



NORTHERN
BEACHES
& MOSMAN
COLLEGE

COURSE GUIDE 2020

Careers & Lifestyle

MAY-JUL

Getting bored at home?

Check out what we're
delivering via
Virtual Classroom

Plus **FREE**
How to Use
Zoom classes

See page 3.



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Accredited Training Explained

In Australia, we have three different levels of education:

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



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

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

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

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

About NBMC

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

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

Registered Training Organisation

NBMC is a Registered Training Organisation (RTO) national code 90113. We are registered with the Australian Skills Quality Authority (ASQA) to deliver training, assess and issue 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 and short accredited courses identified with the nationally recognised training logo. If you don't have a USI you will not receive your qualification or statement of attainment. For more information or to obtain a USI please go to: www.usi.gov.au

All information is considered correct at time of printing.

HOW TO ENROL:

Online:	nbmc.nsw.edu.au
Phone:	9970 1000
In person:	Not currently available
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

KEY:



VET Accredited training



Available as a Traineeship



Available for ACE/TSB Funded Training



Virtual Classroom available

Fee Free Traineeships

From 1 January 2020 new entrant traineeships will be **fee free***. Employees can "learn & earn" while employers gain skilled staff for their businesses, as well as financial incentives offered by the Government.

NBMC can deliver training in the following areas:

- Early Childhood Education & Care
- Individual Support; Health Services Assistance; Allied Health Assistance; Community Services; Aged Care Support; Leisure & Health
- Human Resources; Leadership & Management
- Business; Accounting & Bookkeeping

* See website for trainee eligibility.

This training is subsidised by the NSW Government.



KEEP CALM AND CARRY ON LEARNING

To help everyone stay sane and keep their brains and bodies active we have changed the way we'll be teaching for Term 2.

To enable these changes we are implementing the following:

- Delayed start date to week commencing 18 May 2020 for the majority of our classes
- Classes will be delivered via a Virtual Classroom (VC) using Zoom software
- Free Zoom training

To participate in training via Zoom, please check you can meet the pre-requisites below:

- A computer, iPad/tablet, smartphone (please see individual course descriptions for specific requirements. Some courses can only be conducted on Windows PCs); and
- A webcam* so that you can be seen by the trainer; and
- A microphone* so that you can participate in the class and be heard by the trainer; and
- Internet connection

*If you have a laptop computer there is usually a webcam and microphone built into the top of the screen frame. Smartphones and iPad/tablets also contain cameras and microphones.

Our Computer Coordinator is also here to help if you have any queries.



FREE ZOOM TRAINING

A little bit about **zoom**

zoom is very easy to use conferencing software that enables you to connect with multiple people at the same time. You will be able to see your trainer and fellow classmates and discuss and ask questions all from your device.

We have created an instructional video. If, after viewing the video, you would like some further training please book into one of the classes below.

The video can be found at: nbmc.nsw.edu.au/courses/zoom

DAYS	DATES	TIME	COST	PRE-REQUISITES
Monday	27 Apr	10am - 11am	\$0	<ul style="list-style-type: none"> • Students must have viewed our Zoom instructional video prior to booking • Internet access, computer with a camera and microphone
Tuesday	28 Apr	6pm - 7pm	\$0	
Monday	4 May	6pm - 7pm	\$0	
Thursday	7 May	9.30am - 10.30am	\$0	

CHAT WITH A COORDINATOR VIA ZOOM OR PHONE

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 face-to-face via Zoom or on the phone. 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

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Margaret Perusich

- Accounting & Bookkeeping
- Business
- Computer Programs

margaretp@nbmc.nsw.edu.au

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



HLT33115 Certificate III in HEALTH SERVICES ASSISTANCE

Gain the knowledge and skills as a Nursing Assistant in a hospital or other health care facility to work with health care professionals in delivering the highest level of care.

Career Options: Assistant in Nursing; Nursing Support Worker; Ward Person

DAYS	DATES	TIME	COST	LOCATION	NOTES
Mon & Tues	18 May - 3 Nov 2020	9am to 3pm	From \$1600 or \$240* concession	Virtual Classroom	<ul style="list-style-type: none"> Completion of 80 hrs work placement (organised by the College) Incl. flexible, weekly directed self-study hours Additional First Aid Training day This training is subsidised by the NSW Government.
Classroom based training will also be available once campuses reopen.					
Tue & Thurs	19 May to 17 Dec 2020	6pm to 9pm	From \$1600 or \$240* concession	Virtual Classroom	<ul style="list-style-type: none"> Completion of 80 hrs work placement (organised by the College) Incl. flexible, weekly directed self-study hours Additional First Aid Training day This training is subsidised by the NSW Government.
Classroom based training will also be available once campuses reopen.					

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

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

DAYS	DATES	TIME	COST	LOCATION	NOTES
Mon & Tues	18 May - 3 Nov 2020	9am to 3pm	From \$1450 or \$240* concession	Virtual Classroom	<ul style="list-style-type: none"> Completion of 80 hrs work placement (self arranged, with support from the College) Incl. flexible, weekly directed self-study hours Additional First Aid Training day This training is subsidised by the NSW Government.
Classroom based training will also be available once campuses reopen.					
Tue & Thurs	19 May to 17 Dec 2020	6pm to 9pm	From \$1450 or \$240* concession	Virtual Classroom	<ul style="list-style-type: none"> Completion of 80 hrs work placement (self arranged, with support from the College) Incl. flexible, weekly directed self-study hours Additional First Aid Training day This training is subsidised by the NSW Government.
Classroom based training will also be available once campuses reopen.					

CHC33015 Certificate III in INDIVIDUAL SUPPORT (Ageing, Home & Community or Disability)

Improve the quality of life of others as you start your career as a Care Worker. Find employment as a carer/support worker with a home care service provider and/or an aged care facility.

Career Options: Assistant in Nursing; Home Care Assistant; In-Home Respite Worker; Personal or Community Care Attendant; Support Service Worker

DAYS	DATES	TIME	COST	LOCATION	NOTES
Wed & Thurs	20 May to 5 Nov 2020	9am to 3pm	From \$1450 or \$240* concession	Virtual Classroom	<ul style="list-style-type: none"> Completion of 80 hrs work placement (organised by the College) Incl. flexible, weekly directed self-study hours Additional First Aid Training day This training is subsidised by the NSW Government.
Classroom based training will also be available once campuses reopen.					

