



north coast community college

alstonville | ballina | yamba



course guide TERM 4 2017

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I'm pleased to introduce myself to you all as the recently appointed Executive Officer for North Coast Community College.

I am excited about the learning opportunities our colleges offer our communities and the diverse range of career, workskills and lifestyle courses that we have to offer you in Term 4. I look forward to working towards supporting positive outcomes for our students and businesses.

Many of us are making career changes for reasons including; relocation, job loss, or the simple desire to do something new. Following are some tips that may help you on your journey.

Know yourself! Explore your personality and what you need to be happy. This information is key to making good career decisions. Set realistic goals, focus on personal satisfaction, developing your talents and contributing to society.

Use your network. Refer to the friends, colleagues, relatives and acquaintances for information and assistance when planning your career.

Furthermore, don't limit your thinking to only full-time employment. Consider consulting, volunteering, part-time work, temp work and self-employment as viable career options. A combination may be required in order to realise your career aspirations.

I will leave you with this thought -

The capacity to learn is a *gift*; the ability to learn is a *skill*; the willingness to learn is a *choice*; Brian Herbert.

I look forward to being a part of your new chapter!

Thank You

Kate Kempshall 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

FEATURE COURSES

ACCREDITED BARISTA TRAINING

Sign up for a barista course and learn how to use a coffee machine.

Learn the skills and knowledge required to extract and serve espresso coffee beverages using commercial espresso machines and grinders. It requires the ability to advise customers on coffee beverages, select and grind coffee beans, prepare and assess espresso coffee beverages and to use, maintain and clean espresso machines and grinders.

Our barista course results in a nationally recognised Statement of Attainment bearing the units of competency SITHFAB005 Prepare and serve espresso coffee and SITXFSA001 Use hygienic practices for food safety.

One day theory plus work experience component for assessment

9am - 3.30pm | Fee: \$150

Alstonville: Mon 23 Oct, Mon 27 Nov

Ballina: Mon 13 Nov

Yamba: Mon 30 Oct, Tues 28 Nov



FOOD SAFETY SUPERVISOR COURSE (LEVEL 1 & LEVEL 2)

The Food Act 2003 (NSW) requires certain food businesses in the NSW hospitality and retail food service sector to have at least one trained Food Safety Supervisor (FSS) designated to implement safe food handling on the premises. The Food Safety Supervisor requirement applies to businesses serving food that is ready-to-eat and potentially hazardous including: attractions, aged care facilities, bakeries, cafes, caterers, clubs, educational catering, events and conference venues, hospitals, hotels, kiosks, mobile food vendors, restaurants, retail food outlets, residential catering, takeaway shops, temporary premises (e.g. food market stalls), supermarkets, in-flight and other transport catering.

Our Food Safety Supervisor Course (Level 1 & Level 2) results in a nationally recognised Statement of Attainment bearing the units of competency SITXFSA001 Use hygienic practices for food safety and SITXFSA002 Participate in safe food handling practices.

One day theory plus work experience component for assessment

9am - 4pm | Fee: \$165

Alstonville: Tue 24 Oct

Yamba: Tue 31 Oct, Wed 29 Nov

Ballina: Tue 14 Nov



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 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.

- Enquire Now ▪
- *Concession: \$80
- *First Qualification: \$320
- *This training is subsidised by the NSW government

CERTIFICATE III IN INDIVIDUAL SUPPORT (DISABILITY) CHC33015



This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support to disability. The work will involve using discretion and judgement in relation to individual support. Workers will have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

- Enquire Now ▪
- *Concession: \$240 | *First Qual: \$1450
- *Second/ Subsequent Qualification: \$1750
- *This training is subsidised by the NSW government

CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING) 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.

- Enquire Now ▪
- *Concession: \$240 | *First Qual: \$1450
- *Second/ Subsequent Qualification: \$1750
- *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.

- Enquire Now ▪
- *Concession: \$240 | *First Qual: \$1600
- *Second/ Subsequent Qualification: \$1910
- *This training is subsidised by the NSW government

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.

