



CAREERS & LIFESTYLE

COURSE GUIDE

Oct to Dec

2022



FEE FREE TRAINING - JobTrainer DON'T MISS OUT

Wide range of **Certificate & Diploma** courses available. Check to see if you are eligible, you might be surprised.

Check back page for full eligibility criteria. Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.

The NSW Department of Education has recognised our organisation as a High Performing Provider.

9970 1000

nbmc.nsw.edu.au

RTO ID 90113

JobTrainer (Skilling for Recovery)

Fee free* training may be available on courses with a **JT** if you are:

- **Unemployed** (not a Commonwealth benefit recipient); **OR**
- **Commonwealth Benefit Recipient**; **OR**
- **At risk of unemployment** (see pg 8 for details); **OR**
- **16-24 years of age** and left school (regardless of employment status); **OR**
- **A Veteran** or their **partner**; **OR**
- **Wanting to study Aged Care, Disability or Early Childhood Education & Care** (regardless of employment status).

*Eligibility conditions apply.

Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.

Chat With A Coordinator

If you are interested in one of our many Certificate/ Diploma courses but are unsure which course is right for you our Coordinators are here to help.



Natalie Thornberry

- Early Childhood Education & Care
- Human Resources
- Leadership & Management

natalie@nbmc.nsw.edu.au



Nadia Louw

- Assistant in Nursing & Allied Health
- Community Services
- Leisure & Health
- Counselling

nadia@nbmc.nsw.edu.au



Natalie Muir

- Entrepreneurship & New Business

compliance@nbmc.nsw.edu.au



Mairead O'Leary

- Aged & Disability Care
- Business
- Computer Programs

mairead@nbmc.nsw.edu.au

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Accredited Training Explained

In Australia, we have three different levels of education:

- School (primary and secondary)
- VET (vocational education & training)
- University (higher education)



In VET, if a course is accredited, it means the course is nationally recognised and that a registered training organisation (RTO) can issue a nationally recognised VET qualification or VET statement of attainment following its full or partial completion. VET qualifications can be offered at different levels starting from Certificate I through to Graduate Diplomas. These are part of the Australian Qualifications Framework.

NBMC offers a range of full qualification and short courses which are identified with the above logo as they are "accredited".

The content of each accredited course is drawn from a Training Package which is a set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry.

RTOs in NSW (this includes most Community Colleges, TAFEs and private RTOs) are registered with the Australian Skills Quality Authority (ASQA) to deliver training. To operate as an RTO we are all required to meet stringent standards and audited regularly by ASQA to ensure compliance with those standards.

About NBMC

NBMC is a not for profit organisation providing quality, flexible and supportive training. We offer a wide range of accredited and lifestyle courses to the community.

Further information about the College, funding opportunities for individuals and businesses and traineeships can be found on our website at: nbmc.nsw.edu.au or please phone us on 9970 1000.

Registered Training Organisation

NBMC is a Registered Training Organisation (RTO) national code 90113. We are registered with the Australian Skills Quality Authority (ASQA) to deliver training, assess and issue Statements of Attainment and/or qualifications that appear on our scope of registration.

Recognition of Prior Learning

Your existing skills & knowledge can be recognised into either a part or full qualification. This relates only to qualifications which the College has within its scope of registration. Please contact the College for further information.

On The Front Cover and Inside:

Thank you to Bluey's Treehouse Avalon for supplying us with images from their centre.

HOW TO ENROL:

Online: nbmc.nsw.edu.au

Phone: 9970 1000

In person: NTH NARRABEEN - 1525 Pittwater Rd
- Mon to Fri - 9am to 4.30pm

BROOKVALE - L1, 14 William St
- Tues & Thurs - 9am to 4pm

By post: See enrolment form on page 15

All information is considered correct at time of publication.

Business, Human Resources, Leadership & Management



BSB30120 Certificate III in BUSINESS or BSB30120 Certificate III in BUSINESS (Medical Administration)

This qualification provides training in a range of essential administrative duties and computer skills suitable for any office environment. Choose from different study streams: financial, design or Medical Administration.

Career Options: Administrative Assistant; Customer Service Assistant; Data Entry Operator; Medical Receptionist; and many other general office roles.

Cost: From \$1320* or \$0 if eligible under JobTrainer (Skilling for Recovery)**.



FOR MORE INFORMATION or to book an appointment please contact:
Mairead O'Leary on 9970 1001 or email: mairead@nbmc.nsw.edu.au

Daytime

New class starts Term 1 2023.

BSB40320 Certificate IV in ENTREPRENEURSHIP & NEW BUSINESS

Do you have a great idea for a new business or do you need to develop your skills for an existing business? This course will give you the practical understanding of what it takes to run a successful small business.

Career Options: Small Business Manager

Cost: From \$1580* or \$0 if eligible under JobTrainer (see page 3)**.

Notes: • Incl. flexible, weekly directed self-study hrs
†It is mandatory that students attending via Zoom must attend face-to-face training where Saturdays are scheduled.



FOR MORE INFORMATION or to book an appointment please contact:
Natalie Muir on 9970 1000 or email: compliance@nbmc.nsw.edu.au

Evening

21 Nov 2022 to 16 Dec 2023

6.15pm to 9.15pm

1 evening per week - **Mon**
plus 7 Saturdays (9.30am to 3.30pm)
Mondays - **Zoom†**
Saturdays - Brookvale Campus

BSB40420 Certificate IV in HUMAN RESOURCE MANAGEMENT

Would you like to work in human resource management across large, medium or small businesses? This course will prepare you for a variety of HR roles.

Career Options: HR/Recruitment Officer; Admin Officer; Executive PA; Office Administrator; Project Assistant

Cost: From \$1580* or \$0 if eligible under JobTrainer (see page 3)**.

Notes: • Incl. flexible, weekly directed self-study hrs

Evening

26 Oct 2022 to 28 Feb 2024

6pm to 9pm

1 evening per week - **Wed**
Narrabeen Campus or Zoom

BSB40520 Certificate IV in LEADERSHIP & MANAGEMENT

Do you have what it takes to be a manager or, are you already working as a manager or team leader but would like to formalise your skills and knowledge?

Career Options: Team Leader; Coordinator; Manager; Supervisor

Cost: From \$1580* or \$0 if eligible under JobTrainer (see page 3)**.

Notes: • Incl. flexible, weekly directed self-study hrs
†It is mandatory that students attending via Zoom must attend face-to-face training where Saturdays are scheduled.

Evening

19 Oct 2022 to 11 Dec 2023

6.15pm to 9.15pm

1 evening per week - **Wed**
Plus 5 Saturdays (9.30am-2.30pm)
Brookvale Campus or Zoom†
Saturdays - Brookvale Campus

BSB50420 Diploma of LEADERSHIP & MANAGEMENT

This qualification, designed by industry professionals, will help to bring out your natural initiative, judgement and communication skills to support others, both individually and in teams, to successfully meet organisational needs.

Career Options: Manager across a range of enterprise and industry contexts.

Cost: From \$2530* or \$0 if eligible under JobTrainer (see page 3)**.

Notes: • Incl. flexible, weekly directed self-study hrs
†It is mandatory that students attending via Zoom must attend face-to-face training where Saturdays are scheduled.

Evening

17 Oct 2022 to 11 Dec 2023

6.15pm to 9.15pm

1 evening per week - **Mon**
Plus 6 Saturdays (9.30am-3.30pm)
Mondays - **Zoom†**
Saturdays - Brookvale Campus

FLEXIBLE Payment Plans available for full qualification courses. Pay by:

Interest free payment plan or Instalments

For full course details and eligible concessions go to:

nbmc.nsw.edu.au



SHORT COURSE - Emotional Intelligence - BSBPEF502 Develop and use emotional intelligence

This course covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.

2 x Saturdays | 5 Nov & 26 Nov 2022
9.30am to 3.30pm | Brookvale Campus

Cost: \$250 or \$0* if eligible for ACE or TSB funded training - see page 8 for details.



FOR MORE INFORMATION on the HR & Leadership courses or to book an appointment please contact: Natalie Thornberry on 9970 1053 or email: natalie@nbmc.nsw.edu.au

* This training is subsidised by the NSW Government.

** Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.

JobTrainer (Skilling for Recovery)

Employed and want to train to work in the **Early Childcare** or **Aged/Disability** industry **fee-free**, or do you already work in these industries and would like to upskill **fee free**?

If you can tick the 4 boxes on the right why not take this fantastic opportunity being made available under **JobTrainer** and train in these ever expanding industries **fee free**.