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

DAYS	DATES	TIME	COST	LOCATION	NOTES
Wed	20 May 2020 to 7 Apr 2021	6pm to 9pm	From \$1990 or \$240* concession	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 hours Additional First Aid Training day This training is subsidised by the NSW Government.
Classroom based training will also be available once campuses reopen.					



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

This short course will provide an introduction to either:

- HLT33115 Certificate III in HEALTH SERVICES ASSISTANCE, or
- HLT33015 Certificate III in ALLIED HEALTH ASSISTANCE

Mon & Tues | 18 May to 2 Jun 2020 | 9am - 3pm | Virtual Classroom

Incl. flexible, weekly directed self-study hours


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

Units: HLTAAP001 Recognise healthy body systems; BSBMED301 Interpret and apply medical terminology appropriately; CHCCOM005 Communicate and work in health or community services

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
Thurs 	21 May 2020 to 8 Apr 2021	6pm to 9pm	From \$1990 or \$240* concession. Cost will reduce if credit transfer/RPL is successfully obtained.	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 hours Additional First Aid Training day <p>This training is subsidised by the NSW Government.</p>

Classroom based training will also be available once campuses reopen.

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
Thurs*  *Plus 4 full Saturdays	21 May 2020 to 8 Apr 2021	6pm to 9pm	From \$1990 or \$240* concession	Virtual Classroom	<ul style="list-style-type: none"> Completion of 120 hrs work placement (organised by the College) Incl. flexible, weekly directed self-study hours Additional First Aid Training day <p>This training is subsidised by the NSW Government.</p>

Classroom based training will also be available once campuses reopen.

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.

DAYS	DATES	TIME	COST	LOCATION	NOTES
Fast Track -  Wed* *Plus 4 full Saturdays	20 May to 16 Dec 2020	9am to 3pm	From \$1990 or \$240* concession. Cost will reduce if credit transfer/RPL is successfully obtained.	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 hours Additional First Aid Training day <p>This training is subsidised by the NSW Government.</p>

Classroom based training will also be available once campuses reopen.



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


Virtual Classroom available

Interest free payment plans available

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

15-30 years old? Ask us about Fee Free Scholarships (Eligibility conditions apply)

* 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.



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.

ACCREDITED TRAINING

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

DAYS	DATES	TIME	COST	LOCATION	NOTES
New class commencing July 2020.					

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 bookkeeping tasks for organisations in a range of industries.

Career Options: Small Business Bookkeeper; BAS Agent; Contract or Staff Bookkeeper; Trainee Accountant

DAYS	DATES	TIME	COST	LOCATION	NOTES
New class commencing July 2020.					



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

BSB41015 Certificate IV in HUMAN RESOURCES		Would you like to work in human resource management across large, medium or small businesses? This course will prepare you for a variety of HR roles.			Career Options: HR/Recruitment Officer; Admin Officer; Executive PA; Office Administrator; Project Assistant	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Tues	19 May 2020 to 18 May 2021	6.15pm to 9.15pm	From \$1580 or \$240* concession	Virtual Classroom	• Incl. flexible, weekly directed self-study hours This training is subsidised by the NSW Government.	
Classroom based training will also be available once campuses reopen.						

BSB42015 Certificate IV in LEADERSHIP & MANAGEMENT		Do you have what it takes to be a manager or, are you already working as a manager or team leader but would like to formalise your skills and knowledge?			Career Options: Team Leader; Coordinator; Manager; Supervisor	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Wed*	20 May 2020 to 19 May 2021	6.15pm to 9.15pm	From \$1580 or \$240* concession	Virtual Classroom	• Incl. flexible, weekly directed self-study hours *Plus 4 full Saturdays (9.30am to 3.30pm): 23 May, 25 Jul, 7 Nov & 13 Mar 2021 This training is subsidised by the NSW Government.	
Classroom based training will also be available once campuses reopen.						

BSB51918 Diploma of LEADERSHIP & MANAGEMENT		This qualification, designed by industry professionals, will help to bring out your natural initiative, judgement and communication skills to support others, both individually and in teams, to successfully meet organisational needs.			Career Options: Manager across a range of enterprise and industry contexts.	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Thurs*	Sat 23 May 2020 to Thur 20 May 2021	6.15pm to 9.15pm	From \$2530. This training is subsidised by the NSW Government.	Virtual Classroom	• Incl. flexible, weekly directed self-study hours *Plus 5 full Saturdays (9.30am to 3.30pm): 23 May, 20 Jun, 1 Aug, 19 Sep & 6 Mar 2021 This training is subsidised by the NSW Government.	
Classroom based training will also be available once campuses reopen.						

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 July 2020.						

NEW

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

These short courses provide an introduction to a Certificate/Diploma course 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

Tues 19 May to 4 Aug 2020
6.15p to 9.15pm | Virtual Classroom
Incl. flexible, weekly directed self-study hours
\$300 or \$0 (if eligible for ACE or TSB funding - see page 8 for criteria)
Units: BSBHRM404 Review human resource functions; BSBCUS403 Implement customer service standards



BSB42015 Certificate IV in LEADERSHIP & MANAGEMENT Taster Course

Wed 20 May to 30 Jun 2020 + 1 Sat (13 Jun) 9.30am - 3.30pm
6.15pm to 9.15pm | Virtual Classroom
Incl. flexible, weekly directed self-study hours
\$280 or \$0 (if eligible for ACE or TSB funding - see page 8 for criteria)
Units: BSBLDR402 Lead effective workplace relationships; BSBLDR403 Lead team effectiveness



BSB51915 Diploma of LEADERSHIP & MANAGEMENT Taster Course

Sat* 23 May to Thur 2 Jul 2020 + 2 scheduled Saturdays 9.30am - 3.30pm
*Classes held on Thursdays + 2 Saturdays
6.15p to 9.15pm | Virtual Classroom
Incl. flexible, weekly directed self-study hours
\$440 or \$0 (if eligible for ACE or TSB funding - see page 8 for criteria)
Units: BSBWOR502 Lead and manage team effectiveness; BSBMGT517 Manage operational plan; BSBHRM513 manage workforce planning



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

Virtual Classroom available

Interest free payment plans available

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

15-30 years old? Ask us about Free Scholarships (Eligibility conditions apply)

* 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.



CHC30113 Certificate III in EARLY CHILDHOOD EDUCATION & CARE

This mixed mode learning course is the first step in your exciting new career as an early childhood educator. It is now mandatory to either have, or be actively working towards, this qualification if you want to work at an approved early childhood service.

