

NORTHERN BEACHES COMMUNITY COLLEGE

COURSE

2017

OCT - DEC

GUIDE



nbcc.nsw.edu.au



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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.

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

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

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

ABOUT NBCC

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

Registered Training Organisation

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

Recognition of Prior Learning

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

CAMPUS LOCATIONS

BROOKVALE CAMPUS

Level 1, 14 William Street
Brookvale

NO on-site parking - street parking available in nearby residential areas.

NARRABEEN ANNEX

1525 Pittwater Road
North Narrabeen

Limited parking available in northern end (only) of main carpark. Parking also available in Lake Park Road car park opposite the College.

NORTH CURL CURL SPORTS CENTRE

Abbott Rd
North Curl Curl

Overlooks the netball courts at John Fisher Park, residential street parking available.

Management & Human Resources

CERTIFICATE IV IN HUMAN RESOURCES BSB41015



COURSE OUTLINE

Would you like to work in human resource management across large, medium or small businesses? This course will prepare you for a variety of HR roles. Some of the skills you will learn in this blended learning course include:

- Staff recruitment and induction
- Performance management
- Employee and industrial relations procedures
- Implement customer service standards
- Develop teams and individuals
- Lead team effectiveness

Additional self study hours required. This course is also available through a traineeship pathway. See course outline at www.nbcc.nsw.edu.au.

CAREER OPTIONS

Administration officer; executive personal assistant; human resources officer; office administrator; project assistant; recruitment officer

Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

EVENING CLASS SCHEDULE

Starting Tuesday 10 October 2017 Finishing Tuesday 3 July 2018

Tuesday evenings

Time: 6pm to 9pm Venue: Brookvale Campus

Cost from \$1580 or \$240 concession. See website for eligible concessions. Interest free payment plan available.

DIPLOMA OF LEADERSHIP & MANAGEMENT BSB51915



COURSE OUTLINE

This qualification, which has been designed by industry professionals, will help to bring out your natural initiative, judgement and communication skills to support others, both individually and in teams, to successfully meet organisational needs. Some of the skills you will learn in this blended learning course include:

- Become a more effective team manager and leader
- Get results and increase satisfaction through performance management
- Increase workplace productivity at an operational level
- Manage risk, budgeting and finance
- Deliver quality projects
- Manage personal work priorities and professional development
- Develop and apply strategies to improve business performance

Additional self study hours required. See course outline at www.nbcc.nsw.edu.au.

CAREER OPTIONS

Manager across a range of enterprise and industry contexts.

This training is subsidised by the NSW Government.

EVENING CLASS SCHEDULE

Starting Thursday 12 October 2017 Finishing Thursday 27 September 2018

Combination of Thursday evenings and 8 full day Saturdays (see website for scheduled Saturday dates and times).

Time: 6pm to 9pm Venue: Brookvale Campus

Cost from \$2530. Interest free payment plan available.

CERTIFICATE IV IN LEADERSHIP & MANAGEMENT BSB42015



COURSE OUTLINE

Do you have what it takes to be a manager or, are you already working as a manager or team leader but would like to formalise your skills and knowledge? Some of the skills you will learn in this blended learning course include:

- Skills to become an effective manager and leader
- Communicate with team members and senior management
- Identify risk and apply risk management processes
- Consult and develop team objectives
- Build client relationships and business networks
- Prepare work plans and budgets
- Implement customer service strategies

Additional self study hours required. See course outline at www.nbcc.nsw.edu.au.

CAREER OPTIONS

Team leader; Coordinator; Manager; Supervisor

Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

EVENING CLASS SCHEDULE

Starting Tuesday 21 November 2017 Finishing Tuesday 25 September 2018

Tuesday evenings

Time: 6pm to 9pm Venue: Brookvale Campus

Cost from \$1580* or \$240 concession. See website for eligible concessions. Interest free payment plan available.

For More Information

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



**USI** 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

Nursing, Health, Community Services, Aged & Disability Care

CERTIFICATE IV IN COMMUNITY SERVICES CHC42015



COURSE OUTLINE

This course gives a range of entry point employment opportunities in community services fields including residential services, recreation programs, educational support services, advocacy, employment support services, respite services and community or neighbourhood houses. Work placement and weekly self study hours are required. Some of the skills you will learn in this blended learning course include:

- Use communication to build relationships
- Work with diverse people
- Develop a community project
- Advocacy
- Case management
- Understand a community development framework

Some elective units may be chosen around your particular area of interest in the community services sector. See website for full course description.

CAREER OPTIONS

Case worker; community services worker; domestic violence worker; family support worker; health education officer; support worker

Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

CLASS SCHEDULE

Course held February to December 2018 - please contact Jo Hawes on 9970 1008 or email jo.hawes@nbcc.nsw.edu.au to be placed on a waiting list or for more information.

Cost* from \$1990 or \$240 concession. See website for eligible concessions. Interest free payment plan available. *Please note: prices are subject to change.

CERTIFICATE III IN INDIVIDUAL SUPPORT CHC33015 (AGEING & HOME & COMMUNITY OR DISABILITY)



COURSE OUTLINE

This course will help you improve the quality of life of others as you start your career as a Care Worker. Find employment as a carer/support worker in the community (home care) and/or a residential facility setting. Some of the skills you will learn in this blended learning course include:

- The human body and how to support its healthy functioning.
- How to support the empowerment of older people.
- The skills to meet personal client support and care needs.
- Safe client care practices
- How dementia can affect a person and strategies for communicating with, supporting and monitoring a client with dementia.
- First Aid
- Tools to communicate and collaborate effectively with clients, their families and co-workers.

(Note: if studying disability, some of subjects above will be replaced by subjects to support disabled clients)

120 hours of work placement is a requirement of the course (organised by the College). Work placement hours will be different to classroom hours. You must obtain a Police Check prior to work placement. First Aid will be delivered on a Friday or Saturday. Weekly self study hours required. See website for full course description.

CAREER OPTIONS

Assistant in nursing; home care assistant; in-home respite worker; personal or community care attendant; support worker

Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

DAYTIME CLASS SCHEDULE

Starting Wednesday 18 October 2017 Finishing Thursday 29 March 2018

Wednesdays and Thursdays plus self directed study & work placement.

Time: 9am to 2.45pm

Venue: Narrabeen Annex

Cost from \$1450 or \$240 concession. See website for eligible concessions. Interest free payment plan available.

**“One person caring
about another
represents life’s
greatest value.”**

John Rohn

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE HLT33115



COURSE OUTLINE

Gain the knowledge and skills as a Nursing Assistant in a hospital or other health care facility to work with health care professionals in delivering the highest level of care. Some of the skills you will learn in this blended learning course include:

- Safe working practices and infection control
- Assist with nursing care in an acute care environment
- Medical terminology
- Assist with movement
- Perform patient observations and simple dressings
- Recognise healthy body systems

80 hours of work placement required (organised by the College). Police Check, Working with Children check and Health Care Worker/Student Vaccination Record Card must be obtained for work placement purposes. One day per week flexible learning. See website for full course description. Talk to us about completing Certificate III in Allied Health HLT33015 concurrently with this course to expand your employment opportunities!!