- ☐ An Australian Citizen, or Permanent Resident, or NZ citizen, or Humanitarian visa holder, and
- ☐ Aged 15 years or older, and
- ☐ No longer at school, and
- ☐ Live or work in NSW

ACCREDITED TRAINING

Aged & Disability Care



CHC33015 **Certificate III in** **INDIVIDUAL SUPPORT** (Ageing, Home & Community or Disability)

Already working in the aged care/disability industry but don't currently have your qualification, we have designed a course just for you.

FAST TRACK for Existing Workers

Improve the quality of life of others as you start your career as a Care Worker. Find employment as a carer/support worker with a home care service provider and/or an aged care facility. Also suitable for anyone working in Aged/Home care without formal qualifications.

Career Options: Assistant in Nursing; Home Care Assistant; In-Home Respite Worker; Personal or Community Care Attendant; Support Service Worker

Cost: **Fee free*** for most, see above for eligibility criteria.

- Notes:**
- Completion of 120 hrs work placement (organised by the College) - Covid Vaccination certificate required
 - Incl. flexible, weekly directed self-study hrs
 - Disability units will be held on Fridays

[†]Blended course delivery - students attend both Zoom and face-to-face training.

Daytime

18 Oct 2022 to 4 Apr 2023

9am to 3pm

2 days per week - **Tues & Wed**
Narrabeen Campus & Zoom[†]

Evening

18 Oct 2022 to 9 May 2023

6pm to 9pm

2 evenings per week - **Tues & Thurs**
Narrabeen Campus & Zoom[†]

Fast Track: The course will be run one day/evening per week and your current work hours can be used as work placement.

Pre-requisite: Minimum one years experience in the industry, plus your employer's agreement for work placement hours.

Cost: **Fee free*** for most, see above for eligibility criteria.

Notes:

- Evidence of 120 work hours - to satisfy work placement requirements
- Covid Vaccination certificate required
- Incl. flexible, weekly directed self-study hrs
- Disability units will be held on Fridays

[†]Blended course delivery - students attend both Zoom and face-to-face training.

Fast Track - Evening

19 Oct 2022 to 5 April 2023

6pm to 9pm

1 evening per week - **Wed**
Plus 4 Saturdays (9am-4pm) face to face
Wednesdays - **Zoom[†]**
Saturdays - **Narrabeen Campus**

CHC43015 **Certificate IV in** **AGEING SUPPORT** (For Existing Workers)

Do you already work in the industry and have Certificate III in Individual Support or equivalent? This course offers more advanced skills to help you be more specialised and take on more responsibility. Talk to us about how easy it is to upskill from Certificate III to Certificate IV.

Career Options: Hostel Supervisor; Care Supervisor; Program Coordinator - Social Programs; Care Team Leader; Residential Care Worker; Client Liaison

Cost: **Fee free*** for most, see above for eligibility criteria.

- Notes:**
- Completion of 120 hrs work placement (current work hours may be acceptable) - Covid Vaccination certificate required
 - Incl. flexible, weekly directed self-study hrs
 - Additional First Aid Training day

Evening

18 Oct 2022 to 27 Jun 2023

6pm to 9pm

1 evening per week - **Tues**
Zoom[†]

[†]Students attending via Zoom will be required to attend some face-to-face training.



SHORT COURSE - **Medical Receptionist**

The units in this course are from: **BSB30120**
Certificate III in Business (Medical Administration).

Units: BSBMED301 Interpret and apply medical terminology appropriately; BSBMED303 Maintain patient records; BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment; BSBMED302 Prepare and process medical accounts.

Pre-requisite: Confident keyboarding and MS Word knowledge essential.

Cost: \$499 or \$0* if eligible for ACE funded training - see page 8 for details.

Daytime - 2 days per week - **Wed & Thurs**

26 Oct to 1 Dec 2022 | 9.30am to 2.30pm | Brookvale Campus & Zoom



FOR MORE INFORMATION
on the above courses or
to book an appointment
please contact:

Mairead O'Leary on 9970 1001 or
email: mairead@nbmc.nsw.edu.au

*Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.

Early Childhood Education & Care



CHC30121 Certificate III in EARLY CHILDHOOD EDUCATION & CARE

This mixed mode learning course is the first step in your exciting new career as an early childhood educator. It is mandatory to either have, or be actively working towards, this qualification if you want to work at an approved early childhood service.

Career Options: Early Childhood Educator; Childhood Educator Assistant; Nanny; Family Day Care Worker; Play Group Supervisor; Occasional Care Facilities; Crèches; Preschools

Cost: **Fee free*** for most, see page 4 for eligibility criteria.

Notes:

- Min. 160 hrs work placement (8 hr days) in Term 4 2022 & Term 1 2023 - **3 days per week (Wed, Thur & Fri)** - organised by the College - Covid Vaccination certificate required
- Mandatory full day required for First Aid (Friday or Saturday)
- Incl. flexible, weekly directed self-study hrs
- Working with Children Check required

Daytime

19 Oct 2022 to 29 Jun 2023

9.15am to 2.45pm

2 days per week - **Wed & Thurs**

Brookvale Campus (Campus only)



CHC50121 Diploma of EARLY CHILDHOOD EDUCATION & CARE

This is a great mixed mode learning course to choose if you not only want to join the childcare industry (and gain all the basic skills) but want the option later to advance your career.

Pre-requisite: Hold either a CHC30113 or CHC30121 Certificate III in Early Childhood Education & Care

Career Options: Early Childhood Educator; Centre Manager; Team Leader; Children's Services Coordinator; Child Development Worker

Cost: **Fee free*** for most, see page 4 for eligibility criteria.

Notes:

- 280 hours work placement (if not currently working in the industry) - Covid Vaccination certificate required
- Incl. flexible, weekly directed self-study hrs
- Working with Children Check required

*It is mandatory that students attending via Zoom must attend face-to-face training where Saturdays are scheduled.

Daytime

19 Oct 2022 to 15 Nov 2023

9.15am to 2.45pm

1 day per week - **Wed**

Brookvale Campus (Campus only)

Evening

20 Oct 2022 to 30 Nov 2023

5.30pm to 8.30pm

1 evening per week - **Thurs**

Plus 6 Saturdays (9.30am to 3.30pm)

Evening sessions via **Zoom†**,

Saturdays at Brookvale Campus



Bespoke Training for Your Centre

Did you know we can come to your centre and deliver training for you and your staff at a discounted rate? If you have a minimum of 10 students we offer:

- Child Protection
- Childcare First Aid
- CPR

Call Natalie Thornberry on 9970 1053 to discuss your needs.



FOR MORE INFORMATION on Early Childcare courses or to book an appointment please contact: Natalie Thornberry on 9970 1053 or email: natalie@nbmc.nsw.edu.au

For full course details and eligible concessions go to:

nbmc.nsw.edu.au

Fee Free Traineeships

Do you need more staff? Talk to us about Fee Free Traineeships* with wage subsidies.

Employees can "learn & earn" while employers gain skilled staff for their businesses, as well as financial incentives offered by the Government. Talk to us today to see how we can help you -

9970 1000

* See website for trainee eligibility criteria.
This training is subsidised by the NSW Government.

**Now
with new
wage
subsidies.**

*Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.

Assistant in Nursing, Allied Health, Leisure & Health



HLT33115 Certificate III in HEALTH SERVICES ASSISTANCE (Assisting in nursing work in acute care)

Gain the knowledge and skills as a Nursing Assistant in a hospital or other health care facility to work with health care professionals in delivering the highest level of care.

Career Options: Assistant in Nursing; Nursing Support Worker; Ward Person

Cost: From \$1600* or **\$0 if eligible under JobTrainer (see below)**.**

- Notes:**
- Completion of 80 hrs work placement (organised by the College) - Covid Vaccination certificate required
 - Incl. flexible, weekly directed self-study hrs
 - Additional First Aid Training day

Daytime

20 Oct 2022 to 6 Apr 2023

9am to 3pm

**2 days per week - Thurs & Fri
Narrabeen Campus**

◆ **Expand your employment opportunities!** Talk to us about completing these two courses concurrently. ◆

HLT33015 Certificate III in ALLIED HEALTH ASSISTANCE

This course is for the self-motivated individual who gets excited about assisting allied health professionals with therapy programs to improve a client's quality of life in settings such as private practices and aged care facilities.

