



COURSE GUIDE TERM 4, 2020

Phillip Island Community and Learning Centre

56-58 Church Street, Cowes | Ph: 5952 1131 | E: reception@pical.org.au




LEARN LOCAL

Term 4 2020 at PICAL

Expand your learning or start something new at PICAL for work or personal development. All Learn Local and Workplace Training courses will proceed under Stage 3 restrictions with strict adherence to social distancing and Worksafe Victoria guidelines.

Become a PICAL member for \$10/yr & save on Leisure & Lifestyle courses. You'll also receive discounts at selected participating local businesses. Head to our website www.pical.org.au to become a member today! Did you know PICAL is a registered workplace for volunteering under the Job Seeker Program? Speak to our friendly reception staff about how you can meet your mutual obligations by volunteering at PICAL.

COMPUTERS FOR BEGINNERS

 with Lynne Hudson

This course will walk you through basic computer skills, email and the internet. Each week you will be guided through a new process and an opportunity for one-on-one tuition in order to build your confidence and skill set. Perfect for adults with little or no previous computer experience, or those wanting to expand their skills in a supportive environment.

Date: Mon 12 Oct

Time: 1pm - 4pm

Duration: 7 consecutive Mondays

Bookings: www.trybooking.com/654309 or at PICAL reception

DIGITAL SKILLS SHORT COURSE

 with Ajanta Judd

Do you know how to create and save a file on your personal computer? Not sure of the difference between a PDF, Word Doc or JPEG? This course is an extension of Computer for Beginners that enhances participants knowledge of the digital world. Topics include: using internet browsers and search engines, what is a digital footprint & online safety plus social media basics. First session is face-to-face then the following sessions are conducted online via Zoom so participants can experience and become confident interacting in an online classroom. The next step in your digital journey!

Date: Friday 9 Oct

Time: 1pm - 3pm

Duration: 6 consecutive sessions, 1 face-to-face 5 online

Bookings: www.trybooking.com/654317 or at PICAL reception

INTRODUCTION TO CONSTRUCTION

 with Glen Farrugia

This course provides participants with the knowledge, practical experiences & skills to progress into construction related employment or further education pathways. Core components include: OH&S requirements, policies and procedures, use construction tools and equipment, plan and organise work, read and interpret plans and specifications.

Date: Tues 13 Oct

Time: 9:30am - 1:30pm

Duration: 7 consecutive weeks

Bookings: www.trybooking.com/654328 or at PICAL reception

DISCOVER HORTICULTURE

 with Rick Coleman

Gain the knowledge, practical experiences & skills to progress into horticulture related employment or further education pathways. Core components include: recognising plants, treating weeds, treating plant pests, diseases and disorders, soil testing & conditioning, undertaking propagation activities, OH&S, and assisting with landscape construction work. Rick is very knowledgeable in regards to local growing conditions & what works well in the Bass Coast region. Perfect for either the budding horticulturist or keen home gardener!

Date: Thurs Oct 22

Time: 10am - 1pm

Duration: 7 consecutive sessions

Bookings: www.trybooking.com/654312 or at PICAL reception

Bookings and cancellation policy for all classes can be viewed at www.pical.org.au



JOB SKILLS FOR THE NEW WORLD OF WORK



with Ajanta Judd

Whether you are recently unemployed or feeling your work situation is not bringing you fulfilment, join our experienced tutor to discuss your options. Identify transferable skills & revive your working life. Resume assistance, cover letters & interview skills will be covered as well as pathways to further education.

Date: Mon 12 Oct

Time: 9:30am - 12:30pm

Duration: 7 consecutive Mondays

Bookings: www.trybooking.com/654337 or at PICAL reception

WORKPLACE TRAINING

RESPONSIBLE SERVING OF ALCOHOL (RSA)

with CFT International RTO.21120

All people serving alcohol in Victoria need this certificate approved by the Director of Liquor Licensing Victoria. Covers a range of topics including: problems associated with excessive consumption of alcohol & the law; who is responsible for RSA; facts about alcohol; improving the atmosphere of your premises & handling difficult customers.

