

course guide



north coast
community college

TERM 3 2017

alstonville | ballina | yamba

TERM 3

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To quote John Lennon; 'life is what happens to you while you are busy making other plans' and sometimes life changes also signal the time to make career changes. It's up to us to have a 'contingency plan' in motion to expand our options, and help make career changes easier when they occur in our lives.

The good news is; we have a diverse range of career, workskills and lifestyle course options in our Term 3 course programme that may just help you prepare for that next step... Call us to discuss your interests and we will be happy to help you reach your goals.

This brings me to my own next step; this will be my final course launch for North Coast Community College. Over the past 7 years I feel privileged to be in a position of guiding our three Colleges in Alstonville, Ballina and Yamba, through times of change, whilst maintaining our value within the community. I am proud of our achievements and I wish for all our students, staff, and the broader communities we serve, that your own 'next steps' bring you fulfilment and happiness.


Our new Executive Officer will just have their feet under-the-desk by the time you are reading this and, I am confident, will bring their own expertise and enthusiasm to this rewarding role.

Thank you.


Narelle Millan Executive Officer


IT'S EASY TO ENROL

ONLINE  www.northcoastcc.edu.au

IN PERSON  494 Bruxner Hwy, Alstonville
4/13 Yamba St, Yamba

PHONE  9am-5pm Mon-Fri
Alstonville - 02 6628 5426
Yamba - 02 6646 9094

EMAIL  Alstonville/Ballina: enrol@northcoastcc.edu.au
Yamba: reception@northcoastcc.edu.au

North Coast Community College is now offering significant fee assistance to eligible students through NSW Government Smart & Skilled Entitlement Model. 

Certificate courses in Individual Support, Hospitality and Education Support are just some of the many possibilities - check the Career section for more.

Fee support and assistance is also available through Community Service Obligation (CSO) government initiative. Conditions apply. CSO training helps to provide a pathway to future work opportunities.

This means that courses you may have deferred can now be a reality.

FEATURE COURSES



CERTIFICATE IV IN NEW SMALL BUSINESS BSB42615

If only I knew that when I started out! Is a phrase we hear constantly from business start-ups. This qualification provides essential learnings and preparation to 'be your own boss.' Legal and risk management; legislation and regulatory requirements; how to develop a financial plan and monitor your business performance. Suited to existing or new business operators.

Enrolling now

Concession: \$240 | First Qualification: \$1580

Second/ Subsequent Qualification: \$1850

This training is subsidised by the NSW government

CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30415

Does the idea of working in an office administration role appeal to you? This qualification will help you develop a broad range of workplace administration skills. You will use popular software applications including MYOB, prepare financial documents and deliver quality customer service. If you have worked previously in an office you may be eligible for recognition of prior learning (RPL).

Concession: \$240 | First Qualification: \$1320

Second/ Subsequent Qualification: \$1580

This training is subsidised by the NSW government



North Coast Community College is a member of Community Colleges Australia.



Qualifications offered by North Coast Community College are nationally recognised and accredited. Registered Provider - 90029.



North Coast Community College is proudly supported by the NSW Government, through the Department of Industry.

The College provides training linked to Continuing Professional Development (CPD).

NATIONALLY RECOGNISED QUALIFICATIONS

Complete your nationally recognised qualification with North Coast Community College with flexible study options: full time, part time, at College, online or the combination that works for you. We can offer flexible commencement dates for many qualification courses. Contact our Customer Support team to help you choose the course that is right for you.

CERTIFICATE III IN HOSPITALITY SIT30616



This nationally recognised qualification will provide you with opportunities to work Australia-wide in the hospitality industry. Find employment options in hotels, clubs, restaurants or cafes where you could be working as a bar attendant, waitperson or barista. This training includes work placement which contributes significantly to assessment.

Yamba ▪ Enrolling now

Concession: \$240 | First Qual: \$1450

Second/ Subsequent Qualification: \$1750

This training is subsidised by the NSW government

CERTIFICATE III IN INDIVIDUAL SUPPORT (AGED CARE, DISABILITY, OR HOME & COMMUNITY) CHC33015



With Australia's ageing population continuing to grow, aged care is one of the few industries where job security and new opportunities are almost guaranteed for decades to come. Are you interested in a career helping others? Qualified carers are in high demand. This course will provide you with entry level qualifications into this vital industry.

