



NORTHERN
BEACHES
COMMUNITY
COLLEGE

2018 COURSE GUIDE

OCT - DEC

**Do you have a fantastic business idea?
Not sure how to get it off the ground?**
Why not enrol in our Certificate IV in New Small Business course to learn more, details page 3.

Check out our VET Certificate and Diploma courses starting Term 4, on pages 3-8.

Already have a small business?
Find out if you're eligible for funded training on page 9.



nbcc.nsw.edu.au

9970 1000

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KEEP UPDATED

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

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nbcc.nsw.edu.au

ACCREDITED TRAINING EXPLAINED

In Australia, we have three different levels of education:

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



In VET, if a course is accredited, it means the course is nationally recognised and that a registered training organisation (RTO) can issue a nationally recognised VET qualification or VET statement of attainment following its full or partial completion. VET qualifications can be offered at different levels starting from Certificate I through to 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 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. Stairs - no lift access.
Narrabeen Annex	1525 Pittwater Road North Narrabeen	Limited parking available in northern end of main carpark - spaces line marked in pink only. Parking also available in Lake Park Road and car park opposite the College.
Forrestville Community Arts Centre	6 Darley Street, Forrestville	On-site parking available.
North Curl Curl Sports Centre	Abbott Rd North Curl Curl	Overlooks the netball courts at John Fisher Park, residential street parking available.

BUSINESS & FINANCIAL SERVICES

BSB42615 Certificate IV in NEW SMALL BUSINESS



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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 mixed mode learning course include:</p> <ul style="list-style-type: none"> Create a viable business plan Understand legal requirements and responsibilities Manage business finances Promote and advertise your business Design a digital action plan <p>Additional self study hours required. See website for details and full course description.</p>	<p>Small Business Manager</p>	<p>EVENING Wednesdays (plus 1 full day Saturday) 17 October 2018 to 25 September 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Saturday dates (9.30am-3.30pm) 1 June 2019</p>	<p>From \$1580 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>

FOR MORE INFORMATION
 on New Small Business courses
 please contact Natalie Thornberry on
 9970 1001 or email
 natalie@nbcc.nsw.edu.au



BSB30115 Certificate III in BUSINESS



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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 mixed mode learning course include:</p> <ul style="list-style-type: none"> Microsoft Word 2016, Excel 2016 & PowerPoint 2016 Windows 10 and file management Basic bookkeeping and MYOB MYOB Payroll Customer service and team work Organise personal work priorities and development 	<p>Customer Service Assistant; Data Entry Operator; General or Accounts Clerk; Payroll Officer; Typist or Word Processing Operator</p>	<p>Next course held February to June 2019</p> <p>Additional self study hours required. See website for details and full course description.</p> <p>This course is also available through a traineeship pathway.</p>	<p>From \$1320 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>

NEW FNS40217 Certificate IV in ACCOUNTING & BOOKKEEPING



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>Want an accounting/bookkeeping career? This nationally recognised new qualification 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.</p> <p>Mixed mode learning.</p> <p>Prerequisite: Existing basic bookkeeping and MYOB skills required.</p> <p>See website for full course description.</p> <p>This course is also available through a traineeship pathway.</p>	<p>Small Business Bookkeeper; BAS Agent; Contract or Staff Bookkeeper; Trainee Accountant</p>	<p>EVENING Mondays 22 October 2018 to 2 December 2019 (plus 7 full Saturdays) 6.15pm to 9.15pm Brookvale Campus</p> <ul style="list-style-type: none"> Additional self study hours required. See website for details. 	<p>From \$1980 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>

FOR MORE INFORMATION
 on the above two courses please
 contact Fran Butterworth on
 9970 1000 or email
 fran@nbcc.nsw.edu.au





COMMUNITY SERVICES, NURSING, HEALTH, AGED & DISABILITY CARE

CHC42015 Certificate IV in COMMUNITY SERVICES

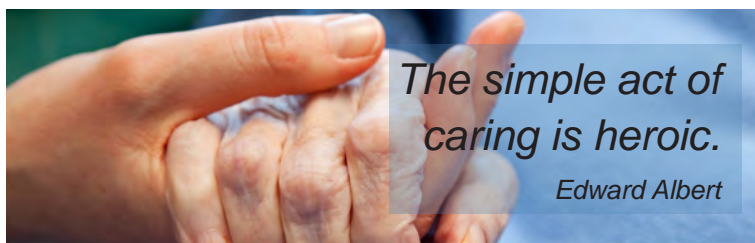


COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
This mixed mode learning course gives a range of entry point employment opportunities in community services fields including residential services, recreation programs, educational support services, advocacy, employment support services, respite services and community or neighbourhood houses.	Case Worker; Community Services Worker; Domestic Violence Worker; Family Support Worker; Health Education Officer; Support Worker	Next course held February to December 2019 - please contact us to be placed on the waiting list. Work placement and weekly self study hours are required. See website for details and full course outline. This course is also available through a traineeship pathway.	Cost from \$1990 or \$240 concession. See website for eligible concessions. Interest free payment plan available. <i>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.</i>

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



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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. You'll have one trainer from start to finish, who will give you support throughout your course. Some of the skills you will learn in this mixed mode learning course include:</p> <ul style="list-style-type: none"> 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 the subjects above will be replaced by subjects to support disabled clients) <p>NB: You must obtain a Police Check prior to work placement.</p>	<p>Assistant in Nursing; Home Care Assistant; In-Home Respite Worker; Personal or Community Care Attendant; Support Service Worker</p> <div style="background-color: #800080; color: white; padding: 5px; text-align: center;"> <p>Disability electives will be held on Fridays.</p> </div>	<p>DAYTIME Tuesdays and Thursdays 23 October 2018 to 4 April 2019 9.00am to 2.45pm Narrabeen Annex</p> <p>EVENING Next course held February to June 2019 - please contact us to be placed on the waiting list.</p> <p>The course includes:</p> <ul style="list-style-type: none"> The completion of 120 hours work placement (organised for you by the College) Flexible, weekly self-study hours An additional First Aid training day <p>See website for full course description: www.nbcc.nsw.edu.au</p> <p>This course is also available through a traineeship pathway.</p>	<p>Cost from \$1450 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>



