

SouthCoast

CAREERS COLLEGE

CAREER COURSES



JANUARY TO APRIL 2016

BATEMANS BAY
4472 9202

BEGA VALLEY
6492 6273

ULLADULLA
4455 7008

www.southcoastcolleges.edu.au

RTO No. 6558



HOW TO ENROL



BY PHONE

Call **4472 9202** and pay by Credit Card. If you don't have a Credit Card then you can still call and post a cheque to PO Box 587, Batemans Bay NSW 2536.



ONLINE

Go to the college website **www.southcoastcolleges.edu.au** and complete the online enrolment form and pay via our secure site.



FAX

If you don't wish to enrol online, then simply fax your name, course name and your credit card details to **4472 3621**.



EMAIL

Email your name, course name and your credit card details to **bookings@southcoastcolleges.edu.au**



IN PERSON

By EFTPOS, Cash or Credit Card - visit or mail to one of our offices:

Batemans Bay

42 Orient Street, Batemans Bay NSW 2536

Bega

38 Parker Street, Bega NSW 2550

Ulladulla

107 Princes Highway, Shop 25 & 26, Ulladulla Plaza
Ulladulla NSW 2539

Privacy Policy

Adult Ed and SCCC has a Privacy Policy which you can access by visiting our website **www.southcoastcolleges.edu.au** or contact us for a copy.

Refund Policy

- Refunds are issued if a course is cancelled.
- Refunds are not issued once a course has commenced and student withdraws.
- Refunds for students withdrawing from a course will only be given if withdrawal is advised at least seven days prior to course commencement.
- All student initiated withdrawals incur an \$8 administration fee.

STAY INFORMED

We regularly add to our program. Ask for our monthly E-Newsletter - email **glenda@southcoastcolleges.edu.au**

South Coast Careers College LAUNCH

South Coast Careers College (SCCC), the exciting vocational training arm of Adult Ed Community College is officially launched!

Is this new?? Not really! We have a new name, but are drawing on the established reputation of excellence from our many years delivery of life changing accredited education programs.

We have led the way for many years as the community services training provider of choice. As our vocational training programs have grown (so has our footprint) we believe now is the time to launch a dedicated branch of the business that focuses wholly on nationally accredited qualifications and career pathways.

As a Registered Training Organisation (RTO) we have continually delivered exceptional results with 87% of our students completing their chosen qualification compared to a national average of 35.8%. We take the matter of educating very seriously and design our training programs to extract the very best from our students.

The majority of our programs are classroom based face to face, interactive and project-based where possible. The programs are realistic in their timeframe and we take the time to understand exactly what each student requires to get the very best out of the experience. All training is relevant to the local labour market and relevant to our student's needs.

We understand that programs need to be affordable and accessible and we value our ongoing relationship with the NSW State Government and Smart and Skilled. Smart and Skilled enables us to offer subsidised training to enable people to enter, reskill or progress within the workforce.

South Coast Careers College - Building a better community through quality work skills training and education.



Smart and Skilled

2016 Smart and Skilled Fee-Free Scholarships

**S&S
FEE
FREE**

From July 2015, young people (aged 15-30) who meet certain criteria will be eligible for a NSW Government subsidy which covers their fees in some South Coast Career College courses. Look out for this symbol

Applications for these fee-free scholarships are now open and places are limited. Once the annual state-wide allocation of places has been filled, only students who meet the Fee-Free Scholarship eligibility criteria and are living in, or on the waitlist for NSW social housing, are guaranteed a scholarship.

Please contact the college for more information on eligibility criteria. Phone 4472 9202.

UNIVERSITY of WOLLONGONG

Learning Partnership

**It's never too late to gain a University Degree!
University Pathway Programs on your doorstep!**

Are you looking for that second chance to study for that first degree? South Coast Careers College in partnership with the University of Wollongong are delighted to offer a number of programs to students who have not been able to enter into a degree through traditional methods or mature aged students who may never have had the opportunity to enter tertiary education.

University degree education is much more attainable than you think. These programs enable access to Uni via a vocational education route. By undertaking a Certificate IV Qualification and a University Bridging program you will receive articulation into specified programs available at the many University of Wollongong Campuses throughout the South Coast and the broader NSW University network.

Pathways to Learning Student Profile



Alena Collarde
2nd Year Bachelor of Nursing UOW

Alena Collarde started off her Nursing journey by enrolling in the Cert III & Cert IV Aged Care Pathways program at Adult Ed. This led to a bridging program with UOW and finally into the Bachelor of Nursing at the UOW campus in Batemans Bay.

We caught up with Alena at the Surf Beach Surgery where she was completing a clinical placement. Now at the end of her 2nd year of Uni, Alena says she often spends 50-60 hrs in the week on Uni work. Her proudest achievement is maintaining good grades whilst balancing life with 2 children aged 6 & 9. She laughs about the times they are often studying together.

"Why did I choose nursing? I'd had good and bad experiences with nurses and I wanted to make a difference. First of all I thought I wouldn't enjoy Aged Care but, I keep coming back to it, the passion of my Adult Ed Tutor was inspirational. She fuelled my passion for caring."

Alena and her group also found that the experience of bonding in the Aged Care class at Adult Ed was one of the highlights of the course, and is something that continues beyond the course completion.

"Once I become an RN, there is no cap on my future. There are so many different options open to me – doctors' surgeries, hospital wards, mental health, pathology, etc. I want to stay local helping people and making a difference".



NURSING & HEALTH INDUSTRY - PATHWAY TO UNIVERSITY



This program has been designed to provide you with the training and skills development to assist you to gain work in the health care sector and prepare you for higher education at University. This program includes completion of 4 units of competency from Certificate III in Individual Support (CHC33015) preparing you for the sector and building foundational knowledge; you will also begin a work placement which enables you to transfer your theoretical learning into a workplace. From here you will complete a Certificate IV in Ageing Support (CHC43015) and continue with your work placement. Included is the development of a career pathway plan, mentoring and industry visits, and a university preparation program held at a local University of Wollongong Campus. To participate you must complete an expression of interest application available via South Coast Careers College.