Career Options: Allied Health Assistant; Occupational Therapy Asst; Physiotherapist's Asst; Podiatrist's Asst; Medical Administration

Cost: From \$1450* or **\$0 if eligible under JobTrainer (see below)**.**

- Notes:**
- Completion of 80 hrs work placement (organised by the College) - Covid Vaccination certificate required
 - Incl. flexible, weekly directed self-study hrs
 - Additional First Aid Training day

Daytime

20 Oct 2022 to 6 Apr 2023

9am to 3pm

**2 days per week - Thurs & Fri
Narrabeen Campus**

CHC43415 Certificate IV in LEISURE & HEALTH

Are you energetic, compassionate & want to support the person-centred care activities in which clients in the aged care, health, & community services sectors take part? Learn how to plan, implement and monitor appropriate leisure activities or programs.

Career Options: Activities Officer; Diversional Therapy Assistant; Community Leisure Officer; Leisure Officer; Disability Officer - Day Support; Recreation Activities Officer

Cost: From \$1990* or **\$0 if eligible under JobTrainer (see below)**.**

- Notes:**
- Completion of 120 hrs work placement (organised by College) - Covid Vaccination certificate may be required
 - Incl. flexible, weekly directed self-study hrs
 - Face to face First Aid Training (Fri or Sat) included if chosen as elective.
- [†]It is mandatory that students attending via Zoom must attend some face-to-face training.

Daytime

18 Oct 2022 to 23 May 2023

9am to 3pm

**1 day per week - Tues
Brookvale Campus**

Evening

18 Oct 2022 to 5 Sep 2023

6pm to 9pm

**1 evening per week - Tues
Zoom[†]**

SHORT COURSE: Introduction to Working in the Health Industry



The units in this introductory course are from:

HLT33115 Certificate III in Health Services Assistance / HLT33015 Certificate III in Allied Health Assistance

Units: CHCCOM005 Communicate and work in health or community services; CHCDIV001 Work with diverse people; BSBMED301 Interpret and apply medical terminology appropriately.

Cost: \$0* if eligible for ACE funded training - see page 8 for details.

Day: 20 Oct to 4 Nov 2022 | 9.00am to 3.00pm |

Narrabeen Campus | 2 days per week - Thurs & Fri

JobTrainer (Skill for Recovery)

Fee free* training may be available on courses with a if you are:

- **Unemployed** (not a Commonwealth benefit recipient); **OR**
- **Commonwealth Benefit Recipient**; **OR**
- **At risk of unemployment** (see pg 8 for details); **OR**
- **16-24 years of age** and left school (regardless of employment status); **OR**
- **A Veteran** or their partner; **OR**
- **Wanting to study Aged Care, Disability or Early Childhood Education & Care** (regardless of employment status).

^{*}Eligibility conditions apply.

Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.

FLEXIBLE Payment Plans available for full qualification courses. Pay by:
Interest free payment plan or **Instalments**

For full course details and eligible concessions go to:
nbmc.nsw.edu.au

* This training is subsidised by the NSW Government.
** Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.

Community Services, Counselling



CHC42015 Certificate IV in COMMUNITY SERVICES

Embrace a rewarding career in community services and help people in the community regain more control over their lives and future.

Career Options: Community Support Worker; Health Education Officer; Domestic Violence Officer; Youth Support Worker

Cost: From \$1990* or **\$0 if eligible under JobTrainer (see page 6)**.**

Notes:

- Completion of min. 40 hrs work placement (self arranged, with support from the College)
- Incl. flexible, weekly directed self-study hrs
- If chosen as an elective, First Aid training is held on Fridays or Saturdays.

Evening

New class starts Term 1 2023.

CHC51015 Diploma of COUNSELLING

Do you already have a **Cert. IV in Community Services**, talk to us about credit transfers.

Gain the opportunity to work with clients in an entry level counselling role. Learning current and effective counselling techniques and methods, you will be able to give people the skills to overcome the personal or psychological problems they face, making a difference in their lives.

Career Options: Drug & Alcohol Counsellor; Child & Family Counsellor; Disability & Aged Care Counsellor; Student Counsellor; Telephone Counsellor; Youth Counsellor; Suicide & Grief Counsellor; Career Counsellor; Domestic Violence Counsellor

Cost: From \$4420* or **\$0 if eligible under JobTrainer (see page 6)**.**

Notes:

- Completion of work placement may be required
- Incl. flexible, weekly directed self-study hrs
- No classes during school holidays

[†]It is mandatory that students attending via Zoom must attend some face-to-face training.

Day

18 Oct 2022 to 26 Sep 2023
9am to 3pm

1 day per week - **Tue**
Zoom[†]

or
20 Oct 2022 to 28 Sep 2023
9am to 3pm

1 day per week - **Thurs**
Narrabeen Campus

or
4 Nov 2022 to 20 Oct 2023
9am to 3pm

1 day per week - **Fri**
Mosman Campus

Workskills: Would you like to strengthen your current work skills or are you looking at changing careers and testing the waters? At NBMC we offer short courses which support your opportunities for flexible learning and training.

NEW SHORT COURSE: Mediation Skills



Broaden your existing skills to include mediation. This short course reflects the skill requirements for individuals who act as mediators in a community services context. You will learn how to prepare, facilitate and then conclude mediation processes with clients with varying circumstances and types of dispute.

Units: CHCMED001 - Prepare for mediation; CHCMED002

- Facilitate mediation; CHCMED003 - Consolidate and conclude mediation

Cost: \$390 gst exempt or \$0* if eligible for ACE funded training - see pg 8 for details.

Day - 1 day per week - **Mon**

17 Oct to 12 Dec 2022 | 9am to 12pm | Mosman

Evening - 1 evening per week - **Thurs**

20 Oct to 15 Dec 2022 | 6pm to 9pm | Zoom

Accidental Counselling - Practical Skills

CHCCS019 Recognise and respond to crisis situations

Cost: \$199 gst exempt or \$0*

Evening - 1 evening per week - 3 weeks - **Wednesday**

19 Oct to 2 Nov 2022 | 6pm to 9pm | Brookvale Campus

Introduction to Case Management

CHCCSM005 - Develop, facilitate & review all aspects of case management

Cost: \$199 gst exempt or \$0*

Evening - 1 evening per week - 3 weeks - **Tuesday**

29 Nov to 13 Dec 2022 | 6pm to 9pm | Zoom

Plan and Lead Group Activities

CHCGRP002 Plan and conduct group activities

Cost: \$150 gst exempt or \$0*

Day - 1 day - **Wednesday**

19 Oct 2022 | 9am to 4pm | Zoom

Engage Respectfully with People from Diverse Backgrounds in the Workplace

CHCDIV001 Work with diverse people

Cost: \$150 gst exempt or \$0*

Day - 1 day - **Wednesday**

9 Nov 2022 | 9am to 4pm | Zoom

How to Take Proactive Responsibility for Your Own Professional Development

CHCPRP003 Reflect on and improve own professional practice

Cost: \$150 gst exempt or \$0*

Day - 1 day - **Wednesday**

23 Nov 2022 | 9am to 4pm | Zoom

*If eligible for ACE funded training, see page 8 for details.

NEW SHORT COURSE: Introduction to Working for a Community Services Organisation



This course is designed to give you a taste of what it is like working for a community services organisation and a rewarding career in community services. The units in this introductory course are from: Certificate IV in Community Services.

Units: CHCPRP001 Develop and maintain networks and collaborative partnerships; CHCADV001 Facilitate the interests and rights of clients; CHCCOM002 Use

communication to build relationships.

Cost: \$470 gst exempt or \$0* if eligible for ACE funded training - see pg 8 for details.

Evening: 1 evening per week **Tues** -

18 Oct to 22 Nov 2022 | 6pm to 9pm | Brookvale Campus



FOR MORE INFORMATION on any of the courses on page 6, or above, or to book an appointment please contact: Nadia Louw on 9970 1008 or email: nadia@nbmc.nsw.edu.au

Funded Training

Did you know the NSW Government fully subsidises a variety of funded training, either short courses or Nationally Accredited Certificate/Diploma courses. Why not check below to see if you meet the criteria.



What type of funded training are you interested in?

✓ SHORT COURSES
Adult & Community Education (ACE)

Q1. Can you tick all four boxes below:

- ☐ An Australian Citizen, or Permanent Resident, or NZ citizen, or Humanitarian visa holder, and
- ☐ Aged 15 years or older, and
- ☐ No longer at school (unless home schooled), and
- ☐ Live or work in NSW

Yes

Q2. Can you tick one of the options below?

NEW I live in Sydney's Northern Beaches and continue to be affected by the flooding & extreme weather conditions that occurred here in 2022, or

- I am still impacted as a result of the Covid Lockdown, or
- English is my second language, or
- Australian Aboriginal or Torres Strait Islander, or
- Someone with a disability or is the dependent child, spouse or partner of someone with a disability, or
- Someone who is experiencing hardship (letter needed from medical professional, government agency or support agency eg. your GP or Counsellor), or
- A recipient of an eligible benefit, or a dependent child, spouse or partner of a recipient of an eligible benefit.

