfgang Mueller	Mosman Campus
	\$304 inc gst	Thurs 11 Feb	8	6.00pm - 8.00pm	Wolfgang Mueller	Brookvale Campus

Italian

Italian Travellers Stage 1	\$304 inc gst	Mon 08 Feb	8	7.00pm - 9.00pm	Francesca Modica	Brookvale Campus
Italian Travellers Stage 1	\$304 inc gst	Wed 10 Feb	8	10.00am - 12.00pm	Flavia Natoli	Brookvale Campus
Italian Travellers Stage 1	\$295 inc gst	Thurs 11 Feb	8	9.30am - 11.30am	Flavia Natoli	Virtual Classroom
Italian Travellers Stage 2	\$304 inc gst	Wed 10 Feb	8	12.30pm - 2.30pm	Flavia Natoli	Brookvale Campus
Italian Beginners Stage 1	\$216 inc gst	Wed 10 Feb	8	3.30pm - 5.00pm	Rosa Santi	Mosman Campus
Italian Beginners Stage 3	\$304 inc gst	Fri 05 Feb	8	4.00pm - 6.00pm	Rosa Santi	Mosman Campus
Italian Beginners Stage 4	\$206 inc gst	Thurs 11 Feb	8	7.30pm - 9.00pm	Rosa Santi	Virtual Classroom

Mandarin

Mandarin Travellers Stage 1	\$304 inc gst	Mon 08 Feb	8	6.30pm - 8.30pm	Linda Bennett	Narrabeen Annex
Mandarin Travellers Stage 1	\$295 inc gst	Thurs 11 Feb	8	6.30pm - 8.30pm	Lillian Hong	Virtual Classroom

Spanish

Spanish Travellers Stage 1	\$304 inc gst	Mon 08 Feb	8	7.30pm - 9.30pm	Patricia La Porta	Brookvale Campus
Spanish Travellers Stage 1	\$304 inc gst	Tues 09 Feb	8	10.00am - 12.00pm	Patricia La Porta	Brookvale Campus
Spanish Travellers Stage 2	\$304 inc gst	Mon 08 Feb	8	5.30pm - 7.30pm	Patricia La Porta	Brookvale Campus
Spanish Beginners Stage 1	\$304 inc gst	Tues 09 Feb	8	2.00pm - 4.00pm	Elizabeth Holgado-Vente	St Lukes Mosman
Spanish Beginners Stage 1	\$304 inc gst	Tues 09 Feb	8	6.30pm - 8.30pm	Carolina Delfino	Mosman Campus
Spanish Beginners Stage 2	\$304 inc gst	Tues 09 Feb	8	12.00pm - 2.00pm	Carolina Delfino	Mosman Campus
Spanish Beginners Stage 4	\$304 inc gst	Mon 08 Feb	8	6.30pm - 8.30pm	Carolina Delfino	Mosman Campus
Spanish Advanced Conversation	\$304 inc gst	Tues 09 Feb	8	11.45am - 1.45pm	Elizabeth Holgado-Vente	St Lukes Mosman
Spanish Conversation (min 2 years tuition)	\$304 inc gst	Wed 10 Feb	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	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
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Drawing & Painting