FOR MORE INFORMATION

on any of these courses please contact Nadia Louw on 9970 1008 or email nadia@nbcc.nsw.edu.au



HLT33115 Certificate III in HEALTH SERVICES ASSISTANCE



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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 mixed mode learning course include:</p> <ul style="list-style-type: none"> 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 <p>Police Check, Working with Children check and Health Care Worker/Student Vaccination Record Card must be obtained for work placement purposes. See website for full course description: www.nbcc.nsw.edu.au</p> <p>This course is also available through a traineeship pathway.</p>	<p>Assistant in Nursing; Nursing Support Worker.</p>	<p>DAYTIME Mondays and Wednesdays 22 October 2018 to 27 March 2019 9.00am to 2.45pm Narrabeen Annex</p> <p>EVENING Next course held February to June 2019 - please contact us to be placed on the waiting list.</p> <p>The course includes:</p> <ul style="list-style-type: none"> The completion of 80 hours work placement (organised for you by the College) Flexible, weekly self-study hours An additional First Aid training day 	<p>Cost from \$1600 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>

Talk to us about completing Certificate III in Allied Health HLT33015 concurrently with this course to expand your employment opportunities!

HLT33015 Certificate III in ALLIED HEALTH ASSISTANCE



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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 mixed mode learning course include:</p> <ul style="list-style-type: none"> Follow an allied health program Safe working practices and Infection control Medical terminology Assist with client movement Recognise healthy body systems <p>You must obtain a Police Check prior to work placement.</p> <p>See website for details and full course description: www.nbcc.nsw.edu.au</p> <p>This course is also available through a traineeship pathway.</p>	<p>Allied Health Assistant; Occupational Therapy Assistant; Physiotherapist's Assistant; Podiatrist's Assistant; Rehabilitation Assistant</p>	<p>DAYTIME Mondays and Wednesdays 22 October 2018 to 27 March 2019 9.00am to 2.45pm Narrabeen Annex</p> <p>EVENING Next course held February to June 2019 - please contact us to be placed on the waiting list.</p> <p>The course includes:</p> <ul style="list-style-type: none"> The completion of 80 hours work placement (organised for you by the College) Flexible, weekly self-study hours An additional First Aid training day 	<p>Cost from \$1450 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>

CHC43015 Certificate IV in AGEING SUPPORT (for Existing Workers)



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>This mixed mode learning course offers more advanced skills for those wanting to be in a Team Leader role with more specialist tasks. It has been structured to be delivered to those who have already completed a Certificate III in Aged Care, Individual Support or equivalent or are currently working in the industry.</p> <p>Work placement required (if not currently working in the sector).</p> <p>The course includes flexible weekly self study hours.</p> <p>See website for details and full course description: www.nbcc.nsw.edu.au</p>	<p>Hostel Supervisor; Care Supervisor; Program Coordinator - Social Programs; Care Team Leader; Residential Care Worker; Client Liaison</p>	<p>Next course held February to July 2019 - please contact us to be placed on the waiting list.</p> <p>This course is also available through a traineeship pathway.</p>	<p>Cost from \$1990 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p>Course cost will reduce if credit transfer or RPL is successfully obtained.</p> <p><i>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.</i></p>

Talk to us about how easy it is to upskill from Certificate III to Certificate IV

“I enrolled in this to kickstart my educational path in Nursing and Midwifery. This Certificate III was the perfect introductory starting point.”

“I am beyond satisfied with my training and skills gained.”

“Kate as our teacher was inspiring with relevant industry experience and knowledge. She was clear and concise, delivering classes with great professionalism.”

Certificate III in Health Services Assistance
Jasmin Morgan



EARLY CHILDHOOD EDUCATION & 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.

TRAINEESHIPS

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

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

Traineeships are available at Certificate III and Diploma level. As well as career opportunities for the trainee, employers may also be eligible for government incentives.



to Taylor Brass for successfully completing her Diploma of Early Childhood Education and Care traineeship at Mungarra Kindergarten, St Ives.



CHC30113 Certificate III in EARLY CHILDHOOD EDUCATION & CARE



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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. So don't miss out on this great employment opportunity in a rapidly growing industry. You will be taught a wide range of fantastic skills and gain the knowledge needed to care for young children including:</p> <ul style="list-style-type: none"> How to support children's play and learning How to care for babies, toddlers and children First Aid Holistic development Health, nutrition and food safety for children 0-6 years Positive communication techniques Identify and respond to children at risk <p>Please see website for full course description.</p>	<p>Early Childhood Educator; Childhood Educator Assistant; Nanny; Family Day Care Worker; Play Group Supervisor; Occasional Care Facilities; Crèches; Preschools</p>	<p>DAYTIME Tuesdays & Wednesdays* 23 October 2018 to 3 July 2019 9.15am to 2.45pm Brookvale Campus</p> <p>*Requirements:</p> <ul style="list-style-type: none"> Classroom study plus min. 120 hours work placement (8 hour days) An additional mandatory full day is required for First Aid training. Weekly self study hours required. See website for details. A Working with Children Check will need to be obtained. <p>This course is also available through a traineeship pathway (enquire with your potential employer about this great option).</p>	<p>Cost from \$1600 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>