- Enquire Now ▪
- *Concession: \$240 | *First Qual: \$1600
- *Second/ Subsequent Qualification: \$1910
- *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).

- Enquire Now ▪
- *Concession: \$240 | *First Qual: \$1320
- *Second/ Subsequent Qualification: \$1580
- *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.

- Enquire Now ▪
- *Concession: \$240 | *First Qual: \$1580
- *Second/ Subsequent Qualification: \$1850
- *This training is subsidised by the NSW government

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.

- Enquire Now ▪
- *Concession: \$240 | *First Qual: \$1580
- *Second/ Subsequent Qualification: \$1850
- *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.

- Enquire Now ▪
- *Concession: \$240 | *First Qual: \$1580
- *Second/ Subsequent Qualification: \$1850
- *This training is subsidised by the NSW government

PLAN AHEAD TO STUDY IN 2018

Plan ahead for your career and the course you wish to undertake in 2018. Add your name as an expression of interest for the following courses and receive up-to-date information about dates and prices. Call our friendly staff to discuss.

CHC33015 Certificate III In Individual Support (Disability), CHC33015 Certificate III In Individual Support (Ageing), CHC30213 Certificate III In Education Support, SIT30616 Certificate III In Hospitality, BSB30415 Certificate III In Business Administration, BSB40515 Certificate IV In Business Administration, BSB42615 Certificate IV In New Small Business, BSB41415 Certificate IV In Work Health & Safety.

**Courses are subject to continuation of Smart & Skilled funding in 2018.*



WORK SAFELY AT HEIGHTS RIIWH204D



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: Tue 31 Oct

7.30am to 5pm | Fee: \$385

The issuing RTO for this unit is MAP Training
provider number 40464

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 25 Oct - Fri 27 Oct

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



ENTER AND WORK IN CONFINED SPACES RIIWH202D



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: Wed 1 Nov & Thu 2 Nov

7.30am to 4pm

Fee: \$495 (full course)

The issuing RTO for this unit is MAP Training
provider number 40464

GENERAL CONSTRUCTION INDUCTION CERTIFICATE (WHITE CARD)



Work safely in the construction industry CPCOHS1001A

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 18 Oct, Wed 15 Nov,
Thu 7 Dec

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: Wed 15 Nov | 9am to 4pm

Alstonville: Tue 24 Oct | 9am to 4pm

Fee: \$130

Ballina & Alstonville - The issuing RTO for this unit
is MAP Training, provider number 40464



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 Liquor and
Gaming NSW for ID Competency Card)

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

One day course | 9am to 3.30pm

Yamba: Tue 10 Oct, Tue 7 Nov, Tue 5 Dec

Ballina: Mon 23 Oct

Alstonville: Mon 13 Nov, Mon 11 Dec

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 Liquor and
Gaming NSW for ID Competency Card)

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

One day course | 9am to 3.30pm

Yamba: Wed 11 Oct, Wed 8 Nov, Wed 6 Dec

Ballina: Tue 24 Oct

Alstonville: Tue 14 Nov, Tue 12 Dec

CUSTOMISED SHORT COURSES

AND WORKPLACE TRAINING

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



RIIWH205D CONTROL TRAFFIC WITH A STOP/SLOW BAT, RIIWH201D WORK SAFELY AND FOLLOW WHS POLICIES AND PROCEDURES, RIIWH302D 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: Tue 7 Nov & Wed 8 Nov
(Assessment date Tue 5 Dec)
8am to 4pm

Yamba: Thu 9 Nov & Fri 10 Nov
(Assessment date Wed 6 Dec)
8am to 4pm

Fee: \$785 | 2 days + onsite assessment

Traffic Control - issuing RTO is MAP Training, provider no. 40464

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.

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 September 2014 it is now time to renew.