CAREER OPTIONS

Assistant in nursing; nursing support worker.

CLASS SCHEDULE

Course held February to June 2018 - please contact Jo Hawes on 9970 1008 or email jo.hawes@nbcc.nsw.edu.au to be placed on a waiting list or for more information.

Cost* from \$1600 or \$240 concession. See website for eligible concessions. Interest free payment plan available. *Please note: prices are subject to change.

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE HLT33015



COURSE OUTLINE

Would you like to work as an assistant to a Speech Pathologist, Occupational Therapist, Physiotherapist or other Allied Health Professional? Some of the skills you will learn in this blended learning course include:

- Follow an allied health program
- Safe working practices and Infection control
- Medical terminology
- Assist with client movement
- Recognise healthy body systems

80 hours of work placement required (organised by the College) as well as weekly self study hours. You must obtain a Police Check prior to work placement. First Aid will be delivered on a Friday or Saturday. See website for full course description.

CAREER OPTIONS

Allied health assistant; occupational therapy assistant; physiotherapist's assistant; podiatrist's assistant

Free fee scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

CLASS SCHEDULE

Course held February to June 2018 - please contact Jo Hawes on 9970 1008 or email jo.hawes@nbcc.nsw.edu.au to be placed on a waiting list or for more information.

Cost* from \$1450 or \$240 concession. See website for eligible concessions. Interest free payment plan available. *Please note: prices are subject to change.

CERTIFICATE IV IN AGEING SUPPORT CHC43015 (FOR EXISTING WORKERS)



COURSE OUTLINE

This course has been structured to be delivered to those who have already completed a Certificate III in Aged Care, Individual Support or equivalent. Credit transfer and/or Recognition of Prior Learning will be available for some units of competency which will reduce the course cost referred to below. Some of the skills you will learn in this blended learning course include:

- Advocacy
- Individual service planning and delivery
- Implementing interventions with older people at risk
- Legal and ethical compliance
- Palliative care
- Medication (subject to student's current employment situation)
- Tools to communicate and collaborate effectively with clients, their families and co-workers.

Increase your long-term employment opportunities and future career development into higher duties as well as create a clear entry pathway into a Nursing Degree or related health degree qualification. 120 hours of work placement required for those not currently working in the industry. Weekly self study hours required. See website for full course description.

CAREER OPTIONS

Hostel supervisor; care supervisor; program coordinator - social programs; care team leader; residential care worker.

Free fee scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

CLASS SCHEDULE

Course held February to June 2018 - please contact Jo Hawes on 9970 1008 or email jo.hawes@nbcc.nsw.edu.au to be placed on a waiting list or for more information.

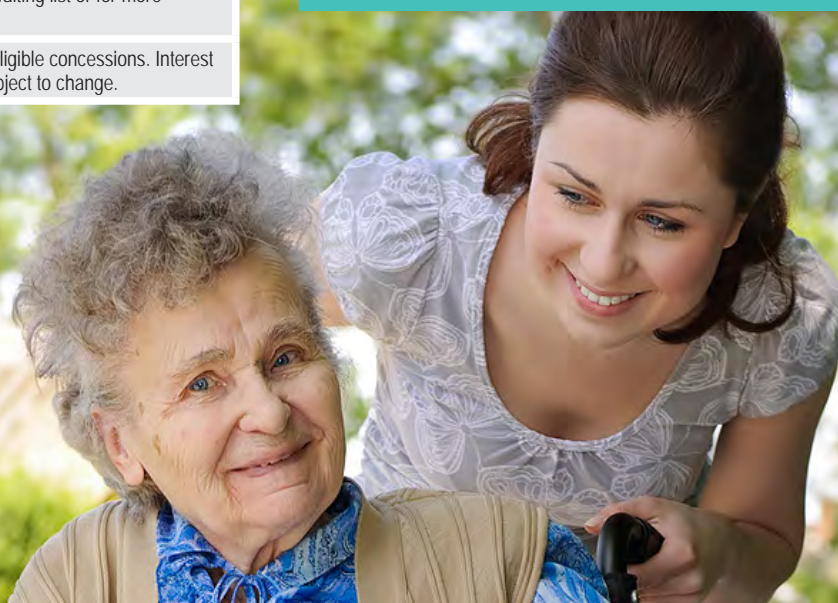
Cost* from \$1990 or \$240 concession. (Course cost will reduce if credit transfer or RPL is successfully obtained.) See website for eligible concessions. Interest free payment plan available. *Please note: prices are subject to change.

For More Information

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

30.7% increase of persons aged over 70 on the Northern Beaches by 2021

Source: Population Forecast Northern Beaches Council



Early Childhood Education and Care

Professional Development

NBCC provides quality, informative, practical and realistic continuing professional development opportunities to owners, directors and educators alike. These programs are tailor-made and delivered by our team of degree qualified, early childhood trainers who have extensive experience in the early childcare industry. We offer classes in:

- Behaviour Guidance
- Programming & Planning in Early Childhood
- STEM in Early Childhood
- Environments and Play Spaces in Early Childhood
- Sustainability in Early Childhood Services
- Nationally Accredited Child Protection (CHCPRT001)
- Nationally Accredited First Aid in an Education & Care Setting (HLTAID004)

Please visit our website for scheduled classes or contact Natalie Thornberry on 9970 1001 to discuss having a customised learning experience at your centre.

Gain your Qualification through a Traineeship!

A traineeship provides the option to 'learn and earn' from day one. One of the main benefits of undertaking formal education through a traineeship pathway is gaining a combination of training and paid employment, leading to skills and qualifications recognised across Australia and by other employers in the industry.

NBCC delivers individual, tailored training and supportive traineeship course programs for students who have secured employment with an approved education and care service.

In summary, it will take a trainee up to 12 months to obtain the Certificate III in Early Childhood Education and Care. A trainee will receive strong industry support from the workplace and will be assigned a workplace mentor to act as a role model to carry out correct procedures and practices within the workplace.

Contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au for more information.

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE CHC30113



COURSE OUTLINE

This course provides the entry level qualification (required by Australian law) into the Early Childhood Education and Care industry and will teach you a range of skills designed to help you give young children the best start in life possible. Some of the skills you will learn in this blended learning course include:

- Ensure children's health and safety while in a care environment
- Promote healthy eating
- Work effectively using learning and ethical frameworks
- Support the physical and emotional wellbeing of children in your care
- First Aid
- Identify and respond to young children at risk
- Provide care for babies, toddlers and children

120 hours of work placement required (organised by the College) - placement hours will differ to classroom hours. See website for more information. One Friday or Saturday also required for First Aid training. Students will be required to obtain a Working with Children Check prior to commencing work placement. Weekly self study hours required. See website for full course description. This course is also available through a traineeship pathway.