***Funded places are available which will entitle you to a fee free scholarship. Please contact the office to determine your eligibility ***

Ulladulla Mon & Tue, weekly starting Feb 15, 9.30am-3pm

Batemans Bay Wed & Thu, weekly starting Feb 17, 9.30am-3pm

Merimbula Mon, Tue & Wed, weekly starting Feb 15, 9.30am-3pm

This training is subsidised by the NSW Government and the University of Wollongong

BUSINESS MANAGEMENT - PATHWAY TO UNIVERSITY



This program has been designed to provide you with the training and skills development to assist you to gain work within a business, administration or accounting sector and prepare you for higher education at University. The program begins with 6 units of competency from Certificate III in Business (BSB30115) which focuses on the development of IT and planning skills, from here you will undertake Certificate IV in Small Business Management (BSB40415) working together to develop a project which will give you real world experience. Included is the development of a career pathway plan, mentoring and industry visits, and a university preparation program held at a local University of Wollongong Campus. To participate you must complete an expression of interest application available via South Coast Careers College.



***Funded places are available which will entitle you to a fee free scholarship. Please contact the office to determine your eligibility ***

Ulladulla Wed & Thu, weekly starting Feb 17, 9.30am-3pm

Batemans Bay Mon & Tue, weekly starting Feb 15, 9.30am-3pm

Merimbula Mon, Tue & Wed, weekly starting Feb 29, 9.30am-3pm

This training is subsidised by the NSW Government and the University of Wollongong

HEALTH AND COMMUNITY SERVICES

The health and community services sector continues to experience rapid demand growth. Employment opportunities in this rewarding industry are plentiful and a number of career pathways are available.

In order to respond to the growing demand new qualifications have been developed which enable personal care assistants to work across a broader selection of employment opportunities without the need to undertake a series of qualifications.

What you need to know?

From January 2016 Certificate III in Individual (CHC33015) Support replaces three previous qualifications:

- Certificate III in Aged Care (CHC30212)
- Certificate III in Disability (CHC30408)
- Certificate III in Home and Community Care (CHC30312)

This makes perfect sense as a role as a personal care assistant is rarely limited to caring only for the elderly or only for the disabled. However, it also gives the flexibility to specialise within a particular area if you so choose – you will see some of our programs have been highlighted as a specialisation.

This qualification increases your value as an employee as you learn skills which can be applied across disciplines. You will be required to undertake a minimum of 120 hours work placement which we will source for you and which is the practical component to enable you to apply your classroom learnt skills. Our programs are delivered face to face by educators with many years' experience within the sector.

This entry level qualification affords you many great opportunities including further qualifications, pathways into other areas within the sector or as the beginning of your journey into University to study nursing. We can help you explore all these options and develop a career pathway plan to help you on your way.

If you have any questions or require any clarification please contact a staff member via 4472 9202.



Looking for a career in aged care, disability or home and community care?

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 assistance due to ageing, disability or for some other reason. Work involves using discretion and judgement in relation to individual support. Workers 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.

To achieve this qualification, all students will be required to complete at least 120 hours of work placement which we will secure for you. You will also be required to undertake a National Police Check and a Working With Children Check.

This qualification allows you to specialise and concentrate your efforts as either a disability or aged care worker (home and community or facility). To support the demand in these sectors we are offering this qualification as both specialisations.

CERTIFICATE III IN INDIVIDUAL SUPPORT (AGED CARE) CHC33015

***Funded places are available which will entitle you to a fee free scholarship. Please contact the office to determine your eligibility ***

[Ulladulla](#) Mon & Tue, weekly starting Feb 22, 9.30am-3pm

[Batemans Bay](#) Mon, Tue & Wed, weekly starting Feb 22, 9.30am-3pm

This training is subsidised by the NSW Government



CERTIFICATE III IN INDIVIDUAL SUPPORT (DISABILITY) CHC33015

***Funded places are available which will entitle you to a fee free scholarship. Please contact the office to determine your eligibility ***

[Ulladulla](#) Mon & Tue, weekly starting Feb 15, 9.30am-3pm

[Merimbula](#) Thu & Fri, weekly starting Feb 18, 9.30am-3pm

This training is subsidised by the NSW Government



HAVE YOU GOT YOUR USI?

What is a Unique Student Identifier (USI)?

A USI is required for all students doing nationally recognised training. To create one go to **www.usi.gov.au**. If you don't have access to a computer, call **4472 9202** and we'll help you.

CENTRELINK APPROVED

Our Full Qualifications are Centrelink approved for Austudy if eligible.

Most only require a deposit to enrol followed by scheduled payments throughout the course. Speak to our friendly staff for more information on 4472 9202 or call in to our office today!

Qualifications that give REAL results. Take the first step to your new career today.

If you are on a low income you may be eligible for a no-interest loan to help with training fees. Contact us on 4472 9202 for more information.

TRAINEESHIPS

Develop your human resource capability and improve your business return. Employers! It's time to talk to SCCC about flexible traineeship solutions.

- All staff can be eligible - entry level to management
- Employees gain or upgrade qualifications while they work
- Employees from age 16 to 64 can apply
- Businesses and individuals may be eligible for training subsidies

Take a look at our Vocational Qualifications and look for the 'T' symbol. This indicates this qualification is available as a traineeship.

For further information contact 4472 9202 and ask to speak with our VET staff.

U Can Reach



University of Canberra: Here's your chance to get into a degree at University! This university preparation course delivered by the University of Canberra will help you prepare for university studies and gain a university entrance score. It is suitable for anyone who has missed out on further studies due to personal circumstances – and would now like to give it a go!

Batemans Bay Information Session Thu, Jan 28, 5.30-6.30pm

Course 2 evenings per week over 14 weeks (6hr per week)

Mon, Feb 8 - Jun 3, 5.30-8.30pm


Investment There are Commonwealth supported enabling places available for Australian and New Zealand citizens or permanent residents of Australia. These places are limited and if they are full, there will be a fee for this program. There is also a Student Amenities Fee.


Information contact UC College Office: Phone 6201 2961

Web www.canberra.edu.au/future-students/courses/pathways/domestic-students/ucan-reach


Your Community Education Specialist

SCCC recognises individual student needs and circumstances by offering a range of qualifications and flexible delivery methods. Using the symbols below will help in choosing the right course for you.

 **Face to Face** Classroom delivery with face to face instruction by a qualified trainer and assessor.

 **Recognition of Prior Learning** Recognise your current skills and ability and get qualified. Initial application and interview \$250.

