

Enrolment Form

Courses are open to all and no special qualifications are required. The enrolment fee must be received before the class is due to start. Receipts will be issued at the class. Students should assume classes will run unless notified or if other arrangements are made with the tutor after commencement.

If we cancel, we phone you and give you a full refund.

If you cancel, and you give us 7 days notice you get all your money back, less \$5.00 administration charge.

No refunds will be given once the course has commenced.

Students attendance is their own responsibility.

NAME

ADDRESS

..... Post Code

Phone No. Bus. No.

Date of Birth

Do you identify as Aboriginal/TSI? Yes / No

In which country were you born?

What Language do you speak at home?

Do you have a disability? Yes / No

Which of the following best describes your current employment?
(please circle)

Full Time	Part Time	Employer
Self Employed	Family Care Giver	Retired
Volunteer	Not Seeking Work	Student
Seeking P/T Work	Seeking F/T Work	

Have you participated in any ACE Courses? Yes/No

I wish to enroll in

Enrolment must be accompanied by the course fee.

Fee enclosed \$ Cheque / Money Order

Cut along this line



Course Guide Semester II, 2010

Office: 6 Riddell Street Bingara 2404

Mail: PO Box 91 Bingara 2404

Phone/Fax: (02) 6724 1965

Email: admin@bingaracommunitycollege.org.au

ABN: 76 647 671 992

Coordinator: Ellie Skinner

The Bingara Community College is an independent not-for-profit organisation offering continuing education to the Bingara community

About the College

Bingara Community College Inc. is a community based, not-for-profit organisation managed by a voluntary committee (new members are always welcome) and is represented by a part-time coordinator.

Our vision for BCC is to enhance the quality of life for Bingara residents by providing access to lifelong learning.

Our goal is to provide learning opportunities, in partnership with other providers, so that those over 15 years and adults of this community have access to relevant, effective and affordable education.

BCC receives some financial assistance from the NSW Dept of Education Adult Education Unit and works in conjunction with government bodies, local businesses and organisations.

Suggestions or enquiries about other courses are welcome.



BCC is able to offer a varied range of VET accredited courses delivered by accredited trainers in association with New England, Northern Inland and Tamworth Community Colleges.

Nationally recognised Statements of Attainment will be issued on successful completion of units of competency. Units can also be used to build full certificates – see the coordinator for details.

Enrolment options

Enrolment must be done before the first date of training to guarantee your place. Always contact the coordinator to register your interest. Course costs are worked on for a minimum of 5 participants, if you can guarantee more than 8, a lower price can be arranged. You can enroll by:

- Posting the enrolment form in this course guide with your cheque/ money order
- Calling into our office to enroll and pay in person (Phone first to ensure the office is open)

You will be given a copy of our Student Guide when enrolling.

Tutors Wanted

Bingara Community College is always on the lookout for new course ideas and people with expertise or qualification who would like to teach courses.

Contact our office on 6724 1965.

Lifestyle Courses

Sewing Group

Marlene Brown coordinates a Sewing Group which meets on Monday morning at 9.30am until 12.30pm at the Bingara Community College. If you would like to join this group please contact us.

Annual membership is \$5.50.



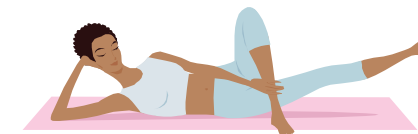
Needlecraft Group

The Bingara Community College Needlecraft Group meets weekly on Wednesday mornings at 9.30 am until 12.30 pm at the Bingara Community College.

Annual membership is \$5.50.

A wide variety of needlecraft activities and skills are available with members sharing their expertise and experiences. This is a most pleasant group and new members and visitors will be made welcome.

The Needlecraft coordinator is Marlene Brown.



Pilates

Great for strengthening core muscle groups and improving flexibility. Also good for relaxation and stress relief. Bring water, a mat or towel and wear loose, comfortable clothing.

Every Saturday morning at The Imperial Hotel, 10.00 to 11.00am. Registration fee: \$5.50. and \$5 per class.