CAREER OPTIONS

Early childhood educator; childhood educator assistant; nanny; family day care worker; play group supervisor; occasional care facilities; crèches; preschools

Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

DAYTIME CLASS SCHEDULE

Starting Wednesday 18 October 2017

Finishing Friday 13 April 2018

Wednesdays, Thursdays and Fridays classroom study including 120 hours work placement, 8 hours per day. First Aid required and a mandatory full day Saturday will be scheduled.

Time: 9.15am to 2.45pm

Venue: Brookvale Campus

Cost from \$1600 or \$240 concession. See website for eligible concessions. Interest free payment plan available.

For More Information

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

DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE CHC50113



COURSE OUTLINE

As well as covering the core childcare skills included in the Certificate III in Early Childhood Education & Care, this course will cover a range of additional knowledge to allow you to work towards a more senior role in the industry. Some of the skills you will learn in this blended learning course include:

- Provide care for babies, toddlers and children in a safe environment
- Design and implement educational programs that will stimulate learning and development
- Nurture creativity in children
- Work legally and ethically
- Entry level management skills required for supervising the operation of the service
- Work in partnership with families to provide appropriate education and care for children
- Identify and respond to young children at risk

240 hours of work placement is required to achieve this qualification and placement hours will differ to classroom hours. One Friday or Saturday will also be required for First Aid training. Students will be required to obtain a Working with Children Check prior to commencing work placement. Weekly self study hours required. See website for full course description.

CAREER OPTIONS

Early Childhood Educator; centre manager; team leader; children's services coordinator; child development worker

This training is subsidised by the NSW Government.

CLASS SCHEDULE

Course held February to December 2018 - please contact Natalie Thornberry on 9970 1001 or email natalie@nbcc.nsw.edu.au to be placed on a waiting list or for more information.

Cost from \$4420*. Interest free payment plan available.
*Please note: prices are subject to change.

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



COURSE OUTLINE

For students who have previously obtained a Certificate III in Early Childhood Education and Care and are now seeking to work at a higher level in early childhood, usually running a room/area or participating in management procedures. You will receive recognition of skills gained through current work experience and your Cert III qualification for a number of the units of competency contained in the full Diploma. Work placement hours may vary according to individual student current workplace experience and qualification status. A total of up to 240 hours is required. Work placement will be required if not currently working in the early childhood education and care sector. Minimum of 8 hours per week of self-home study will also be required.

With the National Quality Framework regulating that at least 50 per cent of the educators in childcare centres must have or be working towards a diploma level qualification to meet the educator to child ratios, employers are now moving to employ people with a higher level qualification. Students who are successful in completing the Diploma are highly sought after and well respected within the industry. See website for full course description.

CAREER OPTIONS

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

This training is subsidised by the NSW Government.

DAYTIME CLASS SCHEDULE

Starting Thursday 12 October 2017

Finishing Thursday 5 July 2018

Thursdays classroom study plus 2 day work placement, Thursday and Friday, for 5 weeks - 2 x 8 hour days per week (total 240 hours). Please note variation to work placement will apply according to confirmation of current industry experience and/or completion of accredited study. First Aid required and a mandatory full day Saturday will be scheduled.

Time: 9.15am to 2.45pm

Venue: Narrabeen Annex

Cost from \$3600 depending upon RPL eligibility. Interest free payment plan available.

Applications for full Recognition of Prior Learning available. Contact Natalie on 9970 1001 or email natalie@nbcc.nsw.edu.au

Want a Uni degree for less?

Did you know that if you complete certain Certificate/Diploma courses you may be able to use this as recognition of prior learning to help reduce the length and cost of your university degree? If you would like more information on whether this is possible with your choice of study, please contact Fran Butterworth on 9970 1000 or email fran@nbcc.nsw.edu.au.



Business, Financial Services & Hospitality

CERTIFICATE IV IN NEW SMALL BUSINESS BSB42615



COURSE OUTLINE

Do you have a great idea for a new business or do you need to develop your skills for an existing business? Completing this course will give you the practical understanding of what it takes to run a successful small business. Some of the skills you will learn in this blended learning course include:

- Create a viable business plan
- Understand legal requirements and responsibilities
- Manage business finances
- Promote and advertise your business
- Design a digital action plan

See website for full course description.

CAREER OPTIONS

Small business manager

Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

CLASS SCHEDULE

Course held February to December 2018 - please contact Fran Butterworth on 9970 1000 or email fran@nbcc.nsw.edu.au to be placed on a waiting list or for more information.

From \$1580* or \$240 concession. See website for eligible concessions. Interest free payment plan available. *Please note: prices are subject to change.

CERTIFICATE IV IN BOOKKEEPING FNS40215



COURSE OUTLINE

This qualification is a nationally recognised qualification that is ideal for aspiring and practising bookkeepers or employees performing bookkeeping tasks for organisations in a range of industries. Anyone providing a BAS service as a contractor must be registered by the Tax Practitioners Board and this qualification is currently cited as meeting the educational requirements for registration - refer to tpb.gov.au for full details of registration requirements. Blended learning. (Prerequisite: Existing basic bookkeeping and MYOB skills required). See website for full course description. This course is also available through a traineeship pathway.

CAREER OPTIONS

Small business bookkeeper; BAS Agent; contract or staff bookkeeper; trainee accountant

Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

EVENING CLASS SCHEDULE

Starting Monday 9 October 2017 Finishing November 2018

Monday evenings

Time: 6pm to 9pm Venue: Brookvale Campus

From \$1980 or \$240 concession. See website for eligible concessions. Interest free payment plan available.

CERTIFICATE III IN BUSINESS BSB30115



COURSE OUTLINE

This qualification provides training in a range of essential administrative duties required to maintain a healthy business. Some of the skills you will learn in this blended learning course include:

- Microsoft Word, Excel & PowerPoint
- Windows 10 and file management
- Basic bookkeeping and MYOB
- MYOB Payroll
- Customer service and team work
- Organise personal work priorities and development

Students will be required to complete self study hours in addition to the classroom hours. See website for full course description. This course is also available through a traineeship pathway.

CAREER OPTIONS

Customer service assistant; data entry operator; general or accounts clerk; payroll officer; typist or word processing operator

Fee free scholarships currently available for those 15-30 yrs of age in receipt of a Commonwealth Benefit or a dependant of a Commonwealth Benefit recipient - other fee free opportunities available - see website for more information. This training is subsidised by the NSW Government.

DAYTIME CLASS SCHEDULE

Course held February to June 2018 - please contact Fran Butterworth on 9970 1000 or email fran@nbcc.nsw.edu.au to be placed on a waiting list or for more information.

From \$1320* or \$240 concession. See website for eligible concessions. Interest free payment plan available. *Please note: prices are subject to change.