Yamba: Tues 27 Jun - 25 Oct

Alstonville: Wed 28 Jun - 26 Oct

Concession: \$240 | First Qual: \$1450

Second/ Subsequent Qualification: \$1750

This training is subsidised by the NSW government

CERTIFICATE IV IN BUSINESS ADMINISTRATION BSB40515



If you have undertaken Certificate III in Business Administration, or you already have some experience working in office administration, this qualification will provide you with additional skills across a wide area of business applications, and the confidence to help build your career in business.

Alstonville | Ballina | Yamba ▪ Enrolling now

Concession: \$240 | First Qual: \$1580

Second/ Subsequent Qualification: \$1850

This training is subsidised by the NSW government

LEARNING HUB

Did you know that if you are enrolled in any of our Nationally Accredited courses, you are welcome to attend our Learning Hub at Alstonville? Perhaps you need a quiet place to work on your assessments and receive assistance from our Training Manager? If so, come along to the Learning Hub at Alstonville, each Thursday 9.00am-12noon.

CERTIFICATE IV IN TRAINING AND ASSESSMENT TAE40110



If you train - or want to train people, this course is the minimum qualification in the Australian vocational education and training (VET) sector. You will learn how to plan, organise and deliver training; plan and implement assessment activities; and how to design training programs that meet client needs.

▪ Enquire Now ▪

ADDRESS LANGUAGE, LITERACY AND NUMERACY TAE40110



Do you have Certificate IV TAE40110 and would like to add the next recommended training unit to your qualification? This course provides the necessary skills and knowledge to recognise core language, literacy and numeracy (LLN) demands of training and assessment, and to tailor VET practice to suit individual students.

▪ Enquire Now ▪

CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS FSK20113



Improve your skills, confidence and proficiency in reading, writing, numeracy and communication. This course will assist you in developing these skills to prepare for employment or further training.

Alstonville | Ballina | Yamba ▪ Enrolling now

Concession: \$80

First Qualification: \$320

This training is subsidised by the NSW government

CERTIFICATE IV IN BUSINESS BSB40215



Fancy a step-up or career change? This qualification will provide you with the skills and knowledge required to work in a mid-level administration/managerial role. Learn how to successfully apply solutions to unpredictable problems, analyse issues and evaluate complex information.

Alstonville | Ballina | Yamba ▪ Enrolling now

Concession: \$240 | First Qual: \$1580

Second/ Subsequent Qualification: \$1850

This training is subsidised by the NSW government

CERTIFICATE III IN EDUCATION SUPPORT CHC30213



Are you interested in supporting children in the development of their education? This course provides a range of rewarding career options working as a Teacher's Aide in the classroom, in a public or independent school or in after school care facilities, working with special needs children or with children from a culturally diverse background.

Alstonville | Ballina | Yamba ▪ Enrolling now

Concession: \$240 | First Qual: \$1600

Second/Subsequent Qualification: \$1910

This training is subsidised by the NSW government

CERTIFICATE IV IN WORK HEALTH SAFETY BSB41415



Supporting a safe and healthy work environment is a truly rewarding career option. Gain the skills needed in the workplace to manage and supervise work health and safety (WHS). Assessment tasks are workplace based and will lead to an authentic workplace appraisal. Strong literacy skills will assist with task completion.

Alstonville | Ballina | Yamba ▪ Enrolling now

Concession: \$240 | First Qual: \$1580

Second/ Subsequent Qualification: \$1850

This training is subsidised by the NSW government

DO YOU HAVE SKILLS OR QUALIFICATIONS THAT YOU WOULD LIKE RECOGNISED?

Recognition of prior learning is an evidence based assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.



WORK SAFELY AT HEIGHTS RIIWH5204D



Many work operations are conducted above ground level or the workplace floor. Falling from such heights is a serious hazard and a major cause of workplace injury. Working at heights can become even more dangerous because of weather conditions, inadequate housekeeping and poorly designed and inadequately maintained equipment. Those responsible for health and safety in the workplace, and those who work at heights, should be familiar with the design principles that can eliminate or control the hazardous elements of working at heights. They should also be familiar with the use of safety equipment. This course consists of pre-course reading, classroom theory, practical training and assessment.

