

# COURSE GUIDE 20

JUL - SEP

Careers & Lifestyle



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# **HOW TO ENROL:**

Online: nbmc.nsw.edu.au

Phone: 9970 1000

1525 Pittwater Road. In person:

North Narrabeen - Mon to Fri

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

By post: See enrolment form on page 15



# **KEEP UPDATED**

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

To subscribe visit: nbmc.nsw.edu.au

# KEY:



VET Accredited training



Available as a Traineeship



Available for ACE/TSB Funded Training



Virtual Classroom available



# **Accredited Training Explained**

In Australia, we have three different levels of education:

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



In VET, if a course is accredited, it means the course is nationally recognised and that a registered training organisation (RTO) can issue a

nationally recognised VET qualification or VET statement of attainment following its full or partial completion. VET qualifications can be offered at different levels starting from Certificate I through to Advanced Diplomas. These are part of the Australian Qualifications Framework.

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

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

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

# About NBMC

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

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

# **Registered Training Organisation**

NBMC is a Registered Training Organisation (RTO) national code 90113. We are registered with the Australian Skills Quality Authority (ASQA) to deliver training, assess and issue Statements of Attainment and/or qualifications that appear on our scope of registration.

# Recognition of Prior Learning

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

# 🌁 USI Unique Student Identifier

All students enrolling in Nationally Recognised Training must obtain a Unique Student Identifier (USI) prior to course commencement. This includes full qualification and short accredited courses identified with the nationally recognised training logo. If you don't have a USI you will not receive your qualification or statement of attainment. For more information or to obtain a USI please go to: www.usi.gov.au

All information is considered correct at time of printing.

# IT'S A GREAT TIME TO BE LEARNING

Classroom training is back, combined with Zoom training, there are now more training options available than ever before.

Additional safety measures are being taken at College Campuses to help protect everyone on site. These include:

- Additional cleaning measures
- Reduced class sizes to allow for social distancing
- Provision of hand sanitiser and wipes to encourage regular hand hygiene
- Regular wiping of frequently used surfaces

Students can help with these safety measures by:

- Not attending College if feeling unwell
- Regularly cleaning your hands with soap and water for 20 seconds, or an alcohol-based hand rub
- Practicing cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing, and clean your hands)
- Practicing recommended social distancing

# CHAT WITH A COORDINATOR VIA ZOOM OR PHONE

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



#### **Natalie Thornberry**

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

natalie@nbmc.nsw.edu.au



#### **Nadia Louw**

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

nadia@nbmc.nsw.edu.au



### **Margaret Perusich**

New to Jobseeker

Check out pages 8-11

to see our fully funded

courses. Or retrain in a

Certificate III or IV

Accredited course

for just \$240.

Eligibility conditions

apply.

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

margaretp@nbmc.nsw.edu.au



# **Business & Financial Services**

■ ®SB30115 Certificate III in BUSINESS		This qualification provides training in a range of essential administrative duties and computer skills required to maintain a healthy business.			Career Options: Customer Service Assistant; Data Entry Operator; General or Accounts Clerk; Payroll Officer; Typist or Word Processing Operator
DAYS	DATES	TIME	COST	LOCATION	NOTES
Wed & Thur	29 Jul to 17 Dec 2020	9.30am - 2.30pm	From \$1320 or \$240* concession.	Brookvale Campus	Incl. flexible, weekly directed self-study hours  This training is subsidised by the NSW Government.

IV in ACCOUNTING & nationally recepractising bo			counting/bookkeepi ed qualification is ide pers or employees pe ganisations in a rang	al for aspiring & erforming book-	Career Options: Small Business Bookkeeper; BAS Agent; Contract or Staff Bookkeeper; Trainee Accountant
DAYS	DATES	TIME	COST	LOCATION	NOTES
Mon + 8 Saturdays	27 Jul 2020 to 2 Aug 2021	6.15pm - 9.15pm	From \$1980 or \$240* concession.	Brookvale Campus	Incl. flexible, weekly directed self-study hours  This training is subsidised by the NSW Government.



FOR MORE INFORMATION on these two courses or to book an appointment please contact Margaret Perusich on 9970 1000 or email: margaretp@nbmc.nsw.edu.au

nbmc.nsw.edu.au

#### Did you know:

- We offer interest free payment plans, or
- If you are 15-30 years old and in receipt of a Commonwealth benefit, or a dependent of a Commonwealth Benefit recipient, you may be eligible for a Fee Free Scholarship (eligibility conditions apply).

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

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



# T HLT33115 Certificate III in **HEALTH SERVICES ASSISTANCE**

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

#### **Career Options:**

Assistant in Nursing; Nursing Support Worker: Ward Person

DAYS	DATES	TIME	COST	LOCATION	
Mon & Tues	27 July to 22 December 2020	9am to 3pm	From \$1600 or \$240* concession	Narrabeen or Virtual Classroom	
Mon & Wed	27 July 2020 to 17 March 2021	6pm to 9pm	From \$1600 or \$240* concession	Narrabeen or Virtual Classroom	• .

Completion of 80 hrs work placement (organised by the College)

Incl. flexible, weekly directed self-study hrs

Additional First Aid Training day

This training is subsidised by the NSW Government.



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



# T HLT33015 Certificate III in **ALLIED HEALTH ASSISTANCE**

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

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

DAYS	DATES	TIME	COST	LOCATION	NOTES
Mon & Tues	27 July to 22 December 2020	9am to 3pm	From \$1450 or \$240* concession	Narrabeen or Virtual Classroom	Completion of 80 hrs work placement (self arranged, with support from the College)     Incl. flexible, weekly directed self-study hrs
Mon & Wed	27 July 2020 to 17 March 2021	6pm to 9pm	From \$1450 or \$240* concession	Narrabeen or Virtual Classroom	Additional First Aid Training day  This training is subsidised by the NSW Government.

#### ✓ Units from HLT33115 Certificate III in HEALTH SERVICES ASSISTANCE or HLT33015 Certificate III in ALLIED HEALTH ASSISTANCE

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

Cost: \$300 gst exempt or \$0 if eligible for ACE funding (see page 8 for criteria)

Mon & Tues	3 Aug to 18 Aug 2020	9am to 3pm	Narrabeen or Virtual Classroom	Incl. flexible, weekly directed self-study hours
Mon & Wed	27 Jul to 24 Aug 2020	6pm to 9pm		This training may be subsidised by the NSW Government.

