

SEMESTER 1 2026 COURSE GUIDE

Term 1: 2 Feb – 2 Apr

Term 2: 20 Apr – 26 Jun



**Bass Coast
Adult Learning**

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

CONTENTS

Care and Support	5
Certificate III in Horticulture	3
Certificate II in Salon Assistant (Hair)	4
Job Readiness	6
English & Maths	7
First Aid	10
Computers	11
Music	11
NDIS Capacity Building	12
Hospitality	13
Community groups located at BCAL	15

Front cover image courtesy of NDIS Capacity Building Art
Participants

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

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 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.



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
- Excursions

3 days per week

Mon 3 Feb – Dec 2026

9.30am - 3pm

Call to discuss cost

Student profile: Kristy Armstrong



Kristy joined this course after encouragement from her JobFind mentor and was glad to find the course close to home. She's enjoyed gaining skills she never expected and completing a practical placement with a local landscaper. She hopes to work as a Landscape Gardener.

CERTIFICATE II IN SALON ASSISTANT (HAIR)

SHB20216



Get ahead in the Hair & Beauty industry and complete a qualification to take with you. This course is a Pre-requisite for Cert III in Hairdressing.

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 7 Feb

9.15am – 3.15pm

Call to discuss cost

Student profile: Chloe Cook



Chloe enrolled in this course to explore her interest in hair, encouraged by friends who enjoyed the course. She's loved the supportive, fun environment and the new skills she's gained along the way. Next year, she hopes to join the Skills for Education and Employment Program and continue into Certificate III in Hairdressing to build her cutting skills.

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



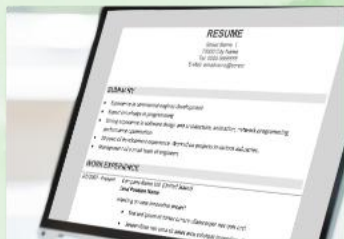
Employable Me



Moving On



Be Work Ready



Job Readiness





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

Term 1: 2 Feb – 2 Apr Term 2: 20 Apr – 26 Jun

COURSE	DAY	START	TIME	COST	PAGE
Computers					
Basics & Beyond	Mon	2 Feb	1pm – 4pm	\$120 (\$100 conc)	10
	Mon	27 Apr	1pm – 4pm	\$120 (\$100 conc)	10
Office Skills	Wed	11 Feb	1pm – 4pm	\$120 (\$100 conc)	10
	Wed	6 May	1pm – 4pm	\$120 (\$100 conc)	10
Tech Club	Fri	6 Feb	2.15pm – 4pm	Free	10
	Fri	24 Apr	2.15pm – 4pm	Free	10
English & Maths					
Reading, Writing & Maths	Thu	5 Feb	9.30am – 2.30pm	Call us	5
	Thu	23 Apr	9.30am – 2.30pm	Call us	5
Migrant English	Mon & Tue	2 Feb	10am – 3pm	Free	5
	Mon & Tue	20 Apr	10am – 3pm	Free	5
First Aid					
CPR Update	Fri	17 Feb	6.30 – 9.30pm	\$70 (\$60 conc)	10
	Fri	20 Feb	9am – 12pm	\$70 (\$60 conc)	10
	Fri	27 Mar	9am – 12pm	\$70 (\$60 conc)	10
	Fri	8 May	9am – 12pm	\$70 (\$60 conc)	10
	Fri	19 Jun	9am – 12pm	\$70 (\$60 conc)	10
Level 1	Tue & Thu	17 Feb	6.30 – 9.30pm	\$100 (\$90 conc)	10
Level 2	Tue & Thu	17 Feb	6.30 – 9.30pm	\$180 (\$170 conc)	10
Level 2 Update	Fri	20 Feb	9am – 4pm	\$130 (\$120 conc)	10
	Fri	27 Mar	9am – 4pm	\$130 (\$120 conc)	10
	Fri	8 May	9am – 4pm	\$130 (\$120 conc)	10
	Fri	19 Jun	9am – 4pm	\$130 (\$120 conc)	10
Teachers & Carers	Tue & Thu	17 Feb	6.30 – 9.30pm	\$220 (\$200 conc)	10
Asthma	Tue	3 Mar	6.30pm – 9.30pm	\$70 (\$60 conc)	10
Work Safety					
White Card	Fri	27 Feb	9 – 4pm	\$250 (\$240 conc)	13