Alstonville: Mon 21 Aug

7.30am to 5pm | Fee: \$385

The issuing RTO for this unit is MAP Training
provider number 40464, info@maptraining.com.au

LICENCE TO OPERATE A FORKLIFT TRUCK TLILIC2001



This unit is based on the National Standard for Licensing Persons Performing High Risk Work & involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions and monitoring and maintaining forklift performance. Upon successful completion participants will receive a Nationally Recognised Statement of Attainment in Licence to operate a forklift truck - TLILIC2001 and an application for a SafeWork NSW High Risk Work Licence. This course consists of classroom theory and practical training.

Alstonville: Wed 16 Aug - Fri 18 Aug

8.30am to 4pm | Fee: \$590

Pre-requisites: Min. age 18 / 100 points of original I.D. (as per SafeWork NSW requirements) / Adequate literacy & numeracy and USI

The issuing RTO for this unit is MAP Training
provider number 40464, info@maptraining.com.au



LICENCE TO OPERATE A BOOM TYPE ELEVATING WORK PLATFORM (BOOM LENGTH 11 METRES OR MORE) TLILIC2005



This unit is based on the National Standard for Licensing Persons Performing High Risk Work. It is the responsibility of an employer to ensure that all persons operating an elevating work platform are competent to do so, and that safe systems of work are provided at all times in their use. This training outlines the competency required to safely and effectively operate an EWP. Within 60 days of successfully completing the course, the applicant MUST take their SafeWork NSW Notice of Satisfactory Assessment (NSA) application form, certificate of competency, evidence of identity, passport photo and the SafeWork NSW licence fee to a main Australia Post Office for processing. This course consists of classroom theory and practical training.

Alstonville: Wed 2 Aug - Fri 4 Aug

8am to 4pm | Fee: \$990

Pre-requisites: Min. age 18 / 100 points of original I.D. (as per SafeWork NSW requirements) / Adequate literacy & numeracy and USI

The issuing RTO for this unit is MAP Training
provider number 40464, info@maptraining.com.au

ENTER AND WORK IN CONFINED SPACES RIIWH5202D



Confined spaces are potentially high risk workplaces, because their atmosphere can change quickly and without notice. Confined spaces may include tanks, silos, manholes, pump stations, dry wells and reservoirs. This course aims to meet the training requirements of the WHS Regulation with regards to "Working in a confined space". It consists of classroom theory and practical training in a simulated confined space environment.

Alstonville: Mon 7 Aug - Tue 8 Aug

7.30am to 4pm

Fee: \$495 (full course)

The issuing RTO for this unit is MAP Training
provider number 40464, info@maptraining.com.au



RESPONSIBLE SERVICE OF ALCOHOL SITHFAB002 PROVIDE RESPONSIBLE SERVICE OF ALCOHOL



Mandatory training for people wanting to work with alcohol in the hospitality industry (where alcohol is either served or sold). This course is also recommended for security staff who monitor patron behaviour in hotels and clubs and to the licensee who is ultimately responsible for Responsible Service of Alcohol (RSA) management. The course is approved by Liquor and Gaming NSW. It is strongly advised to also complete RCG (Responsible Conduct of Gambling) to have both licences appear on the one photo competency card.

Fee: \$200

(includes \$70 fee paid to OLGR for ID Card)

Enrol in both RSA and RCG and pay only \$340 for the two courses

One day course | 9am to 3.30pm

Yamba: Tue 11 Jul, Tue 8 Aug, Tue 5 Sept,
Tue 10 Oct

Ballina: Mon 31 Jul

Alstonville: Mon 7 Aug, Mon 14 Aug

RESPONSIBLE CONDUCT OF GAMBLING SITHGAM001 PROVIDE RESPONSIBLE GAMBLING SERVICES



This mandatory six hour, accredited program approved by Liquor and Gaming NSW, aims to encourage a responsible, caring and professional approach to gambling and is compulsory for everyone working in gaming venues of licenced premises in NSW. To obtain both licences on the one photo competency card both RSA and RCG must be completed within 90 days of each other.