# CHC33015 Certificate III in **INDIVIDUAL SUPPORT**

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

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

(Ageing, Home & Community or Disability)		provider anator arraged care racinity.			Support service Worker
DAYS	DATES	TIME	COST	LOCATION	NOTES
Mon & Tues	27 July to 22 December 2020	9am to 3pm	From \$1450 or \$240* concession	Narrabeen or Virtual Classroom	Completion of 120 hrs work placement (organised by the College)     Incl. flexible, weekly directed self-study hrs
Tues & Thurs	28 July 2020 to 18 March 2021	6pm to 9pm	From \$1450 or \$240* concession	Narrabeen or Virtual Classroom	Additional First Aid Training day  This training is subsidised by the NSW Government.

# ✓ Units from CHC33015 Certificate III in INDIVIDUAL SUPPORT

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

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

Mon & Tues 3 Aug to 25 Aug 2020 Narrabeen or Virtual Classroom 9am to 3pm

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

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

# TCHC42015 Certificate IV in **COMMUNITY SERVICES**

Embrace a rewarding career in community services and help people in the community regain more control over their lives and future.

Career Options: Community Support Worker; Health Education Officer; Domestic Violence Officer; Youth Support Worker

LOCATION NOTES Completion of min. 40 hrs work placement (self arranged, with support from the College) Incl. flexible, weekly directed self-study hours 29 July 2020 to From \$1990 or Wed 6pm to 9pm Mosman \$240\* concession 23 June 2021 or Virtual Classroom Additional First Aid Training day This training is subsidised by the NSW Government

# CHC43015 Certificate IV in AGEING SUPPORT

(For Existing Workers)

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

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

DAYS	DATES	TIME	COST	LOCATION	NOTES
Thurs	30 July 2020 to 24 June 2021	6pm to 9pm	From \$1990 or \$240* concession. Cost will reduce if credit transfer/RPL is successfully obtained	Narrabeen or Virtual Classroom	Completion of 120 hrs work placement (current work hours may be acceptable) Incl. flexible, weekly directed self-study hours Additional First Aid Training day This training is subsidised by the NSW Government.

# CHC43415 Certificate IV in LEISURE & HEALTH

Are you energetic, compassionate & want to support the person-centred care activities in which clients in the gaed care, health, & community services sectors take part? Learn how to plan, implement and monitor appropriate leisure activities or programs.

Career Options: Activities Officer; Diversional Therapy Assistant; Community Leisure Officer: Leisure Officer: Disability Officer - Day Support; Recreation Activities Officer

NOTES

This training is subsidised by the NSW Government.

Thurs*  * Plus 4 full Saturdays	30 July 2020 to 24 June 2021	6pm to 9pm	From \$1990 or \$240* concession	Narrabeen or Virtual Classroom	<ul> <li>Completion of 120 hrs work placement (organised by the College)</li> <li>Incl. flexible, weekly directed self-study hours</li> <li>Additional First Aid Training day</li> <li>This training is subsidised by the NSW Government.</li> </ul>			
Do you already work in the industry, and have a <b>Certificate III/IV in Ageing/Community</b> , you can <b>fast track</b> your study and reduce your course cost.								
Fast Track -	29 July 2020 to	9am to 3pm	From \$1990 or	Narrabeen	Completion of 120 hrs work placement			
Wed	17 March 2021		\$240* concession.	or Virtual	(current work hours may be acceptable) • Incl. flexible, weekly directed self-study hours			
Wed			Cost will reduce if credit transfer/RPL is	Classroom	Inci. Texible, weekly alrected self-study nours     Additional First Aid Training day			
			successfully obtained.		This training is subsidied at but the NICW Coverses ant			

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

# Taster Courses

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

# Why not try a taster course?

These short courses provide a great introduction to Assistant in Nursing, Allied Health or Aged Care.

See page 4 for available courses.



LOCATION

# Fee Free Traineeships

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

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

9970 1000

\* See website for trainee eligibility. This training is subsidised by the NSW Government.



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

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

# Did you know:

- We offer interest free payment plans, or
- If you are 15-30 years old and in receipt of a Commonwealth benefit, or a dependent of a Commonwealth Benefit recipient, you may be eligible for a Fee Free Scholarship (eligibility conditions apply).



# **Human Resources &** Management



BSB410 <sup>2</sup> in <b>Human re</b>	5 Certificate IV	Would you like to work in human resource management across large, medium or small businesses? This course will prepare you for a variety of HR roles.			Career Options: HR/Recruitment Officer; Admin Officer; Executive PA; Office Administrator; Project Assistant
DAYS	DATES	TIME	COST	LOCATION	NOTES
Tues	21 July 2020 to 22 June 2021	6.15pm to 9.15pm	From \$1580 or \$240* concession	Brookvale or Virtual	Incl. flexible, weekly directed self-study hours
				Classroom	This training is subsidised by the NSW Government.
<b>T</b> BSB4201	5 <b>Certificate IV</b> in	Do you have what it takes to be a manager or, are you already working as a manager or team leader but			Career Options: Team Leader: Coordinator: Manager:

LEADERSHIP & MANAGEMENT		would like to formalise your skills and knowledge?			Supervisor	
DAYS	DATES	TIME	COST	LOCATION	NOTES	
Wed*	29 July 2020 to 23 June 2021	6.15pm to 9.15pm	From \$1580 or \$240* concession	Brookvale or Virtual Classroom	<ul> <li>Incl. flexible, weekly directed self-study hours</li> <li>Plus 4 full Saturdays (9.30am to 3.30pm):</li> <li>2020: 25 Jul, 7 Nov 2021: 13 Mar, 21 May</li> <li>This training is subsidised by the NSW Government.</li> </ul>	

	8 <b>Diploma</b> of <b>MANAGEMENT</b>	This qualification, designed by industry professionals, will help to bring out your natural initiative, judgement and communication skills to support others, both individually and in teams, to successfully meet organisational needs.			Career Options: Manager across a range of enterprise and industry contexts.
DAYS	DATES	TIME	COST	LOCATION	NOTES
Thurs*	23 July 2020 to 24 June 2021	6.15pm to 9.15pm	From \$2530.	Brookvale or Virtual Classroom	<ul> <li>Incl. flexible, weekly directed self-study hours</li> <li>Plus 5 full Saturdays (9.30am to 3.30pm):</li> <li>2020: 1 Aug, 19 Sep 2021: 6 Mar, 29 May, 19 Jun</li> <li>This training is subsidised by the NSW Government.</li> </ul>

■ 1 BSB426 in <b>NEW SMAI</b>	18 <b>Certificate IV</b> L <b>L BUSINESS</b>	Do you have a great you need to develop This course will give y what it takes to run a	your skills for an exist ou the practical und	Career Options: Small Business Manager	
DAYS	DATES	TIME	COST	NOTES	
Wed				Incl. flexible, weekly directed self-study hrs	
23 June 2021		\$240* concession		or Virtual Classroom	This training is subsidised by the NSW Government.