Aerobics

Tone up, improve aerobic fitness and maybe even lose weight! What a package! It will be fun anyway. Come along on Mondays and Wednesdays, 5.00 – 6.00pm at the Bingara Civic Centre. Wear comfortable clothing and joggers. Bring water, a mat/towel and hand weights, if you own any.

Registration fee: \$5.50 and \$5 per class.

Lifestyle Courses

Contact the coordinator if you are interested.

Make Your Own Christmas Decorations

This one day workshop will be a lot of fun and you will be able to take your 3 decorations home to hang on your Christmas Tree. You will need to bring protective glasses, disposable gloves and rags and wear an apron and covered shoes, Doug will bring the rest. Doug Weir from Tamworth Leadlight will be your qualified instructor for the day. 9.00am—4.00pm Cost: \$85

November 13



Digital Photography for beginners

Come along and learn how to use your digital camera. This half day course will introduce you to the features of your camera and what does what. Don't forget to bring any questions or queries you may have.

Course duration: 3 hours Cost: \$35



Life Drawing (Art Classes)

Lesley Wynne teaches art classes at both the Inverell TAFE and the Inverell Art Gallery. She has offered to come to Bingara. If you are at all interested in art or drawing this would be a great class to take. It will compliment what you already know and could lead onto further study toward a Certificate.

Cooking Classes

If there is a style of cooking you would like to know more about from different countries or cake decorating or Christmas cooking; or if you have a specialty that you would like to share please let the coordinator know and we will organise a day.

Personal Development Courses

Public Speaking with Jan Rose

Jan Rose has much experience with both public speaking and teaching public speaking. She is much in demand in the Hunter Valley for speaking seminars so we are very lucky to have such expertise on our doorstep. The course will help anyone who would like to develop more self confidence both in public speaking and simply in your day-to-day life. Jan likes a small group to offer constructive support to each other and to help develop the groups speaking skills. It will be 3 or 4 short sessions. Cost: \$85



Personal Development and presentation

Learn how to put together an outfit suitable for the occasion eg. A job interview. Get your hair and makeup right and learn what suit you. Learn what to do in an interview and how to present yourself to advantage. Bring your friends and have some fun. Cost: FREE Proposed for November 2010.

Deal with conflict situations SITXCOM003A

All frontline staff who may or do deal with customers in any workplace environment should undertake this one day course. This course aims to provide knowledge of how to deal with customer complaints; conflict among work colleagues; how to refuse entry; ejection from premises; difficult or demanding customers; customers with special needs or expectations. You will achieve a Statement of Attainment toward the Hospitality Training Package. This course can be modified for specific requirements, eg. Bullying in the workplace or school and different age groups. Course duration: 1 day Cost: \$110 Min 5.

Emotional Freedom Technique

What does this mean? Our experienced allied health professional will teach you how to release anger, anxiety, phobias, depression, negative thought patterns, stress and put an end to that migraine which has just started to kick in and ruin your day. Course duration: 2 hours Cost: \$85

Business & Computer Courses

These and other computer courses can be run whenever we have sufficient numbers, therefore contact the coordinator and enrol now.

Introduction to Computers (BSBITU101A) Operate a personal computer)

Would you like to catch up with the "computer revolution"? Learn how to operate a computer in this great beginners' course. You will soon become familiar with the keyboard and the operating system; Microsoft Windows. Learn how to get started with your computer, write letters and documents using word processing, and manage your files and folders. 3x2 hour Sessions, \$85.

Introduction to Microsoft Word (BSBITU201A: Produce simple Word documents)

Introduction to Spreadsheets - Excel (BSBITU202A) Create and use spreadsheets)

Introduction to the Internet and Email (ICAITU1133B) Send and retrieve information over the internet using browsers and email)

Learn how to use a browser to access information on the internet. Learn how to search effectively for the information you want. Learn how to use email to communicate with family, friends and in business. 3x2 hour Sessions, \$85.

Introduction to Publisher (BSBITU309A) Produce desktop published documents

Learn how to find your way around publisher to create brochures, fliers, business cards and so on. 3 x 2 hour sessions, \$85.



