



# TERM 3 COURSE GUIDE

21 July – 19 September 2025



**Bass Coast  
Adult Learning**

**5672 3115**  
**info@bcal.vic.edu.au**  
**239 White Road Wonthaggi**  
RTO ID: 3720

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Front cover image courtesy of Susan Lee, NDIS Capacity Building Art class participant .

## How to enrol

Fee concession and payment plans are available on most courses. For enrolment queries call 5672 3115 or email [info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au)

Capacity Building sessions are invoiced monthly to the participants nominated email address, and will be payable within 7 days. We are unable to accept participants with solely NDIA managed NDIS plans.

## Group bookings

Onsite group training is available. Call 5672 3115 or email [info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au) for more information and to discuss your options and payment plans.

## Become a member

BCAL members enjoy special rates on courses and regular newsletters announcing events and new courses. Introductory rate \$5.



## STUDY SUPPORT GROUP

Bring your books, your questions — or just yourself. Whether you're studying, training, or doing homework.

- Get help with whatever you're learning
- Use a dedicated space to study
- Ask questions from friendly staff
- Stay motivated and on track

Every Fri

Between 10am – 3pm

Call to discuss cost



## CERTIFICATE III IN HORTICULTURE



AHC30722

Whether you want to maintain beautiful gardens, work outdoors or in a nursery helping customers choose plants, this course is for you. Receive hands-on training in the BCAL training garden as well as industry work experience.

Units include:

- Controlling plant pests, diseases and disorders
- Implement a plant establishment program
- Applying environmentally sustainable work practices
- Performing specialist amenity pruning

12 month course, 3 days per week

Starting Mon 21 Jul

9.30am - 3pm

Call to discuss cost



## CERTIFICATE II IN SALON ASSISTANT (HAIR)



SHB20216

Get ahead in the Hair & Beauty industry and complete a qualification to take with you!

Units include:

- Professional shampoo, basin and blow wave techniques
- Application and removal of colour
- Customer service skills
- Conducting salon transactions
- Using industry designed software
- Work placement to extend classroom knowledge

1 day per week for 6 months

Wednesday 16 Jul

9.15am – 3.15pm

Call to discuss cost

### Hair appointments

Book in for a shampoo, blow dry, straightening, braiding or basic colouring every Wednesday from 11am – 3pm.

# CARE & SUPPORT PATHWAY COURSES



Prepare for a high-demand industry while building your language, literacy, numeracy and computer skills for work. Connect with guest speakers, explore job opportunities (no qualifications needed), traineeships, and career pathways — and boost your confidence for interviews along the way.



Childcare



Aged Care



Disability Support



Health Support Services

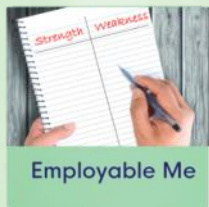
Fridays | 10am – 3.30pm | \$50 (\$35 conc) | Call to discuss cost

# JOB READINESS COURSES

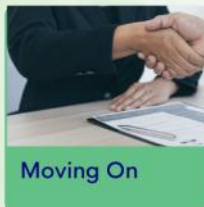


These courses are designed to equip you with the skills in any industry and confidence you need to succeed in today's job market. Learn about:

- Workplace skills
- Improve your resume
- How to succeed in interviews
- Build your professional network.



Employable Me



Moving On



Be Work Ready



Job Readiness

Fridays | 10am – 3.30pm | \$50 (\$35 conc) | Call to discuss cost



## MIGRANT ENGLISH



Small friendly classes in a relaxed and focused learning environment. This program is designed for people from a migrant background who are interested in improving their English language skills.

Enrol at any time.

You may be eligible for free tuition even if you were not eligible before.

Certificates delivered  
22640VIC, 22639VIC, 22640VIC

Certificate in English as an Additional Language

Weekly, Mondays and Tuesdays

10am – 3pm | Free



The Adult Migrant English Program is funded by the Australian Government Department of Home Affairs

## READING, WRITING AND MATHS FOR LIFE



Do you, or someone you know, need tips on reading, spelling, writing or maths skills?

There are excursions, interactive games and lots of fun.

- feel more confident with paperwork
- fill in forms
- understand household bills
- help children with homework
- write creative stories
- understand theory for a driver's license
- update your résumé to find a job

Small classes are held in a relaxed and friendly environment. Come and talk to us about what you need. Enrol at any time!

Weekly, each Thursday

9.30am – 2.30pm

Call to discuss cost



## FIRST AID

All First Aid courses include CPR.