CHC50113 Diploma of EARLY CHILDHOOD EDUCATION & CARE



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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. It's a very popular course simply because the early childhood sector is booming ...and to apply for senior positions later on you'll need this qualification. You'll cover all the core skills in Cert III but then you learn extras such as how to plan, manage and implement programs. Included in the course is:</p> <ul style="list-style-type: none"> Core Cert III CHC30113 skills Educational programs, and how to design and implement these so they stimulate learning Nurture creativity in children Lead the work team Creating, updating and implementing policy and procedures Designing and implementing curriculum <p>See website for full course description.</p>	<p>Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker</p>	<p>DAYTIME Next course held February to December 2019</p> <p>*Requirements:</p> <ul style="list-style-type: none"> Classroom study plus 240 hours of work placement (8 hour days) One Saturday in Term 1 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 details. <p>This course is also available through a traineeship pathway (enquire with your potential employer about this great option).</p>	<p>Cost from \$4420. Interest free payment plan available.</p> <p><i>This training is subsidised by the NSW Government.</i></p>

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



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>Do you already have your Cert III and are keen for more responsibility? Do you want to apply for senior management positions such as Team Leader - then this specially designed "shortened diploma" is just for you.</p> <p>Why not talk to us and find out how your current knowledge and experience can count towards a Diploma. NBCC college offers RPL (Recognition of Prior Learning) which means, if approved, your current work experience can reduce the time and cost of your Diploma. A range of core subjects complete your training.</p> <p>This course is also available through a traineeship pathway (enquire with your potential employer about this great option).</p> <p>Weekly self study hours required. See website for details and full course description .</p>	<p>Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker</p>	<p>DAYTIME Thursdays* 1 November 2018 to 31 October 2019 9.15am to 2.45pm Narrabeen Annex</p> <p>*Requirements:</p> <ul style="list-style-type: none"> 240 hours work placement. Please note variation to work placement will apply according to confirmation of current industry experience and/or completion of accredited study. An additional mandatory full day is required for First Aid training. A Working with Children Check will need to be obtained. 	<p>Cost from \$3600 depending upon RPL eligibility. Interest free payment plan available.</p> <p><i>This training is subsidised by the NSW Government.</i></p>

“Nicky has been so much more than just a teacher to me she has helped me achieve my goals.”

FOR MORE INFORMATION

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





MANAGEMENT & HUMAN RESOURCES

BSB41015 Certificate IV in HUMAN RESOURCES



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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 mixed mode learning course include:</p> <ul style="list-style-type: none"> • Staff recruitment and induction • Performance management • Employee and industrial relations procedures • Implement customer service standards • Develop teams and individuals • Lead team effectiveness <p>See course outline at www.nbcc.nsw.edu.au.</p>	<p>Administration officer; executive personal assistant; human resources officer; office administrator; project assistant; recruitment officer</p>	<p>EVENING Tuesdays 16 October 2018 to 24 September 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Additional self study hours required. See website for details.</p> <p>This course is also available through a traineeship pathway.</p>	<p>Cost from \$1580 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>

BSB42015 Certificate IV in LEADERSHIP & MANAGEMENT



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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 mixed mode learning course include:</p> <ul style="list-style-type: none"> • Skills to become an effective manager & 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 	<p>Team leader; Coordinator; Manager; Supervisor</p>	<p>EVENING Tuesdays 16 October 2018 to 24 September 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Additional self study hours required. See website for details and full course outline.</p> <p>This course is also available through a traineeship pathway.</p>	<p>Cost from \$1580 or \$240 concession. See website for eligible concessions. Interest free payment plan available.</p> <p><i>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.</i></p>

BSB51915 Diploma of LEADERSHIP & MANAGEMENT



COURSE OUTLINE	CAREER OPTIONS	CLASS SCHEDULE	COST
<p>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 mixed mode learning course include:</p> <ul style="list-style-type: none"> • 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 <p>See course outline at www.nbcc.nsw.edu.au.</p>	<p>Manager across a range of enterprise and industry contexts.</p>	<p>EVENING Thursdays (plus 5 full day Saturdays) 25 October 2018 to 26 September 2019 6.15pm to 9.15pm Brookvale Campus</p> <p>Saturday dates (9.30am-3.30pm): 9 March, 25 May, 15 June, 10 August and 7 September 2019</p> <p>Additional self study hours required. See website for details.</p>	<p>Cost from \$2530. Interest free payment plan available.</p> <p><i>This training is subsidised by the NSW Government.</i></p>

FOR MORE INFORMATION

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



FUNDED TRAINING

Talk to us about funded training, you might be surprised at what is available to you! Check out the criteria below to see if you might be eligible to undertake a great range of courses fully funded by the NSW Government.

Funded Training for Small Business

Tech Savvy for Small Business is a NSW Department of Industry initiative to **support small business owners** and their staff by providing **fully subsidised training** in short courses targeting information technology, business services or foundation skills.

To see if your staff/company are eligible just answer **yes** to both of the questions below:

Can the student tick ALL the boxes below?

- ☐ An Australian Citizen/Permanent Resident/New Zealand Citizen/Humanitarian Visa Holder
- ☐ Aged 15 years or older
- ☐ No longer at school
- ☐ Live or work in NSW



Does the company have:

- ☐ Up to 20 employees
- OR**
- ☐ Annual turnover of less than \$2 million

WHAT COURSES ARE OFFERED?

All courses on pages 10-15 that display the accredited symbol  are available for funded positions. (Excludes first aid and hospitality courses)

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.

Funded Training for Individuals

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.

Eligibility requirements for CSO funding are (for a complete list of criteria see our website):

Q1 Can you tick ALL the boxes below?



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

If you can tick **all** the boxes in **Q1** and **one** of the boxes in **Q2** you are well on your way to being eligible for funded training. Check out pages 10-15, all courses that display the accredited symbol below are available for funded positions.

Accredited
Course
Symbol



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

Q2 One of the options below?