Career Options: Early Childhood Educator; Childhood Educator Assistant; Nanny; Family Day Care Worker; Play Group Supervisor; Occasional Care Facilities; Crèches; Preschools

DAYS	DATES	TIME	COST	LOCATION	NOTES
Tues	19 May to 16 Dec 2020	9.15am to 2.45pm	From \$1600 or \$240* concession	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 hours Working with Children Check required

Classroom based training will also be available once campuses reopen.

* 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.

CHC50113 Diploma of EARLY CHILDHOOD EDUCATION & CARE

This is a great mixed mode learning course to choose if you not only want to join the childcare industry (and gain all the basic skills) but want the option later to advance your career.

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

DAYS	DATES	TIME	COST	LOCATION	NOTES
New class commencing July 2020.					

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.

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

Prerequisite: CHC30113 Certificate III in Early Childhood Education & Care

DAYS	DATES	TIME	COST	LOCATION	NOTES
Thurs	4 Jun 2020 to 1 Jun 2021	9.15am to 2.45pm	From \$3600 This training is subsidised by the NSW Government.	Virtual Classroom	<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 hours Working with Children Check required

Classroom based training will also be available once campuses reopen.



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

Virtual Classroom available	Interest free payment plans available	For full course details go to: nbmc.nsw.edu.au
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15-30 years old?
Ask us about Fee Free Scholarships
(Eligibility conditions apply)



CHCPRT001 Identify and Respond to Children and Young People at Risk




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

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

DAYS	COST	DATES	TIME	LOCATION
Mon - 2 sessions	\$115 gst exempt	25 May & 1 Jun	6pm to 9pm	Virtual Classroom

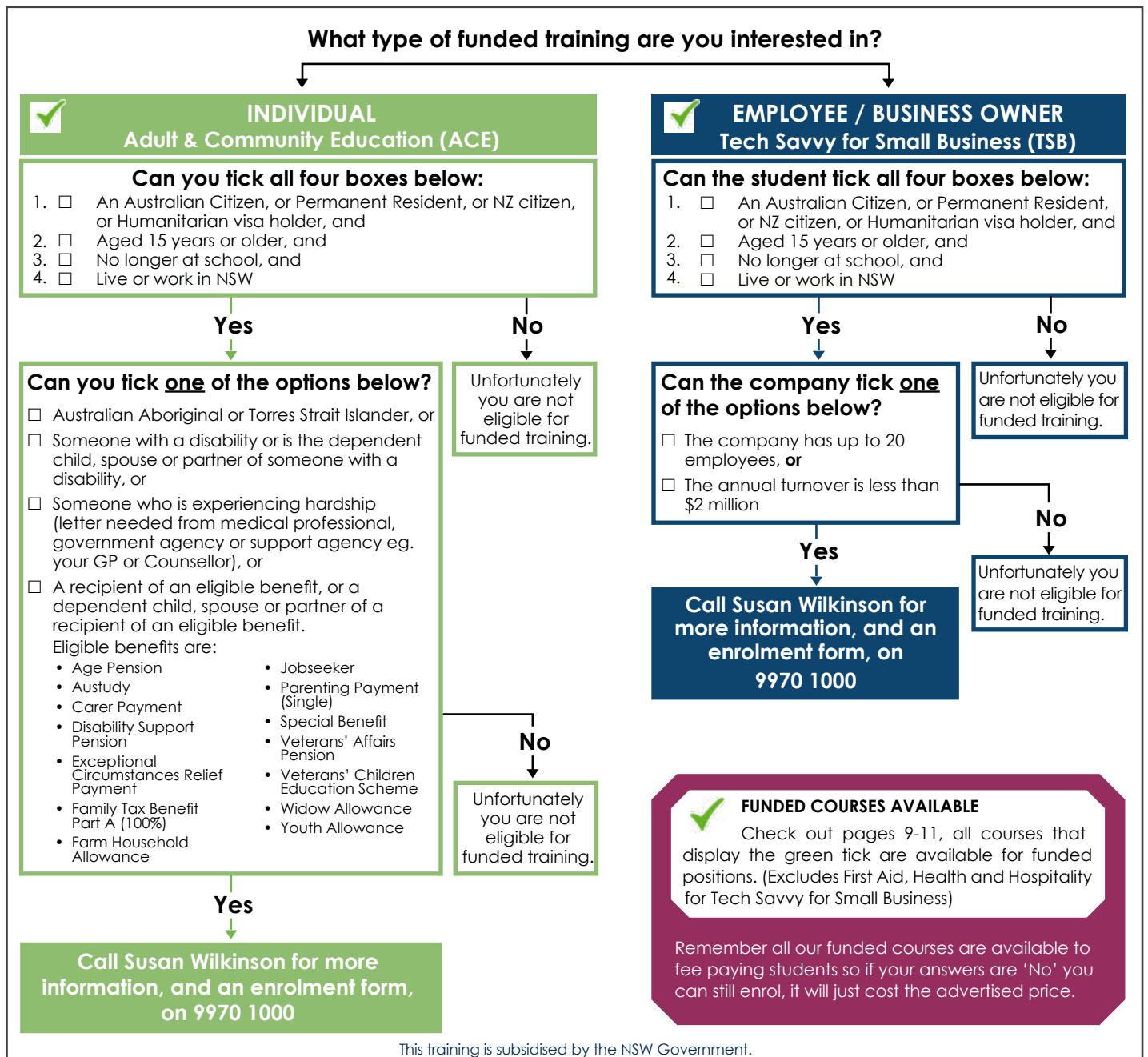
Great News!

The NSW Government has increased the 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 Jobseekers/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.



ICT10115 Certificate I in Information, Digital Media & Technology

This **fee free basic computer skills course** will be back as soon as regular classes can resume.

Keep an eye out for our Term 3 Brochure.

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



VC = Virtual Classroom. All courses on pages 9 to 14 will be delivered via computer, using ZOOM software. There is no physical classroom attendance. Free classes in ZOOM are available. See page 3 for details.