For More Information

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

CERTIFICATE III IN HOSPITALITY SIT30616



COURSE OUTLINE

This qualification provides the skills and knowledge required to work in the food and beverage sector of the hospitality industry.

Work can be undertaken in variety of hospitality enterprises such as: restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. See website for full course description. Some of the skills you will learn in this blended learning course include:

- Provide good service to customers
- Participate in safe work practices
- Operate a bar
- Provide table service
- Provide responsible gambling services (RCG)
- Provide responsible service of alcohol (RSA)

CAREER OPTIONS

Espresso coffee machine operator; food and beverage attendant; front desk receptionist; front office assistant; function attendant; function host; gaming attendant; guest service agent; housekeeper; restaurant host; senior bar attendant; waiter

DAYTIME CLASS SCHEDULE

Starting Tuesday 17 October 2017 Finishing Thursday 12 April 2018

Tuesdays and Thursdays plus work placement (36 service periods) please see website for more details.

Time: 9.15am to 2.45pm Venue: Narrabeen Annex

\$1450 (Interest free payment plan available).

For More Information

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

PROVIDE RESPONSIBLE SERVICE OF ALCOHOL (RSA) SITHFAB002



COURSE OUTLINE

This course will provide students with the skills and knowledge and performance outcomes required to responsibly sell or serve alcohol. The course is recognised under the VET Quality Framework, ASQA and the Office of Liquor, Gaming & Racing (OLGR).

CAREER OPTIONS

Bar staff, crowd controller at licenced venues, wait staff in bars, clubs, bistros, restaurants, retail assistant for licenced retail alcohol sales

DAYTIME CLASS SCHEDULE

Starting Tuesday 17 October 2017 Finishing Tuesday 17 October 2017

Time: 9.15am to 3.45pm Venue: Narrabeen Annex

EVENING CLASS SCHEDULE

Starting Tuesday 21 November 2017 Finishing Thursday 23 November 2017

Time: 6pm to 9pm Venue: Brookvale Campus

\$150 (limited concession places available)

PROVIDE RESPONSIBLE GAMBLING SERVICES (RCG) SITHGAM001



COURSE OUTLINE

This course will provide students with the skills and knowledge and performance outcomes required to responsibly deal with customer conduct of gambling under State/Territory legislation. All staff working in gaming areas of hotels and registered clubs are required to complete this course. The course is recognised under the VET Quality Framework, ASQA and the Office of Liquor, Gaming & Racing (OLGR).

CAREER OPTIONS

Gaming attendant, table game attendant, croupier, food and beverage attendants, other operational roles for venue staff i.e. management and security.

DAYTIME CLASS SCHEDULE

Starting Thursday 19 October 2017 Finishing Thursday 19 October 2017

Time: 9.15am to 3.45pm Venue: Narrabeen Annex

EVENING CLASS SCHEDULE

Starting Tuesday 28 November 2017 Finishing Thursday 30 November 2017

Time: 6pm to 9pm Venue: Brookvale Campus

\$110 (limited concession places available)

Study with us today for a better tomorrow!

Funded Training

Eligibility Requirements

Are you an Australian Citizen or Permanent Resident in need of computer, workskills or language and literacy skills? Community Service Obligation Funding (CSO) is available to assist eligible students to complete training which will help them improve their employment opportunities and/or move into higher level training. You do not need to be registered with Centrelink or in receipt of benefits to be eligible for this subsidised training.

The training available includes computers, workskills and English courses and, in certain circumstances, courses in childcare, aged care, health or business.

Initial eligibility for CSO includes meeting the following requirements:

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

If you meet the above criteria, consider whether any of the following applies to you:

1. Do you have limited or no computer skills?
2. Do you find it hard to understand people when listening and speaking in English?
3. Are you a migrant or refugee, unemployed or looking for more or better work?
4. Is reading or writing difficult for you?
5. Do you receive Centrelink benefits?
6. Do you have personal issues that make it difficult to do a course?
7. Is the cost of childcare or travel something that stops you attending a course?
8. Have you been unemployed for 52 weeks or more?
9. Are you a carer with restrictions on your availability to study?
10. Are you a dependant of a person with a disability?
11. Are you a dependant of a person who receives Centrelink benefits?
12. Do you have health problems?
13. Do you have depression, anxiety or other mental health problems?

ENGLISH AS A SECOND LANGUAGE

Fully funded English classes are available to Australian Citizens/Permanent Residents/NZ citizen/humanitarian visa holders who require the skills provided in the courses to help improve employment opportunities or support further training needs. To ensure you are enrolled in the correct course, a short interview is required. Come to our Brookvale Campus during the times listed below. You do not need an appointment. You must bring proof of citizenship or visa. Limited places available.

TERM 4 2017 ENROLMENT DAY

NBCC Brookvale Campus

Level 1, 14 William Street, Brookvale
Wednesday 4 October 2017
Anytime between 5pm and 7pm

IMPROVE YOUR WRITING & READING (INTERMEDIATE)



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

Starting Tuesday 17 October 2017 Finishing Tuesday 28 November 2017

7 consecutive Tuesdays

Time: 6.00pm to 9.00pm

Venue: Brookvale Campus

\$0 if eligible for funded position. \$250 if not eligible for funding.

IMPROVE YOUR WRITING & READING (ADVANCED)



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

Starting Thursday 19 October 2017 Finishing Thursday 30 November 2017

7 consecutive Thursdays

Time: 6.00pm to 9.00pm

Venue: Brookvale Campus

\$0 if eligible for funded position. \$250 if not eligible for funding.

IMPROVE YOUR PRONUNCIATION SKILLS



FSKOCM07 Interact effectively with others at work, FSKOCM05 Use oral communication skills for effective workplace presentations, FSKOCM06 Use oral communication skills to participate in workplace teams

Starting Wednesday 18 October 2017 Finishing Wednesday 29 November 2017

7 consecutive Wednesdays

Time: 6.00pm to 9.00pm

Venue: Brookvale Campus

\$0 if eligible for funded position. \$250 if not eligible for funding.

IMPROVE YOUR CONVERSATION SKILLS



FSKOCM01 Participate in highly familiar spoken exchanges, FSKOCM03 Participate in simple spoken interactions at work, FSKOCM04 Use oral communication skills to participate in workplace meetings

Starting Friday 20 October 2017 Finishing Friday 01 December 2017

7 consecutive Fridays

Time: 9.30am to 12.30pm

Venue: Brookvale Campus

\$0 if eligible for funded position. \$250 if not eligible for funding.

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

JOB READY SKILLS

ICTICT101 Operate a personal computer; ICTICT102 Operate word-processing applications; ICTICT105 Operate spreadsheet applications; BSBADM307 Organise schedules & FSKOCM07 Interact effectively with others at work.

This course will provide students with the following range of entry level computer and job seeking skills, essential for finding and keeping that job!