Eligible benefits are:

• Age Pension	• Payment
• Austudy	• Parenting Payment (Single)
• Carer Payment*	• Special Benefit
• Disability Support Pension	• Veterans' Affairs Pensions
• Farm Household Allowance	• Veterans' Children Education Scheme
• Family Tax Benefit Part A (max. rate)	• Youth Allowance
• Jobseeker	• Widow Allowance

* The Carer Payment is a specific benefit paid by the Commonwealth; this category does not include the Carer Allowance or Carer Adjustment Pay.

Yes

You are eligible for ACE funded training, you may also be eligible for courses with a **JT** on pages 3 to 7.

Call Susan Wilkinson for more information, and an enrolment form, on 9970 1000

No

Unfortunately you are not eligible for ACE funded training.

No

Unfortunately you are not eligible for ACE funded training. However you may be eligible for JobTrainer funded training.

FUNDED COURSES AVAILABLE

Check out pages 9-11, all courses that display the green tick ✓ are available for ACE funding.

PART QUALS/CERTIFICATE/DIPLOMA COURSES
JobTrainer (Skillling For Recovery) JT

Q1. Can you tick all four boxes below:

- ☐ An Australian Citizen, or Permanent Resident, or NZ citizen, or Humanitarian visa holder, and
- ☐ Aged 15 years or older, and
- ☐ No longer at school (unless home schooled), and
- ☐ Live or work in NSW

Yes

Q2. Can you tick one of the options below?

- Unemployed (not a Commonwealth Benefit recipient); or
- A Commonwealth Benefit Recipient; or
- 16-24 years of age and left school (regardless of employment status); or
- A Veteran or their partner; or
- At risk of unemployment eg.
 - Employed but do not hold qualifications Cert III or above; or
 - Notice of Redundancy; or
 - Employed for 6 months or less; or
- Wanting to study Aged Care, Disability or Early Childhood Education & Care

Yes

Check pages 3 to 7 for courses with a JT symbol.

Yes

Call Susan Wilkinson for more information, and an enrolment form, on 9970 1000

No

Unfortunately you are not eligible for JobTrainer funded training.

No

Unfortunately you are not eligible for JobTrainer funded training.

Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.

Details correct as at 16/03/2022.

✓ SHORT COURSES **EMPLOYEE / BUSINESS OWNER**
Tech Savvy for Small Business (TSB)

Q1. Can the student tick all four boxes below:

- ☐ An Australian Citizen, or Permanent Resident, or NZ citizen, or Humanitarian visa holder, and
- ☐ Aged 15 years or older, and
- ☐ No longer at school, and
- ☐ Live or work in NSW

Yes

Q2. Can the company tick one of the options below?

- ☐ The company has up to 20 employees, or
- ☐ The annual turnover is less than \$2 million

Yes

Call Susan Wilkinson for more information, and an enrolment form, on 9970 1000

No

Unfortunately you are not eligible for funded training.

No

Unfortunately you are not eligible for funded training.

Check out pages 9-11, all courses that display the green tick ✓ are available for TSB funding. (Excludes First Aid)

For more information on funded positions please contact Susan Wilkinson on 9970 1000 or email: vett@nbmc.nsw.edu.au

This training is subsidised by the NSW Government.

Workskills



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Business & Money Matters						
Import /Export Workshop	\$192* gst exempt	Sat 29 Oct	1	9.00am - 5.00pm	Corinne Campbell	Brookvale/Zoom
Cost of manual included	\$192 gst exempt	Mon 24 Oct & Tues 25 Oct	2	6.00pm - 9.00pm	Corinne Campbell	Zoom
Living In A Strata Scheme Building	\$99 inc gst	Wed 30 Nov	1	6.00pm - 8.00pm	Paul Miller	Mosman Campus
Radio Workshop	\$140 gst exempt	Sat 22 Oct	1	9.00am - 4.00pm	Andrew Goodman Jones	Radio Nrthn Beaches
	\$140 gst exempt	Sat 12 Nov	1	9.00am - 4.00pm	Andrew Goodman Jones	Radio Nrthn Beaches
NEW Small Business Starter	\$163 gst exempt	Mon 17 Oct	3	6.00pm - 8.30pm	Anthony Lang	Zoom

Workskills

✓ Emotional Intelligence	See page 3 for details.					
✓ Hosting Zoom Meetings for Business/Training	See page 11 for details					
✓ NEW Introduction to Working for a Community Services Organisation	See page 7 for details					
✓ Introduction to Working in the Health Industry	See page 6 for details					
✓ NEW Mediation Skills	See page 7 for details					
✓ Medical Receptionist	See page 4 for details.					
✓ Supporting People with Mental Illness	\$189 gst exempt	Fri 21 Oct & Sat 22 Oct	2	Fri-12.00pm - 4.30pm Sat-9.00am - 1.30pm	Eleni Psillakis	Narrabeen Campus
CHCMHS001 Work with people with mental health issues						
✓ Medical Terminology	\$139 gst exempt	Thur 3 & Fri 4 Nov	2	9.00am - 3.00pm	Dominique Da Silva	Narrabeen Campus
BSBMED301 Interpret and apply medical terminology appropriately						

Don't forget to check out our range of short courses relating to health, community services and counselling on page 7.

English Language - \$0* if English is your second language

✓ Conversation Skills for Beginner English Speakers	\$0* gst exempt	Tues 18 Oct	6	11.45am - 2.15pm	Peter Capsanis	Brookvale Campus
	\$0* gst exempt	Thurs 20 Oct (no class 10 Nov)	6	6.30pm - 9.00pm	Ana Clemmett	Brookvale Campus
✓ Reading Skills for Beginner English Speakers	\$0* gst exempt	Tues 18 Oct	6	6.30pm - 9.00pm	Peter Capsanis	Brookvale Campus

*If eligible for ACE funded training, see page 8 for details.

First Aid

✓ HLTAID009 Provide Cardiopulmonary Resuscitation	\$65 gst exempt	1	9.00am - 12.30pm	See website for course dates.		
✓ HLTAID011 Provide First Aid	\$130 gst exempt	1	9.00am - 5.00pm	Pre-requisite:		
✓ HLTAID012 Provide First Aid in an Education & Care Setting	\$140 gst exempt	1	9.00am - 5.00pm	<ul style="list-style-type: none"> Pre-course work required Practical demonstration of CPR on a manikin on the floor is a requirement. 		



Basic Computer Skills incl. myGov

Do computers really confuse you? Not sure how to even turn one on? Then this course could be for you.

This course covers the very basics including: How to navigate around a computer; how to search the internet; and how to use myGov.

Numbers in the class are kept low, which enables the trainer to spend quality time with students. The course is fully funded however you do need to meet the Adult & Community Education (ACE) funding criteria on pg 8 (the green boxes). An enrolment form must be completed. If you are unable to complete the form prior to Tues 18 October, please call 9970 1000 to make an appointment for our:

ENROLMENT SESSION: Tues 18 October 2022, 9.30am-11am, L1/14 William Street, Brookvale

For more information please contact Susan Wilkinson on 9970 1000 or email vet@nbmc.nsw.edu.au

BSBTEC101 Operate Digital Devices & BSBTEC203 Research using the Internet

25 Oct to 29 Nov 2022

9.30am to 2.30pm

Brookvale Campus, L1/14 William Street

1 day per week - Tuesdays - 6 sessions

Cost: \$0 if eligible for ACE funded training

This training is subsidised by the NSW Government.

FUNDED COURSES AVAILABLE Courses that display the green tick are available for funded positions and may be subsidised by the NSW Government, subject to eligibility. See page 8 for eligibility criteria.

Courses displaying this symbol are Accredited and include assessments.