- ☐ An Australian Aboriginal or Torres Strait Islander
- ☐ Someone with a disability or is the dependent child, spouse or partner of someone with a disability
- ☐ Someone who is experiencing hardship as verified by a medical professional, government agency or support agency eg. your GP or Counsellor.
- ☐ A recipient of an applicable benefit, or a dependent child, spouse or partner of a recipient of an applicable benefit (see below)
 - ☐ Age Pension
 - ☐ Carer Payment
 - ☐ Exceptional Circumstances Relief Payment
 - ☐ Family Tax Benefit Part A (maximum rate)
 - ☐ Newstart Allowance
 - ☐ Sickness Allowance
 - ☐ Veterans' Affairs Pension
 - ☐ Widow Allowance
 - ☐ Wife Pension
 - ☐ Austudy
 - ☐ Disability Support Pension
 - ☐ Farm Household Allowance
 - ☐ Parenting Payment (Single)
 - ☐ Special Benefit
 - ☐ Veterans' Children Education Scheme
 - ☐ Widow B pension
 - ☐ Youth Allowance

The above training is subsidised by the NSW Government.

COMPUTERS

Specially Funded Course

Check this out!

Can you tick all of the boxes below, and need some basic computer skills to get you into the workforce?

Why not talk to us about enrolling in the ICT10115 Certificate I in Information, Digital Media and Technology course. Not only will you be able to upgrade your skills, once completed, you will have a nationally recognised VET Accredited Certificate to add to your résumé.

- ☐ 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

ICT10115 Certificate I in INFORMATION, DIGITAL MEDIA AND TECHNOLOGY



COURSE OUTLINE	CLASS SCHEDULE	COST
<p>This course is ideal for students who are looking for an introduction to computers and would like to expand their résumé to include a Nationally Accredited Certificate. You will learn:</p> <ul style="list-style-type: none"> How to use and customise windows Store and transfer your files and photos using the PC, USB and your smartphone How to use the internet and email Word - creating and basic formatting of documents Excel - creating basic spreadsheets using formulas PowerPoint - creating basic presentations and flyers <p>Prerequisite: Some basic keyboard and mouse skills and have access to a computer with MS Office programs.</p>	<p>DAYTIME Mondays, Tuesdays, Wednesdays 22 October to 28 November 2018 9.30am to 2.30pm Narrabeen Annex</p> <p>Mondays, Tuesday, Thursdays 5 November to 13 December 2018 9.30am to 2.30pm Brookvale Campus</p>	<p>\$0 (if eligible for funded position)</p>

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 (spaces line marked in pink only) or across Pittwater Road in Lakeside Park.

Course	Fee	Sessions	Date	Time	Campus	Trainer
Introduction to iPads <i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i>	\$15 gst exempt	2	Thurs 18 Oct & Thurs 1 Nov	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
iPads The Next Step <i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i>	\$15 gst exempt	2	Thurs 8 Nov	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
Introduction to iPhones <i>Prerequisite: Please bring a charged Apple iPhone, with the latest IOS software update installed</i>	\$15 gst exempt	2	Thurs 22 Nov	10.00am - 12.30pm	Narrabeen Annex	Emma Congues
iPhones the Next Step <i>Prerequisite: Please bring a charged Apple iPhone, with the latest IOS software update installed</i>	\$15 gst exempt	2	Thurs 6 Dec	10.00am - 12.30pm	Narrabeen Annex	Emma Congues

Computers For Over 60s

Under 60s can attend at an additional 10% per course

When enrolling in courses in this section you must quote your NSW Seniors Card or Pension number on enrolment. There are no further concessions on these courses.

Organise Your Files & Photos (Windows PCs only)	\$63 gst exempt	1	Tues 4 Dec	9.30am - 1.30pm	Narrabeen Annex	Gabrielle Kinghorn
Facebook for Seniors	\$82 gst exempt	2	Thurs 6 Dec	10.00am - 12.30pm	Narrabeen Annex	Gabrielle Kinghorn

Office Skills

Organise Your Files & Photos (Windows PCs only) <i>Bring USB stick, Smartphone and smart phone charging cable</i>	\$75 gst exempt	1	Fri 26 Oct	9.30am - 1.30pm	Narrabeen Annex	Vera Hannan
Touch Typing for Adults <i>FSKDIG03 Use digital technology for routine workplace tasks</i>	\$238 gst exempt	6	Fri 26 Oct	9.30am - 11.30am	Brookvale Campus	To be advised