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

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

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



#### **BSB41015 Certificate IV in HUMAN RESOURCES Taster Course**

Tues 21 Jul to 22 Sep 2020

Incl. flexible, weekly directed self-study hours

Cost: \$320

Units: BSBHRM404 Review human resource functions; BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements



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

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



# **BSB42015 Certificate IV in LEADERSHIP & MANAGEMENT**

Sat 25 Jul (9.30am-3.30pm), continues on Wednesday evenings Wed 29 Jul to 16 Sep 2020

Incl. flexible, weekly directed self-study hours

Cost: \$290

Units: BSBLDR402 Lead effective workplace relationships; BSBLDR403 Lead team effectiveness

# Did you know:

- We offer interest free payment plans, or
- If you are 15-30 years old and in receipt of a Commonwealth benefit, or a dependent of a Commonwealth Benefit recipient, you may be eligible for a Fee Free Scholarship (eligibility conditions apply).



# Early Childhood Education & Care

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



# CHC30113 Certificate III in EARLY CHILDHOOD **EDUCATION & CARE**

30 March 2021

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.

\$240\* concession

or Virtual

Classroom

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

DAYS	DATES	TIME	COST	LOCATION	NOTES
Mon & Tues	27 July 2020 to	9 15am to 2 45pm	From \$1,600 or	Narraheen	Min 120 hrs work placem

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

ement (8 hr davs) organised by the College

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

Working with Children Check required

# TCHC50113 Diploma of EARLY CHILDHOOD **EDUCATION & CARE**

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

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

LOCATION

New class commencing February 2021.

# ▼ CHC50113 **Diploma** of EARLY CHILDHOOD

If you already have your Cert III and want to expand your career potential then this specially designed course is for you.

Prerequisite: CHC30113 Certificate III in Early Childhood

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

(Existing Wor		Education & Care			
DAYS	DATES	TIME	COST	LOCATION	NOTES
Thurs	23 July 2020 to 24 Jun 2021	9.15am to 2.45pm	From \$3600	Narrabeen	240 hours work placement (if not currently working in the industry)
			This training is subsidised by the NSW Government.		<ul> <li>Mandatory full day required for First Aid</li> <li>Incl. flexible, weekly directed self-study hrs</li> <li>Working with Children Check required</li> </ul>

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



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

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

#### Did you know:

- We offer interest free payment plans, or
- If you are 15-30 years old and in receipt of a Commonwealth benefit, or a dependent of a Commonwealth Benefit recipient, you may be eligible for a **Fee Free Scholarship** (eligibility conditions apply).

# **NESA Approved Private Courses Available**

Did you know that NBMC can provide private training to your childcare centre. Have a trainer come to your centre, at a time that suits you, to deliver the following courses:

- CHCPRT001 Identify and respond to children and young people at risk
- Child Protection Refresher
- Behaviour Guidance in Early Childhood

Or you can have a private class held at our fully equipped campuses for:

- HLTAID001 Provide Cardiopulmonary Resuscitation, or
- HLTAID004 provide an emergency first aid response in an education and care setting

Call Natalie Thornberry on 9970 1000 to discuss your needs.

# Fee Free Training

#### **Great News!**

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

\*Conditions Apply

# Attention all Jobseeker/benefit recipients and Small Businesses!

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

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

#### What type of funded training are you interested in? **INDIVIDUAL EMPLOYEE / BUSINESS OWNER** Adult & Community Education (ACE) Tech Savvy for Small Business (TSB) Can you tick all four boxes below: Can the student tick all four boxes below: An Australian Citizen, or Permanent Resident, or NZ citizen, An Australian Citizen, or Permanent Resident, or Humanitarian visa holder, and or NZ citizen, or Humanitarian visa holder, and Aged 15 years or older, and Aged 15 years or older, and 3. □ No longer at school, and 3. П No longer at school, and 4. □ Live or work in NSW П Live or work in NSW Yes No Yes No Unfortunately you Can you tick one of the options below? Unfortunately Can the company tick one you are not are not eligible for of the options below? Australian Aboriginal or Torres Strait Islander, or eligible for funded training. ☐ Someone with a disability or is the dependent funded training. $\hfill\Box$ The company has up to 20 child, spouse or partner of someone with a employees, OR disability, or The annual turnover is less than ☐ Someone who is experiencing hardship \$2 million No (letter needed from medical professional, government agency or support agency eg. Yes your GP or Counsellor), or Unfortunately you ☐ A recipient of an eligible benefit, or a are not eligible for Call Susan Wilkinson for dependent child, spouse or partner of a funded training. more information, and an recipient of an eligible benefit. enrolment form, on Eligible benefits are: • Age Pension Parenting Payment 9970 1000 (Single) Austudy Carer Payment\* Special Benefit Disability Support Veterans' Affairs Pension No Veterans' Children Farm Household Education Scheme Allowance **FUNDED COURSES AVAILABLE** Youth Allowance • Family Tax Benefit Part Unfortunately A (máximum rate) · Widow Allowance Check out pages 9-11, all courses that Jobseeker Payment you are not display the green tick are available for funded \*The Carer Payment is a specific benefit paid by the Commonwealth; this category does not include the Carer Allowance or Carer Adjustment Pay eligible for positions. (Excludes First Aid and Health for Tech funded training. Savvy for Small Business) Yes Remember all our funded courses are available to fee paying students so if your answers are 'No' you Call Susan Wilkinson for more can still enrol, it will just cost the advertised price. information, and an enrolment form, on 9970 1000 This training is subsidised by the NSW Government.



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



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Business & Money	Matters					
Estate Planning	\$50 inc gst	Thurs 17 Sep	1	6.30pm - 9.00pm	Regis Gapaillard	Mosman Campus
	\$50 inc gst	Thurs 30 Jul	1	1.30pm - 4.00pm	Regis Gapaillard	Brookvale Campus
√ Import /Export Workshop *Cost of manual included	\$185* gst exempt	Sat 15 Aug	1	9.00am - 5.00pm	Corinne Campbell	Brookvale Campus
√ Import /Export Workshop  *Cost of manual included	\$185* gst exempt	Tues 28, Wed 29 & Thurs 30 Jul	1	10.00am -12.30pm	Corinne Campbell	Virtual Classroom
Living In A Strata Scheme Building	\$90 inc gst	Tues 28 Jul	1	6.00pm - 8.00pm	Paul Miller	Mosman Campus
✓ Radio Workshop	\$120 gst exempt	Sat 08 Aug	1	9.00am - 4.00pm	Andrew Goodman Jones	Radio Northern Beaches
Retirement Income	\$50 inc gst	Thurs 03 Sep	1	6.30pm - 9.00pm	Regis Gapaillard	Brookvale Campus
	\$50 inc gst	Thurs 06 Aug	1	1.30pm - 4.00pm	Regis Gapaillard	Mosman Campus
Successful Stock Market Investing	\$40 inc inc gst	Thurs 10 Sep	1	6.30pm - 8.30pm	James Diegelman	Brookvale Campus
The Future of Work: Know Your Natural Intuitive Job Skills (*cost of reference book PDF included)	\$225 gst exempt	Wed 29 Jul	6	12.00pm - 2.00pm	Dean Collier	Virtual Classroom