Date: Sat 28 Nov

Time: 2:00pm - 6:00pm

Cost: \$75 pp

Bookings: www.trybooking.com/654368 or at PICAL reception

HLTAID003: PROVIDE FIRST AID

Training & Assessment delivered on behalf of National First Aid RTO.3981 by Mal McCann from RALM Solutions

Learn the skills & knowledge required to provide first aid response, life support, management of casualty(s), the incident & other first aiders, until the arrival of medical or other assistance. Applies to all workers who may be required to provide a first aid response in a range of situations, including community & workplace settings. Statement of Attainment issued by National First Aid RTO 3981.

Date: Sat 24 Oct

Time: 9am - 5pm

Cost: \$185 pp

Bookings: www.trybooking.com/582277 or at PICAL reception

HLTAID001: PROVIDE CARDIOPULMONARY RESUSCITATION

Training & Assessment delivered on behalf of National First Aid RTO.3981 by Mal McCann from RALM Solutions

Provides participants with the skills & knowledge required to respond to breathing & cardiac emergencies & to perform CPR in line with the Australian Resuscitation Council Guidelines. CPR at floor level on adult manikin is a mandatory requirement. Statement of Attainment issued by National First Aid RTO 3981. Delivered either Friday OR Saturday.

Date: Fri 23 Oct

Time: 6:00pm - 10:00pm

Suitable for anyone who has a current CPR certificate needing to do an annual update of skills and knowledge.

Cost: \$85pp

Bookings: www.trybooking.com/582272

Date: Sat 24 Oct

Time: 9:00am - 1:00pm

For those who do not have current CPR certification

Cost: \$85 pp

Bookings: www.trybooking.com/653756 or at PICAL reception

If you are requiring First Aid certification and experiencing genuine financial hardship please contact our tutor Mal McCann to discuss your payment options. E: ralmsols@gmail.com



Courses tagged with the 'Learn Local' logo are subsidised by government funding. Eligible learners must complete the enrolment process to take advantage of the reduced tuition rates as follows unless stated otherwise:

Learn Local Fee \$49 If you are attending this course as a way to increase your business skills, return to study, or participate as a volunteer in our community.

Learn Local PICAL Member Fee \$45

All courses under Workplace Training are delivered by Registered Training Organisations (RTO). All students enrolling in Workplace Training courses must register for a USI (Unique Student Identifier). Go to www.usi.gov.au to create a USI.

FOOD SAFETY LEVEL 1

with CFT International RTO. 21120

Nationally recognised by the hospitality/retail community and health services and food processing industries. All assessments are completed in class on the day.

Date: Sat 28 Nov

Time: 9.30am - 1.30pm

Cost: \$95 pp

Bookings: www.trybooking.com/582247 at PICAL reception

HLTAID004: PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION & CARE SETTING

Training & Assessment delivered on behalf of National First Aid RTO.3981 by Mal McCann from RALM Solutions

Gain the skills and knowledge required to provide first aid response to infant's, children, & adults. Applies to educators & support staff working within an education & care setting who are required to respond to a first aid emergency, including asthmatic & anaphylactic emergencies. Statement of Attainment issued by National First Aid RTO 3981.

Date: Sat 24 Oct

Time: Sat 9am - 5:30pm

Cost: \$215 pp

Online bookings: www.trybooking.com/582289 or at PICAL

LEISURE & LIFESTYLE EVENING SEWING CLASS

with Lucy Cerantino

With years of leading industry experience, Lucy can take your basic sewing techniques to the next level. BYO sewing machine & project & expand your knowledge of adjusting & finishing techniques to produce the perfect fitting garment.

Date: Tues 27 Oct for 6 weeks

Time: 6pm - 9pm

Cost: \$135 pp PICAL Members (\$155 Non-members)

Bookings: www.trybooking.com/654362 or at PICAL reception

LEARN HOW TO CROCHET

with Lynne Saunders

Learn the timeless craft of crochet. Over 3 classes you will consolidate the basic stitches and skills to have you ready to tackle larger projects on your own. All materials supplied.

Date: Wed 4, 11 & 18 November

Time: 1pm - 4pm

Cost: \$60 per person PICAL Members (\$75 Non-members)

Bookings: www.trybooking.com/656322 or at PICAL Reception