### CPR Update



Accredited Unit. HLTAID009  
Provide Cardiopulmonary Resuscitation.

**Fri 9 May | 9.00am – 12.00pm or**  
**Tue 13 May | 6.30pm – 9.30pm or**  
**Sat 14 June | 9.00am – 12.00pm**  
\$70 (\$60 concession)

### First Aid Level 1



Accredited Unit. HLTAID010  
Provide Basic Emergency Life Support (incorporates CPR)

Accredited Unit. HLTAID010  
Provide Basic Emergency Life Support. Includes CPR.

**2 evenings, Tue & Thu, starting:**  
**Tue 13 May | 6.30pm – 9.30pm**  
\$100 (\$90 concession)

### First Aid Level 2



Accredited Unit. HLTAID011  
Provide First Aid. Includes CPR and Level 1.

**4 evenings, Tue & Thu, starting:**  
**Tue 13 May | 6.30pm – 9.30pm**  
\$180 (\$170 concession)

### First Aid for Teachers & Carers



Accredited Unit. HLTAID012  
Provide first aid in an education and care setting.

**5 evenings, Tue & Thu, starting:**  
**Tue 13 May | 6.30pm – 9.30pm**  
\$220 (\$200 concession)

### Asthma & Anaphylaxis Management



Accredited Units. 22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace

22578VIC Course in First Aid Management of Anaphylaxis.

**Tue 27 May | 6.30pm – 9.30pm**  
\$70 (\$60 concession)

### First Aid Level 2 update



Accredited Unit. HLTAID011  
Provide First Aid. Includes CPR.

**Fri 9 May | 9.00am – 4.00pm or**  
**Sat 14 June | 9.00am – 4.00pm**  
\$130 (\$120 concession)

COURSE	DAY	START DATE	TIME	COST	PAGE
<b>Computers</b>					
Basics & Beyond	Mon	28 Jul	1pm – 4pm	\$120 (\$100 conc)	8
Office Skills	Wed	30 Jul	1pm – 4pm	\$120 (\$100 conc)	8
Tech Club	Fri	25 Jul	2.15pm – 4pm	Free	8
<b>English &amp; Maths</b>					
Reading, Writing & Maths	Thu	24 July	9.30am – 2.30pm	Call us	5
Migrant English	Mon & Tue	21 July	10am – 3pm	Free	5
<b>First Aid</b>					
CPR Update	Fri		9am – 12pm	\$70 (\$60 conc)	7
Level 1	Tue & Thu		6.30 – 9.30pm	\$100 (\$90 conc)	7
Level 2	Tue & Thu		6.30 – 9.30pm	\$180 (\$170 conc)	7
Level 2 Update	Fri		9am – 4pm	\$130 (\$120 conc)	7
Teachers & Carers	Tue & Thu		6.30 – 9.30pm	\$220 (\$200 conc)	7
Asthma	Tue		6.30pm—9.30pm	\$70 (\$60 conc)	7
<b>Care and Support 2025</b>					
Childcare, Aged Care, Disability Support, Health	Fri	Ongoing	10am—3pm	\$50 (\$35 conc)	3
<b>Hospitality</b>					
RSA	Wed		9:30am – 3:30pm	\$95 (\$85 conc)	10
Food Safety	Wed	20 Aug	9.30am – 2pm	\$120 (\$110 conc)	10
Barista Basics	Wed	2 Aug & 17 Sept	9.30am – 2pm	\$80	10
<b>Lifestyle</b>					
Practical Music	Thu		10am—3pm	\$90 (\$70 conc)	8
<b>NDIS</b>					
Capacity Building	Various	Ongoing	Various	Call us	9
<b>Work Safety</b>					
White Card	Thu Fri		9am—3.30pm	\$250 (\$240 conc)	10



## COMPUTING



### Computers, Basics and Beyond

Whether you're a beginner or looking to enhance your skills, this course is for you! You'll learn:

- Fundamentals of Windows
- File management
- Creating documents with Word
- Internet basics
- Using email
- Making spreadsheets with Excel

8 weeks, starting Mon 28 Jul

1pm – 4pm

\$120 (\$100 concession)

### Tech Club



Need help with your phone, tablet/iPad, or computer? Join our free workshops to learn how it all works! Bring your own device or use one of ours. Start anytime!

Every Fri starting 25 July

2.15pm – 4pm | Free

## Computers for Office Skills



Intermediate course giving a comprehensive overview of:

- Word processing
- Internet and email, including video conferencing
- Spreadsheets
- PowerPoint presentations

8 weeks, starting Wed 30 July

1pm – 4pm | \$120 (\$100 concession)



## MUSIC



Designed for anyone interested in music—no experience needed.