FUNDED for eligible students. See page 9 for eligibility information

Microsoft Office

Course	Fee	Sessions	Date	Time	Campus	Trainer
Excel 2016 Just the Basics	\$144 gst exempt	1	Mon 29 Oct	9.30am - 4.30pm	Brookvale Campus	Nicky Bull
Excel 2016 Introduction Special PRICE was \$325	\$296 gst exempt	5	Tues 23 Oct	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan
	\$296 gst exempt	3	Fri 9 Nov	9.30am - 2.30pm	Narrabeen Annex	Vera Hannan
BSBITU304 Produce spreadsheets. Prerequisite: Basic Windows skills. Please bring a USB flash drive. FUNDED for eligible students. See page 9 for eligibility information						
Excel 2016 Intermediate	\$120 gst exempt	2	Tue 20 Nov	6.15pm - 9.15pm	Brookvale Campus	Nicky Bull
Prerequisite: Excel Introduction course or equivalent skills/knowledge. Please bring a USB flash drive.						
Excel 2016 Advanced	\$120 gst exempt	2	Tues 04 Dec	6.15pm - 9.15pm	Brookvale Campus	Nicky Bull
Prerequisite: Excel Intermediate course or equivalent skills and knowledge. Please bring a USB flash drive.						
Word 2016 Just the Basics	\$144 gst exempt	1	Thurs 1 Nov	9.30am - 4.30pm	Brookvale Campus	Nicky Bull
Word 2016 Intermediate Special PRICE was \$258	\$218 gst exempt	4	Thurs 25 Oct	6.00pm - 9.00pm	Narrabeen Annex	Vera Hannan
BSBITU303 Design and Produce Text Documents. Prerequisite: Basic Word and keyboarding skills. Please bring USB flash drive. FUNDED for eligible students. See page 9 for eligibility information						
PowerPoint 2016 Just the Basics	\$144 gst exempt	1	Fri 30 Nov	9.30am - 4.30pm	Narrabeen Annex	Vera Hannan
PowerPoint 2016 Introduction	\$296 gst exempt	3	Wed 24 Oct	9.30am - 2.30pm	Brookvale Campus	Nicky Bull
BSBITU302 Create electronic presentations. Prerequisite: Basic Word skills. Please bring USB flash drive. FUNDED for eligible students. See page 9 for eligibility information						
Outlook 2016 - Email, Contacts & Calendar ICTICT107 Use Personal Productivity tools. Prerequisite: Basic keyboarding skills	\$199 gst exempt	2	Mon 03 Dec	9.30am - 2.30pm	Narrabeen Annex	Gabrielle Kinghorn
FUNDED for eligible students. See page 9 for eligibility information						

Bookkeeping & Accounting

Basic Bookkeeping & MYOB	\$599 gst exempt	8	Tues 16 Oct	9.30am - 2.30pm	Brookvale Campus	Judy Thomas
BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. Special PRICE was \$812 FUNDED for eligible students. See page 9 for eligibility information						
Prerequisite: Strong file management skills using Windows PC.						
Xero for Beginners	\$199 gst exempt	2	Sat 10 Nov	9.30am - 3.00pm	Brookvale Campus	Maxine Haigh-White
Prerequisite: Strong file management skills using Windows PC & basic internet skills. Must have a Xero account established before class, set up instructions can be provided on request.						
Xero Payroll	\$95 gst exempt	1	Sat 01 Dec	9.30am - 3.00pm	Brookvale Campus	Maxine Haigh-White
Prerequisite: Basic internet skills. Must be familiar with Xero or have attended our Xero for Beginners course.						

Social Media

Introduction to Facebook for Beginners	\$65 gst exempt	1	Thurs 25 Oct	9.30am - 1.00pm	Narrabeen Annex	Gabrielle Kinghorn
Facebook for Business Updates NEW!	\$65 gst exempt	1	Tues 30 Oct	9.30am - 1.00pm	Brookvale Campus	Margaret Perusich
Prerequisite: You must be experienced with the use of a Facebook Business Page. This is not a beginners course. Please ensure you bring your Facebook log-in and password details.						
Introduction to Facebook Advertising	\$70 gst exempt	1	Tues 11 Dec	9.30am - 1.30pm	Narrabeen Annex	Margaret Perusich
Prerequisite: You will need an existing Facebook Business Page and be familiar with the basics of using it. Please ensure you bring your Facebook log-in and password details.						
Creating Visual Content for Social Media NEW!	\$70 gst exempt	1	Tues 27 Nov	9.30am - 1.30pm	Narrabeen Annex	Margaret Perusich
Social Media at Work	\$465 gst exempt	5	Thurs 1 Nov	9.30am - 2.30pm	Narrabeen Annex	Gabrielle Kinghorn
ICTWEB201 Use social media tools for collaboration and engagement Prerequisites: Must be familiar with using a Facebook personal account. FUNDED for eligible students. See page 9 for eligibility information						

Website & Graphic Design

Photoshop CC Level 1 Special PRICE was \$440	\$399 gst exempt	7	Tues 23 Oct	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorian
Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package. FUNDED for eligible students. See page 9 for eligibility information						
Photoshop CC Introduction	\$180 gst exempt	3	Tues 23 Oct	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorian
Prerequisite: Good skills with PC or Mac. Manual provided.						
Photoshop CC Level 2	\$108 gst exempt	2	Tues 11 Dec	6.30pm - 9.30pm	Brookvale Campus	Sarah Lorian
Prerequisite: Good skills with PC or Mac and completion of the Photoshop CS6 Essentials course or equivalent skills/knowledge.						
InDesign CC Level 1 Special PRICE was \$440	\$399 gst exempt	7	Wed 24 Oct	6.30pm - 9.30pm	Brookvale Campus	Deborah Stokes
Prerequisite: Good skills with PC or Mac. Manual provided. BSBITU309 Produce desktop published documents. FUNDED for eligible students. See page 9 for eligibility information						
Illustrator CC Level 1	\$377 gst exempt	4	Mon 22 Oct	9.30am - 2.30pm	Brookvale Campus	Deborah Stokes
Prerequisite: Good skills with PC or Mac. Manual provided. ICTICT204 Operate a digital media technology package. FUNDED for eligible students. See page 9 for eligibility information						
Adobe Lightroom CC	\$260 gst exempt	2	Mon 19 Nov	9.30am - 4.30pm	Brookvale Campus	Richard Lynch
Create a Website with WordPress.com	\$160 gst exempt	2	Wed 31 Oct	9.30am - 1.30pm	Brookvale Campus	Jodi Allbon
Prerequisite: Windows skills. You must create a Wordpress.com account prior to class. Instructions provided on request. Cheat sheet provided.						

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

LANGUAGES

General Languages

Stage 1 includes basic grammar and vocabulary, individual or small group work. Stage 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 out a simple conversation. Purchase of a text book may be required for the course (approx \$60).