- Using Windows 10 (including file management skills)
- Microsoft Word & Excel
- Email & Calendars using Outlook
- Job seeking including searching for advertised roles, resume & application letter writing
- Presentation skills (interview techniques and communication skills for the work place)

The topics included will support a wide range of industry occupations. Gain confidence and skills in a relaxed and supportive environment.

Starting Wednesday 18 October 2017	Finishing Friday 17 November 2017
Wednesdays, Thursdays and Fridays	
Time: 9.30am to 2.30pm	Venue: Narrabeen Annex
\$0 if eligible for funded position.	

COMPUTER SKILLS FOR WORK

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

This course will provide students with the following range of entry level computer skills essential for finding and keeping that job!

- Using Windows 10 (including file management skills)
- Microsoft Word & Excel
- Email & Calendars using Outlook

The topics included will support a wide range of industry occupations. Gain confidence and skills in a relaxed and supportive environment.

Starting Wednesday 18 October 2017	Finishing Friday 10 November 2017
Wednesdays, Thursdays and Fridays	
Time: 9.30am to 2.30pm	Venue: Narrabeen Annex
\$0 if eligible for funded position.	

For More Information

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



CUSTOMER SERVICE SKILLS

BSBMM301 Process customer complaints, BSBCUS301 Deliver and monitor a service to customers from Cert III in Business BSB30115.

Improve your confidence in customer service and receive nationally accredited recognition whilst doing so. Gain the skills and knowledge you need to respond professionally to customer and client needs. Learn the importance of proficient communication and manage the effectiveness of your service to customers.

Starting Tuesday 7 November 2017	Finishing Tuesday 28 November 2017
4 consecutive Tuesdays	
Time: 9.30am to 2.30pm	Venue: Brookvale Campus
\$0 if eligible for funded position.	

SOCIAL MEDIA FOR WORK

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

Social media is not just for socialising! Businesses use social media as an effective way to communicate with their existing and potential clients, and many employers now expect their workers to be able to represent them on social networks. Social media can also be used as a networking tool within organisations and industries.

This course will provide students with the skills needed to establish and maintain a networking presence, using the most common social media tools and applications for work and business purposes.

- Represent a business using social media and networking tools
- Use social media tools to communicate and collaborate with colleagues, clients, and future employers
- Facebook, Twitter, Instagram, LinkedIn
- Various methods of accessing and using social media tools - via Windows PC and mobile digital devices

These skills will greatly improve your job seeking opportunities

Prerequisites:

- You must have a personal Facebook account and be familiar with its use. Incl:
 - Following the News Feed
 - Creating different types of posts to your Facebook Friends
 - Navigating the Facebook interface on a computer (Windows PC or Mac)
- NOTE: If you do not have these skills we offer a Facebook for Beginners course on Thursday 12 October (cost for this course is \$57)
- Basic internet skills

Windows PCs provided for each student. If you have a Mac laptop you can bring that to class.

Starting Thursday 19 October 2017	Finishing Thursday 16 November 2017
5 consecutive Thursdays	
Time: 9.30am to 2.30pm	Venue: Brookvale Campus
\$0 if eligible for funded position.	

TECH SAVVY FOR SMALL BUSINESS

The NSW Department of Industry is supporting small business owners and their staff by providing fully subsidised training in short courses targeting information technology, business services or foundation skills.

ELIGIBILITY

For the purposes of this program, a small business is defined as a business with **20 employees or less**, or an **annual turnover of less than \$2,000,000**.

WHAT COURSES ARE OFFERED?

Some of the courses being offered are listed below. These are all accredited short courses which will qualify for the funding.

- Social Media for Work
- Computer Skills for Work
- Customer Service Skills
- Improve your Writing and Reading
- Improve your Pronunciation Skills
- Excel 2010 Introduction
- Word 2010 Introduction
- PowerPoint 2010 Introduction
- MYOB AccountRight 19 Introduction
- Basic Bookkeeping & MYOB
- MYOB AccountRight 19: Intro to Payroll



The College also offers a number of non-accredited work skills courses which include short social media courses, Microsoft Office, Photoshop, Indesign, Illustrator, Web Design, Photography, Xero, Coding, Web Development, LinkedIn and more. These courses can only be funded if studied in conjunction with an accredited short course.

CUSTOMISED TRAINING?

If you have a minimum of 10 staff who need training, talk to us about a customised course for your staff. The course can be delivered at your premises or in one of our modern, fully equipped training rooms.

FOR MORE INFORMATION

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

Computers

TECH SAVVY SENIORS						
FUNDED! This training is subsidised through a partnership between the NSW Government & Telstra						
Eligibility for a position includes being an Australian citizen/permanent resident and aged 60+(or Aboriginal Seniors aged from 50+). Evidence must be produced on the first session of the class. To book a position please phone 9970 1000 or visit our website. Please note that the training rooms at NBCC Brookvale Campus are located on the first floor of the building with no lift access . If driving to the Narrabeen Annex, please park in the northern end of the main car park only or across Pittwater Road in Lakeside Park.						
Introduction to iPads	\$15 gst exempt	2 sessions	Fri 13 Oct	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
<i>Prerequisite: Please bring a charged iPad with the latest IOS software update installed</i>						
iPads the Next Step	\$15 gst exempt	2 sessions	Fri 27 Oct	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
<i>Prerequisite: Students must have attended the Introduction to iPads. Please bring a charged iPad with the latest IOS software update installed</i>						
iPads More Apps	\$15 gst exempt	2 sessions	Fri 10 Nov	10.00am - 12.30pm	Narrabeen Annex	Emma Congues NEW!
iPhone Basics	\$15 gst exempt	2 sessions	Thurs 19 Oct	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
iPhone Basics the Next Step	\$15 gst exempt	2 sessions	Thurs 02 Nov	10.00am - 12.30pm	Narrabeen Annex	Emma Congues NEW!
<i>Prerequisite: Please bring a charged iPhone with the latest IOS software update installed</i>						
Introduction to iCloud	\$15 gst exempt	1 session	Fri 24 Nov	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
<i>Prerequisite: Please bring a charged Apple device (iPhone, Macbook, iPad) with the latest IOS software update installed</i>						

Course	Fee	Sessions	Date	Time	Campus	Trainer
COMPUTERS 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.