# **Workskills Short Courses**

BSB41015 Certificate IV in H	See page 6 for details						
■ BSB42015 Certificate IV in Leadership & Management Taster Course  See page 6 for detail  See page 7 for detail  See page 8 for detail  See page 9 for det							
✓ ₹ HLT33115 Certificate III in	See page 4 for details						
✓ ▼ HLT33015 Certificate III in	Allied Health Assistance	Taster Course		See page 4 for details			
✓ ₹ CHC33015 Certificate III	See page 4 for details						
✓ Infection Prevention \$99 gst exempt Mon 7 Sep & 2 9.00am - 12.0							

# Stay Safe During COVID-19

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

HL133015 Certificate III in All	see page 4 for details					
✓ ₹ CHC33015 Certificate III in I	See page 4 for details					
✓ Infection Prevention	\$99 gst exempt	Mon 7 Sep & Tue 8 Sep		9.00am - 12.00pm	Jo Neophyton	Narrabeen Annex
	\$99 gst exempt	Wed 9 Sep & Mon 14 Sep	2	6.00pm - 9.00pm	Kate Dolan	Narrabeen Annex
▼ ■ BSBMED301 Interpret and apply medical terminology appropriately	\$145 gst exempt	Wed 5, Mon 10 & Wed 12 Aug	3	6.00pm - 9.00pm	Kate Dolan	Narrabeen Annex
арргорнатегу	\$145 gst exempt	Mon 17 Aug & Tue 18 Aug	2	9.00am - 1.30pm	Jo Neophyton	Narrabeen Annex
√ ₹ Sales & Customer Service Skills	\$399 gst exempt	Thur 27 Aug	5	9.30am - 2.30pm	Helen Thornton	Brookvale Campus
BSBCUS301 Deliver & monitor a service to	customers; BSBPRO301 Red	commend products & ser	vices			
✓ Supporting People with Mental Illness	\$99 gst exempt	Thur 20 & 27 Aug	2	6.15pm - 9.15pm	Eleni Psillakis	Brookvale Campus

# First Aid

√ ₹ HLTAID001 Provide Cardiopulmonary Resuscitation	\$65 gst exempt	See website for course dates	1	9.00am - 12.30pm	<ul> <li>Pre-course work required</li> <li>Practical demonstration of CPR on a manikin on the floor is a requirement</li> </ul>
✓ ▼ HLTAID003 Provide First Aid	\$130 gst exempt	See website for course dates	1	9.00am - 5.00pm	<ul> <li>Pre-course work required</li> <li>Practical demonstration of CPR on a manikin on the floor is a requirement</li> </ul>
HLTAID004 Provide an Emergency Response in an Education & Care Setting	\$140 gst exempt	See website for course dates	1	9.00am - 5.00pm	Pre-course work required     Practical demonstration of CPR on a manikin on the floor is a requirement



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

Courses displaying this symbol are Accredited and include assessments.

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

nbmc.nsw.edu.au

# **Tech Savvy Seniors**

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





COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
NEW Introduction to Cyber Safety -	\$15 gst exempt	Mon 27 Jul	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
How to Stay Safe Online	\$0 🧐	Fri 31 Jul	1	10.00am - 1.00pm	Gabrielle Kinghorn	Virtual Classroom
NEW Introduction to the Internet - Part 1	\$0 🧐	Tues 28 July	1	10.00am - 1.00pm	Gabrielle Kinghorn	Virtual Classroom
	\$15 gst exempt	Thurs 13 Aug	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
NEW Introduction to Social Media - Part 1	\$15 gst exempt	Wed 29 Jul	2	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
NEW Introduction to Social Media - Part 2	\$15 gst exempt	Wed 12 Aug	2	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
NEW Introduction to Computers	\$15 gst exempt	Thu 30 Jul	2	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
NEW Introduction to Online Shopping - Part 1	\$15 gst exempt	Thu 20 Aug	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
NEW Introduction to Online Shopping - Part 2	\$15 gst exempt	Thu 27 Aug	1	10.00am - 1.00pm	Gabrielle Kinghorn	Narrabeen Annex
NEW Photo Management * No class 3 Sep	\$15 gst exempt	Thu 27 Aug & *10 Sep	2	10.00am - 2.30pm	Margaret Delloso	Mosman Campus

FREE ZOOM TRAINING - Our Virtual Classrooms use ZOOM, which is very easy to use conferencing software that enables you to connect with multiple people at the same time. You will be able to see your trainer, and fellow classmates, and discuss and ask questions all from your device. We have created an instructional video which can be found at: nbmc.nsw.edu.au/courses/zoom.

If, after viewing the video, you would like some further training please book into one of our free classes on offer on our website: www.nbmc.nsw.edu.au



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

# **Microsoft Office**

✓ NEW Word 2010 Just The Basics	\$151 gst exempt	Thur 30 Jul	1	9.30am - 4.30pm	Margaret Delloso	Mosman Campus
Manual/notes provided. Prerequisite: Confident k	keyboarding and basic W	indows PC & file mana	gement	skills.		
✓   ✓   ✓   Word 2016 Introduction	\$276 gst exempt	Thur 23 Jul	4	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
BSBITU211 Produce digital text documents	\$315 gst exempt	Wed 12 Aug	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident k	keyboarding skills.					
✓ ▼ Word 2016 Intermediate	\$315 gst exempt	Thur 6 Aug	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
	\$276 gst exempt	Thur 27 Aug	4	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
BSBITU313 Design and Produce Digital Text Docum	nents. Manual/notes prov	ided. Prerequisite: Co	nfident k	eyboarding and basic Wo	ord skills.	
✓ Excel 2010 Just The Basics	\$151 gst exempt	Thur 13 Aug	1	9.30am - 4.30pm	Margaret Delloso	Mosman Campus
Manual/notes provided. Prerequisite: Confident k	keyboarding and basic W	indows PC & file mana	gement	skills.		
✓ Excel 2016 Just The Basics	\$151 gst exempt	Mon 27 Jul	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident k	keyboarding and basic W	indows PC & file mana	gement	skills.		
✓   ✓ Excel 2016 Introduction	\$276 gst exempt	Tue 18 Aug	4	6.00pm - 9.00pm	Vera Hannan	Narrabeen Annex
BSBITU314 Design & produce spreadsheets.	\$315 gst exempt	Wed 2 Sep	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident k	keyboarding and basic W	indows PC & file mana	gement	skills.		
₹ Excel 2016 Intermediate	\$151 gst exempt	Mon 3 Aug	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
	\$132 gst exempt	Tues 1 Sep	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident k	eyboarding skills and Exce	el Introduction course o	or equivo	alent skills/knowledge.		
₹ Excel 2016 Advanced	\$151 gst exempt	Mon 10 Aug	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
	\$132 gst exempt	Tues 15 Sep	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident k	eyboarding skills and Exce	el Intermediate course	or equiv	alent skills/knowledge.		
₹ Excel 2016 VBA	\$260 gst exempt	Thur 27 Aug	2	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident ke	eyboarding skills and Excel	Advanced course or e	quivalen	t skills/knowledge.		
✓ Excel 2016 Pivot Tables	\$65 gst exempt	Mon 24 Aug	1	9.30am - 12.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident key	/boarding and Excel Interm	nediate course or equivo	alent skill:	s/knowledge.		
✓ Make Your PowerPoints Pop	\$151 gst exempt	Mon 17 Aug	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
Manual/notes provided. Prerequisite: Confident key	yboarding and basic Winc	lows PC, file managem	ent & Po	werPoint skills.		
√ <sup>₹</sup> Outlook 2016 - Email, Contacts & Calendar	\$199 gst exempt	Wed 26 Aug	2	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
ICTICT107 Use personal productivity tools Manua	al/notes provided. Prered	quisite: Confident keybo	oarding:	skills.		