 **Traineeships** Employment based, ages 16-64, on-the-job assessment.

 **Online** Learn anywhere, start anytime. Internet access required. Certificate II and Certificate III \$1600, Certificate IV \$1900

Enrol anytime in the following courses:



Certificate III in Individual Support CHC33015	✓	✓	
Certificate IV in Ageing Support CHC43015	✓	✓	
Certificate IV in Disability CHC43115	✓	✓	
Certificate II in Retail Services SIR20212		✓	✓
Certificate III in Retail Operations SIR30212	✓	✓	✓
Certificate II in Hospitality SIT20213		✓	✓
Certificate III in Hospitality SIT30713	✓	✓	✓
Certificate IV in Hospitality SIT40313	✓	✓	✓
Certificate III in Tourism SIT30112	✓	✓	✓
Certificate II in Business BSB20115		✓	✓
Certificate II in Customer Engagement BSB20215	✓	✓	✓
Certificate III in Business BSB30115	✓	✓	✓
Certificate III in Customer Engagement BSB30215	✓	✓	✓
Certificate III in Business Administration BSB30415	✓	✓	✓
Certificate IV in Small Business Management BSB40415	✓	✓	✓
Certificate IV in Leadership and Management BSB42015	✓	✓	✓



PROVIDE FIRST AID

This is the nationally accredited First Aid course (HLTAID003, formerly known as Apply First Aid), delivered in a flexible one-day format. Complete approx. 10 hours home study in a workbook, then attend a 1-day practical training and assessment session with a qualified tutor. Includes demonstration of AED "heart starter" processes. Certificate valid for three years. Qualification Issued: Statement of Attainment - HLTAID003 Provide First Aid from Cert II in Emergency Medical Service First Response (HLT21112); Health Training Package. (HLT07). CPD Points 16



Cost \$165 (Full Course) \$155 (Refresher) \$65 (CPR Update)

Batemans Bay Fri, Jan 22, 9am-5pm

Merimbula Thu, Feb 11, 9am-5pm

Ulladulla Thu, Feb 18, 9am-5pm

Narooma Wed, Feb 24, 9am-5pm

Batemans Bay Tue, Mar 1, 9am-5pm

Narooma Thu, Mar 10, 9am-5pm

Moruya Wed, Mar 16, 9am-5pm

Ulladulla Mon, Mar 21, 9am-5pm

Bega Fri, Apr 1, 9am-5pm

Moruya Tue, Apr 5, 9am-5pm

Batemans Bay Wed, Apr 27, 9am-5pm

Merimbula Thu, Apr 28, 9am-5pm

Bega Fri, May 20, 9am-5pm

CPR UPDATE TRAINING

This training is delivered as part of the Provide First Aid course - you will need to attend part of the day only.



Course Attend any Provide First Aid Course (part day only), \$65

FIRST AID REFRESHER

Refresher training must be undertaken prior to your certificate expiry date. Includes training on the AED "heart starter" machine. Bring your current certificate to the refresher course. Valid for three years.



Course Attend any Provide First Aid Course, \$155

YOUTH MENTAL HEALTH FIRST AID

See page 5 of Adult Ed section of the Brochure



Work locally or see the world!

FOOD SAFETY SUPERVISOR TRAINING (FSS)

Food laws require certain food businesses to appoint at least one trained Food Safety Supervisor (FSS). Participants will receive two Statements of Attainment: 'Use Hygienic Practices for Food Safety' SITXFSA101 and 'Participate in Safe Food Handling Practices' SITXFSA201 (from Tourism, Travel and Hospitality Training Package SIT12 Cert III level) as well as a NSW Food Authority approved certificate entitling the person to work as a Food Safety Supervisor. Certificate is valid for 5 years.

Delivered by RTO - Coast to Country Training Services (91190)

Cost \$240

Narooma Mon, Feb 1, 9am-4pm

Batemans Bay Thu, Feb 4, 9am-4pm

Batemans Bay Wed, Mar 2, 9am-4pm

Narooma Wed, Mar 23, 9am-4pm

Batemans Bay Thu, Apr 14, 9am-4pm

Narooma Mon, Apr 18, 9am-4pm



USE HYGIENIC PRACTICES FOR FOOD SAFETY (BASIC FOOD HYGIENE)

Current food legislation requires all workers in a food environment to have adequate "skills and knowledge" for their tasks of employment. This course covers personal hygiene, food preparation and storage, cleaning and maintenance. Suitable for canteens, cafes, food outlets, child care centres and restaurants. Receive a nationally accredited Statement of Attainment – 'Use Hygienic Practices for Food Safety' SITXFSA101 (from Tourism, Travel and Hospitality Training Package SIT12 Cert III level). Participants can upgrade to Food Safety Supervisor Qualification.

Cost \$130 See dates for FSS above (9am-12.30pm only)



FOOD SAFETY SUPERVISOR UPGRADE

For people who have completed the SCCC (Adult Ed) Hygiene for Food Handlers training (Follow Workplace Hygiene Procedures SITXOHS002A in the last 12 months, come along to the afternoon upgrade session and gain your full certification as a Food Safety Supervisor. CPD Points 16.

Cost \$130 See dates for FSS above (1-4pm only)



RESPONSIBLE SERVICE OF ALCOHOL (RSA)

By law all full time, part time and casual hospitality staff, promotional personnel, directors, and volunteers, who work or are involved in serving or supplying of alcohol must complete the accredited course in RSA NSW OLGR approved & ASQA Accredited SITHFAB201 from SIT07.



Delivered by RTO - Coast to Country Training Services (91190)

Cost \$170

Batemans Bay Tue, Jan 19, 9.30am-4pm

Merimbula Tue, Jan 19, 9.30am-4pm

Narooma Thu, Jan 28, 9.30am-4pm

Ulladulla Tue, Feb 2, 9.30am-4pm

Bega Tue, Feb 9, 9.30am-4pm

Moruya Tue, Feb 9, 9.30am-4pm

Cooma Tue, Feb 23, 9.30am-4pm

Batemans Bay Mon, Mar 7, 9.30am-4pm

Narooma Mon, Mar 21, 9.30am-4pm

Merimbula Tue, Mar 22, 9.30am-4pm

Ulladulla Wed, Mar 30, 9.30am-4pm

Moruya Mon, Apr 4, 9.30am-4pm

Bega Tue, Apr 5, 9.30am-4pm

Batemans Bay Wed, Apr 27, 9.30am-4pm

RESPONSIBLE CONDUCT OF GAMBLING (RCG)

By law all full time and part time hospitality staff and promotional personal, directors and volunteers that work or are involved in gaming related functions or duties must complete the accredited course in RCG NSW OLGR approved & ASQA Accredited SITHGAM201 from SIT12 Training package Cert III level.