Fee: \$160

(includes \$30 fee paid to OLGR for ID Card)

Enrol in both RCG and RSA and pay only \$340 for the two courses

One day course | 9am to 3.30pm

Yamba: Wed 12 Jul, Wed 9 Aug,
Wed 6 Sept, Wed 11 Oct

Ballina: Tue 1 Aug

Alstonville: Tue 15 Aug, Tue 29 Aug

TRAFFIC CONTROLLER (TC) & IMPLEMENT TRAFFIC CONTROL PLANS (ITCP) CARDS



RIIWH5205D CONTROL TRAFFIC WITH A STOP/SLOW BAT, RIIWH5201D WORK SAFELY AND FOLLOW WHS POLICIES AND PROCEDURES, RIICOM201D COMMUNICATE IN THE WORKPLACE, RIIWH5302D IMPLEMENT TRAFFIC MANAGEMENT PLAN

This course provides training for participants to control traffic with a Stop/ Slow Bat and those who are required to set up and work with Traffic Control Guidance /Traffic Control Plans. Course Pre-requisites: Adequate literacy and Unique Student Identity Number (USI). The Safe Work NSW White Card is necessary to obtain employment in the Traffic Control Industry. Participants must have adequate Personal Protection Equipment (PPE) –steel capped enclosed shoes or safety boots, long sleeve shirt, long trousers, gloves, sun glasses and hat. Note: Traffic Control tickets are valid for three years.

**Alstonville: Wed 30 Aug – Thu 31 Aug
8am to 4pm**

**Yamba: Mon 11 Sep – Tue 12 Sep
8am to 4pm**

Fee: \$785

2 days plus onsite assessment

Traffic Control - issuing RTO is MAP Training, provider no. 40464, info@maptraining.com.au

GENERAL CONSTRUCTION INDUCTION CERTIFICATE (WHITE CARD)



Work safely in the construction industry CPCCOHS1001A

Accredited by SafeWork NSW, this general induction training is for anyone entering the construction industry or those seeking registration as an owner builder. The course delivers a basic knowledge of requirements under the WHS Act, the common hazards and risks likely to be encountered on construction sites and how these risks should be controlled. Original 100pt ID to be shown to Trainer on day of the course. A SafeWork NSW certificate will be issued at completion of training to successful participants.

**Yamba: Wed 21 Jun, Wed 26 Jul,
Wed 23 Aug, Wed 20 Sept**

One day course | 9am to 4pm

Fee: \$165

Yamba - The issuing RTO for this unit is Allen's Training P/L provider number 90909

Ballina: Thu 27 Jul | 9am to 4pm

Alstonville: Tue 15 Aug | 9am to 4pm

Fee: \$130

Ballina & Alstonville - The issuing RTO for this unit is MAP Training, provider number 40464, info@maptraining.com.au

PROVIDE FIRST AID HLTAID003 CARDIOPULMONARY RESUSCITATION HLTAID001 RECERTIFICATION



*Delivered in Ballina & Alstonville by (Malcolm Whitfield) Parasol EMT - Provider number: 2551
Delivered in Yamba by Royal Life Saving Society NSW - Provider number: 90666*

All first aid certificates expire three years from the date of issue therefore if you gained your first aid qualification prior to June 2014 it is now time to renew.

It is compulsory that students complete a first aid workbook before the course commences and return it to the trainer on the day of the course. All other course resources will be provided on the day.

Full course fee: \$155 (includes CPR)

Recertification fee: \$155 (for those renewing a current certificate)

CPR fee: \$80 (attendance in Alstonville and Ballina 9.30am to 12.30pm and in Yamba 9am to 12pm on the dates listed below)

**Yamba: 9am to 5pm
Fri 16 Jun, Sat 1 Jul, Fri 14 Jul, Sat 29 Jul,
Fri 11 Aug, Sat 26 Aug, Fri 8 Sept, Sat 23 Sept**

**Alstonville: 9.30am to 5.30pm
Sat 8 Jul, Sat 29 Jul, Sat 19 Aug, Sat 2 Sept**

**Ballina: 9.30am to 5.30pm | Fri 4 Aug, Fri 11 Aug
Evening 6pm to 9pm | Mon 28 Aug & Tue 29 Aug**



PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING HLTAID004



Delivered in Yamba by Royal Life Saving Society NSW - Provider number: 90666

This course targets the provision of first aid response to infants, children and adults. The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies. This is a one day course. Students receive a first aid manual and workbook which is to be completed before the course commences and returned to the trainer on the day of the course. **COMPULSORY course pre-work required.** All other course resources will be provided on the day.