COURSE	DAY	START	TIME	COST	PA
Care and Support 2025					
Childcare, Aged Care, Disability Support, Health Services	Fri	Ongoing	10am – 3pm	\$50 (\$35 conc)	5 & 6
Hairdressing					
Cert II in Salon Assistant	Weds	4 Feb	9.30am – 3pm	Call us	4
Horticulture					
Cert III in Horticulture	3 days	4 Feb	9.30am – 3pm	Call us	3
Hospitality					
RSA	Mon	16 Feb	10am – 4pm	\$95 (\$85 conc)	13
	Thurs	26 Mar	10am – 4pm	\$95 (\$85 conc)	13
	Mon	4 May	10am – 4pm	\$95 (\$85 conc)	13
	Mon	15 Jun	10am – 4pm	\$95 (\$85 conc)	13
Food Safety	Mon	16 Mar	10.30am – 4pm	\$120 (\$110 conc)	13
	Mon	18 May	10.30am – 4pm	\$120 (\$110 conc)	13
Barista Basics	Wed	1 Apr	9.30am – 2pm	\$80	13
	May	6 May	9.30am – 2pm	\$80	13
Lifestyle					
Practical Music	Thurs	5 Feb	10am – 3pm	\$90 (\$70 conc)	11
	Thurs	23 Apr	10am – 3pm	\$90 (\$70 conc)	11
NDIS					
Capacity Building	Various	Ongoing	Various	Call us	11



STUDY SUPPORT GROUP

Bring your books, 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 | 10am – 3pm | Call to discuss cost



FIRST AID

All First Aid courses include CPR.

CPR Update

Accredited Unit. HLTAID009

Provide Cardiopulmonary Resuscitation.

Tue 17 Feb | 6.30pm – 9.30pm or

Fri 20 Feb | 9.00am – 12.00pm or

Fri 27 Mar | 9.00am – 12.00pm

Fri 8 May | 9.00am – 12.00pm or

Fri 19 June | 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 17 Feb | 6.30pm – 9.30pm or

\$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 17 Feb | 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 3 Mar | 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 17 Feb | 6.30pm – 9.30pm

\$180 (\$170 concession)



First Aid Level 2 update

Accredited Unit. HLTAID011

Provide First Aid. Includes CPR.

Fri 20 Feb | 9.00am – 4.00pm or

Fri 27 Mar | 9.00am – 4.00pm or

Fri 8 May | 9.00am – 4.00pm or

Fri 19 June | 9.00am – 4.00pm

\$130 (\$120 concession)





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 2 Feb

1pm – 4pm or

8 weeks, starting Mon 27 Apr

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 6 Feb and 24 Apr

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 11 Feb or

8 weeks, starting Wed 6 May

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

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.

Mon 16 Mar | 10.30am – 4.00pm or

Mon 18 May | 10.30am – 4.00pm

\$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 1 Apr | 9.30am – 2pm or

Wed 6 May | 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.

Mon 16 Feb | 10.00am – 4.00pm or

Thu 26 Mar | 10.00am – 4.00pm or

Mon 4 May | 10.00am – 4.00pm or

Mon 15 June | 10.00am – 4.00pm

\$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.

Fri 27 Feb | 9am – 4pm

Fri 1 May | 9am – 4pm

Fri 12 June | 9am – 4pm

\$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

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



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:

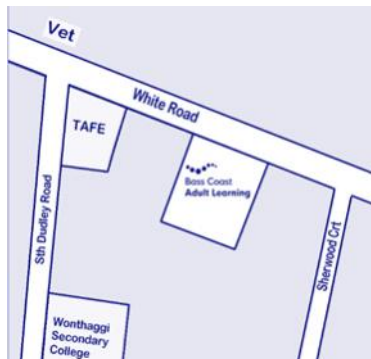
- Accredited courses that are recognised throughout Australia.
- Life skills training tailored to suit your needs.
- Collaboration with local employers to train staff.



COLLABORATIONS

We are proud to collaborate with:





Bass Coast Adult Learning

[Learn More.](#)

239 White Road Wonthaggi
5672 3115 bcal.vic.edu.au



RTO ID: 3720