



# TERM 4 COURSE GUIDE

6 October – 19 December 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 NDIS Capacity Building  
Art class participant Natasha Pankhurst .

## 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



## INTRODUCTION TO HEALTH SERVICES



Did you know local health services need more workers in non-clinical jobs?

These are jobs you can get without a qualification. This course gives an overview and preparation for available positions.

- Learn about entry level jobs at hospitals and health care centres
- Improve your understanding of job descriptions and application processes
- Connect with staff from local health services and get your foot in the door
- Develop your skills and confidence in résumés and job interviews
- Be prepared for an essential high demand industry
- Learn about career progression
- Explore the options for local employment— part time, casual, flexible options

Possible career pathways are also explored for example, further study into areas like theatre technician.

Guest speakers with experience in the field will present helpful tips and a better insight to working in the health sector.

6 October – 26 November

Mondays and Wednesdays

12.30pm – 3.30pm | \$50 (\$35 concession)

For more information or to enrol [info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au)

# INTRO TO HORTICULTURE

Considering a career in horticulture but unsure if you want to commit to a Certificate course?

FREE



Join us for interactive, hands-on taster sessions which includes:

- PROPAGATION
- PLANT SELECTION
- GARDEN DESIGN
- SOIL TESTING

**WED 12 & 19 NOV**

**9am – 3.30pm**







FREE

# Intro to Hair

Are you interested in career  
in Hairdressing or Beauty?

- Hair styling
- Colouring techniques
- Salon treatments
- Hands on experience
- Small class

Wed 12 & 19 November  
9am – 3.30pm



# 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.



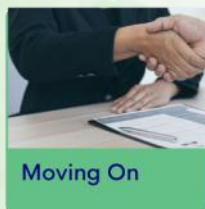
Fridays | 10am – 3.30pm | \$50 (\$35 conc) | Call to discuss cost

# 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.



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

\$40

# LIVING SUSTAINABLY

Everyday actions for a greener life



Bass Coast  
Adult Learning

FREE



This short course will help you discover:

- Practical food tips — from waste-busting recipes to growing your own.
- Simple home hacks — saving water and energy, reducing waste, composting and worm farming.
- Inspiring local examples — people and projects making a difference in Bass Coast.



Saturdays 25 October – 13 December

10am – 1pm

239 White Road, Wonthaggi

Register at [workshops@bcal.vic.edu.au](mailto:workshops@bcal.vic.edu.au)



Harriet Pellizzer

Trainer, Gardener,  
Compost Queen,  
Small Business Owner  
and Creator







## FIRST AID

All First Aid courses include CPR.

### CPR Update

Accredited Unit. HLTAID009

Provide Cardiopulmonary Resuscitation.

Tue 21 Oct | 6.30pm – 9.30pm or

Fri 14 Nov | 9.00am – 12.00pm or

Fri 12 Dec | 9.00am – 12.00pm

\$70 (\$60 concession)



### First Aid for Teachers & Carers



Accredited Unit. HLTAID012

Provide first aid in an education and care setting.

5 evenings, Tue & Thu, starting:

Tue 21 Oct | 6.30pm – 9.30pm

\$220 (\$200 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 21 Oct | 6.30pm – 9.30pm

\$100 (\$90 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 6 Nov | 6.30pm – 9.30pm

\$70 (\$60 concession)

### First Aid Level 2

Accredited Unit. HLTAID011

Provide First Aid. Includes CPR and Level 1.

4 evenings, Tue & Thu, starting:

Tue 21 Oct | 6.30pm – 9.30pm

\$180 (\$170 concession)



### First Aid Level 2 update



Accredited Unit. HLTAID011

Provide First Aid. Includes CPR.