One day course | 9am to 5pm

Fee: \$175

**Yamba: Fri 16 Jun, Sat 1 Jul, Fri 14 Jul,
Sat 29 Jul, Fri 11 Aug, Sat 26 Aug,
Fri 8 Sept, Sat 23 Sept**

BECOME MORE CONFIDENT NAVIGATING DEVICES & PROGRAMS IN TODAY'S TECH-RELIANT COMMUNITY



Tech Savvy Seniors is an initiative of the NSW Ageing Strategy and is funded through a partnership between The NSW Government and Telstra to provide seniors (over the age of 60) with affordable training in overcoming their fears of accessing computer technology.

TECH SAVVY - INTRODUCTION TO COMPUTERS

Learn many of the foundation skills required for basic computing including security, email, internet, online banking. This course is for those 'getting started' using their computers.

1 session | Yamba | Sat 15 Jul

9am to 3.30pm | Fee: \$40 TSS Fee

1 session | Ballina | Sat 15 Jul

9am to 3.30pm | Fee: \$40 TSS Fee

TECH SAVVY - INTRODUCTION TO ANDROID SMARTPHONE & TABLET

Learn how to navigate around your Android, smartphone or tablet, change basic settings to personalise and secure your device, connect to the internet and download and use apps.

1 session | Ballina | Sat 29 Jul

9.30am to 12.30pm | Fee: \$20 TSS Fee

1 session | Yamba | Sat 29 Jul

9am to 12pm | Fee: \$20 TSS Fee

TECH SAVVY - INTRODUCTION TO SOCIAL MEDIA

Social media sites such as Facebook and Twitter help you to stay in touch with your family and friends. In this informative course tools such as YouTube, Skype, emailing and cyber security are discussed giving you an overview of what services are available via the internet.

1 session | Ballina | Sat 22 Jul

1pm to 4pm | Fee: \$20 TSS Fee

1 session | Yamba | Sat 22 Jul

1pm to 4pm | Fee: \$20 TSS Fee

TECH SAVVY - INTRODUCTION TO IPAD OR IPHONE

Learn how to navigate around your iPad or iPhone, change basic settings to personalise and secure your device, connect to the internet and use emails.

1 session | Ballina | Sat 22 Jul

9.30am to 12.30pm | Fee: \$20 TSS Fee

1 session | Yamba | Sat 22 Jul

9am to 12pm | Fee: \$20 TSS Fee

TECH SAVVY INTRODUCTION TO ONLINE SHOPPING AND BANKING

You no longer need to head to the bank branch to perform every transaction, and you can buy just about anything you need online without ever stepping outside your door. Learn how to transfer money, pay bills, buy groceries and other goods, and even make all your travel arrangements online.

1 session | Yamba | Sat 5 Aug

9am to 12pm | Fee: \$20 TSS Fee

1 session | Ballina | Sat 5 Aug

9am to 12pm | Fee: \$20 TSS Fee

INTRODUCTION TO IPAD OR IPHONE

Learn how to navigate around your iPad or iPhone, change basic settings to personalise and secure your device, connect to the internet and use emails.

1 session | Ballina | Sat 12 Aug

9am to 1pm | Fee: \$85

1 session | Yamba | Sat 12 Aug

9am to 1pm | Fee: \$85

IPAD OR IPHONE - 2

Once you have achieved the basics, move up to more complex applications.

1 session | Ballina | Sat 19 Aug

9am to 1pm | Fee: \$85

1 session | Yamba | Sat 19 Aug

9am to 1pm | Fee: \$85

COMPUTER FUNDAMENTALS

No previous computer experience necessary. Gain skills and knowledge required to operate your personal computer (PC) and perform common tasks. Focusing specifically on everyday computer applications, the internet, apps, social media, email, security and a package of essential home computing functions including banking on-line.