Course	Fee	Sessions	Date	Time	Campus	Trainer
French: Beginners Stage 1	\$250 inc gst	6	Mon 29 Oct	6.15pm - 8.45pm	Brookvale Campus	Galiane Marterer
German: Beginners Stage 1	\$250 inc gst	6	Thurs 01 Nov	6.15pm - 8.45pm	Brookvale Campus	Amisa Skrami
Mandarin: Beginners Stage 1	\$250 inc gst	6	Mon 22 Oct	6.30pm - 9.00pm	Narrabeen Annex	Linda Bennett
Italian: Beginners Stage 1	\$250 inc gst	6	Wed 24 Oct	11.00am - 1.30pm	Brookvale Campus	Flavia Natoli
Italian : Beginners Stage 1	\$250 inc gst	6	Mon 22 Oct	7.00pm - 9.30pm	Brookvale Campus	Francesca Modica
Japanese: Beginners Stage 1	\$205inc gst	5	Thurs 08 Nov	6.15pm -8.45pm	Brookvale Campus	Liberty Campbell
Spanish: Beginners Stage 1	\$250 inc gst	6	Mon 29 Oct	6.15pm - 8.45pm	Brookvale Campus	Patricia La Porta

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

English as a Second Language

Fully funded English classes are available to eligible 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. For eligibility requirements please check page 9 Funded Training for Individuals.

To ensure you are enrolled in the correct course, a short interview is required.

To **enrol** you **must come** to our **Brookvale** training centre on the day listed below. You do not need an appointment. You must bring proof of citizenship, residency or visa. Limited places available.

**TERM 4 2018
ENROLMENT DAY**

**Monday 15 October 2018
5pm to 7pm
NBCC Brookvale Campus
Level 1, 14 William Street, Brookvale**

Course	Class Schedule	Fee
Improve Your Pronunciation Skills <i>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</i>	8 consecutive Tuesdays 23 October to 11 December 2018 6.15pm to 9.15pm Brookvale Campus	\$250 gst exempt FUNDED for eligible students. See page 9 for eligibility information
Improve Your Reading & Writing (Intermediate) <i>FSKRDG05 Read and respond to simple workplace procedures; FSKRDG06 Read and respond to simple informal workplace texts; FSKWTG04 Write simple informal workplace texts</i>	8 consecutive Thursdays 25 October to 13 December 2018 6.15pm to 9.15pm Brookvale Campus	\$250 gst exempt FUNDED for eligible students. See page 9 for eligibility information
Improve Your Reading & Writing (Basic) <i>FSKRDG03 Read and respond to basic workplace instructions; FSKRDG04 Read and respond to basic workplace information; FSKWTG03 Write basic workplace information</i>	8 consecutive Fridays 26 October to 14 December 2018 9.30am to 12.30pm Brookvale Campus	\$250 gst exempt FUNDED for eligible students. See page 9 for eligibility information



UNIQUE STUDENT IDENTIFIER (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

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

WORKSKILLS

Workskills & Money Matters






Course	Fee	Sessions	Date	Time	Campus	Trainer
How to Create a Market Stall	\$30 gst exempt	1	Mon 03 Dec	6.30pm - 9.00pm	Narrabeen Annex	Amy Clarke
Radio Workshop	\$120 gst exempt	1	Sat 10 Nov	9.00am - 4.00pm	Radio Northern Beaches	Andrew Goodman Jones
Sign Language 1	\$220 gst exempt	7	Thurs 25 Oct	7.00pm - 9.00pm	Brookvale Campus	The Deaf Society of NSW
Sign Language 2	\$220 gst exempt	7	Mon 22 Oct	7.00pm - 9.00pm	Narrabeen Annex	The Deaf Society of NSW
Self Managed Super Funds	\$42 inc gst	1	Mon 22 Oct	6.15pm - 9.15pm	Brookvale Campus	Alex Cook
Retirement Planning	\$42 inc gst	1	Thurs 25 Oct	6.15pm - 9.15pm	Brookvale Campus	Alex Cook
Successful Stock Market Investing	\$33 inc gst	1	Mon 22 Oct	6.30pm - 8.30pm	Brookvale Campus	James Diegelman
Customer Service Skills <i>BSBCMM301 Process customer complaints; BSBCUS301 Deliver and monitor a service to customers</i>	\$330 gst exempt	4	Mon 05 Nov	9.30am - 2.30pm	Brookvale Campus	Lynda Olling
FUNDED for eligible students. See page 9 for eligibility information						
Legal Lowdown for Small Business NEW! <i>BSBSMB401 Establish legal and risk management requirements of small business</i>	\$250 gst exempt	4	Wed 17 Oct	6.15pm - 9.15pm	Brookvale Campus	Lynda Olling
Work for a small business? Check out page 9 to see if you're eligible for FUNDED training.						
Introduce Cloud Accounting into Small Business NEW! <i>BSBSMB412 Introduce cloud accounting into business operations</i>	\$199 gst exempt	3	Mon 19 Nov	6.15pm - 9.15pm	Brookvale Campus	Alee Cochrane
Work for a small business? Check out page 9 to see if you're eligible for FUNDED training.						
Medical Terminology <i>BSBMED301 Interpret and apply medical terminology appropriately</i>	\$130 gst exempt	2	Mon 29 Oct & Wed 31 Oct	9.00am to 12.00pm	Narrabeen Annex	Jo Neophyton
FUNDED for eligible students. See page 9 for eligibility information						

