

# FEE-FREE TRAINING

for eligible students on selected courses  
(places subsidised by the NSW Govt.)

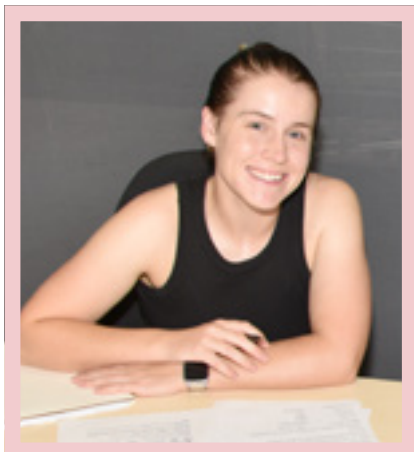


**Nepean**  
COMMUNITY  
COLLEGE

Autumn 2024 | April - June

# Take a Step...

 [www.ncc.nsw.edu.au](http://www.ncc.nsw.edu.au)  4724 9000  [reception@ncc.nsw.edu.au](mailto:reception@ncc.nsw.edu.au) RTO 1223



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**Creative Arts .....10-11****Creative Crafts .....12-13****Creative Life .....14****Creative Writing .....16-17****Digital Life .....18-19****Healthy Life..... 20-21****Multilingual Life ..... 22-24****Life Skills.....25****Work Life..... 26-28****Full Qualification Courses .....29**

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**Registration Form & Information**

## Take a Step...

"The journey of a thousand miles begins with one step." is an often cited quote of the Chinese philosopher, Lao Tzu and when you think of Life Long Learning as such a journey you realise at any point new learning is one step away.

For many, the opportunities between the covers of this program provide exactly that first step and the College has been delivering these opportunities for over thirty five years and as its predecessors, the Penrith, Lower Mountains and Katoomba Day and Evening Colleges for another thirty six years before that.

Taking that Step can take you in many different directions too. It might be the discovery of an unrealised talent in art, writing, music or craft.

It could also be a Step toward mastering those elusive challenges in life that come with technology, language or literacy that leads on to confidence, work or social life.

For others its not the first step but one more of those "one steps" that move you from casual interest to abiding passion, or limited skills to confident expression.



Wherever you are on that Life Long Learning journey have a look inside and Take A Step on your journey.

Eric Wright,  
Principal.



Please note, with COVID-19 still circulating in the community, as a Condition of Entry the College asks that all staff, students and visitors are symptom free and have tested negative if they have been exposed to the COVID-19 virus.





# Weekly Planner

## Monday

- Armenian
- Art : Drawing and Watercolour
- Art : Drawing Beginners to Intermediate
- Art : Intense Drawing
- Art : Working with Clay
- Bellydance for Beginners
- Candle Making for Beginners
- Computers : Powerpoint
- Creative Writing Bootcamp
- Excel : Beginners
- Excel : Intermediate
- French : Beginners 2
- German : Beginners Continuing
- Italian : Beginners 2
- Japanese : Beginners
- Literacy Skills for Job Seekers
- Macramé
- Music : Guitar Beginners
- Novel Writing Bootcamp
- Pain Free Plotting for the Creative Writer
- Russian : Beginners
- Spanish : Beginners
- Tai Chi : Intermediate
- Tai Chi Chuan : Improve Balance & Strengthen Legs
- Tai Chi for Beginners
- Thai : Continuing
- Ukulele
- Writing : Academic Writing
- Writing : Beginners
- Writing : Your Family History Story
- Writing a Romance Novel That Sells
- Yoga for Absolute Beginners

## Tuesday

- Art : Botanical Drawing and Painting
- Art : Drawing, Painting and Watercolour
- Art : Glass Painting
- Art : Painting
- Chess For Beginners
- Chess For Improving Players
- Chinese : Mandarin Beginners
- Computer : Beginners 2
- English : Simple Conversations
- English Intermediate : Conversations in the Community
- French : Beginners
- French : Beginners 3
- French Conversation
- German : Beginners
- Japanese : Beginners Continuing
- Music : Singing Beginners
- Portuguese : Beginners
- Self Development and Modern Day Etiquette
- Spanish : Beginners
- Spanish : Beginners 2
- Tech Savvy Seniors
- Wood Working : Pallet Wood Gift Boxes