#### Office Skills

Touch Typing for Adults \$276 gst exempt Fri 21 Aug 6 9.30am - 11.30am Gabrielle Kinghorn Brookvale Campus

Prerequisite: Basic internet, keyboard and mouse skills.

# **Bookkeeping & Accounting**

Basic Bookkeeping & MYOB SPECIAL \$699 \* gst exempt Thur 30 Jul 8 9.30am - 2.30pm Judy Thomas **Brookvale Campus** 

BSBFIA301 Maintain financial records & BSBFIA302 Process payroll. Prerequisite: Strong file management skills using Windows PC (NB: MYOB is now only available for Windows PCs), confident keyboarding skills. A trial version of MYOB will be downloaded during the first session. Additional self study required. \*Cost includes manuals and resources

Basic Bookkeeping & Xero SPECIAL \$545\* gst exempt Thur 30 Jul 6.15pm - 9.15pm Maxine Haiah-White Brookvale Campus

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

\$210 gst exempt Sat 22 Aug & 2 9.30am - 3.00pm Maxine Haigh-White Brookvale Campus Xero for Beginners Sat 5 Sep

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

Xero Payroll \$105 gst exempt Sat 19 Sep 9.30am - 3.00pm Maxine Haigh-White Brookvale Campus

Manual/notes provided. Prerequisite: Must be familiar with Xero or have attended our Xero for Beginners course. Strong file management skills using Windows PC & basic internet skills.

# Social Media 💯

✓ How to Use Canva for Your Business	\$32 gst exempt	Thur 30 Jul	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom
✓ Introduction to Instagram for Business	\$58 gst exempt	Fri 31 Jul	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✓ Introduction to Facebook for Business	\$58 gst exempt	Thur 6 Aug	1	6.00pm - 9.00pm	Briana Graydon	Virtual Classroom
✓ Creating a Social Media Strategy	\$58 gst exempt	Fri 7 Aug	1	10.00am - 1.00pm	Briana Graydon	Virtual Classroom
✓ Creating Content For Your Social Media	\$32 gst exempt	Sat 8 Aug	1	12.00pm - 1.30pm	Briana Graydon	Virtual Classroom

# **Graphic Design**

Photoshop CC Level 1 SPECIAL PRICE	\$415 gst exempt	Mon 10 Aug	7	6.30pm - 9.30pm	Sarah Lorien	Brookvale Campus
ICTICT204 Operate a digital media technology p	oackage. Manual/notes pr	ovided. Prerequisite: G	ood skills	with PC or Mac.		
✓ Photoshop CC Introduction	\$187 gst exempt	Tues 28 Jul	3	6.30pm - 9.30pm	Sarah Lorien	Brookvale Campus
Manual/notes provided. Prerequisite: Good skill:	s with PC or Mac.					
✓ ▼ InDesign CC Level 1 SPECIAL PRICE	\$415 gst exempt	Wed 12 Aug	7	6.30pm - 9.30pm	Deborah Stokes	Brookvale Campus
BSBITU309 Produce desktop published documen		. Prerequisite: Good ski	lls with PC	or Mac.		
✓ ☑ Illustrator CC Level 1 SPECIAL PRICE	\$390 gst exempt	Mon 31 Aug	4	9.30am - 2.30pm	Deborah Stokes	Brookvale Campus
ICTICT204 Operate a digital media technology r	i nackade Manual/notes pro	vided Prerequisite: Ga	- ood skills v	with PC or Mac		

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

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

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

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

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

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

this course you will learn:

- How to use and customise windows
- Store & transfer your files & photos using the PC, USB & smartphone How to use the internet & email Word creating and basic formatting of documents

- Excel creating basic spreadsheets using formulas PowerPoint - creating basic presentations and flyers
- Prerequisite: Basic keyboard & mouse skills, access to a PC computer with MS Office programs.

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DAYS	DATES	TIME	CAMPUS			
Mon & Tue	3 Aug to 20 Oct	9.30am to 2.30pm	Brookvale Campus			
Mon & Wed	17 Aug to 25 Nov	6pm to 9pm	Narrabeen Annex			
Mon & Wed	17 Aug to 4 Nov	9.30am to 2.30pm	Mosman Campus			
Wed & Thur	9 Sep to 26 Nov	9.30am to 2.30pm	Brookvale Campus			
Note: Classes do not run during school holidays - 28 Sep to 9 Oct. Flexible, weekly directed self-study hours required.						

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

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

This training is subsidised by the NSW Government.







**Travellers Stage 1** For students with little or no knowledge of the language. Designed for travel use.

**Travellers Stage 2** Continuation from Stage 1.

Beginners Stages 1, 2, 3, 4 (Duration of each Stage is one term) - For students who wish to learn the language more comprehensively over a year. Enrolment is term by term.