Students receive a first aid manual and workbook before course commences. It is compulsory that students complete this first aid workbook 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)

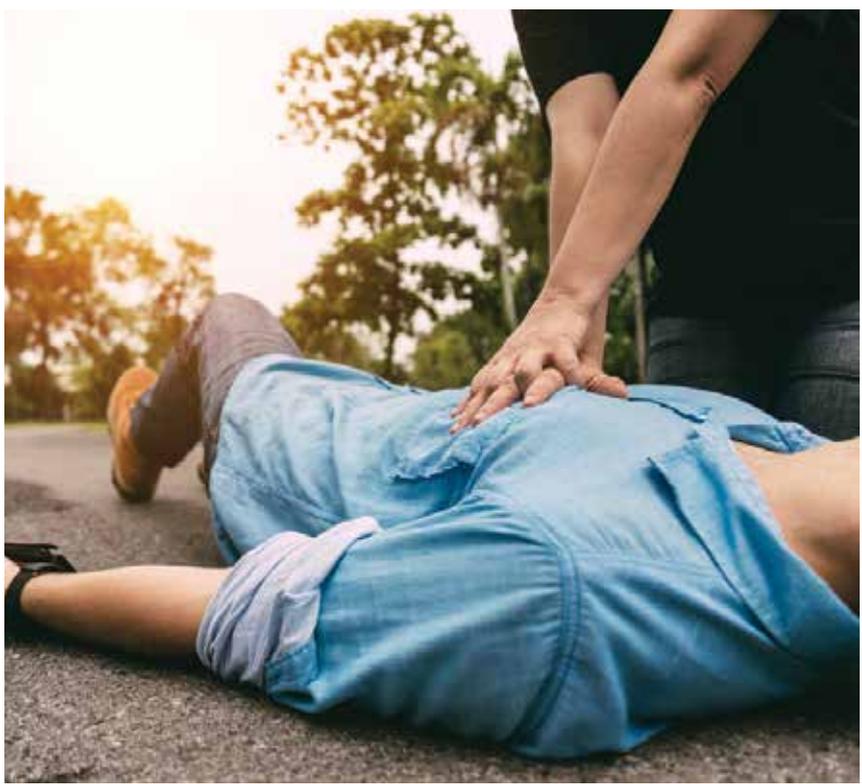
Recertification fee: \$155
(for those renewing a current certificate)

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 6 Oct, Sat 21 Oct, Fri 3 Nov, Sat 18 Nov,
Fri 1 Dec, Sat 16 Dec

Alstonville: 9.30am to 5.30pm
Sat 14 Oct, Sat 11 Nov, Wed 13 Dec

Ballina: 9.30am to 5.30pm | Sat 25 Nov
Evening 6pm to 9pm | Mon 23 Oct & Tue 24 Oct



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 6 Oct, Sat 21 Oct, Fri 3 Nov,
Sat 18 Nov, Fri 1 Dec, Sat 16 Dec

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 SENIORS 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 18 Nov

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

1 session | Ballina | Sat 2 Dec

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

TECH SAVVY SENIORS - 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 4 Nov

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

1 session | Yamba | Sat 4 Nov

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



TECH SAVVY SENIORS - 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 | Alstonville | Sat 18 Nov

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

1 session | Yamba | Sat 18 Nov

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

TECH SAVVY SENIORS - 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 21 Oct

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

1 session | Alstonville | Sat 21 Oct

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



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.

INTRODUCING TECH SAVVY FOR SMALL BUSINESS

Are you a small business owner that wants to upskill yourself or your staff for free? Tech Savvy for Small Business training is subsidised by the NSW government for eligible businesses.

The Tech Savvy Small Business program is part of Smart and Skilled funding and aims to support small business owners and their staff by providing fully subsidised training in targeted courses.

To be eligible for Smart and Skilled training, you must be:

- An Australian Citizen, permanent resident or humanitarian visa holder, or a New Zealand citizen and
- Be aged 15 years or older, and
- Live or work in NSW, and
- No longer be at school or equivalent.

To be eligible for Tech Savvy Small Business training, you must be the above, plus:

- An owner of a small business, or
- An employee of a small business.