For detailed information on our courses, including all materials lists, any additional costs and pre-requisites for studying via Zoom, visit: nbmc.nsw.edu.au

Computers



Tech Savvy Seniors FUNDED! Tech Savvy Seniors is a NSW Government initiative in partnership with Telstra. Eligibility for a position includes being an Australian citizen/permanent resident and aged 60+ (or Aboriginal Seniors aged from 50+). Evidence must be produced on the first session of the class. To book a position please phone 9970 1000 or visit our website. For full course descriptions visit our website - nbmc.nsw.edu.au



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Introduction to Tablets: iPads	\$10 gst exempt	Wed 12 Oct	1	9.30am - 1.00pm	Laurel Trim	Narrabeen Campus
<i>Prerequisite: Please bring a charged Apple iPad with the latest IOS software update installed</i>						
Stay In Touch Using Zoom	\$20 gst exempt	Fri 25 Nov	2	10.00am - 12.00pm	Gabrielle Kinghorn	*Brookvale Campus
Introduction to iPhones	\$10 gst exempt	Thur 13 Oct	1	9.30am - 1.00pm	Laurel Trim	Narrabeen Campus
	\$10 gst exempt	Thurs 08 Dec	1	9.30am - 1.00pm	Laurel Trim	*Brookvale Campus
<i>Prerequisite: Please bring a charged Apple iPhone with the latest IOS software update installed</i>						
Introduction to Facebook	\$10 gst exempt	Tues 20 Dec	1	9.30am - 1.00pm	Gabrielle Kinghorn	*Brookvale Campus
Introduction to Online Shopping Part I	\$10 gst exempt	Thur 24 Nov	1	9.30am - 1.00pm	Laurel Trim	Narrabeen Campus
Introduction to Online Shopping Part II	\$10 gst exempt	Thur 01 Dec	1	9.30am - 1.00pm	Laurel Trim	Narrabeen Campus
Introduction to Cyber Safety for Seniors	\$10 gst exempt	Thurs 15 Dec	1	9.30am - 1.00pm	Laurel Trim	*Brookvale Campus
*Stairs only, no lift access at Brookvale Campus						

Computers for Over 60s

Under 60s can attend at an additional 10% per course. When enrolling in courses in this section you must quote your NSW Seniors Card or Pension number on enrolment. There are no further concessions on these courses.

Introduction to Instagram	\$105 gst exempt	Fri 09 Dec	2	10.00am - 1.00pm	Gabrielle Kinghorn	Brookvale Campus
Seniors Introduction to Windows 10	\$135 gst exempt	Wed 23 Nov	2	9.30am - 1.30pm	Laurel Trim	Narrabeen Campus
<i>Prerequisite: Basic mouse skills.</i>						
Seniors Organise Your Files & Photos	\$70 gst exempt	Wed 07 Dec	1	9.30am - 1.30pm	Laurel Trim	Narrabeen Campus
<i>Prerequisite: Knowledge of MS Windows.</i>						
Introduction to Internet & Email	\$135 gst exempt	Wed 14 Dec	2	9.30am - 1.30pm	Laurel Trim	*Brookvale Campus
<i>Prerequisite: Knowledge of MS Windows.</i>						
*Stairs only, no lift access at Brookvale Campus						

Microsoft Office

Word

Word 2019 Just The Basics	\$180 gst exempt	Fri 14 Oct	1	9.30am - 4.00pm	Gabrielle Kinghorn	Brookvale Campus
<i>Prerequisite: Confident keyboarding and basic Windows PC & file management skills.</i>						
Word 2019 Introduction	\$350 gst exempt	Wed 09 Nov	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
<i>BSBWRT311 Write simple documents. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.</i>						
Word 2019 Intermediate	\$350 gst exempt	Tues 29 Nov	3	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
<i>Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.</i>						

Excel

Excel 2019 Just The Basics	\$180 gst exempt	Fri 21 Oct	1	9.30am - 4.00pm	Gabrielle Kinghorn	Brookvale Campus
<i>Prerequisite: Confident keyboarding and basic Windows PC & file management skills.</i>						
Excel 2019 Introduction	\$350 gst exempt	Wed 19 Oct	3	9.30am - 2.30pm	Nicky Bull	Brookvale Campus
<i>BSBTEC302 Design and produce spreadsheets. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.</i>						
Excel 2019 Intermediate	\$180 gst exempt	Wed 12 Oct	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
	\$140 gst exempt	Wed 02 Nov	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
	\$180 gst exempt	Wed 23 Nov	1	9.30am - 4.30pm	Nicky Bull	Brookvale Campus
<i>Manual/notes provided. Prerequisite: Confident keyboarding skills and Excel Introduction course or equivalent skills/knowledge.</i>						
Excel 2019 Advanced	\$140 gst exempt	Wed 16 Nov	2	6.15pm - 9.15pm	Nicky Bull	Brookvale Campus
<i>Manual/notes provided. Prerequisite: Confident keyboarding skills and Excel Intermediate course or equivalent skills/knowledge.</i>						

Powerpoint


PowerPoint 2019 Introduction	\$350 gst exempt	Fri 04 Nov	3	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
<i>BSBTEC303 Create electronic presentations. Manual/notes provided. Prerequisite: Confident keyboarding and basic Windows PC & file management skills.</i>						

Outlook

Introduction to Outlook 2019 - Email, Contacts & Calendar	\$240 gst exempt	Tues 11 Oct	2	9.30am - 2.30pm	Gabrielle Kinghorn	Brookvale Campus
<i>FSKRDG007 Read and respond to simple workplace information. Manual/notes provided. Prerequisite: Confident keyboarding skills.</i>						


COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
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Zoom

✓  Hosting Zoom Meetings for Business/ Training	\$140 gst exempt	Fri 28 Oct	1	9.00am - 3.30pm	Gabrielle Kinghorn	Zoom
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BSBTEC202 Use digital technologies to communicate. Prerequisites: Familiar with attending Zoom meetings.

Office Skills

✓  Touch Typing for Adults	\$285 gst exempt	Tues 01 Nov	4	9.30am - 12.30pm	Gabrielle Kinghorn	Brookvale Campus
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FSKDIG001 Use digital technology for short and basic workplace tasks. Prerequisite: Basic internet, keyboard and mouse skills.

Bookkeeping & Accounting

MYOB for Beginners	 \$485 gst exempt	Mon 10 Oct	8	6.15pm - 9.15pm	Alee Cochrane	Brookvale Campus
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Prerequisite: Basic bookkeeping knowledge. Strong file management skills using Windows PC (NB: MYOB is now only available for Windows PCs), confident keyboarding skills. A trial version of MYOB will be downloaded during the first session. Cost includes manuals and resources.

Xero for Beginners	\$245 gst exempt	Sat 22 Oct & Sat 5 Nov	2	9.30am - 3.00pm	Maxine Haigh-White	Brookvale Campus
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Manual/notes provided. Prerequisite: Strong file management skills using Windows PC & basic internet skills. Prior to the first class all students must have set up their own access to Xero with access to authenticator (instructions for creating your free Xero account will be emailed prior to course commencing). Students must have a smart phone in class to access the authenticator. Laptop provided for classroom use, or bring your own - free WiFi.

Xero Payroll	\$135 gst exempt	Sat 19 Nov	1	9.30am - 3.00pm	Maxine Haigh-White	Brookvale Campus
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Prerequisite: Basic internet skills. Must be familiar with Xero or have attended our Xero for Beginners course.



Website Design

Create a Website Using WordPress	\$380 gst exempt	Mon 10 Oct	8	9.30am - 12.00pm	Robin Braun	Brookvale Campus
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Prerequisite: Bring your own laptop.

	\$380 gst exempt	Thurs 13 Oct	8	6.00pm - 8.30pm	Robin Braun	Mosman Campus
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Adobe Graphic Design

✓  Photoshop CC Level 1	 \$449 gst exempt	Tues 18 Oct	7	6.15pm - 9.15pm	Sarah Lorien	Brookvale Campus
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ICPDMT3220 Edit digital images. Please check website for unit of competency details. Manual/notes provided. Prerequisite: Confident user of Windows or Mac, good Windows file management skills.

Photoshop CC Introduction	\$220 gst exempt	Tues 18 Oct	3	6.15pm - 9.15pm	Sarah Lorien	Brookvale Campus
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Manual/notes provided. Prerequisite: Confident user of Windows or Mac, good Windows file management skills.

✓  InDesign CC Level 1	 \$449 gst exempt	Wed 12 Oct	7	6.15pm - 9.15pm	Deborah Stokes	Brookvale Campus
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BBSBTEC301 Design and produce business documents. Manual/notes provided. Prerequisite: Confident user of Windows or Mac, user of Word & good Windows file management skills.

✓  Illustrator CC Level 1	 \$449 gst exempt	Mon 10 Oct	7	6.15pm - 9.15pm	Deborah Stokes	Brookvale Campus
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CUADIG304 Create visual design components. Please check website for unit of competency details. Manual/notes provided. Prerequisite: Confident user of Windows or Mac, good Windows file management skills.

FEE FREE - Essential Computer Skills

FSK10219 - Certificate I in Skills for Vocational Pathways

This course is suitable for students who need basic Windows, Word, Excel, Internet, Email and Zoom skills to help them in the workplace or to enrol in further training.