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
✓ Building a Business from the Inside Out	\$99 gst exempt	Tues 19 May	3	6.30pm - 8.30pm	Matt Wood	Virtual Classroom
Estate Planning	\$50 inc gst	Tues 26 May	1	6.30pm - 9.00pm	Regis Gapaillard	Virtual Classroom
	\$50 inc gst	Thurs 18 June	1	1.30pm - 4.00pm	Regis Gapaillard	Virtual Classroom
✓ How to Blog for Business	\$50 gst exempt	Thurs 28 May	1	6.15pm - 8.15pm	Liz Haywood	Virtual Classroom
✓ Import /Export Workshop <i>*Cost of manual included</i>	\$185* gst exempt	Wed 20, Thu 21 & Fri 22 May	3	6.00pm - 8.30pm	Corinne Campbell	Virtual Classroom
Living In A Strata Scheme Building	\$90 inc gst	Tues 26 May	1	6.00pm - 8.00pm	Paul Miller	Virtual Classroom
✓ Radio Workshop	\$120 gst exempt	Sat 16 May	1	9.00am - 4.00pm	Andrew Goodman Jones	Virtual Classroom
Retirement Income	\$50 inc gst	Thurs 11 June	1	6.30pm - 9.00pm	Regis Gapaillard	Virtual Classroom
	\$50 inc gst	Thurs 21 May	1	1.30pm - 4.00pm	Regis Gapaillard	Virtual Classroom
	\$50 inc gst	Tues 19 May	1	6.30pm - 9.00pm	Regis Gapaillard	Virtual Classroom
	\$50 inc gst	Thurs 25 June	1	1.30pm - 4.00pm	Regis Gapaillard	Virtual Classroom
Successful Stock Market Investing	\$40 inc gst	Thurs 18 June	1	6.30pm - 8.30pm	James Diegelman	Virtual Classroom
	\$40 inc gst	Tues 12 May	1	6.30pm - 8.30pm	James Diegelman	Virtual Classroom
✓ The Future of Work: Know Your Natural Job Skills	\$270 gst exempt (includes book)	Tues 19 May	7	6.30pm - 8.30pm	Dean Collier	Virtual Classroom

Workskills Short Courses

✓ BSB41015 Certificate IV in Human Resources Taster Course			NEW			See page 6 for details
✓ BSB42015 Certificate IV in Leadership & Management Taster Course			NEW			See page 6 for details
✓ BSB51918 Diploma of Leadership & Management Taster Course			NEW			See page 6 for details
✓ HLT33115 Certificate III in Health Services Assistance/ HLT33015 Certificate III in Allied Health Assistance Taster Course						See page 4 for details
✓ CHCPRT001 Identify and Respond to Children and Young People at Risk						See page 7 for details
✓ CHCPAL001 Deliver Care Services Using a Palliative Approach	\$130 gst exempt	Wed 13 May & Thur 14 May	2	9.30am - 2.30pm	Jo Neophyton	Virtual Classroom
✓ Infection Prevention	NEW \$75 gst exempt	Tue 5 May	1	9.30am - 2.30pm	Jo Neophyton	Virtual Classroom
✓ BSBMED301 Interpret and apply medical terminology appropriately	\$130 gst exempt	Wed 6 May & Thur 7 May	2	9.30am - 2.30pm	Jo Neophyton	Virtual Classroom
✓ CHCCS020 Respond Effectively to Behaviours of Concern	NEW \$130 gst exempt	Mon 11 May & Tues 12 May	2	9.30am - 2.30pm	Jo Neophyton	Virtual Classroom
✓ Sales & Customer Service Skills	\$330 gst exempt	Thur 4 Jun	5	9.30am - 2.30pm	Helen Thornton	Virtual Classroom
✓ Supporting People with Mental Illness	\$99 gst exempt	Thurs 21 May	3	6.15pm - 8.15pm	Eleni Psillakis	Virtual Classroom

Courses displaying this symbol are Accredited and include assessments.

Hospitality - Our Hospitality courses are currently on hold due to COVID-19. Check website for resumption dates.

✓ SITHFAB002 Provide Responsible Service of Alcohol (RSA)*	\$170 gst exempt	See website for course dates.	Daytime and evening courses available. <i>*Please note this is not a refresher course</i>	
✓ SITHGAM001 Provide Responsible Gambling Services (RCG)*	\$115 gst exempt	See website for course dates.	Daytime and evening courses available. <i>*Please note this is not a refresher course</i>	

First Aid - Our First Aid courses are currently on hold due to COVID-19. Check website for resumption dates.

✓ 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	\$115 gst exempt	See website for course dates	1	9.00am - 5pm	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement
✓ HLTAID004 Provide an Emergency Response in an Education & Care Setting	\$120 gst exempt	See website for course dates	1	9.00am - 5pm	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement

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.

VC VC = Virtual Classroom. All courses on pages 9 to 14 will be delivered via computer, using ZOOM software. There is no physical classroom attendance. Free classes in ZOOM are available. See below for details.

To participate in computer training via Zoom please check you can meet the pre-requisites below:

- Are confident using Zoom - free classes available (see page 3 for details); and
- Have access to a computer, iPad/tablet or smartphone (please see individual course descriptions for specific requirements. Some courses can only be conducted on Windows PCs); and
- Have a webcam* so that you can be seen by the trainer; and
- Have a microphone* so that you can participate in the class and be heard by the trainer; and
- Have good Internet connection.

*If you have a laptop computer there is usually a webcam and microphone built into the top of the screen frame. Smartphones and iPad/tablets also contain cameras and microphones.

Please also check specific requirements needed for the course in which you intend to enrol. Please feel free to call the College if you are in need of assistance - 9970 1000.

For courses in Office Skills, Microsoft Office, Bookkeeping & Accounting, some Social Media and Graphic Design, students may find it useful to have a second screen - please view the Zoom Video for Computer Students on our website for more information.

Tech Savvy Seniors

FUNDED! This training is subsidised through a partnership between the NSW Government & Telstra. Eligibility for a position includes being an Australian citizen/permanent resident and aged 60+ (or Aboriginal Seniors aged from 50+). Evidence must be produced on the first session of the class. To book a position please phone 9970 1000 or visit our website. For full course descriptions visit our website - nbmc.nsw.edu.au



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
NEW Stay in Touch with Family & Friends with Zoom	\$0	Thur 21 May	1	10.00am - 12.00pm	Gabrielle Kinghorn	Virtual Classroom
	\$0	Mon 15 Jun	1	10.00am - 12.00pm	Gabrielle Kinghorn	Virtual Classroom
	\$0	Tue 30 Jun	1	10.00am - 12.00pm	Gabrielle Kinghorn	Virtual Classroom
NEW Stay Safe Online	\$0	Thur 28 May	2	10.00am - 12.30pm	Gabrielle Kinghorn	Virtual Classroom
NEW Online Shopping	\$0	Tue 2 Jun	2	10.00am - 12.30pm	Gabrielle Kinghorn	Virtual Classroom
NEW Northern Beaches Library Online Services	\$0	Tue 16 Jun	2	10.00am - 12.30pm	Gabrielle Kinghorn	Virtual Classroom