Delivered by RTO - Coast to Country Training Services (91190)

Cost \$130

Batemans Bay Wed, Jan 20, 9.30am-4pm

Merimbula Wed, Jan 20, 9.30am-4pm

Narooma Fri, Jan 29, 9.30am-4pm

Ulladulla Wed, Feb 3, 9.30am-4pm

Bega Wed, Feb 10, 9.30am-4pm

Moruya Wed, Feb 10, 9.30am-4pm

Cooma Wed, Feb 24, 9.30am-4pm

Batemans Bay Tue Mar 8, 9.30am-4pm

Narooma Tue, Mar 22, 9.30am-4pm

Merimbula Wed, Mar 23, 9.30am-4pm

Ulladulla Thu, Mar 31, 9.30am-4pm

Moruya Tue, Apr 5, 9.30am-4pm

Bega Wed, Apr 6, 9.30am-4pm

Batemans Bay Thu, Apr 28, 9.30am-4pm

BAR TENDING - SKILLS FOR BAR SERVICE

See page 5 of the Adult Ed section of the Brochure

LOOKING FOR OTHER SKILLS TO PAY THE BILLS?

South Coast Careers College often have many other programs available that do not feature in our brochure. Phone today to find out how we can help you secure your career or promotion.
Phone 4472 9202



CHAINSAW TRAINING

Please note: For ALL Chainsaw courses participants must bring the following PPE: safety gloves, hardhat, ear protection, eye protection, high visibility long sleeved shirt & steel cap boots. Chainsaws supplied or bring your own.

Delivered by RTO Allens Training (90909)

CHAINSAW 1 -

TRIM & CUT FELLED TREES (FPICOT2239A)

In this 2 day course you will develop the knowledge and skills required to trim and cross cut felled trees. Course covers WHS legislation and organising requirements to safely operate hand held chainsaws, equipment maintenance and checking, workplace and material assessment, correct and safe cutting techniques of felled timbers. Successful participants will receive nationally accredited Statement of Attainment FPICOT2239A.

Batemans Bay Thu & Fri, Feb 11 & 12, 8.30am-4pm, \$405

Batemans Bay Mon & Tue, Apr 7 & 8, 8.30am-4pm, \$405



CHAINSAW 2 -

FALL TREES MANUALLY (FPICOT2236)

Students who successfully complete will be awarded the Statement of Attainment FPICOT2236 Fall trees manually (basic). Participants must have prior chainsaw experience. Must already hold Chainsaw 1.

Batemans Bay Thu & Fri, Feb 25 & 26, 8.30am-4pm, \$425

Batemans Bay Thu & Fri, Apr 28 & 29, 8.30am-4pm, \$425



CHAINSAW 1 + 2 COMBINED

In this 2 day course (3 days if required) you develop the knowledge and skills required to trim and cross cut felled trees. Course covers WHS legislation and organising requirements to safely operate hand held chainsaws, equipment maintenance and checking, workplace and material assessment, correct and safe cutting techniques of felled timbers. Successful participants will receive Statement of Attainment FPICOT2239A and FPICOT2236.

Batemans Bay 2 days, available on request, \$705



CHAINSAW REFRESHER

Refresh the knowledge and skills required to trim and cross cut felled trees. Course covers WHS legislation and organising requirements to safely operate hand held chainsaws, equipment maintenance and checking, workplace and material assessment, correct and safe cutting techniques of felled timbers.

Batemans Bay 1 day, available on request, \$298



TRAFFIC CONTROL



As of the 1st of July 2015, South Coast Careers College is a Registered Training Organisation (RTO) approved by the NSW Roads Maritime Services (RMS) formally NSW RTA to deliver the Nationally Recognised Competency Qualification framework for Traffic Control training. South Coast Careers College provide two Traffic Control Courses:

TRAFFIC CONTROLLER (formerly Blue Card)

This qualification is for employees who manage traffic through and/or past a roadwork site, directing traffic with a stop/slow down bat or similar control device.

- **RIIWH201D** Work safely and follow WHS policies and work procedures
- **RIICOM201D** Communicate in the workplace
- **RIIWH205D** Control traffic with a stop/slow bat

IMPLEMENT TRAFFIC CONTROL PLANS (Formerly Yellow Card)

This qualification is for personnel who are required to setup Traffic Guidance Schemes (TGSs) also known as Traffic Control Plans (TCPs) in accordance with approved Traffic Management Plans.

- **RIIWH201D** Work safely and follow WHS policies and work procedures
- **RIICOM201D** Communicate in the workplace
- **RIIWH302D** Implement traffic management plan

South Coast Careers College provide training for students with no experience or prior training, and for those looking to update or to re-certify their current qualifications.

South Coast Careers College Traffic Control Courses are held on the NSW South East Coast in: Ulladulla, Batemans Bay, Moruya, Eden, Merimbula and Bega.

For more information download our Information Sheet at the website www.southcoastcolleges.edu.au

For further information call Adult Ed on 02 4472 9202.

TRAFFIC CONTROL DATES

NEW ENTRANT TRAFFIC CONTROL TRAINING

Batemans Bay Jan 14-15

Bega Jan 21-22

Merimbula Jan 27-28

Batemans Bay Feb 15-16

Ulladulla Feb 17-18

Bega Feb 23-24

Merimbula Mar 2-3

Eden Mar 8-9

Bega Mar 15-16

Batemans Bay Mar 16-17

Ulladulla Mar 21-22

Ulladulla Apr 13-14

Batemans Bay Apr 19-20

Merimbula Apr 20-21

Bega Apr 28-29



TEST & TAG ELECTRICAL APPLIANCES

See page 6 of Adult Ed section of the Brochure.

CONFINED SPACES

Nationally accredited Confined Space Entry Training course, designed to teach participants how to identify confined space hazards and work safely in confined spaces. The course has a large focus on safety procedures and practical scenarios relevant to your company's confined space operations. Satisfactory completion of this course will result in the awarding of a Statement of Attainment in the Nationally Recognised Competency RI1WHS202D CPD Points 16.