Talk to us about enrolling in this **fully funded** computer course. Not only will you be able to upgrade your skills, once completed, you will have a nationally recognised VET Accredited Certificate to add to your resumé.

Pre-requisite: Basic keyboarding and mouse skills.

Cost: \$0 if you can tick the boxes below, you are eligible.

- | | |
|---|---|
| <input type="checkbox"/> An Australian Citizen/ Permanent Resident /NZ citizen/Humanitarian visa holder | <input type="checkbox"/> Aged 15 years or older |
| <input type="checkbox"/> No longer at school | <input type="checkbox"/> Live or work in NSW |


This training is subsidised by the NSW Government.


Mon & Tue | 9.30am to 2.30pm
4 Oct to 20 Dec | Brookvale Campus

Mon, Tues & Wed | 6pm to 9pm
10 Oct to 28 Nov | Narrabeen Campus

Flexible, weekly directed self-study hours required.

For more information, and an enrolment form, call
Susan Wilkinson on 9970 1000 or
email: vett@nbmc.nsw.edu.au

FUNDED COURSES AVAILABLE Courses that display a green tick  are available for funded positions and may be subsidised by the NSW Government, subject to eligibility. See page 8 for eligibility criteria.

 Courses displaying this symbol are Accredited and include assessments.

For full course details see our website:
nbmc.nsw.edu.au

Languages



- Travellers Stage 1**

For students with little or no knowledge of the language. Designed for travel use.
- Travellers Stage 2**

Continuation from Stage 1.
- Beginners Stages 1, 2, 3, 4**

(Duration of each Stage is one term) - For students who wish to learn the language more comprehensively over a year. Enrolment is term by term.
- Intermediate Stages 1, 2, 3, 4**

(Duration of each Stage is one term) - Designed for students who have completed the equivalent of one year of language. Continuation of grammar, vocabulary and conversation. Enrolment is term by term.
- Advanced Conversation**

For students who can interact with a good degree of fluency. Emphasis is on conversation.
- Please visit the website for more detailed information on the different levels and to check which course is most appropriate for your needs. Purchase of a textbook may be required (approx \$60).

COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
French						
French Travellers Stage 1	\$304 inc gst	Thurs 20 Oct	8	11.30am - 1.30pm	Steve Cornelius	Narrabeen Campus
French Travellers Stage 2	\$304 inc gst	Thurs 20 Oct	8	9.15am - 11.15am	Steve Cornelius	Narrabeen Campus
French Beginners Stage 1	\$304 inc gst	Mon 17 Oct	8	3.00pm - 5.00pm	Nicole Laugier	Mosman Campus
French Beginners Stage 2	\$304 inc gst	Wed 19 Oct	8	12.30pm - 2.30pm	Dominique Partridge	St Lukes Mosman
French Intermediate Stage 1	\$304 inc gst	Mon 17 Oct	8	6.00pm - 8.00pm	Nicole Laugier	Mosman Campus
French Intermediate Stage 4	\$304 inc gst	Tues 18 Oct	8	12.30pm - 2.30pm	Nicole Laugier	Cammeray Golf Club
French Advanced Conversation	\$455 inc gst	Tues 18 Oct	8	9.30am - 12.00pm	Nicole Laugier	Cammeray Golf Club
French Intermediate Stage 3	\$304 inc gst	Wed 19 Oct	8	3.00pm - 5.00pm	Dominique Partridge	St Lukes Mosman

German						
German Travellers Stage 1	\$304 inc gst	Wed 19 Oct	8	6.30pm - 8.30pm	Wolfgang Mueller	Brookvale Campus

Italian						
Italian Travellers Stage 1	\$304 inc gst	Mon 17 Oct	8	6.30pm - 8.30pm	Francesca Modica	Brookvale Campus
Italian Travellers Stage 1	\$304 inc gst	Mon 17 Oct	8	12.30pm - 2.30pm	Francesca Modica	Narrabeen Campus
Italian Travellers Stage 2	\$304 inc gst	Mon 17 Oct	8	10.00am - 12.00pm	Francesca Modica	Narrabeen Campus
Italian Travellers Stage 1	\$304 inc gst	Resuming in Term 1	8	10.00am - 12.00pm	Flavia Natoli	Brookvale Campus
Italian Travellers Stage 2	\$304 inc gst	Resuming in Term 1	8	12.30pm - 2.30pm	Flavia Natoli	Brookvale Campus
Italian Beginners Stage 1	\$304 inc gst	Tues 18 Oct	8	11.45am - 1.45pm	Rosa Santi	Mosman Campus
Italian Conversation	\$218 inc gst	Fri 21 Oct	8	7.30pm - 9.00pm	Rosa Santi	Zoom

Japanese						
Japanese Beginners Stage 1	\$304 inc gst	Mon 17 Oct	8	6.00pm - 8.00pm	Mami Himura Cheng	Brookvale Campus

Mandarin						
Mandarin Travellers Stage 1	\$304 inc gst	Mon 17 Oct	8	6.30pm - 8.30pm	Linda Bennett	Narrabeen Campus
Mandarin Travellers Stage 1	\$295 inc gst	Thurs 20 Oct	8	6.30pm - 8.30pm	Lillian Hong	Zoom

Spanish						
Spanish Travellers Stage 1	\$304 inc gst	Mon 17 Oct	8	5.30pm - 7.30pm	Patricia La Porta	Brookvale Campus
Spanish Travellers Stage 2	\$304 inc gst	Mon 17 Oct	8	7.30pm - 9.30pm	Patricia La Porta	Brookvale Campus
Spanish Beginners Stage 3	\$266 inc gst	Tues 1 Nov	7	2.15pm - 4.15pm	Elizabeth Holgado-Vente	St Lukes Mosman
Spanish Beginners Stage 1	\$304 inc gst	Tues 18 Oct	8	6.00pm - 8.00pm	Carolina Delfino	Zoom
Spanish Conversation Level 2	\$266 inc gst	Tues 1 Nov	7	12.00pm - 2.00pm	Elizabeth Holgado-Vente	St Lukes Mosman

For detailed information on our courses, including all materials lists, any additional costs and pre-requisites for studying via Zoom, visit: nbmc.nsw.edu.au

For fee free English Language classes please see page 9.