Vocational Courses

Senior First Aid (HLTFA301B)

This course will teach vital information that could help save a life. It is a fully Work Cover approved course that provides accreditation for 3 years. Participants who do not already hold a current First Aid Certificate will need to complete a workbook before attending (see the coordinator). The training is provided by Andrew McKinnon of Beneficial Safety Training through Royal Life Saving. Regional Learning Centre; 8.30am to 4.30pm; \$110. Workbook to be completed prior to course if not refresher.

Dates: 13 October, 27 November

OHS Induction for Construction Work (White Card) CPCCOHS1001A

This course is suitable for new workers, self employed persons, labourers, apprentices, trainees, trades people, supervisors and project managers. Introduction to OHS legislation and responsibilities, risk management, construction industry hazards, incidents and emergencies, Workers Compensation and injury management. 1 Day, 9am to 3.00pm. \$110. **September 2**

NSW Traffic Control and OHS 2 (Blue Card) LGAWORK201A

This course is designed to reinforce the importance of safety while operating as a traffic controller. In one day you can complete both the Traffic Control with Stop/Slow Bat and NSW Blue Card. Prerequisite: OHS Induction for Construction Work.

If the course you are interested in is not scheduled please contact the coordinator to register your interest. Courses will be run whenever we have sufficient numbers.

Vocational Courses

Provide Quality Customer Service SITXCCSO02A

This one day course is for anyone who deals with customers. It is aimed at improving customer service. The participant will achieve the ability to determine and address diverse customer needs and expectations, establish rapport, deal with complaints and difficult service situations, use opportunities for promoting and up-selling, apply knowledge of protocol and ritual for particular types of industry sectors and organisations, and systematically manage a clientele through rewards systems & databases etc. You will achieve a Certificate in this unit of competency. Course duration: 1 day Cost: \$110

Prepare & Serve Cocktails SITHFAB015A

This one day course aims to demonstrate and then have the student demonstrate and make a variety of Cocktails from the traditional favourites to the latest craze. Anyone who deals with bar customers and/or wishes to serve or prepare Cocktails should participate in this course. Note: Students must be over 18 and hold a **RSA** Certificate. Course duration: 1 day Cost: \$210
Date: November 15

WAITING SKILLS Serve food and beverage to customers SITHFAB003A

Anyone who wants to work or is currently working in the food service industry as a wait-person should participate in this 2 day course. Upon completion the student will be able to prepare and set tables; take and process orders; liaise between kitchen and service areas; serve and clear food and drinks; clean and clear food service areas. You will achieve a Statement of Attainment in this unit which is part of the Hospitality Training Package. Course duration: 2 days (maybe completed in conjunction with the **BAR SKILLS**) Cost: \$450

Provide Espresso Coffee Service (SITHFAB012A)

This course would benefit those seeking employment in cafes and coffee shops. \$110. Min 8 students.

A discount will apply if you register and pay for two or more courses.

Business Courses

The following short courses are designed to provide skills necessary to work in an office environment. They are nationally accredited Units of Competency and can contribute towards a Certificates I-III in Business.

Introduction to Microsoft Word (BSBITU201A): Produce simple Word documents) eg. Letters, tables, simple posters and resumes

Create professional word processing documents. This course covers table, borders, page numbers, tabs, indents, text alignment and more. Basic computer skills an advantage. 3x2 Sessions, \$85

Introduction to Spreadsheets - Excel (BSBITU202A): Create and use spreadsheets) eg. Lists, budgets, stock numbers etc

Learn basic skills for using a spreadsheet application. Create, save, edit and print a worksheet. Use formulae and built-in functions. \$85

Maintain Daily Financial/Business Records FNSICGEN305B

Learn skills to process routine documents such as application or claim forms, invoices, banking documents, and petty cash vouchers. Learn about related legislation relating to privacy and confidentiality and banking procedures and guidelines. Students with successful completion will achieve a Statement of Attainment in this Business Services Training Package. Course duration: 2 x 3 hours sessions/1 day Cost: \$85 **Dates: 24, 31 August**

MYOB Basic Maintain Financial Records BSBFIA301A

This is an introduction to MYOB computerised accounting package and basic bookkeeping. It is aimed at anyone who uses MYOB for their business records or is planning on using MYOB. The course covers processing supplier invoices and payments; customer payments and invoices; account and cash sales; payments and bank deposits. It will teach you how to reconcile and what to do with bank charges. You will also learn how to use MYOB to fulfil your BAS and GST requirements. Students must have basic computer knowledge. It will help if you have some knowledge of manual bookkeeping. Course duration: 4 x 3 hour sessions Cost: \$210
Dates: October 18, 25, November 8 & 15