First Aid

See website for course dates, times and to enrol

Provide First Aid <i>Pre-course work required.</i>	\$110 gst exempt	1	HLTAID003 Provide First Aid - Flexible Delivery FUNDED for eligible students. See page 9 for eligibility information			
Provide First Aid Response in an Education & Care Setting <i>Pre-course work required.</i>	\$110 gst exempt	1	HLTAID004 Provide an emergency first aid response in an education and care setting - Flexible Delivery FUNDED for eligible students. See page 9 for eligibility information			
CPR Accredited <i>Pre-course work required.</i>	\$60 gst exempt	1	HLTAID001 Provide Cardiopulmonary Resuscitation - Flexible Delivery FUNDED for eligible students. See page 9 for eligibility information			
Mental Health First Aid	\$280 gst exempt	2	Sat 24 Nov & Sat 1 Dec	9.00am to 4.00pm	Brookvale Campus	Eleni Psillakis
Youth Mental Health First Aid (for Adults Living or Working with Youth)	\$340 gst exempt	2	Sat 3 Nov & Sat 10 Nov	9.00am to 5.00pm	Brookvale Campus	Eleni Psillakis

Hospitality

Provide Responsible Service of Alcohol (RSA) <i>(Please note this is not a refresher course)</i> <i>SITHFAB002 Provide responsible service of alcohol</i> FUNDED for eligible students. See pages 9 for eligibility information	\$150 gst exempt	1	Wed 26 Sep	9.15am - 3.45pm	Narrabeen Annex	Kat King	
	\$150 gst exempt	1	Wed 17 Oct	9.15am - 3.45pm	Narrabeen Annex	Kat King	
	\$150 gst exempt	1	Thurs 8 Nov	9.15am - 3.45pm	Brookvale Campus	Kat King	
	\$150 gst exempt	1	Wed 5 Dec	9.15am - 3.45pm	Narrabeen Annex	Kat King	
FUNDED for eligible students. See page 9 for eligibility information							
Provide Gambling Services (RCG) <i>SITHGAM001 Provide responsible gambling services</i>	\$110 gst exempt	1	Wed 24 Oct	9.15am - 3.45pm	Narrabeen Annex	Kat King	
	\$110 gst exempt	1	Wed 14 Nov	9.15am - 3.45pm	Narrabeen Annex	Kat King	
FUNDED for eligible students. See page 9 for eligibility information							
Barista Training <i>Online pre-course work required.</i> <i>SITHFAB005 Prepare and serve espresso coffee,</i> <i>SITXFSA001 Use hygienic practices for food safety</i>	\$160 gst exempt	1	Thurs 1 Nov	9.30am - 5.00pm	Narrabeen Annex	Kat King	
FUNDED for eligible students. See page 9 for eligibility information							
Barista Training + Food Safety Supervisor NEW! <i>Online pre-course work required.</i> <i>SITHFAB005 Prepare and serve espresso coffee,</i> <i>SITXFSA001 Use hygienic practices for food safety and SITXFSA002 Participate in safe food handling practices</i>	\$240 gst exempt	2	Wed 21 Nov & Wed 28 Nov	9.30am - 4.00pm	Narrabeen Annex	Kat King	
FUNDED for eligible students. See page 9 for eligibility information							
Food Safety Supervisor NEW! <i>Online pre-course work required.</i> <i>SITXFSA001 Use hygienic practices for food safety and SITXFSA002 Participate in safe food handling practices</i>	\$160 gst exempt	1	Wed 21 Nov	9.30am - 4.00pm	Narrabeen Annex	Kat King	
FUNDED for eligible students. See page 9 for eligibility information							

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

ARTS

Drawing & Painting

Course	Fee	Sessions	Date	Time	Campus	Trainer
Drawing: Beginners to Intermediate	\$265 inc gst	8	Mon 22 Oct	12.00pm - 2.00pm	Narrabeen Annex	John Wells
Watercolour: Absolute Beginners	\$295 inc gst	9	Mon 15 Oct	9.15am - 11.45am	Narrabeen Annex	John Wells
Watercolour: Beginners to Intermediate	\$265 inc gst	8	Mon 22 Oct	9.15am - 11.45am	Narrabeen Annex	John Wells
Oil Painting NEW!	\$250 inc gst	6	Thurs 25 Oct	6.00pm - 8.30pm	Narrabeen Annex	Mark Kingston
Linocut Printmaking	\$205 inc gst	5	Mon 22 Oct	6.30pm - 9.00pm	Narrabeen Annex	Natasha Kowalski

Crafts & Fashion

General Sewing	\$290 inc gst	7	Tues 23 Oct	6.30pm - 9.00pm	Narrabeen Annex	Sharon Tunks
Signwriting NEW!	\$125 inc gst	3	Mon 26 Nov	6.15pm - 8.45pm	Narrabeen Annex	Kel Brian
Crochet: Beginners Stage 1	\$66 inc gst	1	Sun 18 Nov	9.00am - 1.00pm	Brookvale Campus	Marianne Horton
How to Knit Workshop	\$66 inc gst	1	Sun 18 Nov	1.30pm - 5.30pm	Brookvale Campus	Marianne Horton
Pottery	\$299 inc gst	8	Wed 24 Oct	6.30pm - 8.30pm	Forestville Arts Centre	Donna Hill
	\$299 inc gst	8	Thurs 25 Oct	6.30pm - 8.30pm	Forestville Arts Centre	Donna Hill
	\$395 inc gst	8	Mon 22 Oct	10.00am - 1.00pm	Forestville Arts Centre	Donna Hill

Photography

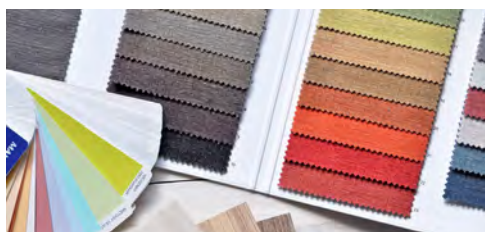
Digital SLR Photography Introduction	\$295 inc gst	7	Mon 22 Oct	6.30pm - 9.00pm	Brookvale Campus	Julie Crespel
	\$295 inc gst	6	Fri 26 Oct	10.00am - 1pm	Narrabeen Annex	Julie Crespel
iPhone Photography	\$132 inc gst	2	Thurs 08 Nov	9.30am - 1.30pm	Brookvale Campus	Richard Lynch