Arts & Craft



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Drawing & Painting						
Bach Flower Essences	\$127 inc gst	Sat 15 Oct	1	9.30am - 4.30pm	Petrana Barac-Dunn	Narrabeen Campus
NEW Bamboo Painting For Beginners	\$291 inc gst	Wed 19 Oct	8	6.00pm - 8.00pm	Chi Lik Cheung	St Lukes Mosman
Botanical Art	\$327 inc gst	Tues 18 Oct	6	10.00am - 1.00pm	Penny Walton	Mackie Lane Community Garden
Drawing for Beginners	\$291 inc gst	Mon 17 Oct	8	6.30pm - 8.30pm	Jennifer Rosnell	Narrabeen Campus
Drawing for Beginners - Weekend Workshop	\$218 inc gst	Sat 26 & Sun 27 Nov	2	9.00am - 3.00pm	John Wells	St Lukes Mosman
	\$218 inc gst	Sat 12 & Sun 13 Nov	2	10.00am - 4.00pm	John Wells	Narrabeen Campus
Drawing: Beginners to Intermediate	\$291 inc gst	Mon 17 Oct	8	12.00pm - 2.00pm	John Wells	Narrabeen Campus
Drawing for Beginners	\$291 inc gst	Fri 21 Oct	8	2.00pm - 4.00pm	Mark Kingston	St Lukes Mosman
Introduction to Drawing & Painting	\$291 inc gst	Mon 17 Oct	8	10.00am - 12.00pm	David Pavich	St Lukes Mosman
	\$291 inc gst	Mon 17 Oct	8	5.00pm - 7.00pm	David Pavich	St Lukes Mosman
	\$291 inc gst	Mon 17 Oct	8	7.00pm - 9.00pm	David Pavich	St Lukes Mosman
Intro to Drawing & Painting One Day Workshop	\$109 inc gst	Sat 22 Oct	1	10.00am - 4.00pm	David Pavich	St Lukes Mosman
Drawing With Pen & Wash	\$291 inc gst	Thurs 20 Oct	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman
Oil Painting	\$291 inc gst	Tues 18 Oct	8	6.30pm - 8.30pm	Jennifer Rosnell	Narrabeen Campus
	\$291 inc gst	Wed 19 Oct	8	9.30am - 11.30am	Jennifer Rosnell	Narrabeen Campus
Drawing with Vincent: One Day Workshop	\$91 inc gst	Sat 29 Oct	1	11.00am - 4.00pm	Susan Bernasconi	St Lukes Mosman
Discovering Watercolour: One Day Workshop	\$91 inc gst	Sat 12 Nov	1	11.00am - 4.00pm	Susan Bernasconi	St Lukes Mosman
Watercolour: Beginners	\$369 inc gst	Mon 10 Oct	9	9.15am - 11.45am	John Wells	Narrabeen Campus
	\$369 inc gst	Tues 11 Oct	9	9.30am - 12.00pm	John Wells	Narrabeen Campus
Watercolour: Beginners Weekend Workshop	\$218 inc gst	Sat 15 & Sun 16 Oct	2	10.00am - 4.00pm	John Wells	Narrabeen Campus
	\$218 inc gst	Sat 3 & Sun 4 Dec	2	10.00am - 4.00pm	John Wells	St Lukes Mosman
Watercolour: Intermediate	\$329 inc gst	Mon 17 Oct	8	9.15am - 11.45am	John Wells	Narrabeen Campus
<i>Prerequisite: Watercolour Beginners or equivalent</i>	\$329 inc gst	Tues 18 Oct	8	9.30am - 12.00pm	John Wells	Narrabeen Campus
Ways With Watercolour	\$291 inc gst	Fri 21 Oct	8	10.30am - 12.30pm	Susan Bernasconi	St Lukes Mosman
Crafts, Home & Garden						
Absolutely Fabulous Personal Style Analysis	\$230 inc gst	Sat 05 Nov	1	10.00am - 2.30pm	Sharron Del Wakely	Mosman Campus
Absolutely Fabulous Colour Analysis	\$230 inc gst	Sat 26 Nov	1	10.00am - 2.30pm	Sharron Del Wakely	Mosman Campus
NEW Australian Native Plants	\$129 inc gst	Sun 06 Nov	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Backyard Beekeeping	\$129 inc gst	Sun 09 Oct	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Beginners Granny Squares	\$145 inc gst	Sun 30 Oct	4	9.30am - 11.30am	Payal Bhargava	Brookvale Campus
Bonsai for Beginners	\$129 inc gst	Sun 16 Oct	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Candle Making Workshop	\$80 inc gst	Sat 03 Dec	1	9.00am - 12.00pm	Renna Danelutti	Narrabeen Campus
Moulded Candle Making Workshop	\$80 inc gst	Sat 03 Dec	1	1.00pm - 4.00pm	Renna Danelutti	Narrabeen Campus
Crochet: Beginners Stage 1	\$73 inc gst	Sun 23 Oct	1	9.00am - 1.00pm	Marianne Horton	Mosman Campus
	\$73 inc gst	Sun 06 Nov	1	9.00am - 1.00pm	Marianne Horton	Brookvale Campus
Furniture Restoration & French Polishing	\$291 inc gst	Sat 05 Nov	4	9.30am - 1.30pm	Rick Tailby	Narrabeen Campus
Garden Design in Small & Large Spaces	\$129 inc gst	Sun 20 Nov	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
General Sewing - Beginners	\$291 inc gst	Tues 18 Oct	8	6.30pm - 8.30pm	Anna Milch	St Lukes Mosman
	\$291 inc gst	Wed 19 Oct	8	6.35pm - 8.35pm	Anna Milch	Narrabeen Campus
General Sewing - Intermediate	\$291 inc gst	Wed 19 Oct	8	4.30pm - 6.30pm	Anna Milch	Narrabeen Campus
How to make a Nuno Felted Scarf	\$182 inc gst	Sun 27 Nov & 04 Dec	2	10.00am - 3.00pm	Katherine Boniadian	St Lukes Mosman
Interior Design - The Basics	\$363 inc gst	Wed 12 Oct	8	9.00am - 11.30am	Fiona Barry	St Lukes Mosman
	\$363 inc gst	Wed 12 Oct	8	6.30pm - 9.00pm	Fiona Barry	Brookvale Campus
Interior Design - Intermediate	\$363 inc gst	Fri 14 Oct	8	9.00am - 11.30am	Fiona Barry	Mosman Campus
<i>Prerequisite Interior Design The Basics or equivalent</i>						
NEW Interior Design - Advanced	\$381 inc gst	Thurs 20 Oct	7	1.00pm - 4.00pm	Fiona Barry	St Lukes Mosman
<i>Prerequisite Interior Design Intermediate or equivalent</i>						
Introduction to Gardening	\$119 inc gst	Sat 29 Oct	1	9.30am - 3.30pm	Cameron Graves	Brookvale Campus

Knitting for Beginners	\$73 inc gst	Sun 30 Oct	1	9.00am - 1.00pm	Marianne Horton	Brookvale Campus
NEW Organic Gardening	\$129 inc gst	Sun 23 Oct	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
NEW Indoor Plants	\$129 inc gst	Sun 30 Oct	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
The Versatility of Paper Crafts	\$182 inc gst	Sun 04 & 11 Dec	2	10.00am - 3.00pm	Vivian Tse	Mosman Campus
Plant Propagation	\$129 inc gst	Sun 13 Nov	1	10.00am - 4.00pm	Judith Sleijpen	St Lukes Mosman
Pottery on the Wheel	\$436 inc gst	Wed 19 Oct	8	6.00pm - 8.30pm	Sally Howe	Tramshed Narrabeen
Pottery (Handbuilding & Beginners Wheel)	\$436 inc gst	Mon 17 Oct	8	6.30pm - 9.00pm	Simone Young	Forestville Arts Ctre
	\$436 inc gst	Tues 18 Oct	8	6.30pm - 9.00pm	Evan Davis	Forestville Arts Ctre
	\$436 inc gst	Thurs 20 Oct	8	6.30pm - 9.00pm	Sally Howe	Forestville Arts Ctre
Property Styling for Living or Selling	\$130 inc gst	Sat 19 Nov	1	9.30am - 4.30pm	Fiona Barry	Mosman Campus
Tunisian Crochet - Beginners	\$136 inc gst	Thurs 27 Oct	3	6.15pm - 8.45pm	Payal Bhargava	Brookvale Campus

Music & Singing

African Drumming Workshop	\$99 inc gst	Sat 12 Nov	1	9.30am - 1.00pm	Sal Salem	Narrabeen Campus
Drumming Meditation Workshop	\$99 inc gst	Sat 15 Oct	1	2.00pm - 5.00pm	Sal Salem	Narrabeen Campus
NEW Woman's Shamanic Drumming Circle	\$99 inc gst	Sat 12 Nov	1	2.00pm - 5.00pm	Sal Salem	Narrabeen Campus
Electronic Music Production (Mac): Beginners	\$163 inc gst	Tues 18 Oct	6	6.30pm - 8.00pm	Jill Riddiford	Narrabeen Campus
Guitar: Beginners Level 1	\$145 inc gst	Wed 19 Oct	8	6.00pm - 7.00pm	Mark Broughton	Narrabeen Campus
	\$145 inc gst	Fri 21 Oct	8	7.05pm - 8.05pm	Brenton White	St Lukes Mosman
Guitar: Beginners Level 2	\$145 inc gst	Wed 19 Oct	8	7.00pm - 8.00pm	Mark Broughton	Narrabeen Campus
	\$145 inc gst	Fri 21 Oct	8	6.00pm - 7.00pm	Brenton White	St Lukes Mosman
An Introduction to the Harp	\$75 inc gst	Mon 17 Oct	1	6.15pm - 8.45pm	Louise Johnson	Narrabeen Campus
Learn the Harp	\$227 inc gst	Mon 24 Oct	5	6.15pm - 8.45pm	Louise Johnson	Narrabeen Campus
*Additional \$100 Harp Hiring fee and \$250 refundable deposit bond fee both payable to tutor in 1st lesson - The bond will be refunded in the last lesson if returned in good order						
Singing Fundamentals	\$291 inc gst	Tues 18 Oct	8	6.30pm - 8.30pm	Robin McInnes	Mosman Campus
The Ukulele Stage 1	\$109 inc gst	Wed 19 Oct	6	8.00pm - 9.00pm	Mark Broughton	Narrabeen Campus
	\$109 inc gst	Fri 21 Oct	6	8.10pm - 9.10pm	Brenton White	St Lukes Mosman

Photography

Digital SLR Photography Introduction	\$318 inc gst	Mon 17 Oct	7	6.30pm - 9.00pm	Julie Crespel	Brookvale Campus
	\$327 inc gst	Fri 21 Oct	6	10.00am - 1.00pm	Julie Crespel	Narrabeen Campus