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

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

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

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
French						
French Travellers Stage 1	\$295 inc gst	Mon 27 Jul	8	6.30pm - 8.30pm	TBA	Brookvale Campus
French Beginners Stage 2	\$295inc gst	Mon 27 Jul	8	2.00pm - 4.00pm	Dominique Partridge	St Lukes Mosman
French Beginners Stage 3	\$295 inc gst	Mon 27 Jul	8	6.00pm - 8.00pm	Nicole Laugier	St Lukes Mosman
French Beginners Stage 4	\$295 inc gst	Wed 29 Jul	8	12.30pm - 2.30pm	Dominique Partridge	St Lukes Mosman
French Intermediate Stage 1	\$295 inc gst	Wed 29 Jul	8	6.00pm - 8.00pm	Nicole Laugier	St Lukes Mosman
French Intermediate Stage 1	\$295 inc gst	Wed 29 Jul	8	3.00pm - 5.00pm	Dominique Partridge	St Lukes Mosman
French Intermediate Stage 3 Conversation	\$295 inc gst	Tues 28 Jul	8	7.00pm - 9.00pm	Kathleen Beaubois	Virtual Classroom
French Intermediate Stage 4	\$330 inc gst	Tues 28 Jul	9	12.30pm - 2.30pm	Nicole Laugier	Cammeray Golf Club
French Advanced Conversation	\$ 495 inc gst	Tues 28 Jul	9	9.30am - 12.00pm	Nicole Laugier	Cammeray Golf Club
German						
German Travellers Stage 1	\$295 inc gst	Fri 31 Jul	8	10.30am - 12.30pm	Arnisa Skrami	Brookvale Campus
German Travellers Stage 2	\$295 inc gst	Thurs 30 Jul	8	6.15pm - 8.15pm	Arnisa Skrami	Brookvale Campus
German Travellers Stage 2	\$199 inc gst	Mon 27 Jul	8	6.30pm - 8.00pm	Wolfgang Mueller	Virtual Classroom
German Advanced Conversation	\$310 inc gst	Sat 25 Jul	8	10.00am - 12.00pm	Wolfgang Mann	Warringah Bowls
Italian						
Italian Travellers Stage 1	\$295 inc gst	Mon 27 Jul	8	7.00pm - 9.00pm	Francesca Modica	Brookvale Campus
Italian Travellers Stage 1 😢	\$275 inc gst	Tues 28 Jul	8	9.30am - 11.30am	Flavia Natoli	Virtual Classroom
Italian Travellers Stage 1	\$295 inc gst	Wed 29 Jul	8	12.30pm - 2.30pm	Flavia Natoli	Brookvale Campus
Italian Travellers Stage 1 💯	\$199 inc gst	Wed 29 Jul	8	7.30pm - 9.00pm	Rosa Santi	Virtual Classroom
Italian Travellers Stage 2	\$295 inc gst	Tues 28 Jul	8	3.00pm - 5.00pm	Rosa Santi	Mosman Campus
Italian Travellers Stage 2	\$295 inc gst	Wed 29 Jul	8	10.00am - 12.00pm	Flavia Natoli	Brookvale Campus
Italian Travellers Stage 2	\$295 inc gst	Wed 29 Jul	8	7.00pm - 9.00pm	Francesca Modica	Brookvale Campus
Italian Beginners Stage 1 😢	\$199 inc gst	Thurs 30 Jul	8	7.30pm - 9.00pm	Rosa Santi	Virtual Classroom
Italian Beginners Stage 2	\$295 inc gst	Fri 31 Jul	8	9.30am - 11.30am	Rosa Santi	Mosman Campus
Mandarin						
Mandarin Travellers Stage 1	\$295 inc gst	Mon 27 Jul	8	6.30pm - 8.30pm	Linda Bennett	Narrabeen Annex
Mandarin Travellers Stage 1 🚾	\$295 inc gst	Thurs 30 Jul	8	6.30pm - 8.30pm	Lillian Hong	Virtual Classroom
Spanish						
Spanish Travellers Stage 1	\$295 inc gst	Mon 27 Jul	8	5.30pm - 7.30pm	Patricia La Porta	Brookvale Campus
Spanish Travellers Stage 1	\$295 inc gst	Tues 27 Jul	8	10.00am - 12.00pm	Patricia La Porta	Brookvale Campus
Spanish Beginners Stage 1	\$295 inc gst	Mon 27 Jul	8	6.30pm - 8.30pm	Carolina Delfino	Mosman Campus
Spanish Beginners Stage 1 ©	\$295 inc gst	Tues 21 Jul	8	2.30pm - 4.30pm	Elizabeth Holgado-Vente	Virtual Classroom
Spanish Travellers Stage 2	\$295 inc gst	Mon 27 Jul	8	7.30pm - 9.30pm	Patricia La Porta	Brookvale Campus
Spanish Beginners Stage 2	\$295 inc gst	Tues 28 Jul	8	12.00pm - 2.00pm	Carolina Delfino	Mosman Campus
Spanish Beginners Stage 4	\$295 inc gst	Tues 28 Jul	8	6.30pm - 8.30pm	Carolina Delfino	St Lukes Mosman
Spanish Advanced Conversation	\$295 inc gst	Tues 21 Jul	8	11.45am - 1.45pm	Elizabeth Holgado-Vente	St Lukes Mosman
·	\$295 inc gst	Wed 29 Jul	8	6.30pm - 8.30pm	Lucrecia Strickland	Scots Kirk Mosman

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



COURSE



Beginners Watercolour Workshop	\$100 inc gst	Sat 15 Aug	1	11.00am - 4.00pm	Susan Bernasconi	St Lukes Mosman
Botanical Art	\$300 inc gst	Tues 28 Jul	6	10.00pm - 1.00pm	Penny Walton	Mackie Lane Comm Garden
Drawing: Beginners to Intermediate	\$275 inc gst	Mon 27 Jul	8	12.00pm - 2.00pm	John Wells	Narrabeen Annex
Drawing for Beginners	\$275 inc gst	Mon 27 Jul	8	12.00pm - 2.00pm	Mark Kingston	St Lukes Mosman
Drawing for Beginners	\$275 inc gst	Mon 27 Jul	8	6.30pm - 8.30pm	Mark Kingston	Narrabeen Annex
Introduction to Drawing & Painting	\$275 inc gst	Mon 27 Jul	8	7.00pm - 9.00pm	David Pavich	Warringah Bowls
Intro to Drawing & Painting One Day Workshop	\$120 inc gst	Sat 08 Aug	8	10.00am - 4.00pm	David Pavich	St Lukes Mosman
Drawing for Beginners - Weekend Workshop	\$199 inc gst	Sat 29 & Sun 30 Aug	2	9.00am - 3.00pm	John Wells	St Lukes Mosman
Drawing for Intermediate	\$275 inc gst	Mon 27 Jul	8	9.30am - 11.30am	Mark Kingston	St Lukes Mosman
Drawing With Pen & Wash	\$275 inc gst	Thur 30 Jul	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman
Painting Paris	\$275 inc gst	Thur 30 Jul	8	1.30pm - 3.30pm	Susan Bernasconi	St Lukes Mosman
Painting Paris : One Day Workshop	\$100 inc gst	Sat 05 Sep	1	11.00am - 4.00pm	Susan Bernasconi	St Lukes Mosman
Oil Painting	\$345 inc gst	Tues 28 Jul	8	6.00pm -8.30pm	Mark Kingston	Narrabeen Annex
Watercolour: Beginners	\$299 inc gst	Tues 28 Jul	8	9.30am - 12.00pm	John Wells	Narrabeen Annex
Watercolour: Intermediate	\$299 inc gst	Mon 27 Jul	8	9.15am - 11.45am	John Wells	Narrabeen Annex
Ways With Watercolour	\$275 inc gst	Fri 31 Jul	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman

DATE

# Home, Garden & Crafts

\$200 inc gst	Sat 12 Sep	1	10.00am - 2.00pm	Sharron Del Wakely	St Lukes Mosman
\$200 inc gst	Sat 19 Sep	1	10.00am - 2.00pm	Sharron Del Wakely	St Lukes Mosman
\$125 inc gst	Sun 23 Aug	2	10.00am - 1.00pm	Judith Sleijpen	St Lukes Mosman
\$125 inc gst	Sun 20 Sep	2	10.00am - 1.00pm	Judith Sleijpen	St Lukes Mosman
\$69 inc gst	Sat 01 Aug	1	9.00am - 1.00pm	Marianne Horton	Brookvale Campus
\$69 inc gst	Sun 13 Sep	1	9.00am - 1.00pm	Marianne Horton	St Lukes Mosman
\$275 inc gst	Tues 28 Jul	8	6.30pm - 8.30pm	TBA	Mosman Campus
\$275 inc gst	Tues 28 Jul	8	9.30am - 11.30am	TBA	Mosman Campus
\$125 inc gst	Sun 27 Sep	2	10.00am - 1.00pm	Judith Sleijpen	St Lukes Mosman
\$275 inc gst	Wed 29 Jul	8	9.30am -11.30am	TBA	Narrabeen Annex
\$275 inc gst	Wed 29 Jul	8	6.30pm - 8.30pm	Carol Anne McKenzie	Narrabeen Annex
\$345 inc gst	Wed 29 Jul	8	9.30am - 12.00pm	Fiona Barry	St Lukes Mosman
\$345 inc gst	Wed 29 Jul	8	6.30pm - 9.00pm	Fiona Barry	Brookvale Campus
\$345 inc gst	Tues 28 Jul	8	6.30pm - 9.00pm	Fiona Barry	Brookvale Campus
\$115 inc gst	Sat 29 Aug	1	9.30am - 3.30pm	Cameron Graves	Brookvale Campus
\$199 inc gst	Wed 29 Jul	4	10.00am - 1.00pm	Maxine Haigh	Virtual Classroom
\$70 inc gst	Fri 25 Sep	1	9.30am - 11.30am	Rosa Santi	Mosman Campus
\$125 inc gst	Sun 16 Aug	2	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
\$399 inc gst	Wed 29 Jul	8	6.00pm - 8.30pm	TBA	Tramshed Narrabeen
\$399 inc gst \$399 inc gst	Tues 28 Jul Thurs 30 Jul	8 8	6.30pm -9.00pm 6.30pm - 9.00pm	Godelieve Mols Godelieve Mols	Forestville Arts Ctre Forestville Arts Ctre
¢100 :	Sat 05 San	1	9.30am - 4.30pm	Fiona Barry	Mosman Campus
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	\$200 inc gst \$125 inc gst \$125 inc gst \$69 inc gst \$275 inc gst \$345 inc gst \$399 inc gst \$399 inc gst \$399 inc gst \$399 inc gst	\$200 inc gst	\$200 inc gst	\$200 inc gst	\$200 inc gst

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

nbmc.nsw.edu.au

**Stay Safe During COVID-19** 

• Smaller class sizes • Remember social distancing

• Stay home if you are unwell

LOCATION

# **Music & Singing**

An Introduction to the Harp	\$99 inc gst	Tues 11 Aug	1	6.15pm -8.45pm	Louise Johnson	Narrabeen Annex
Guitar: Beginners Level 1	\$137 inc gst	Wed 29 Jul	8	6.00pm - 7.00pm	Mark Broughton	Narrabeen Annex
	\$285 inc gst	Tues 28 Jul	8	7.15pm - 9.15pm	Brenton White	St Lukes Mosman
Guitar: Beginners Level 2	\$137 inc gst	Wed 29 Jul	8	7.00pm - 8.00pm	Mark Broughton	Narrabeen Annex
The Ukulele 2	\$105 inc gst	Wed 29 Jul	6	8.00pm - 9.00pm	Mark Broughton	Narrabeen Annex
The Ukulele	© \$105 inc gst	Thurs 30 Jul	6	10.15am -11.15am	Brenton White	Virtual Classroom
Singing for Beginners	\$199 inc gst	Thurs 30 Jul	6	6.30pm - 8.30pm	Kay Richards	Narrabeen Annex

# **Photography**

Digital SLR Photography Introduction	\$299 inc gst	Mon 27 Jul	7	6.30pm - 9.00pm	Julie Crespel	Brookvale Campus
	\$315 inc gst	Fri 31 Jul	6	10.00am - 1pm	Julie Crespel	Narrabeen Annex
Portrait Photography Introduction	\$240 inc gst	Wed 29 Jul	2	9.30am - 4.30pm	Mark Pawlyszyn	Brookvale Campus
Becoming a Professional Photographer	\$345 inc gst	Wed 12 Aug	4	9.30am - 2.30pm	Mark Pawlyszyn	Brookvale Campus





COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Life Skills						
Book Group - Reading For Pleasure 🜝	\$130 inc gst	Tues 28 Jul	7	10.00am - 11.30am	Margaret Baird	Virtual Classroom
Creating a Personal Road Map- A practical Goal Setting workshop	\$60 inc gst	Sat 22 Aug	1	9.00pm - 12.00pm	Jenny Slavec	Brookvale Campus
First Steps to Zero Waste Household	\$40 inc gst	Wed 19 Aug	1	6.00pm - 8.00pm	Eva Sliter vel Szreter	Narrabeen Annex
In Good Time-Time Management in a Busy World	\$60 inc gst	Sat 15 Aug	1	9.00am - 12.00pm	Jenny Slavec	Brookvale Campus
Novel Writing	\$225 inc gst	Mon 27 Jul	6	6.00pm - 8.30pm	Joanne Riccioni	Narrabeen Annex
Introduction to Creative Writing	\$99 inc gst	Sat 15 Aug	1	9.30pm - 3.30pm	Joanne Riccioni	Brookvale Campus
Mahjong - Beginners	\$295 inc gst \$295 inc gst	Tues 21 Jul Fri 24 Jul	9	1.00pm - 4.00pm 11.30am - 2.30pm	Ron Yap Ron Yap	Warringah Bowls Warringah Bowls
Mahjong - Social	\$195 inc gst \$195 inc gst \$195 inc gst	Tues 21 Jul Tues 21 Jul Fri 24 Jul	9 9 9	9.30am - 12.30pm 1.00pm - 4.00pm 11.30am -2.30pm	Ron Yap Ron Yap Ron Yap	Warringah Bowls Warringah Bowls Warringah Bowls