Dance, Music & Singing

Hula Hooping for Beginners	\$125 inc gst	8	Wed 24 Oct	6.30pm - 8.00pm	Curl Curl Sports Centre	Caitlyn Spinjoy
Guitar: Beginners Level 1	\$132 inc gst	8	Wed 24 Oct	6.00pm - 7.00pm	Narrabeen Annex	Mark Broughton
Guitar: Beginners Level 2	\$132 inc gst	8	Wed 24 Oct	7.00pm - 8.00pm	Narrabeen Annex	Mark Broughton
Singing for Beginners	\$199 inc gst	5	Thurs 25 Oct	6.45pm - 8.45pm	Narrabeen Annex	Benny Ng
The Ukulele	\$66 inc gst	4	Wed 24 Oct	8.00pm - 9.00pm	Narrabeen Annex	Mark Broughton
Songwriting Essentials	\$250 inc gst	6	Thurs 01 Nov	6.00pm - 8.30pm	Narrabeen Annex	Keith Armitage

Interior Design

Interior Design - The Basics	\$320 inc gst	8	Tues 30 Oct	6.30pm - 9.00pm	Brookvale Campus	Fiona Barry
Interior Design - Intermediate Level <i>Prerequisite: Interior Design Basics or equivalent</i>	\$320 inc gst	8	Wed 31 Oct	6.30pm - 9.00pm	Brookvale Campus	Fiona Barry
Property Styling for Living or Selling	\$120 inc gst	1	Fri 02 Nov	9.30am - 4.30pm	Brookvale Campus	Fiona Barry



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

LIFESTYLE

Life Skills

Course	Fee	Sessions	Date	Time	Campus	Trainer
Cake Decorating	\$265 inc gst	8	Wed 24 Oct	6.30pm - 8.30pm	Brookvale Campus	Nicki Van Leeuwen
Communication, conflict and relationships with NLP	\$166 inc gst	2	Sat 10 Nov	10.00am - 3.00pm	Brookvale Campus	Sacha Evans

Health & Fitness

Family Boxing Class	\$110 pp inc gst	8	Mon 22 Oct	7.00pm - 8.00pm	Bulldog Martial Arts School	Nick Stone
Krav Maga Self Defence	\$130 inc gst	8	Wed 24 Oct	7.00pm - 8.00pm	Narrabeen Annex	Kelly Anderson

Body, Mind & Soul

Mindfulness, Meditation & Gentle Yoga	\$150 inc gst	6	Tues 23 Oct	7.00pm - 8.30pm	Narrabeen Annex	Kerrie-Jane Tooth
Introduction to The Alexander Technique	\$199 inc gst	6	Tues 23 Oct	2.00pm - 4.00pm	Narrabeen Annex	Alan Capel






**Winner - Outstanding
Education Service two
years in a row.**

TO BOOK A COURSE: www.nbcc.nsw.edu.au | 9970 1000 | 1525 Pittwater Road, Nth Narrabeen




JANUARY SUMMER SESSIONS


Want to expand your mind over the January summer holidays, check out what's on at the College.

Narrabeen Annex - 1525 Pittwater Rd, Nth Narrabeen

COURSE	COST	DATE	TIME	TRAINER	
Provide Responsible Service of Alcohol (RSA) (Please note this is not a refresher course) SITHFAB002 Provide responsible service of alcohol	\$150 gst exempt	Mon 14 Jan 19	9.15am - 3.45pm	Kat King	
FUNDED for eligible students. See page 9 for eligibility criteria.					
Barista Training <i>Online pre-course work required.</i> SITHFAB005 Prepare and serve espresso coffee, SITXFSA001 Use hygienic practices for food safety	\$160 gst exempt	Wed 16 Jan 19	9.00am - 5.00pm	Kat King	
FUNDED for eligible students. See page 9 for eligibility criteria.					
Provide Responsible Gambling Services (RCG) SITHGAM001 Provide responsible gambling services	\$110 gst exempt	Fri 18 Jan 19	9.15am - 3.45pm	Kat King	
FUNDED for eligible students. See page 9 for eligibility criteria.					

Brookvale Campus - L1, 14 William Street, Brookvale

COURSE	COST	DATE	TIME	TRAINER	
iPhone Photography	\$132 inc gst	Sat 19 Jan 19	9.00am - 5.00pm	Richard Lynch	
Photoshop CC Taster	\$115 gst exempt	Sat 19 Jan 19	9.30am - 3.30pm	Sarah Lorien	
Getting Started with Facebook for Business <i>Prerequisites: Participants should already have a Facebook personal account and be familiar with its use.</i>	\$115 gst exempt	Sat 19 Jan 19	9.30am - 3.30pm	Margaret Perusich	
CPR Accredited HLTAID001 Provide cardiopulmonary resuscitation	\$65 gst exempt	Sat 19 Jan 19	9.00am-12.30pm	Eleni Psillakis	
FUNDED for eligible students. See page 9 for eligibility criteria.					
Provide First Aid HLTAID003 Provide first aid / Provide First Aid in an Education & Care Setting HLTAID004 Provide an emergency first aid response in an education and care setting	\$115 gst exempt	Sat 19 Jan 19	9.00am - 5.00pm	Eleni Psillakis	
FUNDED for eligible students. See page 9 for eligibility criteria.					
Medical Terminology BSBMED301 Interpret and apply medical terminology appropriately	\$130 gst exempt	Sat 19 Jan 19	9.00am - 3.30pm	Kate Dolan	
FUNDED for eligible students. See page 9 for eligibility criteria.					
Public Speaking/Presentation Skills	\$99 gst exempt	Sat 19 Jan 19	9.00am - 3.30pm	Matt Tanks	

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

ACCREDITED TRAINING

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

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