SHORT COURSES

Lifestyle



COURSE	COST	DATE	SESSIONS	TIME	TRAINER	LOCATION
Introduction to Blogging	\$50 inc gst	Wed 19 Oct	1	6.30pm - 8.30pm	Alexandra Vanags	Zoom
Bloggging Bootcamp	\$200 inc gst	Wed 26 Oct	4	6.30pm - 8.30pm	Alexandra Vanags	Zoom
Book Group - Reading For Pleasure (Existing Members Only)	\$218 inc gst	Tues 18 Oct	8	10.00am - 11.30am	Margaret Baird	Mosman Campus
NEW Adult Learn to Horse Ride – Immersive Course	\$660 inc gst	Wed 12 Oct	4	7.00pm – 9.00pm	MC Equestrian Riding School	
	\$660 inc gst	Wed 12 Oct	4	12.00pm – 2.00pm	MC Equestrian Riding School	
	\$660 inc gst	Fri 14 Oct	4	7.00pm - 9.00pm	MC Equestrian Riding School	
ENLIVEN - Transformation through Movement, Breath and Sound	\$60 inc gst	Sat 12 Nov	1	9.30am - 12.30pm	Fiona Mackillop	Narrabeen Campus
Hula Hooping for Beginners	\$218 inc gst	Mon 17 Oct	8	6.00pm - 7.30pm	Kiri Pedersen	Tramshed Narrabeen
Hula Hooping Intermediate	\$218 inc gst	Mon 17 Oct	8	7.30pm - 9.00pm	Kiri Pedersen	Tramshed Narrabeen
Mindful Yoga	\$251 inc gst	Wed 19 Oct	8	4.00pm - 5.30pm	Kathy Penn	Warringah Bowls
Pilates For The Over 50's	\$180 inc gst	Mon 17 Oct	8	4.30pm - 5.30pm	Kasia Czambol	Warringah Bowls
Pilates	\$180 inc gst	Mon 17 Oct	8	5.40pm - 6.40pm	Kasia Czambol	Warringah Bowls
Pilates - Daytime	\$232 inc gst	Mon 17 Oct	10	10.00am - 11.00am	Sonia Forato	Warringah Bowls
Introduction to Qigong Workshop	\$60 inc gst	Wed 19 Oct	1	9.30am - 12.30am	Fiona Mackillop	Bilarong Reserve
Qigong by the Lake- Experience the Art of Mindful Movement	\$182 inc gst	Tues 18 Oct	8	9.30am - 10.45am	Fiona Mackillop	Bilarong Reserve
Tai Chi	\$171 inc gst	Tues 18 Oct	8	8.45am - 9.45am	Rod Lee	Warringah Bowls
Yoga For The Over 40s	\$221* inc gst	Wed 9 Nov	7	8.30am - 10.00am	Bernadette O'Donnell	Warringah Bowls
Yoga For The Over 50s	\$221 inc gst	Mon 7 Nov	7	11.00am - 12.30pm	Bernadette O'Donnell	Warringah Bowls
	\$221 inc gst	Tues 8 Nov	7	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls
	\$221 inc gst	Thur 10 Nov	7	10.00am - 11.30am	Bernadette O'Donnell	Warringah Bowls

For detailed information on our courses, including all materials lists, any additional costs and pre-requisites for studying via Zoom, visit:

nbmc.nsw.edu.au

NB: We will endeavour to provide lessons in class, however due to the current Covid situation, where possible, some classes may be held via Zoom.

Locations



Name	Address	Details
Bilarong Reserve	55 Wakehurst Parkway, Nth Narrabeen	On-site parking available.
Brookvale Campus	Level 1, 14 William Street, Brookvale	NO on-site parking - street parking available in nearby residential areas. Stairs - no lift access.
Cammeray Golf Club	Park Avenue, Cremorne	On-site parking available.
Forestville Community Arts Ctr	6 Darley Street, Forestville	On-site parking available.
Mackie Lane Community Garden	Mackie Lane (off Lang St), Mosman	Parking is available in Lang Street. A short walk from Spit Junction along Military Rd.
MC Equestrian Riding School	90 Booralie Rd, Terrey Hills	On-site parking available.
Mosman Campus	104/1-3 Gurrigal Street, Mosman	Parking is available at Bridgepoint Parking Station, Vista Street Car Park or Mosman Square Carpark. Small staircase (7 steps), with internal lift available.
Narrabeen Campus	1525 Pittwater Road, Nth Narrabeen	Limited parking available in northern end of main carpark - spaces line marked in pink only. Parking also available in Lake Park Road and car park opposite the College.
The Tramshed	1395a Pittwater Rd, Narrabeen	Parking available in Council car park next door (check parking restrictions).
Scotts Kirk Hall	9 Belmont Road, Mosman	Located near the pedestrian crossing in Belmont Rd, opposite the High School, down the pathway on the right of the Church.
St Lukes Hall	Heydon Street, Mosman	Parking available on Heydon Street or under Bridgepoint Shopping Centre. Disabled access available.
Warringah Bowling Club	74 Bradleys Head Rd, Mosman	Parking available on Bradley's Head Road or in the Club Carpark - entrance from Prince Albert Street
Zoom To participate in training via Zoom please check you can meet these pre-requisites:	<ul style="list-style-type: none"> A computer, iPad/tablet (please see individual course descriptions for specific requirements). Some computer courses can only be conducted on Windows PCs); & A webcam* so that you can be seen by the trainer; & 	<ul style="list-style-type: none"> A microphone* so that you can participate in the class and be heard by the trainer; & Internet connection

*Laptops usually include a webcam & microphone built into the top of the screen frame. Smartphones & iPad/tablets also contain cameras and microphones.

KEEP UPDATED Sign up to our newsletter for information on courses & to see what's on at NBMC. To subscribe visit: nbmc.nsw.edu.au

Short Courses Enrolment Form (Pages 9 to 14) - paying by cheque only

This form is for short courses paid by cheque only. For Accredited/funded courses please contact the college.

FIRST NAME:	<input type="text"/>	LAST NAME:	<input type="text"/>	DATE OF BIRTH:	<input type="text"/> / <input type="text"/> / <input type="text"/>
ADDRESS:	<input type="text"/>			SUBURB:	<input type="text"/>
POSTCODE:	<input type="text"/>	MOBILE:	<input type="text"/>	HOME PHONE:	<input type="text"/>
*SENIORS CARD/PENSIONER/ FULL TIME STUDENT NO: <input type="text"/>			*10% discount available on short courses. Excludes first aid courses, Computers for Over 60s, Tech Savvy Seniors. For Terms & Conditions please go to our website: www.nbmc.nsw.edu.au or call: 9970 1000 .		
EMAIL:	<input type="text"/>				

Course Details:	START DATE:	TIME:	VENUE:	COST:
COURSE 1 NAME:	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
COURSE 2 NAME:	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
COURSE 3 NAME:	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

ENROLMENT OPTIONS:

Visa or Mastercard: www.nbmc.nsw.edu.au or 9970 1000

Cheques made out to: Northern Beaches Community College

In person: 1525 Pittwater Road, North Narrabeen (NB: Please check with College regarding access to campuses during Covid restrictions)

-10% if eligible: \$

TOTAL:

\$

Please post form to: NBMC Reply Paid, PO Box 1966, DEE WHY NSW 2099 (no stamp required)



Think you're not eligible for free training? Why not check?

Can you tick the 4 boxes below?:

- ☐ An Australian Citizen, or Permanent Resident, or NZ citizen, or Humanitarian visa holder, and
- ☐ Aged 15 years or older, and
- ☐ No longer at school (unless home schooled), and
- ☐ Live or work in NSW

If yes, then you can study any of the following four priority courses fee free:

- CHC33015 Certificate III in Individual Support (Ageing, Home & Community or Disability)
- CHC43015 Certificate IV in Ageing Support (For Existing Workers)
- CHC30121 Certificate III in Early Childhood Education & Care
- CHC50121 Diploma of Early Childhood Education & Care

More courses are available if you can tick the above 4 boxes and 1 of the boxes below. All courses inside marked with **JT** will also be available to study fee free.

- ☐ **Unemployed** (not a Commonwealth Benefit recipient); or
- ☐ A **Commonwealth Benefit Recipient**; or
- ☐ **16-24 years of age** and left school (regardless of employment status); or
- ☐ A **Veteran** or their **partner**; or
- ☐ **At risk of unemployment** eg. Employed but do not hold qualifications Cert III or above; or Notice of Redundancy; or Employed for 6 months or less.

*Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.



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enquiries@nbmc.nsw.edu.au