Delivered by RTO - Allens Training (90909)

Batemans Bay Thu, Mar 10, 9am-5pm, \$298



CONSTRUCTION WHITE CARD (CIC)

Nationally recognised construction induction qualification required for all people wishing to work within the building and construction industry. It is compulsory for all workers carrying out any form of construction activity. Successful participants will be issued with a Statement of Training from SafeWork NSW on the day, followed by a SafeWork NSW Construction Induction Card (White Card). STRICT (100 points of) ID REQUIREMENTS APPLY INCLUDING PHOTO ID and PROOF OF ADDRESS - contact the centre for details. CPD Points 5.



Batemans Bay Fri, Jan 29, 9am-4pm, \$135

Moruya Thu, Feb 18, 9am-4pm, \$135

Bega Fri, Feb 19, 9am-4pm, \$135

Narooma Tue, Mar 8, 9am-4pm, \$135

Merimbula Fri, Mar 11, 9am-4pm, \$135

Ulladulla Mon, Mar 14, 9am-4pm, \$135

Bega Fri, Apr 8, 9am-4pm, \$135

Batemans Bay Fri, Apr 8, 9am-4pm, \$135

Merimbula Fri, May 20, 9am-4pm, \$135

FORKLIFT TRAINING & ASSESSMENT

This course, run under the new high risk licencing regime, is fully Workcover and ASQA approved. Participants will receive a nationally accredited Statement of Attainment: Licence to Operate a Forklift Truck (TLILIC2001A) (from Transport & Logistics Training Package, Cert I level). 2 days training and 1 day assessment to gain full Forklift licence. Photo ID licence is not included. Materials will be issued prior to the course - it is mandatory that participants undertake to pre-study the material and complete a pre-course assessment. STUDENTS MUST BE 18 YEARS OR OVER Bring 100 points ID to course. CPD Points 23.



Delivered by RTO - FORKPRO Australia (91514)

Moruya Fri, Sat & Mon, Feb 26, 27 & 29, 8.30am-4pm, \$695

Moruya Fri, Sat & Mon, Mar, 18, 19 & 21, 8.30am-4pm, \$695

HEIGHT SAFETY TRAINING

Suitable for workers in mining, construction and for any tradespeople who need to work at heights. The course covers all aspects of safe access to heights, legislative requirements, selection use and maintenance of personal protective equipment, along with practical exercises of setting up fall arrest systems and the rescue of a suspended casualty. Unit of competency RI1WHS204D Working Safely at Heights. CPD Points 8.



Delivered by RTO - Spanset (91173)

Batemans Bay Fri, Mar 11, 9am-5pm, \$275

AdultEd

COMMUNITY COLLEGE

GENERAL & LIFESTYLE
COURSES



JANUARY TO APRIL 2016

BATEMANS BAY
4472 9202

BEGA VALLEY
6492 6273

ULLADULLA
4455 7008

www.eaec.edu.au

Welcome to Term 1



For more than 30 years Adult Ed has been investing in our local community's education and training. A community based organisation, Adult Ed is dedicated to providing life-long learning opportunities that suit the needs of our community.

Our professional staff offer a range of courses from general leisure courses that enrich lives and expand horizons of those who attend to accredited courses that offer qualifications that lead to jobs, career progression and pathways to further education.

As a not for profit community organisation operated for our community, Adult Ed is committed to providing education and training opportunities that have the potential to change lives.

Come and join us.

CUSTOMISED TRAINING FOR YOUR BUSINESS

- Can be delivered AT YOUR WORKPLACE
- WHERE, WHEN and HOW you want it
- TIME EFFICIENT and COST EFFECTIVE
- DAY or EVENING
- Delivered from ULLADULLA to EDEN

- CUSTOMER SERVICE • COMPUTERISED TRAINING
 - FIRST AID • TRAFFIC CONTROL • RSA & RCG
 - CONSTRUCTION WHITE CARD... AND MORE

**Call us now if you want customised
training for your team**

VENUE HIRE

Are you needing to hire a meeting room or training room? Adult Ed have campuses in ULLADULLA, BATEMANS BAY & BEGA all of which are able to offer room hire. Our venue in Batemans Bay is only five years young and our newly re-furbished venues in Bega and Ulladulla are also able to offer professional spaces for:

- MEETINGS
- FACE TO FACE TRAINING SESSIONS
- COMPUTER TRAINING

We can include quotes for catering and on-site equipment hire. Call today for more information on pricing and availability.

CALL FOR A QUOTE TODAY!

ONLINE SHORT COURSES

**Online
Education**

Convenient
& Affordable

Instructor
Led Format

Online Course
Accessible 24/7

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Here are some of the latest new online courses:

Accounting Fundamentals

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Introduction to Microsoft PowerPoint 2016

Project Management Fundamentals

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Achieving Top Search Engine Positions

Program Duration: 2 lessons per week for 6 weeks

Course Start Dates: Jan 13, Feb 10, Mar 16, Apr 13

Cost: \$195 (\$155 NSW Seniors Card)

Course details - www.eaec.edu.au



Batemans Bay

42 Orient Street

(PO Box 587)

Batemans Bay NSW 2536



Bega

38 Parker Street

Bega NSW 2550



Ulladulla

107 Princes Highway

Shop 25 & 26

Ulladulla Plaza

Ulladulla NSW 2539



www.eaec.edu.au



FACEBOOK AND TWITTER FOR BUSINESS

NEW!

Expand the reach of your business through the power of social media. This course includes the essentials of setting up an account, developing your brand identity, tools to access prospective customers and methods to keep your client base informed and excited. We will examine the integration of Facebook and Twitter with other online platforms and provide lots of hints and tips to capitalise on the skills and content you already have.

[Cameron Thompson](#) Cert IV Small Business Management
[Batemans Bay](#) Tue x 2, Feb 23-Mar 1, 6-8pm, \$60

PUBLIC SPEAKING WITH A COMEDY FOCUS

This 1 day workshop will give you the confidence to speak anywhere from weddings to events to work presentations. Learn how to write a great speech or presentation, how to engage your audience, self-confidence techniques and all about comic timing. There is scope within the course to specialise in Stand Up Comedy on its own if you desire. Taught by a nationally recognised Stand Up Comedian and Corporate Presenter. Please prepare a topic or bring notes on what you would like to talk about in your speech.