# **Health Fitness Mind & Soul**

Hula Hooping for Beginners	\$170 inc gst	Mon 27 Jul	8	7.00pm - 8.30pm	Kiri Pedersen	Tramshed Narrabeer
Inspired Wellbeing Workshop	\$50 inc gst	Fri 21 Aug	1	9.30am - 12.30pm	Fiona Mackillop	Narrabeen Annex
- ·	\$50 inc gst	Sun 19 Sep	1	9.30am - 12.30pm	Fiona Mackillop	Brookvale Campus
Mindful Yoga	\$199 inc gst	Wed 29 Jul	8	4.15pm - 5.45pm	Kathy Penn	Warringah Bowls
Pilates	\$150 inc gst	Mon 27 Jul	8	6.00pm - 7.00pm	Anna McLeod	Warringah Bowls
	\$150 inc gst	Mon 27 Jul	8	7.00pm - 8.00pm	Anna McLeod	Warringah Bowls
	\$150 inc gst	Wed 29 Jul	8	6.00pm - 7.00pm	Joyce Subloo	Warringah Bowls
	\$150 inc gst	Wed 29 Jul	8	7.00pm - 8.00pm	Joyce Subloo	Warringah Bowls
Pilates - Daytime	\$185 inc gst	Mon 20 Jul	10	10.00am - 11.00am	Sonia Forato	Warringah Bowls
Pilates - Zoom	\$150 inc gst	Wed 29 Jul	8	12.30pm - 1.30pm	Anna McLeod	Virtual Classroom
Qigong - The Art of Mindful Movement	\$110 inc gst	Tues 28 Jul	6	9.30am - 10.45am	Fiona Mackillop	Narrabeen Annex
Qigong - For Feeling Fabulous	\$140 inc gst	Tues 28 Jul	8	8.00am - 9.00am	Rod Lee	Scots Kirk Mosman
Tai Chi	\$140 inc gst	Tues 28 Jul	8	9.00am - 10.00am	Rod Lee	Scots Kirk Mosman
Yoga For The Over 40s	\$205 inc gst	Wed 29 Jul	9	8.30am - 10.00am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Thur 30 Jul	9	7.00pm - 8.30pm	Victoria Fisher	Scots Kirk Hall
Yoga For The Over 50s	\$205 inc gst	Mon 27 Jul	9	11.00am - 12.30am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Tues 28 Jul	9	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Thur 30 Jul	9	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$205 inc gst	Thur 30 Jul	9	12.00pm - 1.30pm	Bernadette O'Donnell	Scots Kirk Hall
Zoom Meditation ©	\$99 inc gst	Mon 27 Jul	6	6.00pm - 7.00pm	Patricia Wigley	Virtual Classroom

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

# Locations

Name	Address	Details
Brookvale Campus	Level 1, 14 William Street, Brookvale	NO on-site parking - street parking available in nearby residential areas. Stairs - no lift access.
Forestville Community Arts Ctr	6 Darley Street, Forestville	On-site parking available.
Mackie Lane Community Garden	Mackie Lane (off Lang St), Mosman	Parking is available in Lang Street. A short walk from Spit Junction along Military Rd.
Mosman Campus NEW LOCATION	104/1-3 Gurrigal Street, Mosman	Parking is available at Bridgepoint Parking Station, Vista Street Car Park or Mosman Square Carpark. Small staircase (7 steps), with internal lift available.
Mosman Bowling Club	15 Belmont Road, Mosman	Between the Primary School & Scots Kirk.
Mosman High School	Gladstone Ave entrance, Mosman	There is limited parking available in the school grounds. Local carparks available. College staff are on the premises during all classes to guide you to your rooms.  Wheelchair access is available. Ask for assistance.
Mosman Public School Hall	Belmont Rd, Mosman	Next to Primary School in Belmont Road. There is parking outside the hall.
Mosman Swim Centre	90 Vista St, Mosman	Parking available next door in Vista Street.
Narrabeen Annex	1525 Pittwater Road, Nth Narrabeen	Limited parking available in northern end of main carpark - spaces line marked in pink only. Parking also available in Lake Park Road and car park opposite the College.
The Tramshed	1395a Pittwater Rd, Narrabeen	Parking available in Council car park next door (check parking restrictions).
Scotts Kirk Hall	9 Belmont Road, Mosman	Located near the pedestrian crossing in Belmont Rd, opposite the High School, down the pathway on the right of the Church.
St Lukes Hall	Hattersley Room, Heydon Street, Mosman	Parking available on Heydon Street or under Bridgepoint Shopping Centre. Disabled access available.
Warringah Bowling Club	74 Bradleys Head Rd, Mosman	Parking available on Bradley's Head Road or in the Club Carpark - entrance from Prince Albert Street

# Short Courses Enrolment Form (Pages 9 to 14)

This form is for short courses only. For Accredited/funded courses please contact the college.

FIRST NAME:	LAST NAME:	DATE OF BIRTH: / /
ADDRESS:		SUBURB:
POSTCODE:	MOBILE:	HOME PHONE:
*SENIORS CARD/PENSIONER/ FULL TIME STUDENT NO:		*10% discount available on short courses. Excludes first aid courses, Computers for Over 60s, Tech Savvy Seniors.
EMAIL:		
Course Details:		Payment Details:
COURSE 1 NAME:	START DATE:	COST 1: \$
	TIME:	COST 2: \$
	VENUE:	For Terms & Conditions \$
COURSE 2 NAME:	START DATE:	please go to our website: -10% if www.nbmc.nsw.edu.au eligible:
	TIME:	or call: <b>9970 1000</b> . <b>TOTAL:</b> \$
	VENUE:	Credit Card Details: □ Visa □ Mastercard
COURSE 3 NAME:	START DATE:	
COOKSE OTWIVIE.	TIME:	Cardholder's Name:
	VENUE:	
	VEINGE.	Credit Card Number
ENROLMENT OPTIONS: Online: www.nbmc.nsw.e Phone: 9970 1000 Cheques to: Northern Bea	ches Community College	Expiry Date CVV
<b>In person:</b> 1525 Pittwater R	oaa, north narrabeen	Cardholder's Signature:

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



# Fee Free Traineeships

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From 1 January 2020 new entrant traineeships are fee free\*.

Employees can "learn & earn" while employers gain skilled staff for their businesses, as well as financial incentives offered by the Government.

NBMC can deliver training in the following areas:

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

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9970 1000

\* See website for trainee eligibility.

This training is subsidised by the NSW Government.



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