Introduction to iPads	\$80 gst exempt	2	Wed 18 Oct	10.00am - 12.30pm	Brookvale Campus	Emma Congues
<i>Prerequisite: Please bring a charged iPad with the latest IOS software update installed</i>						
iPads the Next Step	\$80 gst exempt	2	Wed 01 Nov	10.00am - 12.30pm	Brookvale Campus	Emma Congues
<i>Prerequisite: Students must have attended the Introduction to iPads. Please bring a charged iPad with the latest IOS software update installed</i>						
iPads More Apps	\$80 gst exempt	2	Wed 15 Nov	10.00am -12.30pm	Brookvale Campus	Emma Congues NEW!
Introduction to iCloud	\$40 gst exempt	1	Wed 29 Nov	10.00am - 12.30pm	Brookvale Campus	Emma Congues
<i>Prerequisite: Please bring a charged Apple device (iPhone, Macbook, iPad) with the latest IOS software update installed</i>						
iPad for Travellers	\$40 gst exempt	1	Thurs 16 Nov	10.00am - 12.30pm	Narrabeen Annex	Emma Congues NEW!
Photo Editing using Google Photos	\$45 gst exempt	1	Thurs 07 Dec	9.30am -12.30pm	Brookvale Campus	Judy Elias
Organise Your Files & Photos	\$60 gst exempt	1	Wed 06 Dec	9.30am - 1.30pm	Narrabeen Annex	Gabrielle Kinghorn
Introduction to Facebook for Seniors	\$53 gst exempt	1	Thurs 23 Nov	9.30am - 1.00pm	Brookvale Campus	Emma Congues
<i>Prerequisite: If you already have a Facebook account please ensure you bring your log-in details (email address and Facebook password). Please check that you are able to log into your Facebook account prior to the class. If you would like to set up your Facebook account during this course please ensure you have an email account that has never been used to create a Facebook account in the past, as well as the password to that email account.</i>						
Facebook for Seniors: The Next Step	\$53 gst exempt	1	Thurs 30 Nov	9.30am - 1.00pm	Brookvale Campus	Emma Congues
<i>Prerequisite: Please bring your account login details (email and Facebook password)</i>						

OFFICE SKILLS




Introduction to Windows 10	\$115 gst exempt	2	Wed 22 Nov	9.30am - 1.00pm	Narrabeen Annex	Gabrielle Kinghorn
Computer Skills for Work	\$550 gst exempt	12	Wed/Thurs/Fri start Wed 18 Oct	9.30am - 2.30pm	Narrabeen Annex	Gabrielle Kinghorn
ICTICT101 Operate a personal computer; ICTICT102 Operate word-processing; ICTICT105 Operate spreadsheet applications & BSBADM307 Organise schedules FUNDED for eligible students. See page 10 for eligibility information						

MICROSOFT OFFICE

Excel 2010 Introduction	\$282 gst exempt	5	Mon 09 Oct	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan
	\$282 gst exempt	3	Fri 13 Oct	9.30am - 2.30pm	Narrabeen Annex	Vera Hannan
BSBITU304 from Cert III in Business BSB30115. Prerequisite: Basic Windows skills. Please bring a USB flash drive. FUNDED for eligible students. See page 10 for eligibility information						
Excel 2010 Intermediate	\$99 gst exempt	2	Tues 07 Nov	6.15pm - 9.15pm	Brookvale Campus	Nicky Bull
<i>Prerequisite: Excel Introduction course or equivalent skills/knowledge. Please bring a USB flash drive.</i>						
Excel 2010 Advanced	\$99 gst exempt	2	Tues 21 Nov	6.15pm - 9.15pm	Brookvale Campus	Nicky Bull
<i>Prerequisite: Excel Intermediate course or equivalent skills and knowledge. Please bring a USB flash drive.</i>						
Word 2010 Introduction	\$282 gst exempt	5	Mon 13 Nov	6.00pm - 9.00pm	Narrabeen Annex	Deborah Stokes
BSBITU201 from Cert II in Business BSB20115. Prerequisite: Basic Windows skills. FUNDED for eligible students. See page 10 for eligibility information						
Powerpoint 2010 Introduction	\$282 gst exempt	3	Wed 18 Oct	9.30am - 2.30pm	Brookvale Campus	Nicky Bull
	\$282 gst exempt	3	Wed 08 Nov	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan
BSBITU302from Cert III in Business BSB30115. Prerequisite: Basic Word skills. Please bring USB flash drive. FUNDED for eligible students. See page 10 for eligibility information						

ONE DAY COMPUTER COURSES

Excel 2010 Just the Basics	\$155 gst exempt	1	Tues 28 Nov	9.30am - 4.30pm	Narrabeen Annex	Margaret Perusich
Word 2010 Intermediate	\$155 gst exempt	1	Fri 03 Nov	9.30am - 4.30pm	Narrabeen Annex	Vera Hannan
<i>Prerequisite: Basic Word and keyboarding skills. Please bring USB flash drive.</i>						