## Wednesday

- Ancient Greek : Introduction
- Art : Calligraphy
- Art : Drawing
- Art : Drawing, Painting and Watercolour
- Art : Silk Painting
- Bonsai : Autumn
- Cake Decorating: An Introduction
- Candle Making for Beginners
- CHC33021 Certificate III in Individual Support (Ageing & Disability)
- Chinese : Mandarin Beginners 2
- Computer : Beginners
- German : Intermediate
- Introduction to Classical Nahuatl, language of the Aztecs
- Italian : Beginners
- Mixed Media
- Origami : Japanese Paper Folding
- Perfumery Basics: Make Your Own Perfumes
- Photography : Introduction to DSLR
- Pronunciation
- Sewing: The Basics and Beyond
- Tai Chi : Beginners
- Tai Chi for Beginners
- Writing : Your Family History Story

## Thursday

- Art : Intense Drawing
- Art : Journal Making - Letters and Pictures
- Cake Decorating : Advancing Your Skills
- Chess For Beginners
- Chess For Improving Players
- Chinese : Mandarin Beginners 3
- Communication, Boundaries and Managing Conflict
- Computers : Office Skill Set
- Dance : Jazz
- French : Beginners
- German : Beginners
- Managing Stress and Increasing Resilience
- Music : Piano/Keyboard - Beginner
- Reading and Writing for Adults
- Sewing for Beginners to Intermediate
- Soft Furnishing and Home Decor
- Spanish : Beginners 4
- Touch Typing
- Transitioning to Parenthood
- Writing : Become A Better Creative Writer
- Writing : Believable characters

## Friday

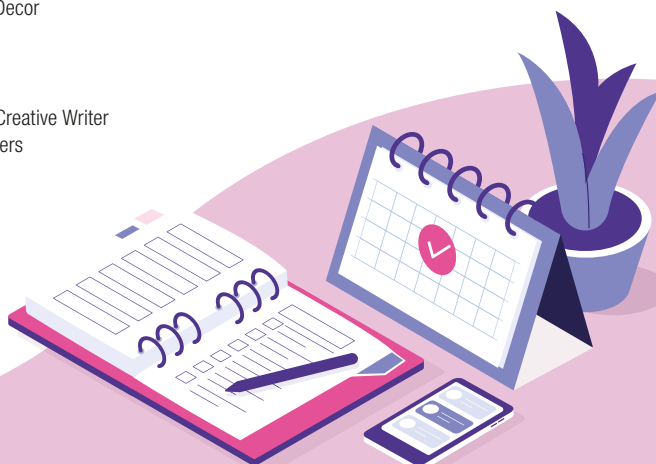
- African Drums - Beginner
- Antique & Furniture Restoration
- Art : Drawing, Painting and Watercolour
- Computer : Beginners
- Computers : Office Skill Set
- Dressmaking
- English Beginners : First Conversations
- English Beginners : Learning the Alphabet
- Reading and Writing : for People with a Mild Intellectual Disability
- Spanish : Beginners 3
- Writing : World Literatures

## Saturday

- Art : Calligraphy
- Beaded Jewellery Introduction Workshop
- Come Alive With Colour
- Computer Basics
- Computers : Office Skill Set
- Creative Writing Bootcamp
- Death & Taxes : Wills and Estate Planning Documents
- Dress to Impress : Men Only
- Internet Beginners Toolkit
- Jewellery : Beading Intermediate Workshop
- Perfumery Basics: Make Your Own In a Day
- Public Speaking With Happy
- Simply Stylish
- Skirt in a Day: A-Line
- The Wonderful World of the Toddler
- Upholstery
- Writing : The Next Page. Getting Published

## Sunday

- Cake Decorating : Cup Cake Decorations
- Cake Decorating : Workshop
- Cake Decorating Workshop : Wedding Cakes
- Computers : Word Beginners
- Sewing : Pants That Fit
- Sewing : Pattern Fit
- Sewing : Tailoring Made Easy



## Creative Arts

|   |    |
|---|----|
| • Art : Botanical Drawing and Painting .....        | 10 |
| • Art : Calligraphy .....                           | 10 |
| • Art : Creative Expression .....                   | 10 |
| • Art : Creative Journaling .....                   | 10 |
| • Art : Drawing .....                               | 10 |
| • Art : Drawing and Watercolour .....               | 10 |
| • Art : Drawing Beginners to Intermediate .....     | 10 |
| • Art : Drawing, Painting and Watercolour .....     | 10 |
| • Art : Glass Painting .....                        | 10 |
| • Art : Intense Drawing .....                       | 10 |
| • Art : Journal Making - Letters and Pictures ..... | 11 |
| • Art : Journaling for Self Expression .....        | 11 |
| • Art : Painting .....                              | 11 |
| • Art : Silk Painting .....                         | 11 |
| • Art : Working with Clay .....                     | 11 |
| • Create your own Colour Wheel .....                | 11 |
| • Mixed Media .....                                 | 11 |
| • Origami : Japanese Paper Folding .....            | 11 |
| • Painting Meditation Workshop .....                | 11 |
| • Photography : Introduction to DSLR .....          | 11 |