1 session | Ballina | Sat 26 Aug

9am to 3.30pm | Fee: \$160

1 session | Yamba | Sat 26 Aug

9am to 3.30pm | Fee: \$160

CUSTOMISED SHORT COURSES AND WORKPLACE TRAINING

Do you need to learn how to operate a computer or an iPad, use Microsoft Word, Excel or MYOB?



Perhaps you may prefer one on one instruction customised to your particular needs? Alternatively, if you are an employer, did you know that the College can deliver courses at your workplace that are tailored to the specific needs of your employees?

Please contact the College for further information.

KAYAK

Learn how to prepare for paddling and how to control a kayak properly so that you are safe on the water and you can travel further without straining anything along the way. There are always exciting things waiting for you around the next river bend. Excellent health and adventure benefits.

1 session | Ballina
Sat 30 Sep | 9am to 2pm
Fee: \$85

SILVERSMITH

Learn to design and create your own unique jewellery pieces in .925 sterling silver. You will create a ring, linked chain bracelet and solid fitted bangle. Students will need to bring \$70 to the first session to cover materials. Explore your creativity and design fashion items that are truly unique. This course is suitable for beginners and no previous knowledge is required.

3 sessions | Alstonville
Sat 2 Sep - 16 Sep | 10am to 4.30pm
Fee: \$310

CLAY FUNDAMENTALS

Roll up your sleeves folks and get ready to let your inner creative immerse itself in the wonderful world of clay...BUT.... Be warned it's highly addictive! This workshop requires no experience just a desire to hang out with like-minded people, share a laugh, exchange a smile and well.... Get a little dirty! Price includes all materials, refreshments and nibbles.

Please note: Clay work will be fired offsite then available to students to pick up 2 weeks after workshop.

1 session | Island Collective Yamba
Sat 19 Aug | 10am to 2pm
Fee: \$100



DREAMCATCHER WORKSHOP

In this workshop you will learn basic macrame techniques while creating your very own dream catcher to adorn your home. Emilia has many years teaching and exhibiting her own macrame art pieces. Price includes all materials, refreshments and nibbles.

1 session | Island Collective Yamba
Sat 9 Sep | 10am to 1pm | Fee: \$90

Please wear comfortable clothing for all Tai Chi sessions

TAI CHI MODIFIED YANG STYLE - LEVEL ONE

Develop your mental calmness, clarity, physical health, strength and suppleness with an elevated sense of well-being and positive outlook. Learn a sequence of moves performed slowly in a relaxed, supportive environment.

8 sessions | Yamba | Fee: \$155
Fri 4 Aug - Fri 22 Sep | 10.15am to 11.15am

TAI CHI MODIFIED YANG STYLE - LEVEL TWO & THREE

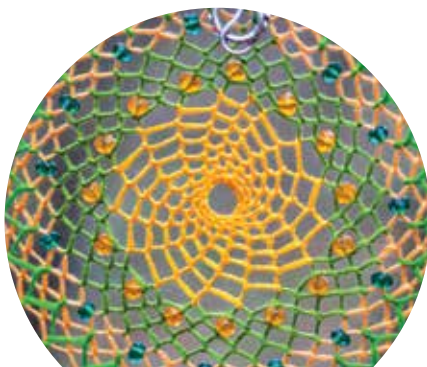
Once you have attended level one sessions, and acquired the basic moves, you will be ready for the next level.

8 sessions | Yamba | Fee: \$155
Fri 4 Aug - Fri 22 Sep | 11.30am to 12.30pm

TAI CHI FOR HEALTH - TCA1

An introduction to Tai Chi for Arthritis (TCA) Programme, based on the sun style and designed to be accessible and modifiable for everyone. Develop your mental calmness, clarity, physical health, strength and suppleness with an elevated sense of well-being and positive outlook. Learn a sequence of moves performed slowly in a relaxed, supportive environment.