Office Skills

✓ Touch Typing for Adults	\$230 gst exempt	Fri 22 May	6	9.30am - 11.30am	Gabrielle Kinghorn	Virtual Classroom
<i>Prerequisite: Basic internet, keyboard and mouse skills.</i>						
✓ Windows 10 Introduction	\$115 gst exempt	Mon 22 Jun	2	9.30am - 12.30pm	Gabrielle Kinghorn	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Windows PC with Windows 10 operating system and confident keyboarding skills.</i>						

Microsoft Office

✓ Word 2016 Introduction	\$275 gst exempt	Wed 20 May	4	9.30am - 1.00pm	Gabrielle Kinghorn	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Word 2016 / 2019 or Microsoft Office 365 software, confident keyboarding skills. Mac users: You are welcome to attend this course but you must have Word 2016 for Mac or later and some features will be slightly different to the version the trainer will be using.</i>						
✓ Word 2016 Intermediate	\$239 gst exempt	Thur 21 May	4	6.00pm - 9.00pm	Vera Hannan	Virtual Classroom
	\$268 gst exempt	Thur 18 Jun	3	9.30am - 2.30pm	Nicky Bull	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Word 2016 / 2019 or Microsoft Office 365 software, confident keyboarding and basic Word skills. Mac users: You are welcome to attend this course but you must have Word 2016 for Mac or later and some features will be slightly different to the version the trainer will be using.</i>						
✓ Excel 2016 Introduction	\$295 gst exempt	Tue 2 Jun	5	6.00pm - 9.00pm	Vera Hannan	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Excel 2016 / 2019 or Microsoft Office 365 software, confident keyboarding and basic Windows PC & file management skills. Mac users: You are welcome to attend this course but we highly recommend Excel 2016 or later and some features will be slightly different to the version the trainer will be using.</i>						
✓ Excel 2016 Just The Basics	\$151 gst exempt	Mon 18 May	1	9.30am - 4.30pm	Nicky Bull	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Excel 2013/2016/2019 or Microsoft Office 365 software, confident keyboarding and basic Windows PC & file management skills. Mac users: You are welcome to attend this course but we highly recommend Excel 2016 or later and some features will be slightly different to the version the trainer will be using.</i>						
✓ Excel 2016 Intermediate	\$151 gst exempt	Mon 25 May	1	9.30am - 4.30pm	Nicky Bull	Virtual Classroom
	\$132 gst exempt	Tues 9 Jun	2	6.00pm - 9.00pm	Nicky Bull	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Excel 2013/2016/2019 or Microsoft Office 365 software, confident keyboarding skills and Excel Introduction course or equivalent skills/knowledge. Mac users: You are welcome to attend this course but we highly recommend Excel 2016 or later and some features will be slightly different to the version the trainer will be using.</i>						
✓ NEW Excel 2016 Advanced	\$151 gst exempt	Mon 1 Jun	1	9.30am - 4.30pm	Nicky Bull	Virtual Classroom
	\$132 gst exempt	Tues 23 Jun	2	6.00pm - 9.00pm	Nicky Bull	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Excel 2013/2016/2019 or Microsoft Office 365 software, confident keyboarding skills and Excel Intermediate course or equivalent skills/knowledge. Mac users: You are welcome to attend this course but we highly recommend Excel 2016 or later and some features will be slightly different to the version the trainer will be using.</i>						
✓ NEW Excel 2016 VBA	\$260 gst exempt	Wed 10 Jun	2	9.30am - 4.30pm	Nicky Bull	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Excel 2010 onwards, confident keyboarding skills and Excel Advanced course or equivalent skills/knowledge.</i>						
✓ NEW Excel 2016 Pivot Tables	\$65 gst exempt	Wed 24 Jun	1	9.30am - 12.30pm	Nicky Bull	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Excel 2013/2016/2019 or Microsoft Office 365 software, confident keyboarding and Excel Intermediate course or equivalent skills/knowledge. Mac users: You are welcome to attend this course but we highly recommend Excel 2016 or later and some features will be slightly different to the version the trainer will be using.</i>						

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
✔ PowerPoint 2016 Introduction	\$275 gst exempt	Wed 6 May	3	9.30am - 2.30pm	Nicky Bull	Virtual Classroom
<i>BSBITU312 Create electronic presentations Manual/notes provided. Prerequisite: Microsoft PowerPoint 2016/2019 or Microsoft Office 365 software, confident keyboarding and basic Windows PC & file management skills. Mac users: You are welcome to attend this course but you must have PowerPoint 2016 for Mac or later and some features will be slightly different to the version the trainer will be using.</i>						
✔ Make Your PowerPoints Pop	\$151 gst exempt	Mon 15 Jun	1	9.30am - 4.30pm	Nicky Bull	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft PowerPoint 2016/2019 or Microsoft Office 365 software, confident keyboarding and basic Windows PC, file management & PowerPoint skills. Mac users: You are welcome to attend this course but you must have PowerPoint 2016 for Mac or later and some features will be slightly different to the version the trainer will be using.</i>						
✔ Outlook 2016-Email, Contacts & Calendar	\$170 gst exempt	Mon 25 May	2	9.30am - 2.30pm	Gabrielle Kinghorn	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Microsoft Outlook 2016 / 2019 or Microsoft Office 365 software with your email set up in Outlook, confident keyboarding skills.</i>						

Bookkeeping & Accounting

✔ Basic Bookkeeping & MYOB	\$499* gst exempt	Thur 7 May	9	9.30am - 2.30pm	Judy Thomas	Virtual Classroom
<i>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</i>						
✔ Basic Bookkeeping & Xero	\$499* gst exempt	Thur 21 May	9	6.00pm - 9.00pm	Maxine Haigh-White	Virtual Classroom
<i>*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.</i>						
✔ Xero for Beginners	\$210 gst exempt	Sat 23 May	2	9.30am - 3.00pm	Maxine Haigh-White	Virtual Classroom
<i>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.</i>						
✔ Xero Payroll	\$130 gst exempt	Sat 20 Jun	1	9.30am - 3.00pm	Maxine Haigh-White	Virtual Classroom
<i>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.</i>						
✔ NEW MYOB AccountRight Plus Version 2020 – Daily & Month End Processing	\$178 gst exempt	Tue 19 May	5	10.00am - 12.00pm	Judy Thomas	Virtual Classroom
<i>Prerequisites: Home PC, with recent version of Windows, email and internet access, printer and second computer/monitor or smart phone/tablet. Note: MYOB AccountRight Plus is not compatible with Mac.</i>						
✔ NEW MYOB AccountRight Plus Version 2020 – Payroll Only	\$142 gst exempt	Tue 23 Jun	4	10.00am - 12.00pm	Judy Thomas	Virtual Classroom
<i>Prerequisites: Home PC, with recent version of Windows, email and internet access, printer and second computer/monitor or smart phone/tablet. Note: MYOB AccountRight Plus is not compatible with Mac.</i>						

Courses displaying this symbol are Accredited and include assessments.