Computer Courses

Introduction to databases (BSBITU301A: Create and use databases)

A database provides a structure to store information. It could be your DVD/Book collection, Family history etc. Databases are essential in business. Learn how to create a simple relational database with queries, forms and reports. 3x2 hour Sessions, \$85

Introduction to PowerPoint (ICAU1133B): Operate a presentation package)

PowerPoint is useful for creating high quality presentations to capture your audience's attention and imagination. Learn how to prepare fantastic slides that include words, diagrams, pictures, charts and graphs as well as note pages and handouts. 3x2 hour Sessions, \$85

Personalised Computer Training

The College's Computer Room is available for booking by individuals or small groups who wish to undertake specific tuition on programs or applications you want to learn. You set the agenda. You tell us what you want to learn and we provided the training. Cost: \$65 per hour for groups up to 4 people or can be provided in your own home.

What You Need to Know when buying a computer

This short seminar will help you decide what you require in a computer and what to look for and ask when purchasing. Our local guru will offer tips and guidelines to assist with hardware, software, printer requirements for what you want to do with your computer. Cost: FREE

Computer Club

This is held Thursday mornings at the Bingara Community College. Through this you can gain confidence in your use of computers – typing, creating documents, sending and receiving emails and so on. Annual Membership \$5.50
Cost: \$5 per class

Vocational Courses

The following courses are from SIT20207 Cert II in Hospitality through Australian Training and Consulting.

Provide Responsible Service of Alcohol (SITHFAB009A)

Mandatory for all people serving, supplying, selling or promoting liquor in NSW. Essential for Licencees and Club Secretaries. A Statement of Attainment will be issue on the successful completion of the course. Min 8 students. Regional Learning Centre; 9.00am to 3.00pm; \$85.

Dates: 7 August



Provide Responsible Conduct of Gambling (SITHGAM006A)

This program has been developed to give recognition to and an understanding of the community issues that are related to gambling. Legislation now requires all people working in gaming areas of hotels and registered clubs to complete an approved course to continue employment. A Statement of Attainment will be issued on successful completion of the course. Regional Learning Centre; 9.00am to 4.00pm; \$85. Min 8 students.

Dates: 8 August

BAR SKILLS SITHFAB001A Clean & Tidy a Bar; SITHFAB002A Operate a Bar, SITXFIN001A Process Financial Transactions & SITXOHS002A Follow Workplace Hygiene

This 2 day course is for all staff who are involved in the preparation and service of beverage. Students must be over 18 and hold an **RSA** Certificate. On the completion of this course, participants will have a basic understanding of the skills needed and the tasks to be undertaken to operate a Bar. Persons who successfully complete will also have the skills to prepare and serve a range of alcoholic beverages. Day 2 will be practical. You will achieve Statement of Attainment in partial completion of Certificate II in Hospitality Operations upon successful completion of assessment tasks and assignments.

Course duration: 2 days Cost: \$450

Dates: 18 & 19 September

Vocational Courses

Follow Workplace Hygiene Procedures (SITXOHS002A)

All persons involved in the preparation, storage and service of food should do the Safe Food Handling course. \$85. Min 8 students.

Implement Food Safety Procedures "Food Handling Level 2" SITXFSA001A

This unit describes the performance outcomes, skills & knowledge required to handle food safely during the storage, preparation, display, service & disposal of food within a range of service Industry operations. It requires the ability to follow pre-determined procedures as outlined in an organisation food safety program. This one day course is for supervisors, team leaders and managers. Course duration: 1 day Cost: \$110

Develop & Implement A Food Safety Plan "Food Handling Level 3" SITXFSA002A

Aimed at business managers, owners, supervisors – people in control of a venue where food is served and prepared. You will need to have completed **Implement Food Safety Procedures SITXFSA001A**. The course aims to provide skills and knowledge required to develop, implement and evaluate a food safety program for a range of service industry operations where food is stored, prepared, displayed, served and disposed of. It will build the ability to determine the specific program requirements for an organisation and prepare policies and procedures for other personnel to follow. This is an employability Certificate from the Hospitality Training Package. Course duration: 1 day Cost: \$210 Min. 5 people
Date: August 21