8 sessions | Alstonville | Fee: \$155
Wed 5 Jul - 23 Aug | 9am to 10am



LAUGHTER YOGA

Come along - laugh and live well! Laughter Yoga is designed to assist you to unlock the power of laughter for improved holistic health. Laughter yoga focuses on tools and techniques that will assist you to reduce stress, boost positivity and confidence. Laughter Yoga is an aerobic exercise that is just plain fun. The yoga bit is the breathing that goes with it - no being on the floor turning yourself into a pretzel is required! It is suitable for everyone, and can be done standing or sitting - so even those who are mobility challenged can participate.



8 sessions | Alstonville | Fee: \$110

Mon 24 Jul - 11 Sep | 6pm to 7pm

OUR LANGUAGE PROGRAM IS DELIVERED BY PASSIONATE TUTORS WHO LOVE THEIR WORK AND KNOW HOW TO BUILD YOUR CONVERSATION CONFIDENCE.

ITALIAN 1

Are you planning a trip to Italy? Would you like to have fun learning this beautiful and musical language? If you are interested in Italian culture, these classes offer a blend of introductory language skills, travel tips and cultural insights.

8 sessions | Alstonville | Fee: \$260

Mon 24 Jul - 11 Sep | 6pm to 8pm

FRENCH 2

After French 1 you can order a drink and food, introduce yourself and invite someone out. In French Beginners 2 you will learn to ask and give directions, book a hotel room and buy a train ticket, souvenirs and clothes. You'll learn a lot more about French culture too.

8 sessions | Alstonville | Fee: \$260

Mon 24 Jul - 11 Sep | 6pm to 8pm

COLLEGE ROOMS FOR HIRE NEED TO BOOK A ROOM FOR YOUR NEXT EVENT?

We have a range of rooms available at each of our campuses, available for hire at reasonable rates. Our venues are well-presented and include classroom facilities and computer hubs with access to wireless internet, lunch areas and amenities. Flexible size rooms for large groups, (e.g. conferences), and smaller group requirements. Our Alstonville rooms come with ample onsite parking for larger group bookings. Regular bookings can be coordinated around college commitments. Please contact us for further information.



ENROLMENT POLICY

- **Please choose your course carefully.**
- Please enrol early as classes fill quickly. Enrolments may be made in person, online, by fax or post.
- Classes are open to anyone over the age of 15 years. No child minding is available nor facilities for children.
- Enrolment is automatic upon payment. Until payment is received your name is on a waiting list. You will be sent an information sheet only for classes where materials are required for the first lesson. Receipts will only be emailed or made available for collection from the office.
- If classes are cancelled you will be notified and receive a full refund if required or you may transfer the fee paid to another course of your choice.
- The College cannot accept responsibility for changes in personal circumstances or work commitments or for course materials purchased prior to commencement.
- Classes will run as listed, subject to adequate enrolments, unless otherwise advised.
- Application may be made to pay course fees by instalment for courses leading to a full accredited qualification. This is subject to the payment of a 10% of fee cost as administration fee, and 30% deposit of the total course fee at enrolment. Instalments will be by direct deposit and at intervals to be negotiated and approved.
- If you require disabled access to training facilities please advise office staff when you enrol.
- A completed enrolment form is required for each course and may be completed in person at one of our offices, downloaded and mailed or faxed, or completed online via our website.
- Students undertaking a full certificate qualification are advised that legally the College cannot accept more than \$1500 prior to commencement of the course. Any remaining amount must be paid on commencement of the course unless an instalment payment plan has been negotiated.
- Where changes to scheduled courses are necessary the College will contact you either:
 - Via your recorded mobile phone number.
 - On the landline provided at enrolment.
 - Via your recorded email address.

CONDITIONS

- All students enrolling to study a VET qualification or Unit of Competency (UoC) must provide a Unique Student Identifier (USI).
- CPD certificates of attendance are available on request.

REFUND POLICY

The College cannot accept responsibility for changes in personal circumstances or work commitments or for course materials purchased prior to commencement. Refunds will only be given when notice of withdrawal is received at least five working days before the scheduled course commencement. A \$35 administration fee applies to processing a refund. Where notice of withdrawal is received less than five working days prior to course commencement no refund will be made.

PAYMENTS

Payments are to be made at time of enrolment. Payments may be made via direct electronic deposit, by cheque, cash or card, in person or over the phone.