Social Media

✔ NEW Social Media Marketing Tools For Your Small Business	\$58 gst exempt	Fri 22 May	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✔ How to Set Up a Facebook Page	\$32 gst exempt	Mon 25 May	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom
✔ Introduction to Facebook for Business	\$58 gst exempt	Fri 29 May	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✔ How to Set Up an Instagram Page	\$32 gst exempt	Mon 1 Jun	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom
✔ Introduction to Instagram for Business	\$58 gst exempt	Fri 5 Jun	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✔ NEW Understanding Hashtags	\$32 gst exempt	Tues 9 Jun	1	6.30pm - 8.00pm	Briana Graydon	Virtual Classroom
✔ NEW Creating a Social Media Strategy	\$58 gst exempt	Fri 12 Jun	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✔ LinkedIn for Business	\$58 gst exempt	Sat 13 Jun	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✔ Creating Content For Your Social Media	\$32 gst exempt	Tue 16 Jun	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom
✔ NEW Engaging on Social Media	\$32 gst exempt	Thur 18 Jun	1	6.30pm - 8.00pm	Briana Graydon	Virtual Classroom
✔ NEW Writing for Social Media	\$58 gst exempt	Fri 19 Jun	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✔ How to use Canva for Your Business	\$32 gst exempt	Tue 23 Jun	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom
✔ Introduction to SEO Basics	\$58 gst exempt	Fri 26 Jun	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✔ NEW Humanising Your Brand On Social Media	\$32 gst exempt	Wed 1 Jul	1	7.00pm - 8.30pm	Briana Graydon	Virtual Classroom
✔ Facebook and Instagram Advertising	\$58 gst exempt	Fri 3 Jul	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom

Graphic Design

✔ InDesign CC Level 1	\$340 gst exempt	Wed 20 May	7	5.30pm - 8.30pm	Deborah Stokes	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Adobe InDesign CC installed on your computer. Good skills with PC or Mac.</i>						
✔ Illustrator CC Level 1	\$340 gst exempt	Mon 25 May	5	10.00am - 2.00pm	Deborah Stokes	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Adobe Illustrator CC installed on your computer. Good skills with PC or Mac.</i>						
✔ Photoshop CC Level 1	\$340 gst exempt	Tue 19 May	7	5.30pm - 8.30pm	Sarah Lorien	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Adobe Photoshop CC installed on your computer. Good skills with PC or Mac.</i>						
✔ Photoshop CC Introduction	\$187 gst exempt	Mon 15 Jun	3	5.30pm - 8.30pm	Sarah Lorien	Virtual Classroom
<i>Manual/notes provided. Prerequisite: Adobe Photoshop CC installed on your computer. Good skills with PC or Mac.</i>						

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.

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

Reminder for Monday classes - Monday 8 June is a Public Holiday, no classes will be held.



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Enrol now whilst course prices are reduced!

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	\$198 inc gst	Tues 19 May	6	6.30pm - 8.30pm	Dominique Partridge	Virtual Classroom
French Beginners Stage 2	\$198 inc gst	Mon 18 May	6	2.00pm - 4.00pm	Dominique Partridge	Virtual Classroom
French Beginners Stage 3	\$198 inc gst	Mon 18 May	6	6.00pm - 8.00pm	Nicole Laugier	Virtual Classroom
French Beginners Stage 4	\$230 inc gst	Wed 20 May	7	12.30pm - 2.30pm	Dominique Partridge	Virtual Classroom
French Intermediate Stage 1	\$230 inc gst	Wed 20 May	7	6.00pm - 8.00pm	Nicole Laugier	Virtual Classroom
French Intermediate Stage 1	\$230 inc gst	Wed 20 May	7	3.00pm - 5.00pm	Dominique Partridge	Virtual Classroom
French Intermediate Stage 3 Conversation	\$230 inc gst	Tues 19 May	7	7.00pm - 9.00pm	Kathleen Beaubois	Virtual Classroom
French Intermediate Stage 4	\$230 inc gst	Tues 19 May	7	12.30pm - 2.30pm	Nicole Laugier	Virtual Classroom
French Advanced Conversation	\$275 inc gst	Tues 19 May	7	9.30am - 11.30am	Nicole Laugier	Virtual Classroom

German

German Travellers Stage 1	\$230 inc gst	Fri 22 May	7	10.30am - 12.30pm	Arnisa Skrami	Virtual Classroom
German Travellers Stage 2	\$230 inc gst	Thurs 21 May	7	6.15pm - 8.15pm	Arnisa Skrami	Virtual Classroom
German Travellers Stage 2	\$150 inc gst	Mon 18 May	6	6.30pm - 8.00pm	Wolfgang Mueller	Virtual Classroom
German Advanced Conversation	\$310 inc gst	Sat 02 May	8	10.00am - 12.00pm	Wolfgang Mann	Virtual Classroom

Italian

Italian Travellers Stage 1	\$150 inc gst	Thurs 21 May	6	3.30pm - 5.00pm	Rosa Santi	Virtual Classroom
Italian Travellers Stage 1	\$198 inc gst	Mon 18 May	6	7.00pm - 9.00pm	Francesca Modica	Virtual Classroom
Italian Travellers Stage 1	\$230 inc gst	Wed 20 May	7	12.30pm - 2.30pm	Flavia Natoli	Virtual Classroom
Italian Beginners Stage 1	\$150 inc gst	Fri 22 May	6	9.30am - 11.00am	Rosa Santi	Virtual Classroom
Italian Beginners Stage 2	\$150 inc gst	Tues 19 May	6	3.30pm - 5.00pm	Rosa Santi	Virtual Classroom
Italian Travellers Stage 2	\$150 inc gst	Wed 20 May	6	3.30pm - 5.00pm	Rosa Santi	Virtual Classroom
Italian Travellers Stage 2	\$230 inc gst	Wed 20 May	7	10.00am - 12.00pm	Flavia Natoli	Virtual Classroom
Italian Travellers Stage 2	\$230 inc gst	Wed 20 May	7	7.00pm - 9.00pm	Francesca Modica	Virtual Classroom