Course	Fee	Sessions	Date	Time	Campus	Trainer
BOOKKEEPING & ACCOUNTING						
Basic Bookkeeping & MYOB	\$470 gst exempt	8	Tues 10 Oct	9.30am - 2.30pm	Brookvale Campus	Maxine Haigh-White
BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. Prerequisite: Good PC and keyboarding skills.						
					FUNDED for eligible students. See page 10 for eligibility information 	
Xero for Beginners	\$180 gst exempt	2	Sat 21 Oct	9.30am - 3.00pm	Brookvale Campus	Maxine Haigh-White
Prerequisites: Basic internet skills. Must have a Xero account established before class, set up instructions can be provided on request.						
Xero Payroll	\$90 gst exempt	1	Sat 18 Nov	9.30am - 3.00pm	Brookvale Campus	Maxine Haigh-White
Prerequisites: Basic internet skills. Must be familiar with Xero or have attended our Xero for Beginners course.						
SOCIAL MEDIA						
Facebook for Beginners	\$57 gst exempt	1	Thurs 12 Oct	9.30am - 1.00pm	Brookvale Campus	Margaret Perusich
Prerequisite: Basic internet skills. Notes Provided.						
Facebook for Business: Introduction	\$66 gst exempt	1	Tues 24 Oct	9.30am - 1.30pm	Narrabeen Annex	Margaret Perusich
Prerequisites: Must have created a basic Facebook business page – instructions provided on request. Please ensure you bring your Facebook log-in and password details.						
Facebook for Business: Advertising and Insights	\$57 gst exempt	1	Tues 31 Oct	9.30am - 1.00pm	Narrabeen Annex	Margaret Perusich
Prerequisite: You will need an existing Facebook page and be familiar with the basics of using it. Please ensure you bring your Facebook log-in and password details.						
Introduction to LinkedIn	\$49 gst exempt	1	Wed 29 Nov	6.00pm - 9.00pm	Brookvale Campus	Maxine Haigh-White
Social Media for Work	\$465 gst exempt	5	Thurs 19 Oct	9.30am - 2.30pm	Brookvale Campus	Margaret Perusich
ICTWEB201 Use social media tools for collaboration and engagement; ICTICT104 Use digital devices					FUNDED for eligible students. See page 10 for eligibility information 	
Instagram for Business	\$115 gst exempt	2	Tues 07 Nov	9.30am - 1.00pm	Narrabeen Annex	Margaret Perusich
Prerequisites: Must be familiar with using an Instagram personal account, bring your smartphone or tablet with the Instagram app installed.						
WEBSITE & GRAPHIC DESIGN						
Photoshop CS6 Introduction	\$295 gst exempt	6	Tues 17 Oct	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorien
Prerequisite: Good skills with PC or Mac. Manual provided.						
Photoshop CS6 Just the Basics	\$147 gst exempt	3	Tues 17 Oct	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorien
Prerequisite: Good skills with PC or Mac. Manual provided.						
Photoshop CS6 Advanced	\$99 gst exempt	2	Tues 28 Nov	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorien
Prerequisite: Good skills with PC or Mac and completion of the Photoshop CS6 Essentials course or equivalent skills/knowledge.						
Indesign CS6 Introduction	\$295 gst exempt	6	Wed 18 Oct	6.30pm - 9.30pm	Brookvale Campus	Deborah Stokes
Prerequisite: Good skills with PC or Mac. Manual provided.						
Illustrator CS6 Introduction	\$199 gst exempt	2	Mon 16 Oct	9.30am - 3.30pm	Brookvale Campus	Sarah Lorien
Prerequisite: Good skills with PC or Mac. Manual provided.						
Create a Website with WordPress.com	\$130 gst exempt	2	Wed 18 Oct	9.30am - 1.30pm	Brookvale Campus	Jodi Allbon
Prerequisite: Windows skills. Prerequisites: You must create a Wordpress.com account prior to class. Instructions provided on request. Cheat sheet provided.						
Coding for Beginners	\$199 gst exempt	4	Thurs 19 Oct	6.00pm - 9.00pm	Narrabeen Annex	Daniel Lombardo
Prerequisite: Sound Windows PC and Internet skills.						
Introduction to Web Development	\$149 gst exempt	3	Thurs 16 Nov	6.00pm - 9.00pm	Narrabeen Annex	Daniel Lombardo
Prerequisite: Sound Windows PC and Internet skills.						
APPLE MACS						
Mac for Beginners	\$147 gst exempt	3	Thurs 19 Oct	9.30am - 12.00pm	Brookvale Campus	Judy Elias
EMAIL MARKETING						
How To Use Mailchimp	\$103 gst exempt	2	Mon 30 Oct	9.30am - 12.00pm	Brookvale Campus	Judy Elias
COMPUTER & DIGITAL DEVICE ESSENTIALS						
FUNDED! This training is subsidised by the NSW Government						
Computers and Information Technology are now present in most job roles and industries. This qualification is ideal for students who are looking for an introduction to computers, digital devices and Microsoft Office applications such as Word, Excel and PowerPoint. This comprehensive course will introduce students to a range of Windows 10 and other software skills including file management, MS Word, MS Excel, MS PowerPoint, using digital devices, using the Internet and developing essential IT skills. This qualification provides foundation computer and digital technology skills to support a wide range of varying industry occupations.						
Monday, Tuesday and Thursdays	From \$80 if eligible for a funded position		Mon 16 Oct finishing Thurs 23 Nov	9.30am - 2.30pm	Brookvale Campus	Nicky Bull
Certificate I in Information, Digital Media and Technology ICT10115. See website for full eligibility details for Smart & Skilled subsidised training (\$950 if not eligible for subsidised place) 						

Arts

VISIT NBCC.NSW.EDU.AU FOR DETAILED INFORMATION ON OUR COURSES

Please see nbcc.nsw.edu.au for details of all materials lists and extended descriptions. NBCC does not accept responsibility for materials purchased if a course is cancelled.

Course	Fee	Sessions	Date	Time	Campus	Trainer
DRAWING & PAINTING						
Drawing: Beginners to Intermediate	\$252 inc gst	8	Mon 16 Oct	12.00pm - 2.00pm	Narrabeen Annex	John Wells
Watercolour: Beginners to Intermediate	\$252 inc gst	8	Mon 16 Oct	9.15am - 11.45am	Narrabeen Annex	John Wells
Painting in Watercolour: Beginners Level 3 and beyond	\$235 inc gst	6	Thurs 19 Oct	6.00pm - 8.30pm	Narrabeen Annex	Jenny Gilchrist NEW!
Unlock Your Creativity	\$235 inc gst	6	Fri 20 Oct	9.30am - 12.00pm	Narrabeen Annex	Mirre Van Dalen NEW!
Linocut Printmaking	\$235 inc gst	6	Mon 16 Oct	6.30pm - 9.00pm	Narrabeen Annex	Natasha Kowalski NEW!
CRAFTS & FASHION						
General Sewing	\$275 inc gst	7	Tues 17 Oct	6.30pm - 9.00pm	Narrabeen Annex	Sharon Tunks
Crochet: Beginners Stage 1	\$65 inc gst	1	Sun 19 Nov	9.00am - 1.00pm	Brookvale Campus	Marianne Horton
Slow Stitching :The Basics of Embroidery	\$65 inc gst	1	Sun 19 Nov	1.30pm - 5.30pm	Brookvale Campus	Marianne Horton NEW!
How to Crochet using Plastic Bags	\$99 inc gst	2	Tues 17 Oct	6.00pm - 9.00pm	Brookvale Campus	Payal Bhargava NEW!
Pottery	\$299 inc gst	8	Wed 18 Oct	6.30pm - 8.30pm	Forestville Arts Centre	Donna Hill
DANCE						
Hula Hooping for Beginners	\$120 inc gst	8	Wed 18 Oct	6.30pm - 8.00pm	Curl Curl Sports Centre	Caitlyn Spinjoy
Hula Hooping Intermediate	\$85 inc gst	8	Wed 18 Oct	8.00pm - 9.00pm	Curl Curl Sports Centre	Caitlyn Spinjoy
PHOTOGRAPHY						
Digital SLR Photography Introduction	\$289 inc gst	7	Mon 16 Oct	6.30pm - 9.00pm	Brookvale Campus	Julie Crespel
	\$289 inc gst	6	Fri 20 Oct	10.00am - 1.00pm	Narrabeen Annex	Julie Crespel
MUSIC & SINGING						
Guitar: Beginners Level 1	\$140 inc gst	8	Wed 01 Nov	6.00pm - 7.30pm	Narrabeen Annex	Mark Broughton
Guitar: Beginners Level 2	\$140 inc gst	8	Wed 01 Nov	7.30pm - 9.00pm	Narrabeen Annex	Mark Broughton
Singing for Beginners	\$125 inc gst	4	Thurs 26 Oct	6.30pm - 8.30pm	Narrabeen Annex	Benny Ng
INTERIOR DESIGN						
Interior Design Basics	\$299 inc gst	8	Wed 18 Oct	6.30pm - 9.00pm	Brookvale Campus	Fiona Barry
Interior Design Basics Level 2	\$299 inc gst	8	Tues 17 Oct	6.30pm - 9.00pm	Brookvale Campus	Fiona Barry
Property Styling for Living or Selling	\$110 inc gst	1	Sat 11 Nov	9.30pm - 4.30pm	Brookvale Campus	Fiona Barry