## Creative Crafts

|   |    |
|---|----|
| • Antique & Furniture Restoration .....           | 12 |
| • Beaded Jewellery Introduction Workshop .....    | 12 |
| • Bonsai : Autumn .....                           | 12 |
| • Cake Decorating : Advancing Your Skills .....   | 12 |
| • Cake Decorating : Cup Cake Decorations .....    | 12 |
| • Cake Decorating : Workshop .....                | 12 |
| • Cake Decorating Workshop : Wedding Cakes .....  | 12 |
| • Cake Decorating: An Introduction .....          | 12 |
| • Candle Making for Beginners .....               | 12 |
| • Dressmaking .....                               | 12 |
| • Jewellery : Beading Intermediate Workshop ..... | 12 |
| • Macramé .....                                   | 12 |
| • Perfumery Basics: Make Your Own In a Day .....  | 12 |
| • Perfumery Basics: Make Your Own Perfumes .....  | 13 |
| • Sewing : Pants That Fit .....                   | 13 |
| • Sewing : Pattern Fit .....                      | 13 |
| • Sewing : Tailoring Made Easy .....              | 13 |
| • Sewing for Beginners to Intermediate .....      | 13 |
| • Sewing: The Basics and Beyond .....             | 13 |
| • Skirt in a Day: A-Line .....                    | 13 |
| • Soft Furnishing and Home Decor .....            | 13 |
| • Upholstery .....                                | 13 |
| • Wood Working : Pallet Wood Gift Boxes .....     | 13 |

## Creative Life

|   |    |
|---|----|
| • African Drums - Beginner .....          | 14 |
| • Chess For Beginners .....               | 14 |
| • Chess For Improving Players .....       | 14 |
| • Dance : Jazz .....                      | 14 |
| • Music : Guitar Beginners .....          | 14 |
| • Music : Piano/Keyboard - Beginner ..... | 14 |
| • Music : Singing Beginners .....         | 14 |
| • Ukulele .....                           | 14 |

## Creative Writing

|  |    |
|--|----|
| • Character Development .....                      | 16 |
| • Creative Writing Bootcamp .....                  | 16 |
| • Final Steps to Publish Your Book .....           | 16 |
| • From Blog to Book .....                          | 16 |
| • Novel Writing Bootcamp .....                     | 16 |
| • Pain Free Plotting for the Creative Writer ..... | 16 |
| • Write Your Personal Story Workshop .....         | 16 |
| • Writing : Academic Writing .....                 | 16 |
| • Writing : Become A Better Creative Writer .....  | 16 |
| • Writing : Beginners .....                        | 16 |
| • Writing : Believable characters .....            | 16 |
| • Writing : Publish Your Own Book .....            | 17 |
| • Writing : The Next Page. Getting Published ..... | 17 |
| • Writing : World Literatures .....                | 17 |
| • Writing : Your Family History Story .....        | 17 |
| • Writing a Romance Novel That Sells .....         | 17 |
| • Writing to Heal .....                            | 17 |
| • Writing Your Memoir .....                        | 17 |

## Digital Life

|   |    |
|---|----|
| • Business : Blogging .....   | 18 |
| • Computer : Beginners .....  | 18 |
| • Computer : Beginners 2 .....  | 18 |
| • Computers : Office Skill Set .....                                  | 18 |
| • Computers : Powerpoint .....  | 18 |
| • Computers : Word Beginners .....                                    | 18 |
| • Design and produce business documents .....                         | 18 |
| • Design and produce complex spreadsheets .....                       | 18 |
| • Design and produce spreadsheets .....                               | 18 |
| • Excel : Beginners .....   | 19 |
| • Excel : Intermediate .....  | 19 |
| • Operate digital devices .....                                       | 19 |
| • Pinterest for Business .....  | 19 |
| • Tech Savvy Seniors .....  | 19 |
| • Touch Typing .....  | 19 |
| • Use digital technologies to collaborate in a work environment ..... | 19 |
| • Use digital technologies to communicate in a work environment ..... | 19 |
| • Write complex documents .....                                       | 19 |