[Victoria Haberley](#) Cert IV TAE
[Batemans Bay](#) Sat, Mar 5, 9am-4pm, \$85

STARTING AN ONLINE SHOP

Got an idea for an online shop or are you a retailer who wants to get their products online? In this practical course students will go from start to finish with ecommerce and upon completion will have a functional online store ready to sell and ship their products to the world. Topics covered will include research, marketing strategies, basic graphics, Search Engine Optimisation and more.

[Cameron Thompson](#) Cert IV Small Business Management
[Batemans Bay](#) Tue x 3, Mar 8-22, 5.30-8.30pm, \$120

TYPING SPEED AND ACCURACY TEST

Need a typing certificate for your resume? Speed and accuracy testing is now available for people who need certificates for employment, tertiary studies, towards Police Service and other government departments. The testing calculation is in accordance with Australian Standard 2708.2001 and conducted on computers using MS Word. You must bring Photo ID to your test.

[Batemans Bay](#) Mon-Fri, anytime by appointment 9am-3pm, \$115



For Nationally Accredited courses in Providing First Aid, please see page 10 of the [South Coast Careers College](#) section of the Brochure.

YOUTH MENTAL HEALTH FIRST AID

The Youth Mental Health First Aid Course is for adults working or living with adolescents (those aged between 12 and 18 years), however, the course can be relevant for those helping people who are a little younger or older. This course is particularly suitable for parents, teachers, sports coaches, and youth workers.

CPD Points 17.

Delivered by Fully Qualified YMHFA Instructor

Batemans Bay Mon & Tue, Feb 15 & 16, 8.30am-4pm, \$210



For Nationally Accredited courses (RSA, RCG and Food Handling), please see pages 11-12 of the [South Coast Careers College](#) section of the Brochure.

BAR TENDING - SKILL FOR BAR SERVICE

Gain the employment edge by learning fundamental bartending skills. Topics include: customer service, wine opening and service, draught beer pouring and mixed spirit delivery. Students will perform all duties relating to the operation of a busy bar environment. The session is hands on, with dynamic displays and informative workshop-style demonstrations. You will leave the course armed with the knowledge and confidence to work in any bar/alcohol service environment. Certificate of Participation.

Delivered by RTO - Coast to Country Training Services (91190)

Batemans Bay Wed, Mar 9, 9.30am-4pm, \$90



For Nationally Accredited courses in Industry Training, please see pages 13-15 of the **South Coast Careers College section of the Brochure.**

TEST AND TAG ELECTRICAL APPLIANCES

This course has been designed for those without electrical training to acquire the skills to perform inspections and tests of electrical equipment using a Portable Appliance Tester, according to NSW WHS regulations and the Australian Standard 3760. It covers appliances that would normally plug into a standard 3 pin 10 or 15 amp outlet. It also covers using a portable appliance tester to test the operation (trip time and threshold current) of Earth Leakage Circuit Breakers (also known as RCDs or safety switches). Successful participants will receive a Statement of Training. No annual re-licensing fees. CPD Points 4

Ross Harris (MGTA)

Narooma Wed, Mar 16, 9am-4pm, \$320

Batemans Bay Wed, Apr 27, 9am-4pm, \$320



COMPUTERS 1 for Beginners

This computer course starts at the beginning. Learn how to recognise and use the features and capabilities of your computer - topics include: MS Windows, managing files and folders, internet and email and word processing. You'll discover how to create, edit, and save documents as well as how to use internet and email to communicate world-wide. CPD Points 15

Cameron Thompson Cert. IV Small Business Management

Malcolm Berry Dip IT, Cert IV TAE

Batemans Bay Mon x 3, Feb 8-22, 9.30am-3pm, \$190

Narooma Mon x 3, Mar 7-21, 9.30am-3pm, \$190

Repeat Students \$115

INTRODUCTION TO APPLE COMPUTERS

This introduces students to the world of Apple computers - Course covers Mac operating system (OS X); Using the finder; Installing and configuring apps; Installing and troubleshooting connected devices. A comprehensive course for the new Apple user. Please bring your own Apple laptop/computer.

Phil Holleley Cert IV TAE

Batemans Bay Wed x 2, Feb 10 & 17, 10am-1.30pm, \$90

MICROSOFT WORD BASICS

For the beginner. Learn to create simple documents including letters and invitations. Become familiar with the many tools available in Microsoft Word. Basic computer skills are necessary (eg Computers 1 for beginners).

Cameron Thompson Cert. IV Small Business Management

Malcolm Berry Dip IT, Cert IV TAE

Narooma Wed, Mar 2, 9.30am-3pm, \$75

Batemans Bay Wed, Mar 9, 9.30am-3pm, \$75

MICROSOFT EXCEL BASICS

Start from the beginning and learn the essentials of Excel - the interface and terminology, essential formatting, worksheets and formula basics, editing and printing. Basic computer skills are necessary (eg Computers 1 – for beginners). Software: Office 2010.

Cameron Thompson Cert. IV Small Business Management

Peter Cochrane Cert IV TAA

Bega Fri, Feb 12, 9.30am-3pm, \$75

Batemans Bay Wed, Mar 30, 9.30am-3pm, \$75

MICROSOFT EXCEL LEVEL 2

Discover how this fantastic program can create a myriad of efficiencies in your home and office. You'll develop your skills in Excel to produce more effective spreadsheets, budgets and presentations. Prerequisite: Basic Excel skills are necessary.

Cameron Thompson Cert. IV Small Business Management

Batemans Bay Wed, Apr 27, 9.30am-3pm, \$75

Bega Fri, Apr 29, 9.30am-3pm, \$75

MICROSOFT WINDOWS 10 BEGINNER

Learn all the essential features of Windows 10. This course covers everything you need to know to get started with Windows 10, customize it to your liking, start working with files and applications, and setup your Mail, Calendar and Contacts.

Cameron Thompson Cert. IV Small Business Management

Batemans Bay Fri, Feb 26, 10am-12pm, \$50

MICROSOFT WINDOWS 10 THE NEXT STEP

Take your Windows skills to the next level with this course. Topics covered include setting up security and privacy, troubleshooting Windows, Sharing files over home networks, Backing up and restoring files, Configuring Windows updates and Using Windows Defender.