Botanical Art	\$319 inc gst	Tues 09 Feb	6	10.00pm - 1.00pm	Penny Walton	Mackie Lane Comm. Garden
NEW Botanical Art Introduction Workshop	\$89 inc gst	Sat 16 Jan	1	10.00am - 3.00pm	Penny Walton	Narrabeen Annex
Drawing: Beginners to Intermediate	\$284 inc gst	Mon 08 Feb	8	12.00pm - 2.00pm	John Wells	Narrabeen Annex
Drawing for Beginners	\$284 inc gst	Mon 08 Feb	8	9.30am - 11.30am	Mark Kingston	St Lukes Mosman
	\$284 inc gst	Mon 08 Feb	8	6.30pm - 8.30pm	Mark Kingston	Narrabeen Annex
Introduction to Drawing & Painting	\$284 inc gst	Mon 08 Feb	8	7.00pm - 9.00pm	David Pavich	Warringah Bowls
Intro to Drawing & Painting One Day Workshop	\$106 inc gst	Sat 06 Feb	1	10.00am - 4.00pm	David Pavich	St Lukes Mosman
Drawing for Beginners - Weekend Workshop	\$213 inc gst	Sat 9 & Sun 10 Jan	2	9.00am - 3.00pm	John Wells	Narrabeen Annex
	\$213 inc gst	Sat 20 & Sun 21 Feb	2	9.00am - 3.00pm	John Wells	St Lukes Mosman
Drawing for Intermediate	\$284 inc gst	Mon 08 Feb	8	11.45am - 1.45pm	Mark Kingston	St Lukes Mosman
Drawing With Pen & Wash	\$284 inc gst	Thur 11 Feb	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman
Drawing with Pen & Wash: One day Workshop	\$89 inc gst	Sat 13 Mar	1	11.00am - 4.00pm	Susan Bernasconi	St Lukes Mosman
Oil Painting	\$355 inc gst	Tues 09 Feb	8	6.00pm - 8.30pm	Mark Kingston	Narrabeen Annex
Watercolour: Beginners	\$347 inc gst	Tues 02 Feb	9	9.30am - 12.00pm	John Wells	Narrabeen Annex
Watercolour for Beginners Weekend Workshop	\$213 inc gst	Sat 30 & Sun 31 Jan	2	10.00am - 4.00pm	John Wells	St Lukes Mosman
Watercolour: Intermediate	\$309 inc gst	Mon 08 Feb	8	9.15am - 11.45am	John Wells	Narrabeen Annex
Ways With Watercolour	\$284 inc gst	Fri 12 Feb	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman

Home, Garden & Crafts

Absolutely Fabulous Personal Style	\$207 inc gst	Sat 13 Feb	1	10.00am - 2.00pm	Sharron Del Wakely	Mosman Campus
Absolutely Fabulous Colour Analysis	\$207 inc gst	Sat 27 Feb	1	10.00am - 2.00pm	Sharron Del Wakely	Mosman Campus
Backyard Beekeeping	\$129 inc gst	Sat 27 Feb	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Bonsai for Beginners	\$129 inc gst	Sat 13 Mar	1	10.00am - 4.00pm	Judith Sleijpen	Mosman Campus
Crochet: Beginners Stage 1	\$71 inc gst	Sat 13 Feb	1	9.00am - 1.00pm	Marianne Horton	St Lukes Mosman
	\$71 inc gst	Sun 28 Mar	1	9.00am - 1.00pm	Marianne Horton	Brookvale Campus
Garden Design in Small and Large Spaces	\$129 inc gst	Sun 28 Feb	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Introduction to Gardening	\$119 inc gst	Sat 13 Feb	1	9.30am - 3.30pm	Cameron Graves	Brookvale Campus
NEW Basic Pattern Making	\$133 inc gst	Thurs 11 Feb	3	6.00pm - 8.30pm	Carol MacKenzie	Narrabeen Annex
General Sewing	\$284 inc gst	Tues 09 Feb	8	6.30pm - 8.30pm	Carol MacKenzie	St Lukes Mosman
	\$284 inc gst	Wed 10 Feb	8	6.30pm - 8.30pm	Carol MacKenzie	Narrabeen Annex
Interior Design - Basics	\$355 inc gst	Wed 10 Feb	8	9.00am - 11.30am	Fiona Barry	St Lukes Mosman
	\$355 inc gst	Wed 10 Feb	8	6.30pm - 9.00pm	Fiona Barry	Brookvale Campus
Interior Design- Intermediate <i>Prerequisite Interior Design Basics or equivalent</i>	\$355 inc gst	Tues 09 Feb	8	9.00am - 11.30am	Fiona Barry	St Lukes Mosman
Kitchen Medicine	\$206 inc gst	Wed 10 Feb	4	10.00am - 1.00pm	Maxine Haigh	Virtual Classroom
Plant Propagation	\$129 inc gst	Sun 14 Mar	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Pottery on the Wheel	\$413 inc gst	Wed 10 Feb	8	6.00pm - 8.30pm	Caitlin Robinson	Tramshed Narrabeen
Pottery (Handbuilding & Beginners Wheel)	\$413 inc gst	Tues 09 Feb	8	6.30pm - 9.00pm	Godelieve Mols	Forestville Arts Ctre
	\$413 inc gst	Thurs 11 Feb	8	6.30pm - 9.00pm	Godelieve Mols	Forestville Arts Ctre
Property Styling for Living or Selling	\$130 inc gst	Sat 27 Mar	1	9.30am - 4.30pm	Fiona Barry	Mosman Campus
Transform Your Furniture with Chalk Finish Paint	\$130 inc gst	Fri 26 Mar	1	9.30am - 3.30pm	Sarah Macaulay	Narrabeen Annex
NEW Tunisian Crochet - Beginners	\$133 inc gst	Thurs 04 Mar	3	6.15pm - 8.45pm	Payal Bhargava	Brookvale Campus