## Healthy Life

|   |    |
|---|----|
| • Art : Meditation for Good Health .....                  | 20 |
| • Bellydance for Beginners .....                          | 20 |
| • Communication, Boundaries & Managing Conflict .....     | 20 |
| • Managing Stress and Increasing Resilience .....         | 20 |
| • Meditation and Relaxation .....                         | 20 |
| • Tai Chi : Beginners .....                               | 20 |
| • Tai Chi : Intermediate .....                            | 20 |
| • Tai Chi Ch'uan: Improve Balance & Strengthen Legs ..... | 21 |
| • Tai Chi for Beginners .....                             | 21 |
| • The Wonderful World of the Toddler .....                | 21 |
| • Transitioning to Parenthood .....                       | 21 |
| • Yoga for Absolute Beginners .....                       | 21 |

## Multilingual Life

|   |    |
|---|----|
| • Ancient Greek : Introduction .....                              | 22 |
| • Armenian .....  | 22 |
| • Chinese : Mandarin Beginners .....                              | 22 |
| • Chinese : Mandarin Beginners 2 .....                            | 22 |
| • Chinese : Mandarin Beginners 3 .....                            | 22 |
| • French : Beginners .....  | 22 |
| • French : Beginners 2 .....                                      | 22 |
| • French : Beginners 3 .....                                      | 22 |
| • French Conversation .....                                       | 22 |
| • German : Beginners .....  | 22 |
| • German : Beginners Continuing .....                             | 22 |
| • German : Intermediate .....                                     | 23 |
| • Introduction to Classical Nahuatl, language of the Aztecs ..... | 23 |
| • Italian : Beginners .....                                       | 23 |
| • Italian : Beginners 2 .....                                     | 23 |
| • Italian : Beginners 4 Online .....                              | 23 |
| • Italian : Beginners Online .....                                | 23 |
| • Italian : Intermediate Online .....                             | 23 |
| • Japanese : Beginners .....                                      | 23 |
| • Japanese : Beginners Continuing .....                           | 23 |
| • Portuguese : Beginners .....                                    | 24 |
| • Russian : Beginners .....                                       | 24 |
| • Serbian Language and Culture: Beginner Online .....             | 24 |
| • Spanish : Beginners .....                                       | 24 |
| • Spanish : Beginners 2 .....                                     | 24 |
| • Spanish : Beginners 3 .....                                     | 24 |
| • Spanish : Beginners 4 .....                                     | 24 |
| • Thai : Continuing .....   | 24 |

Stay up to do date with what's happening at the College



facebook

[www.facebook.com/nepeancommunitycollege](http://www.facebook.com/nepeancommunitycollege)



## Life Skills

|  |    |
|--|----|
| • Death & Taxes : Wills and Estate Planning Documents .....                  | 25 |
| • English : Simple Conversations.....  | 25 |
| • English Beginners : First Conversations .....                              | 25 |
| • English Beginners : Learning the Alphabet.....                             | 25 |
| • English Intermediate : Conversations in the Community .....                | 25 |
| • Internet Beginners Toolkit.....  | 25 |
| • Literacy Skills for Job Seekers.....                                       | 25 |
| • Pronunciation.....   | 25 |
| • Reading and Writing : for People with a Mild Intellectual Disability ..... | 25 |
| • Reading and Writing for Adults .....                                       | 25 |

## Work Life

|  |    |
|--|----|
| • Apply communication skills .....                       | 26 |
| • Apply communication strategies in the workplace.....   | 26 |
| • Apply critical thinking to work practices.....         | 26 |
| • Apply digital solutions to work processes.....         | 26 |
| • Build and maintain business relationships.....         | 26 |
| • Come Alive With Colour.....                            | 26 |
| • Create electronic presentations.....                   | 26 |
| • Deliver a service to customers.....                    | 26 |
| • Develop & apply thinking & problem solving skills..... | 26 |
| • Develop and present business proposals .....           | 26 |
| • Develop personal work priorities.....                  | 27 |
| • Dress to Impress : Men Only .....                      | 27 |
| • Facebook for Business.....                             | 27 |
| • Individualised Job Skills.....                         | 27 |
| • Introductory Business Skills.....                      | 27 |
| • Job Seeking And Interview Skills.....                  | 27 |
| • LinkedIn for Business .....                            | 27 |
| • Organise business meetings.....                        | 27 |
| • Organise personal work priorities .....                | 27 |
| • Participate in sustainable work practices .....        | 27 |
| • Plan and apply time management.....                    | 27 |
| • Plan and prepare for work readiness .....              | 27 |
| • Promote products and services .....                    | 28 |
| • Public Speaking With Happy.....                        | 28 |
| • Research and develop business plans .....              | 28 |
| • Research using the internet.....                       | 28 |
| • Self Development and Modern Day Etiquette .....        | 28 |
| • Simply Stylish .....                                   | 28 |
| • Skills for Work.....                                   | 28 |
| • Use business resources .....                           | 28 |
| • Use business software applications.....                | 28 |
| • Work effectively in business environments.....         | 28 |
| • Work effectively with others .....                     | 28 |