Mandarin

Mandarin Travellers Stage 1	\$198 inc gst	Mon 18 May	6	5.30pm - 7.30pm	Linda Bennett	Virtual Classroom
Mandarin Travellers Stage 2	\$198 inc gst	Mon 18 May	6	7.30pm - 9.30pm	Linda Bennett	Virtual Classroom

Spanish

Spanish Travellers Stage 1	\$198 inc gst	Mon 18 May	6	5.30pm - 7.30pm	Patricia La Porta	Virtual Classroom
Spanish Travellers Stage 1	\$230 inc gst	Tues 19 May	7	2.00pm - 4.00pm	Patricia La Porta	Virtual Classroom
Spanish Beginners Stage 1	\$198 inc gst	Mon 18 May	6	6.30pm - 8.30pm	Carolina Delfino	Virtual Classroom
Spanish Beginners Stage 1	\$230 inc gst	Tues 19 May	7	2.30pm - 4.30pm	Elizabeth Holgado-Vente	Virtual Classroom
Spanish Travellers Stage 2	\$198 inc gst	Mon 18 May	6	7.30pm - 9.30pm	Patricia La Porta	Virtual Classroom
Spanish Beginners Stage 2	\$230 inc gst	Tues 19 May	7	12.00pm - 2.00pm	Carolina Delfino	Virtual Classroom
Spanish Beginners Stage 4	\$230 inc gst	Tues 19 May	7	6.30pm - 8.30pm	Carolina Delfino	Virtual Classroom
Spanish Advanced Conversation	\$230 inc gst	Tues 19 May	7	11.45am - 1.45pm	Elizabeth Holgado-Vente	Virtual Classroom

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



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COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
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Drawing & Painting

Art Therapy for Wellbeing	\$50 inc gst	Wed 20 May	1	9.30 am - 12.00pm	Lena Wegenaar	Virtual Classroom
	\$50 inc gst	Wed 01 July	1	9.30 am - 12.00pm	Lena Wegenaar	Virtual Classroom
Beginners Watercolour Workshop	\$110 inc gst	Sat 23 May	1	11.00am - 4.00pm	Susan Bernasconi	Virtual Classroom
Drawing: Beginners to Intermediate	\$180 inc gst	Mon 18 May	6	12.00pm - 2.00pm	John Wells	Virtual Classroom
Drawing for Beginners	\$180 inc gst	Mon 18 May	6	12.00pm - 2.00pm	Mark Kingston	Virtual Classroom
Drawing for Beginners	\$225 inc gst	Mon 18 May	6	6.00pm - 8.30pm	Mark Kingston	Virtual Classroom
Drawing for Beginners - Weekend Workshop	\$99 inc gst	Sat 16 & Sun 17 May	2	9.00am - 12.00pm	John Wells	Virtual Classroom
Drawing for Intermediate	\$180 inc gst	Mon 18 May	6	9.30am - 11.30am	Mark Kingston	Virtual Classroom
Drawing With Pen & Wash	\$210 inc gst	Thur 21 May	7	10.30am - 12.30pm	Susan Bernasconi	Virtual Classroom
Oil Painting	\$225 inc gst	Thurs 21 May	6	6.00pm - 8.30pm	Mark Kingston	Virtual Classroom
Watercolour: Beginners	\$265 inc gst	Tues 19 May	7	9.30am - 12.00pm	John Wells	Virtual Classroom
Watercolour: Intermediate	\$225 inc gst	Mon 18 May	6	9.15am - 11.45am	John Wells	Virtual Classroom
Painting Paris NEW	\$210 inc gst	Thur 21 May	7	1.30pm - 3.30pm	Susan Bernasconi	Virtual Classroom
Painting Paris : One Day Workshop	\$110 inc gst	Sat 13 Jun	1	11.00am - 4.00pm	Susan Bernasconi	Virtual Classroom
Ways With Watercolour	\$210 inc gst	Fri 22 May	7	10.30am - 12.30pm	Susan Bernasconi	Virtual Classroom
Zentangle - please see Body, Mind & Soul						

Crafts

Crochet: Beginners Stage 1	\$69 inc gst	Sat 23 May	1	9.00am - 1.00pm	Marianne Horton	Virtual Classroom
	\$69 inc gst	Sun 14 Jun	1	9.00am - 1.00pm	Marianne Horton	Virtual Classroom

Home & Garden

Backyard Beekeeping	\$125 inc gst	Sun 26 Apr	2	10.00am - 1.00pm	Judith Sleijpen	Virtual Classroom
Gardening In Small and Large Spaces	\$125 inc gst	Sun 24 May	2	10.00am - 1.00pm	Judith Sleijpen	Virtual Classroom
Interior Design - Basics	\$265 inc gst	Wed 20 May	7	6.30pm - 9.00pm	Fiona Barry	Virtual Classroom
	\$265 inc gst	Wed 20 May	7	9.30am - 12.00pm	Fiona Barry	Virtual Classroom
Kitchen Medicine NEW	\$205 inc gst	Wed 20 May	6	3.00pm - 5.00pm	Maxine Haigh	Virtual Classroom
Lawn Care NEW	\$115 inc gst	Sat 13 June	2	9.30am - 12.30pm	Cameron Graves	Virtual Classroom
Introduction to Gardening	\$115 inc gst	Sat 23 May	2	9.30am - 12.30pm	Cameron Graves	Virtual Classroom
Organic Gardening	\$125 inc gst	Sun 10 May	2	10.00am - 1.00pm	Judith Sleijpen	Virtual Classroom
Paper Yarn Jewellery NEW	\$70 inc gst	Fri 26 Jun	1	9.30am - 11.30am	Rosa Santi	Virtual Classroom
Plant Propagation	\$125 inc gst	Sun 07 Jun	2	10.00am - 4.00pm	Judith Sleijpen	Virtual Classroom
Property Styling for Living or Selling	\$130 inc gst	Sat 23 May	2	9.30am - 12.30pm	Fiona Barry	Virtual Classroom
Transform Your Furniture with Chalk Finish Paint - Tutorial and Q&A	\$45 inc gst	Fri 15 May	1	10.00am - 12.00pm	Sarah Macaulay	Virtual Classroom