Fri 14 Nov | 9.00am – 4.00pm or

Fri 12 Dec | 9.00am – 4.00pm

\$130 (\$120 concession)

COURSE	DAY	START	TIME	COST	PAGE
<b>Computers</b>					
Basics & Beyond	Mon	20 Oct	1pm – 4pm	\$120 (\$100 conc)	8
Office Skills	Wed	22 Oct	1pm – 4pm	\$120 (\$100 conc)	8
Tech Club	Fri	10 Oct	2.15pm – 4pm	Free	8
<b>English &amp; Maths</b>					
Reading, Writing & Maths	Thu	9 Oct	9.30am – 2.30pm	Call us	5
Migrant English	Mon & Tue	6 Oct	10am – 3pm	Free	5
<b>First Aid</b>					
CPR Update	Fri	14 Nov	9am – 12pm	\$70 (\$60 conc)	7
Level 1	Tue & Thu	21 Oct	6.30 – 9.30pm	\$100 (\$90 conc)	7
Level 2	Tue & Thu	21 Oct	6.30 – 9.30pm	\$180 (\$170 conc)	7
Level 2 Update	Fri	21 Oct	9am – 4pm	\$130 (\$120 conc)	7
Teachers & Carers	Tue & Thu	21 Oct	6.30 – 9.30pm	\$220 (\$200 conc)	7
Asthma	Tue	6 Nov	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>Heath Services</b>					
Intro to Health Services	Mons & Weds	6 Oct	12.30pm– 3.30pm	\$50 (\$35 conc)	3
<b>Hairdressing</b>					
Intro to Hair	Weds	12 & 19 Nov	9.30am – 3pm	Free	4
<b>Horticulture</b>					
Intro to Horticulture	Weds	12 & 19 Nov	9.30am– 3pm	Free	4

COURSE	DAY	START DATE	TIME	COST	PAGE
<b>Hospitality</b>					
RSA	Wed	20 Nov	10am – 4pm	\$95 (\$85 conc)	10
Food Safety	Wed	19 Nov	9.30am – 2pm	\$120 (\$110 conc)	10
Barista Basics	Wed	29 Oct 3 Dec	9.30am – 2pm	\$80	10
<b>Lifestyle</b>					
Practical Music	Thu	9 Oct	10am – 3pm	\$90 (\$70 conc)	8
<b>NDIS</b>					
Capacity Building	Various	Ongoing	Various	Call us	9
<b>Work Safety</b>					
White Card	Fri	24 Oct	9am – 3.30pm	\$250 (\$240 conc)	10
Traffic Management	Fri	7 Nov	9am – 4pm	\$350	10



## Living Lightly Bass Coast

FREE workshops on energy, gardening, food,  
and the circular economy



In partnership with



**BOOK NOW**

[thecap.com.au/living-lightly-bass-coast](https://thecap.com.au/living-lightly-bass-coast)



## 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 20 Oct

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 10 Oct

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 22 Oct

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 9 Oct | 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.



## 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

## 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

# 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 19 Nov | 9.00am – 1.00pm or

Wed 17 Dec | 9.30am – 1.30pm

\$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

Wed 29 Oct | 9.30am – 2pm or

Wed 3 Dec | 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 9 Oct | 10.00am – 4.00pm or

Thu 20 Nov | 10.00am – 4.00pm or

Thu 18 Dec | 10.00am – 4.00pm

**LIQUOR CONTROL** \$95 (\$85 conc.)  
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.

Wed 24 Oct | 9am – 4pm or

Wed 5 Dec | 9am – 4pm

\$250 (\$240 concession)

## Traffic Management



Covering equipment selection, safe use, and maintenance. It applies to Council roads (not VicRoads).

Accredited units. RIIWHS205E Traffic Control and RIIWHS302E Traffic Management.

Fri 7 Nov | 9am – 4pm | \$350

## 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)

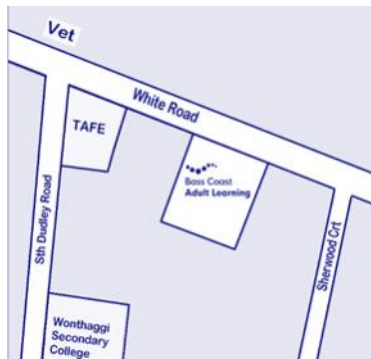


## ABOUT US

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.](#)

**239 White Road Wonthaggi**  
**5672 3115    [bcal.vic.edu.au](http://bcal.vic.edu.au)**



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