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nbmc.nsw.edu.au

Music & Singing

African Drumming Workshop	NEW \$99 inc gst	Sat 16 Jan	1	9.00am - 1 .00pm	Sal Salem	Narrabeen Annex
An Introduction to the Harp	\$105 inc gst	Wed 31 Mar	1	6.15pm - 8.45pm	Louise Johnson	Narrabeen Annex
Guitar: Beginners Level 1	\$142 inc gst	Wed 10 Feb	8	6.00pm - 7.00pm	Mark Broughton	Narrabeen Annex
	\$142 inc gst	Thurs 11 Feb	8	7.00pm - 8.00pm	Brenton White	St Lukes Mosman
Guitar: Beginners Level 2	\$142 inc gst	Wed 10 Feb	8	7.00pm - 8.00pm	Mark Broughton	Narrabeen Annex
The Ukulele	\$106 inc gst	Wed 10 Feb	6	8.00pm - 9.00pm	Mark Broughton	Narrabeen Annex
	\$106 inc gst	Thurs 11 Feb	6	8.00pm - 9.00pm	Brenton White	St Lukes Mosman
The Ukulele Level 2	\$106 inc gst	Thurs 11 Feb	6	6.00pm - 7.00pm	Brenton White	St Lukes Mosman

Photography

Digital SLR Photography Introduction	\$310 inc gst	Mon 08 Feb	7	6.30pm - 9.00pm	Julie Crespel	Brookvale Campus
	\$310 inc gst	Wed 10 Feb	7	6.30pm - 9.00pm	Julie Crespel	Narrabeen Annex
	\$320 inc gst	Fri 12 Feb	6	10.00am - 1.00pm	Julie Crespel	Narrabeen Annex

SHORT
COURSES

Lifestyle



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Life Skills						
Book Group - Reading For Pleasure	\$135 inc gst	Tues 09 Feb	7	10.00am - 11.30am	Margaret Baird	Mosman Campus/ Virtual combined
Increase Your Joy - A Practical Goal Setting workshop	\$55 inc gst	Sat 16 Jan	1	9.00pm - 12.00pm	Jenny Slavec	Brookvale Campus
Introduction to Creative Writing	\$106 inc gst	Sat 20 Feb	1	9.30pm - 3.30pm	Joanne Riccioni	Brookvale Campus
Mahjong - Beginners	\$315 inc gst	Tues 02 Feb	9	1.00pm - 4.00pm	Ron Yap	Warringah Bowls
	\$315 inc gst	Fri 29 Jan	9	11.30am - 2.30pm	Ron Yap	Warringah Bowls
Mahjong - Social	\$215 inc gst	Tues 02 Feb	9	9.30am - 12.30pm	Ron Yap	Warringah Bowls
	\$215 inc gst	Tues 02 Feb	9	1.00pm - 4.00pm	Ron Yap	Warringah Bowls
	\$215 inc gst	Fri 05 Feb	9	11.30am - 2.30pm	Ron Yap	Warringah Bowls
Novel Writing	\$225 inc gst	Mon 08 Feb	6	6.00pm - 8.30pm	Joanne Riccioni	Narrabeen Annex
The Art and Science of Controlling Your Time	\$55 inc gst	Sat 13 Feb	1	9.00am - 12.00pm	Jenny Slavec	Brookvale Campus
Zentangle	\$60 inc gst	Sun 21 Feb	1	10.00am - 12.00pm	Niki Lawrence	Mosman Campus