Music & Singing

An Introduction to the Harp	\$80 inc gst	Tues 26 May	1	6.15pm - 8.45pm	Louise Johnson	Virtual Classroom
Guitar: Beginners Level 1	\$120 inc gst	Wed 20 May	7	6.00pm - 7.00pm	Mark Broughton	Virtual Classroom
	\$250 inc gst	Tues 19 May	7	7.15pm - 9.15pm	Brenton White	Virtual Classroom
Guitar: Beginners Level 2	\$120 inc gst	Wed 20 May	7	7.00pm - 8.00pm	Mark Broughton	Virtual Classroom
The Ukulele 2	\$105 inc gst	Wed 20 May	6	8.00pm - 9.00pm	Mark Broughton	Virtual Classroom
The Ukulele	\$105 inc gst	Fri 22 May	6	11.15am - 12.15pm	Brenton White	Virtual Classroom
Singing for Beginners NEW SPECIAL PRICE	\$150 inc gst	Thurs 21 May	6	6.30pm - 8.30pm	Kay Richards	Virtual Classroom

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Photography

Digital SLR Photography Introduction	\$270 inc gst \$315 inc gst	Mon 18 May Fri 22 May	6 6	6.30pm - 9.00pm 10.00am - 1pm	Julie Crespel Julie Crespel	Virtual Classroom Virtual Classroom
Digital Photography Beginners	\$275 inc gst	Tues 19 May	7	6.30pm - 8.30pm	Chris Maait	Virtual Classroom
NEW Mosman Meanders (photo walks)	\$85 inc gst	Sun 21 June	1	10.00am - 2.00pm	Chris Maait	Athol Wharf Mosman
NEW Portrait Photography Introduction	\$199 inc gst	Wed 20 May	2	9.30am - 4.30pm	Mark Pawlyszyn	Virtual Classroom
NEW Becoming a Professional Photographer	\$345 inc gst	Wed 03 June	4	9.30am - 2.30pm	Mark Pawlyszyn	Virtual Classroom

SHORT COURSES Lifestyle

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
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Life Skills

Book Group - Reading For Pleasure	\$130 inc gst	Tues 19 May	7	10.00am - 11.30am	Margaret Baird	Virtual Classroom
NEW Creating a Better 2020	\$80 inc gst	Sat 23 May	1	1.00pm - 4.00pm	Jenny Slavec	Virtual Classroom
First Steps to Zero Waste Household	\$40 inc gst	Wed 10 June	1	6.00pm - 8.00pm	Eva Sliter vel Sreter	Virtual Classroom
NEW Just in Time	\$80 inc gst	Sat 23 May	1	9.00am - 12.00pm	Jenny Slavec	Virtual Classroom
Novel Writing	\$225 inc gst	Mon 18 May	6	6.00pm - 8.30pm	Joanne Riccioni	Virtual Classroom
NEW Introduction to Creative Writing	\$99 inc gst	Sat 13 June	2	9.30pm - 12.30pm	Joanne Riccioni	Virtual Classroom
NEW Super Foods for Vitality & Wellbeing	\$99 inc gst	Fri 22 May	3	10.00am - 12.00pm	Catherine Tissier	Virtual Classroom

Body, Mind & Soul

Art Therapy for Wellbeing Please see page 12 for details.

Inspired Wellbeing Workshop	\$70 inc gst \$70 inc gst	Fri 29 May Sun 21 June	1 1	9.30am - 1.30pm 10.00am - 2.00pm	Fiona Mackillop Fiona Mackillop	Virtual Classroom Virtual Classroom
Mindful Yoga	\$150 inc gst	Wed 20 May	7	4.15pm - 5.45pm	Kathy Penn	Virtual Classroom
Mindfulness, Meditation & Gentle Yoga	\$135 inc gst	Tues 19 May	6	6.30pm - 8.00pm	Kerrie-Jane Tooth	Virtual Classroom
Pilates * no class Wed 3 June	\$105 inc gst \$105 inc gst \$105 inc gst \$105 inc gst	Mon 11 May Mon 11 May Wed 13 May* Wed 13 May*	7 7 7 7	6.00pm - 7.00pm 7.00pm - 8.00pm 6.00pm - 7.00pm 7.00pm - 8.00pm	Anna McLeod Anna McLeod Joyce Subloo Joyce Subloo	Virtual Classroom Virtual Classroom Virtual Classroom Virtual Classroom
Pilates - Daytime	\$120 inc gst	Mon 11 May	8	10.00am - 11.00am	Sonia Forato	Virtual Classroom
Qigong - The Art of Mindful Movement	\$110 inc gst	Tues 19 May	6	9.30am - 10.45am	Fiona Mackillop	Virtual Classroom
Yoga For Health And Wellbeing	\$155 inc gst	Wed 20 May	7	10.00am - 11.30am	Patricia Wigley	Virtual Classroom
Yoga For The Over 40s	\$180 inc gst \$180 inc gst	Wed 13 May Thur 14 May	8 8	10.00am - 11.30am 7.00pm - 8.30pm	Bernadette O'Donnell Victoria Fisher	Virtual Classroom Virtual Classroom
Yoga For The Over 50s	\$180 inc gst \$180 inc gst \$180 inc gst	Mon 11 May Tues 12 May Thur 14 May	8 8 8	10.00am - 11.30am 10.00am - 11.30am 10.00am - 11.30am	Bernadette O'Donnell Bernadette O'Donnell Bernadette O'Donnell	Virtual Classroom Virtual Classroom Virtual Classroom

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

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

Zentangle - Introduction	\$70 inc gst	Sun 31 May	1	11.00am - 1.00pm	Niki Lawrence	Virtual Classroom
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Reminder for Monday classes - Monday 8 June is a Public Holiday, no classes will be held.



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

nbmc.nsw.edu.au

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

What's Inside



Coronavirus (COVID-19) & NBMC

For more information see page 3



FREE

How to Use Zoom for Virtual Classrooms

For more information see page 3



Accredited Training

Certificate and Diploma courses in a wide range of subjects, see pages 4 to 7



Fee Free Training

For eligibility criteria see page 8



Virtual Classroom Lifestyle Courses

For details see pages 9 to 14



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