A Small Business is defined as a business with:

- 20 employees or less, or
- An annual turnover of less than \$2,000,000.

***North Coast Community College is offering fully subsidised training under the Tech Savvy for Small Business funding. Enquire now.**



BLOGGING ESSENTIALS

Online blogs can be fun, useful and effective communication tools for personal and professional uses. In this session, you will discover what blogs and blog posting can do for you, how to create a blog, how to write one and what to do once you've published it. Using simple, plain language, our trainer will introduce you to two easy to use blogging platforms and walk you through some basic steps to create your own online blog and publish your own blog posts. *Concessions may apply, please enquire.

1 session | Alstonville | Fri 20 Oct

9am to 4pm | Fee: \$200

1 session | Ballina | Fri 27 Oct

9am to 4pm | Fee: \$200

SOCIAL MEDIA ESSENTIALS

Social media is a great way to connect with friends and family. But there are so many social media systems and channels it can be confusing to work out which ones suit your needs. In this session you will be guided through the background and basics of social media. Using simple, plain language our trainer will give you an introduction to the most commonly used social media channels, help you to work out which ones you want to use and offer you some tips and tricks to get you started down the social media road. *Concessions may apply, please enquire.

1 session | Alstonville | Sat 7 Oct

9am to 4pm | Fee: \$185

1 session | Ballina | Sat 14 Oct

9am to 4pm | Fee: \$185

SOCIAL MEDIA CHANNELS FOR BUSINESS

Having a vibrant, active social media presence is important for your business. In this session, you will learn why and how social media can be used to achieve your business goals. Using simple, plain language, our trainer will give you an introduction to the social media channels most commonly used by professionals and businesses, help you determine which ones will meet your business needs and provide you with plenty of professional real-world knowledge from years of work in this area of online communications. *Concessions may apply, please enquire.

1 session | Alstonville | Fri 17 Nov

9am to 4pm | Fee: \$220

1 session | Ballina | Fri 24 Nov

9am to 4pm | Fee: \$220

AIRPLAY* - BETTER BREATHING - BETTER HEALTH



AIRPLAY* is exactly that, it's the art of playing with the air we breathe. It's simple, easy to learn and will be the cornerstone to bringing major positive changes to your health.

The AIRPLAY* course is a compilation of easy to master breath techniques designed to restore and optimise your body. Programs are individually crafted for participants which empower them with the tools to deliver a healthier body and mind, simply by learning to breathe better!

3 session | Alstonville

Thu 12 Oct, Thu 19 & Thu 26 Oct

6pm to 8pm

Fee: \$220

CHARCOAL DRAWING WORKSHOP

Practice using charcoal as a tool for drawing by exploring a variety of skills and interesting techniques to make a simple design or drawing. All workshop materials supplied.

1 session | Yamba

Sat 28 Oct

9.30am to 12.30pm

Fee: \$88

MONOPRINTING WORKSHOP

Enjoy a variety of exciting printmaking techniques, using plants and other materials. Make your own original monoprint investigating texture, line, tone and shape. All workshop materials supplied.

1 session | Yamba

Sat 11 Nov

9.30am to 12.30pm

Fee: \$88

HOME PROFESSIONAL - BARISTA COURSE



Would you like to learn how to feel like a professional barista in your own home? Our 2-hour barista experience teaches you how to use a coffee machine from scratch. With no prior experience, you will leave knowing how to: froth milk, make espresso, make all of the coffees that you would find in a café, clean and maintain the coffee machine. Be your own barista.

1 session | Alstonville

Please Enquire

Fee: \$95

SPANISH - 1

Sunny Spain - siestas, sangria and sunshine! What could be better? A fun, friendly introduction to the Spanish language. The course will cover pronunciation, understanding and development of vocabulary, basic reading and conversation.

8 sessions | Alstonville

Mon 23 Oct - Mon 11 Dec

6pm to 8pm

Fee: \$260

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

Mon 23 Oct - Mon 11 Dec

6pm to 8pm

Fee: \$260

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.