Health Fitness Mind & Soul

Hula Hooping for Beginners	\$176 inc gst	Mon 08 Feb	8	7.00pm - 8.30pm	Kiri Pedersen	Tramshed Narrabeen
Inspired Wellbeing Workshop	\$55 inc gst	Fri 19 Feb	1	9.30am - 12.30pm	Fiona Mackillop	Narrabeen Annex
Mindful Yoga	\$220 inc gst	Wed 10 Feb	8	4.00pm - 5.30pm	Kathy Penn	Warringah Bowls
Pilates	\$180 inc gst	Mon 08 Feb	8	6.00pm - 7.00pm	Joyce Subloo	Warringah Bowls
	\$180 inc gst	Mon 08 Feb	8	7.00pm - 8.00pm	Joyce Subloo	Warringah Bowls
	\$180 inc gst	Wed 10 Feb	8	6.00pm - 7.00pm	Joyce Subloo	Warringah Bowls
	\$180 inc gst	Wed 10 Feb	8	7.00pm - 8.00pm	Joyce Subloo	Warringah Bowls
Pilates - Daytime	\$190 inc gst	Mon 01 Feb	9	9.00am - 10.00am	Sonia Forato	Warringah Bowls
	\$190 inc gst	Mon 01 Feb	9	10.00am - 11.00am	Sonia Forato	Warringah Bowls
Qigong - The Art of Mindful Movement	\$120 inc gst	Tues 09 Feb	6	9.30am - 10.45am	Fiona Mackillop	Narrabeen Annex
Yoga Relaxation and Meditation	NEW \$213 inc gst	Mon 08 Feb	6	6.30pm - 8.30pm	Jeannine Angilley	Narrabeen Annex
Regulating Qi of Lungs Workshop	NEW \$80 inc gst	Fri 05 Mar	2	11.30am - 12.30pm	Angela Tian Zhu	Scots Kirk Mosman
Tai Chi	\$145 inc gst	Tues 09 Feb	8	9.00am - 10.00am	Rod Lee	Scots Kirk Mosman
Yoga For The Over 40s	\$225 inc gst	Wed 03 Feb	9	8.30am - 10.00am	Bernadette O'Donnell	Warringah Bowls
	\$225 inc gst	Thur 04 Feb	9	7.00pm - 8.30pm	Victoria Fisher	Scots Kirk Hall
Yoga For The Over 50s	\$225 inc gst	Mon 01 Feb	9	11.00am - 12.30pm	Bernadette O'Donnell	Warringah Bowls
	\$225 inc gst	Tues 02 Feb	9	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$225 inc gst	Thur 04 Feb	9	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$225 inc gst	Thur 04 Feb	9	12.00pm - 1.30pm	Bernadette O'Donnell	Scots Kirk Hall
Zoom Meditation	\$99 inc gst	Mon 08 Feb	6	6.00pm - 7.00pm	Patricia Wigley	Virtual Classroom

Yoga For The Over 40s & 50s Summer holiday workshops details online

Note: Course price increase at **Warringah Bowls** due to venue hire increase.

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:

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)



Don't think you're eligible for fee free training? You might want to check again.

The NSW Government has announced a new training initiative, called **Skilling for Recovery**, which has a much broader eligibility criteria.

If you're on:

- **Jobkeeper**; or
- **Unemployed without any benefits**; or
- You're a **benefit recipient**;
- Maybe you're **17-24 years old** (working or not);
- Are you **new to a job** (less than six months); or
- **Employed** but don't hold a qualification higher than Certificate II.

You may be eligible to study up to, and including, a Diploma course **fee free**.

Take a look inside on **Page 3**, you might just be pleasantly surprised.



COLLEGE OPEN DAYS

Do you want to upgrade your skills, are you retaining for a new career or looking at improving your employment prospects, or need some clarification on fee free training? Why not drop into one of our Open Days and find out how NBMC can help you.

TUESDAY 19 JANUARY 2021

4pm-6.30pm

Mosman - 104/1-3 Gurrigal Street

or

WEDNESDAY 20 JANUARY 2021

11am-2pm or 4pm-6.30pm

Brookvale - L1, 14 William Street



**NORTHERN
BEACHES
& MOSMAN
COLLEGE**

nbmc.nsw.edu.au

9970 1000

enquiries@nbmc.nsw.edu.au