This course covers:

- Industry roles (performer, production, manager, roadie)
- Song writing & performing
- Legal considerations
- Promotion & selling recordings online
- Micro business skills (networking, negotiation, marketing)
- Community radio & performance opportunities

Weekly, each Thursday

Starting 24 July | 10am – 3pm

\$90 (\$70 concession) | Enrol any time

# NDIS CAPACITY BUILDING



BCAL's Capacity Building Program aims to improve the lives of participants through building practical and personal skills. New participants are encouraged to come and take a tour of our facilities and sample a session.



## Group Fitness

Mondays and Wednesdays  
1pm – 1.45pm

## Photography and Friendship

Tuesdays 9.30am – 12pm

## School Lunches

Tuesdays 9.00am – 12.30pm

## The Good Bowl

Mondays 9.30am – 12pm

## Cooking with Kylie

Fridays 9.30am - 12.00pm

## Hair, Beauty & Hygiene

Thursdays 10.00am - 2.00pm

## Digital Discovery

Tuesdays 9.30am – 12pm

## Exploring Art

Wednesdays 9.30am – 12.00pm  
or 12.30pm – 3.00pm

## From the Pantry

Thursdays 9.30am – 12.00pm

## Games

Tuesdays 9.30am – 12.00pm

# HOSPITALITY



## Food Safety Level 1



Accredited unit for everyone handling food for public consumption – cafés, clubs, school canteens, milk bars. Includes practical exercises. Lunch is included.

Accredited unit. SITXFSA005  
Use hygienic practices for food safety.

Wed 20 Aug | 9.30am – 2pm

\$120 (\$110 conc.)

## Barista Basics



An excellent starting point for the budding barista. Using a full size commercial machine, you will learn how to:

- Consistently extract a great espresso
- Correctly adjust coffee grinders
- Steam milk to perfection
- Correct cleaning and maintenance of the machine

Sat 2 Aug | 9.30am – 2pm or

Wed 17 Sept | 9.30am – 2pm

\$80

## Responsible Service of Alcohol



Accredited unit complies with government regulations for all persons serving alcohol, including those wanting to work in cafés, clubs, bars, restaurants and special events.

Accredited unit: SITHFAB021  
Provide responsible service of alcohol.

Thu 8 May | 9.30am - 3.30pm

Wed 18 June | 11.00am - 5.00pm

\$95 (\$85 conc.)

**LIQUOR CONTROL**  
VICTORIA Approved RSA Provider

## WORK SAFETY

### Construction Induction (White Card)



This is the nationally recognised OH&S induction course for anybody wishing to set foot on any building site.

Accredited unit. CPCWHS1001 Prepare to work safely in the construction industry.

Thu | 9.00am – 3.30pm or

Fri | 9.00am – 3.30pm

\$250 (\$240 concession)

# COMMUNITY GROUPS AT BCAL



## Wonthaggi Woodcrafters



The Wonthaggi Woodcrafters have a well equipped workshop and club rooms. Always looking for new members to join this exciting group.

5672 3229 or [woodiessec@gmail.com](mailto:woodiessec@gmail.com)

## Community Garden

Wonthaggi Community Garden is an open space where members of the community, either individuals or groups, come together to grow organic, healthy produce, share skills and techniques.

## U3A Wonthaggi

University of the Third Age is a wholly voluntary organisation providing low cost learning to people over 50. Classes include. art, writing, history, languages, and much more.

0411 263 060 or  
[secretary@u3awonthaggi.org.au](mailto:secretary@u3awonthaggi.org.au)

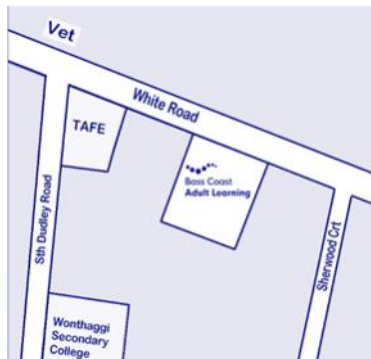


# ABOUT US

Bass Coast Adult Learning (BCAL) is a local, friendly and professional training centre. Expert staff will help you achieve your study, work and life goals. BCAL can provide:

- Accredited courses that are recognised throughout Australia.
- Life skills training tailored to suit your needs.
- Collaboration with local employers to train staff.





## Bass Coast Adult Learning

[Learn More.](#)

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