Vocational Courses

Farm Safety Follow OH&S Procedures RTC2701A

This course is for anyone who is working on a property. The course aims to provide all employees with an introduction to OH&S including risk management principles and practice. On successful completion of the one day course you will be able to follow workplace procedures for hazard identification and risk control; observe safe practices during work operations; participate in arrangements for maintaining health and safety of all people in the workplace. You will achieve a Certificate of Attainment. Course duration: 1 day
Cost: \$135 **September 3**

Farm Chemical Users Accreditation and Refresher

From RTF03 Certificate II and III Horticulture (RTC1701A, RTC270A, RTC3704A, RTC3705A)
For anyone working on the land or in the bush using pesticides or herbicides there are strict government guidelines and all who work with these chemicals must be licensed. These licences must be renewed every 5 years. The course will cover all aspects of purchasing, storage and handling of chemicals. The course will be one day with a workbook to be completed by those doing the full accreditation. Tutor is Paul Mc Mahon from Sulcor Advisory Services. Location to be advised, 9.00am to 5.00pm; \$330 for full course, \$242 for refresher. Min 6, Max 20. **October 12**

Operate and Maintain Chainsaws (RTC2304A)

This course should be attended by all who operate a chainsaw within the work environment. This course will teach participants to operate chainsaws in the correct and effective manner, ensuring awareness of safety and basic maintenance issues. A Statement of Attainment will be issued on successful completion of training. **Day 1** will cover theory in the Timber Industry Act, Australian standard relating to chainsaws, sharpening and tuning, kick back, professionalism, safety, cross cutting, maintenance of the saw and essential servicing, personal protective equipment, cutting attachments and the theory of felling. **Day 2** will be practical with topics of safety, basic operational principles, tree assessment and preparation, and heading and limbing. 2 Days, 8.30am to 3.00pm; \$350. **25 & 26 August**

Vocational Courses

Decorative Welding MEM05012C Perform routine manual metal arc welding
MEM13014A Apply principles of occupational health and safety in the work environment

MEM14004A Plan to undertake a routine task

MEM15002A Apply quality systems

MEM15024A Apply quality procedures

MEM16007A Work with others in a manufacturing, engineering or related environment

This course is aimed at anyone wishing to learn the basic principles of welding with an arc welder. At successful completion of the 8 week course you will have covered the preparation, positioning, fixing and manual welding techniques associated with general trade level welding using manual metal arc welding equipment including the selection and setup of the equipment appropriate to both the material and the weld to be performed. Course duration: 8 x 3 hour sessions Cost: \$220 Max 5 people

Dates; Term III August 5

How to make your own leather belt

This short course is offered to adults and children as a half day. At the end of the course you will be able to take home the belt you have made. You will be shown the basic skills of how to cut out your belt, how to edge it, the different ways to decorate (stamping or carving) and how to attach the buckle.

It is a great way to get started on a useful skill. Course duration: 2.5 hours

Cost: \$30 plus materials

Make your own Fender or Western Saddle

This is conducted by a local saddler who has been building saddles for over 25 years. This 7 week course will take you through the steps to building your own saddle. It covers tree selection and preparation, patterns and leather cut out, preparation for sewing, sewing, staining and decoration. At the end you will have built your own saddle. Course duration: 7 x 3 hour sessions Cost: \$1600 including materials (tree and leather).

Vocational Courses

Small Business Program

Bingara Fri 23/8 24/9 25/10

A fully funded Federal Government program to assist small business to go online, enhance your web presence and engage in e-business to improve marketing opportunities

Visit www.44gallons.com
Or call 1300 212 484

Career Planning - Looking for work? Returning to Work?

Do you need to use a computer?

Do you need to work on job seeking skills?

Do you need a resume?

Do you need to write business documents?

Accredited courses to help you achieve these goals:

BSBI TU101A Operate a personal computer

BSBLED101A Plan skills development

BSBI TU201A Produce simple word processed documents