Languages

VISIT NBCC.NSW.EDU.AU FOR DETAILED INFORMATION ON OUR COURSES

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

Course	Fee	Sessions	Date	Time	Campus	Trainer
French: Beginners Stage 1	\$235 inc gst	6	Mon 16 Oct	6.30pm - 9.00pm	Brookvale Campus	Galiane Marterer
French: Beginners Stage 2	\$235 inc gst	6	Tues 17 Oct	6.30pm - 9.00pm	Brookvale Campus	Galiane Marterer
German: Beginners Stage 1	\$235 inc gst	6	Wed 18 Oct	6.30pm - 9.00pm	Narrabeen Annex	Justine Bartha
Mandarin: Beginners Stage 1	\$235 inc gst	6	Mon 16 Oct	6.30pm - 9.00pm	Narrabeen Annex	Linda Bennett
Italian: Beginners Stage 1	\$235 inc gst	6	Wed 18 Oct	11.00am - 1.30pm	Narrabeen Annex	Flavia Natoli
Italian: Beginners Stage 1	\$235 inc gst	6	Mon 16 Oct	7.00pm - 9.30pm	Brookvale Campus	Francesca Modica
Italian: Beginners Stage 2	\$235 inc gst	6	Wed 18 Oct	1.30pm - 4.00pm	Narrabeen Annex	Flavia Natoli
Italian: Beginners Stage 2	\$235 inc gst	6	Wed 18 Oct	7.00pm - 9.30pm	Brookvale Campus	Francesca Modica
Spanish: Beginners Stage 1	\$235 inc gst	6	Mon 16 Oct	6.00pm - 8.30pm	Brookvale Campus	Patricia La Porta-Fuentes
Spanish: Beginners Stage 2	\$235 inc gst	6	Wed 18 Oct	6.00pm - 8.30pm	Brookvale Campus	Patricia La Porta-Fuentes

Financial & Workskills

VISIT NBCC.NSW.EDU.AU FOR DETAILED INFORMATION ON OUR COURSES

Course	Fee	Sessions	Date	Time	Campus	Trainer
WORKSKILLS						
Podcasting for Beginners	\$115 gst exempt	2	Sat 21 Oct & 04 Nov	9.30am - 1.30pm	Brookvale Campus	Jon Moore
Radio Workshop	\$100 gst exempt	1	Sat 14 Oct	9.00am - 3.00pm	Radio Northern Beaches	Andrew Goodman Jones
Sign Language 1	\$195 gst exempt	7	Mon 16 Oct	7.00pm - 9.00pm	Narrabeen Annex	The Deaf Society of NSW
Sign Language 2	\$195 gst exempt	7	Thurs 19 Oct	7.00pm - 9.00pm	Brookvale Campus	The Deaf Society of NSW
How to Speak on Video for Business	\$170 gst exempt	2	Sat 18 Nov	9.30am-3.30pm	Brookvale Campus	Charmaine Burke
Strata Management	\$95 gst exempt	2	Thurs 26 Oct	6.15pm - 9.15pm	Brookvale Campus	Brian Dunphy
Responsible Service of Alcohol (RSA)	\$150 gst exempt	1	see page 9 for more details <i>SITHFAB002 Provide responsible service of alcohol</i>			
Responsible Gambling Services (RCG)	\$110 gst exempt	1	see page 9 for more details <i>SITHGAM001 Provide responsible gambling services</i>			
Customer Service Skills	\$330 gst exempt	4	Tues 07 Nov	9.30am - 2.30pm	Brookvale Campus	Matt Tanks
BSBCMM301 Process customer complaints; BSBCUS301 Deliver and monitor a service to customers					FUNDED for eligible students. See page 10 for eligibility information	
FIRST AID						
Provide First Aid	\$105 gst exempt	1	see website for course dates and to enrol <i>HLTAID003 Provide First Aid - Flexible Delivery</i>			
Provide First Aid in an Education and Care Setting	\$105 gst exempt	1	see website for course dates and to enrol <i>HLTAID004 Provide an emergency first aid response in an education and care setting - Flexible Delivery</i>			
CPR Accredited	\$55 gst exempt	1	see website for course dates and to enrol <i>HLTAID001 Provide Cardiopulmonary Resuscitation - Flexible Delivery</i>			
Mental Health First Aid	\$280 gst exempt	4	Wed 18 Oct	6.00pm - 9.00pm	Brookvale Campus	Eleni Psikallis
		2	Sat 28 Oct & Sun 29 Oct	9.00am - 4.00pm	Brookvale Campus	Eleni Psikallis
Accredited by Mental Health First Aid Australia (MHFA)						
MONEY MATTERS						
How To Build Future Wealth	\$32 inc gst	1	Thurs 19 Oct	6.30pm - 8.30pm	Brookvale Campus	James Diegelman

Lifestyle

VISIT NBCC.NSW.EDU.AU FOR DETAILED INFORMATION ON OUR COURSES

Course	Fee	Sessions	Date	Time	Campus	Trainer
LIFE SKILLS						
Cake Decorating	\$252 inc gst	8	Tues 17 Oct	6.30pm - 8.30pm	Brookvale Campus	Nicki Van Leeuwen
HEALTH & FITNESS						
Kickboxing	\$105 inc gst	8	Mon 16 Oct	7.00pm - 8.00pm	Bulldog Martial Arts School	Nick Stone
Krav Maga Self Defence	\$125 inc gst	8	Wed 18 Oct	7.00pm - 8.00pm	Narrabeen Annex	Kelly Anderson
BODY, MIND & SOUL						
Introduction to Alexander Technique	\$150 inc gst	6	Tues 17 Oct	2.00pm - 4.00pm	Narrabeen Annex	Alan Capel
Mindfulness, Meditation & Gentle Yoga	\$190 inc gst	8	Tues 17 Oct	7.00pm - 8.30pm	Narrabeen Annex	Kerrie-Jane Tooth
Balance Body, Mind & Budget	\$79 inc gst	2	Sat 14 Oct Sat 21 Oct	9.00am - 12.00pm 9.00am - 11.00am	Brookvale Campus	Samantha Avery, Nicky Boustred, Kerrin Booth NEW!
Beach Yoga	\$125 inc gst	8	Mon 16 Oct	9.00am - 10.00am	Dee Why Beach	Olivia Santa
The Mindful Body - A Holistic Approach to Weight Loss	\$125 inc gst	4	Thurs 19 Oct	6.30pm - 8.30pm	Brookvale Campus	Eleni Psillakis NEW!
WRITING SKILLS						
Novel Writing Essentials	\$235 inc gst	6	Mon 16 Oct	6.30pm - 9.00pm	Narrabeen Annex	Joanne Riccioni

ACCREDITED TRAINING

Complete a Nationally Recognised Qualification from a range of courses offered at Northern Beaches Community College. Take a look inside for more information on how to become qualified with NBCC.

COME VISIT US

This guide shows a basic outline of what we have to offer. Please come and meet us face to face or visit us online to find out how NBCC can help with your training needs.

CONTACT

nbcc.nsw.edu.au

9970 1000

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RTO ID 90113