Cameron Thompson BTh., Cert. IV Small Business Management

Batemans Bay Fri, Feb 26, 12.30-2.30pm, \$50

Take both Windows 10 courses for \$75

MYOB ACCOUNTING

Basic computer and bookkeeping skills required. This course is designed to take the confusion out of computer accounting. It covers: setting up accounts, invoicing, creditors, debtors, end of month accounts, reconciling GST, setting up BAS and paying ATO. Software: MYOB AccountRight Plus V19 Customised training for the workplace is also available. CPD Points 15.

Justin Wicks Cert IV in Accounting, BAS Agent, MYOB Certified Consultant, Xero Partner

Narooma Fri x 2, Feb 12 & 19, 9.30am-5pm, \$195

Batemans Bay Fri x 2, Mar 11 & 18, 9.30am-5pm, \$195

MYOB ACCOUNTING AND QUICKBOOKS INDIVIDUAL TUITION

Tailor your MYOB/Quickbooks training to suit your business. We can assist with setting up your payroll as well as modifying sales and expenses coding to relate to your business activity and reporting requirements. Our tutor can discuss how you want MYOB/Quickbooks to work best for you and tailor a training package to suit your needs. Bookings: by appointment on request.

Justin Wicks Cert IV in Accounting, BAS Agent, MYOB Certified Consultant, Xero Partner

By request Please contact the Centre



TECH SAVVY SENIORS

Just purchased or have been given an iPad/Tablet/Computer but have never used one before? This course is designed for Seniors aged 60 plus who have limited or no experience using technology. You will be introduced to the world of email, the Internet and perhaps type your life story! Understand how to make free voice and video calls with Skype. Catchup with your family on Facebook and much more. Bring along your new device if you want.

This training is subsidised by the NSW Government in partnership with Telstra.

Phil Holleley Cert IV TAE

Peter Cochrane Cert IV TAA

Malcolm Barry Dip IT, Cert IV TAE

Ulladulla 8 days, Tue & Thu, Feb 16-Mar 10, 9am-12.30pm, \$50

Bega Fri x 4, Feb 26-Mar 18, 9am-3pm, \$50

Narooma 8 days, Tue & Thu, Mar 15, Apr 7, 9.30am-1pm, \$50

Batemans Bay 8 days, Tue & Thu, Mar 15-Apr 7, 9.30am-1pm, \$50

Moruya 8 days, Tue & Thu, Apr 26-May 19, 10am-1.30pm, \$50

TECH SAVVY SENIORS

A partnership between the
NSW Government and Telstra





ANDROID FOR BEGINNERS - TABLETS AND SMARTPHONES

Get to know your Android phone &/or tablet - its settings, notification Bar, gestures/touch & on-screen keyboards. Use a web browser to Surf the net. Create a Google account, & use for e-mails, calendar, contacts & photos. Load, use & manage Apps. Customise your home screen. Bluetooth. Manage your WiFi & 3G connections & usage. Bring your own Android device.

Malcolm Barry Dip IT, Cert IV TAE

Narooma Tue & Thu, Feb 23 & 25, 9.30am-12.30pm, \$65

ANDROID TABLETS FOR BEGINNERS

Get to know your Android tablet - its settings, notification Bar, gestures/touch & on-screen keyboards. Use a web browser to Surf the net. Create a Google account, & use for e-mails, calendar, contacts & photos. Load, use & manage Apps. Customise your home screen. Bluetooth. Manage your WiFi & 3G connections & usage. Bring your own Android Tablet.

Phil Holleley Cert IV TAE

Ulladulla Fri x 2, Mar 4 & 11, 9.30am-12pm, \$65

INTRO TO THE iPad

By the end of the course you'll love your iPad and be ready to use it for the things that you bought it for in the first place. Using the App Store, Mail, Calendars, Address book, Maps; Using the Internet; Photos, Movies, Multimedia and lots more. You'll be hands-on with an expert right there to guide, help and answer questions. Bring your own iPad.

Phil Holleley Cert IV TAE

Malcolm Barry Dip IT, Cert IV TAE

Batemans Bay Wed x 2, Mar 16 & 23, 10am-1.30pm, \$85

Ulladulla Fri x 2, Apr 1 & 8, 10am-1.30pm, \$85

Narooma Wed & Fri, Apr 6 & 8, 9.30am-12.30pm, \$85



DIGITAL CAMERA KICKSTART WORKSHOP

Learn to master your digital camera. Discover features to look for in a new camera and amazing techniques that turn you from snap shooter to digital dynamo. Workshop covers camera controls, storage and presentation options, trouble shooting tips and how to improve composition.

Brad Nichol BA Ed, DipED, Cert IV TAE

Batemans Bay Sun, Feb 21, 9.30am-4.30pm \$115

SHOOTING GREAT PHOTOS AFTER DARK

Don't put your camera away when the sun goes down. Learn how to take terrific images that will stun your friends and family in low to almost no light. You will learn all you need to know about, equipment choices, optimum settings, focus and exposure, and the ideal methods used by pros and serious photographers. Even better you will learn several creative techniques that make night photography so unique including, light painting, star trails, abstract blur, multiple exposures, mixed lighting and far more.

Brad Nichol BA Ed, DipED, Cert IV TAE

Batemans Bay Mon, Mar 7, 4.30-10pm, \$120

TAKING GREAT PHOTOS - A FIELD TRIP

Get professional hints and tips in this hands on workshop that looks at composition, light and exposure control. You will take photos of macro, landscape, portrait and abstract and then gain great insight into how to see the world photographically. If you have come to grips with your camera's prime functions the time has arrived to learn how to take photos that really work. You will get lots of helpful hints and tips on how working pros create images and how to pre-plan and adapt to different shooting conditions.

Brad Nichol BA Ed, DipED, Cert IV TAE

Batemans Bay Sun, Mar 20, 9.30am-4.30pm, \$120

MAKING GREAT PHOTOBOOKS

Making photo books is all the rage so why not learn how to really make the most of this fabulous option for displaying your photos. Photobooks are the ideal way to show and share you family holidays and events, record your family history and even better are actually quite economical. Sample photos are provided by the tutor, however you may bring in your own photos on a USB if you wish. This workshop is targeted at new users so everything is as jargon free as possible. You will learn about the best software, the best printing options and most importantly how to get truly pro results by doing your own custom layouts.

Brad Nichol BA Ed, DipED, Cert IV TAE

Batemans Bay Mon, Apr 4, 9.30am-4.30pm, \$120



SPANISH FOR TRAVELLERS - BEGINNER

A fantastic conversational class for beginners. Ideal for people wishing to travel or socialise in Spanish! Also an inspiring and helpful class to compliment students studying school Spanish.

Ruben Trujillo Native Spanish Speaker

Ulladulla Mon x 8, Feb 1-Mar 21, 6-7.30pm, \$155

Batemans Bay Wed x 8, Feb 3-Mar 23, 6-7.30pm, \$155

FRENCH INTERMEDIATE - LEVEL 2

Suitable for people who have previously studied French at school or have done the beginners class with Adult Ed. This is a refresher course for people who love the language, or have used French in their travels, or just want to enhance their ability to listen, speak, read and write in French.

Judy Filmer-Smith BA DipEd

Moruya Tue x 8, Feb 2-Mar 22, 6-7.30pm, \$155

NEW!

HOW TO RESTORE ITEMS MADE OF METAL

From an old metal dinky salvaged from the tip, to the antique brass lamp found forgotten and deteriorating, this is the beginners guide to first assessing the correct path of either restoration or conservation, and then applying the correct techniques where appropriate. See photo above.

Bruce Findlay Cert IV TAA

Moruya Sat, Mar 12, 9.30am-1pm, \$65

NEW!

WEAVING FEATHERS, FIBRES AND NATIVE GRASSES

Join Vikki Parsley, at Eurobodalla Regional Botanic Gardens and experience techniques of traditional weaving and string making as used by Aboriginal people of South Eastern NSW. Come along and learn to make a coiled basket using local native grasses, feathers, fibres, or whatever is available. All materials provided. Book early as this course sells out fast!

Vikki Parsley

Batemans Bay Sat, Apr 2, 10am-2pm, \$99

PASTA MAKING WORKSHOP

Learn the magic of turning flour and eggs into mouth-watering pasta starting from scratch. It's so easy! If you have a pasta maker, and don't know where to start, you will gain the hands on experience you need in this class. We will prepare, roll, cut and dry the pasta. Course fee includes all ingredients.

Louise Hicks

Batemans Bay Thu, Apr 7, 10am-1.30pm, \$90

NEW!

GOATSMILK SOAP MAKING FROM SCRATCH

Goatsmilk soap is so silky and luxuriant on your skin. If you haven't made your own soap before, discover how easy it is, and how beautiful handmade soap is. The process for making goatsmilk soap is pretty much the same as for basic soapmaking, though a little more fiddly. It's well worth the extra effort!

Leanne Lucas BA Bus, Dip Ed, Dip App Science - Naturopathy

Narooma Sat, Apr 16, 9.30am-12.30pm, \$60

MOSAICS FOR BEGINNERS

Learn the basics and techniques required to create extraordinary mosaic artworks from rather ordinary materials. Begin with a square sided terracotta trough or create your own 'still life', using various types of materials including mirror, tiles, vintage crockery, and coloured glass. Discover how many household items can be reused and repurposed.

Kay Munson

Batemans Bay Wed & Thu, Apr 20 & 21, \$145

Wed 9am-4.30pm / Thu 10am-12pm

LIFESTYLE



AUSTRALIAN NEW VOGUE SEQUENCE DANCING

NEW!

New Vogue, known as Australian Sequence Dancing, is an Australian style based on modern ballroom technique which is danced socially and in competitions. New Vogue is ideal for the beginner to learn their basic technique and is a beautiful style to dance and perform socially or professionally. Because it's in sequence it is easier for the learner to grasp the dance, quicker than other styles, making this style the most popular form of social dancing. In New Vogue, dances vary from easy to difficult, giving the learner plenty of scope to continually learn. Some of the dances are Lucille Waltz, Swing Waltz, Tracie Leigh Waltz, Twilight Waltz, Marilyn Foxtrot time, Charmaine Foxtrot time, Carousel Foxtrot time, B.G. Blues Foxtrot Time, LaBomba Tango Time, Tangoette Tango Time.

Peter Green Prof Dance Instructor

Moruya Thu x 10, Feb 4-Apr 7, 6-7.30pm, \$135

Moruya Thu x 10, Apr 28-Jun 30, 6-7.30pm, \$135

Take both New Vogue and Latin Courses for \$190

LATIN DANCING

The popular Latin class includes dances like Mambo, Cha Cha, Samba, Rumba, Jive and Rock N Roll, Argentine Tango.

[Peter Green](#) Prof Dance Instructor

[Moruya](#) Thu x 10, Feb 4-Apr 7, 7-30-9pm, \$135

[Moruya](#) Thu x 10, Apr 28-Jun 30, 7.30-9pm, \$135

Take both New Vogue and Latin Courses for \$190

CHI KUNG (QIGONG) THE YOGA OF TAI-CHI

Laiyee teaches a series of 8 very simple movements, called the Eight Pieces of Brocade and The Five Element Sequence which involves specific exercises for all of the internal organs. These in turn, create quietness in the mind, cultivating peace, strength and healing. It is suitable for all ages and has profound immediate benefits.

[Laiyee Fernandez](#) B App. Soc. Sc

[Batemans Bay](#) Tue x 8, Feb 2-Mar 22, 6-7.30pm, \$90

MINDFULNESS MEDITATION - BEGINNERS

In this class, you will explore techniques and practices to train the mind to be more positive, compassionate and create new habits and neural pathways in the brain. Studies have now proven that after an eight week course in mindfulness, the brain can change physiologically to increase memory, concentration and decision making and decrease fear and stress responses. Mindfulness has now been proven to have a wide range of health benefits for anxiety, depression and many different conditions.

[Laiyee Fernandez](#) B App. Soc. Sc

[Batemans Bay](#) Mon x 8, Feb 1-Mar 21, 6-7.30pm, \$90

MINDFULNESS MEDITATION - ADVANCED

This class is for people who have completed the Mindfulness class or have their own mindfulness or meditation practice, and wish to enhance their practice. Training the mind is just like training and exercising the body. It needs practice to become a habit. "Neurons that wire together fire together", Neuroscientist Rick Hanson Ph.D.

NEW!

[Laiyee Fernandez](#) B App. Soc. Sc

[Batemans Bay](#) Thu x 8, Feb 4-Mar 24, 6-7.30pm, \$90

STUCK FOR THE PERFECT GIFT?

Give the gift of learning. We have gift vouchers available from our office that can be used towards any of our general courses. Phone 4472 9202.