## Full Qualifications

|  |    |
|--|----|
| • Certificate II in Applied Digital Technologies - ICT20120 .....            | 29 |
| • Certificate III in Business - BSB30120 .....                               | 29 |
| • Certificate IV in Business - BSB40120 (Administration Specialisation)..... | 29 |
| • CHC33021 Certificate III in Individual Support (Ageing & Disability).....  | 29 |

# WHAT'S YOUR STORY?

From the everyday conversations in the classrooms and at reception, there are wonderful stories of what attending the College has meant.

Those stories inspire others and tell of the value of the College in the community.



## SHARE YOUR STORY WITH US

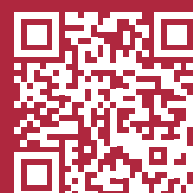
Scan the QR code or visit:

<https://form.jotform.com/232469506752058>

If you have a story to share, would like **\$10 off your next course fee and have 10 minutes of your time** to answer the five questions on the link above, with a couple of sentences, it would be hugely appreciated.

Nothing will be published without your permission and we will follow up with a phone call to say thanks and explore your story further.

**VISIT OUR WEBSITE FOR  
MORE INFORMATION  
[ncc.nsw.edu.au](http://ncc.nsw.edu.au)**





# PATHWAYS TO A SKILLED COMMUNITY

Did you know that you may qualify for **FULLY SUBSIDISED** training for many courses in this program ?

This training is **subsidised by the NSW Government.**

So why not think about investing some time in developing your own or your staff's skills and link a program together into skilling pathways.

Touch Typing

TO

Writing Your Memoir

TO

Writing : Publish Your Own Book

Cake Decorating :  
An Introduction

TO

Cake Decorating :  
Advancing Your Skills

TO

Facebook for Business

Antique & Furniture  
Restoration

TO

Photography : The Art  
of Creative Photography

TO

Pinterest for Business

Literacy Skills for  
Job Seekers

TO

Job Seekers and  
Interview Skills

TO

Certificate III in  
Business - BSB30120

English Beginners :  
Learning the Alphabet

TO

English Beginners :  
First Conversations

TO

Pronunciation

TO

English Intermediate :  
Conversations in the Community

Computer :  
Beginners

TO

Computer :  
Beginners 2

TO

Computers :  
Office Skill Set

Contact the college to start your staff on  
their learning journey on 4724 9000

NSW GOVERNMENT

# SUBSIDISED TRAINING

FOR ACCREDITED & NON ACCREDITED COURSES

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## YOUR COURSE MAY BE FEE-FREE

Places are subsidised by the NSW Government.  
Call the College to confirm your eligibility on 4724 9000.

**If you experience challenges with:**

Literacy, Numeracy  
or Language

Employability

Personal Issues

Educational  
Disadvantage

**or are either:**

an Aboriginal or Torres  
Straight Islander

living with  
a disability

receiving a  
Commonwealth Benefit

experiencing  
hardship

**and:**

live or work  
in NSW

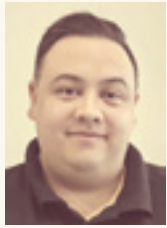
are an Australian  
or NZ citizen

are a Permanent  
Resident

hold a  
Humanitarian Visa

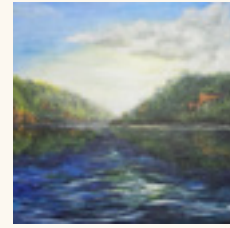
are 15 years  
or older

or if you work for or own a Small Enterprise that has  
20 or less Employees or Turnover of under \$2 million,  
or are a Not For Profit Community Service Organisation.



## A JOURNEY OF DEVELOPMENT & PROGRESS

Nathan commenced at the College around 2013.



Born in Melbourne, Nathan came to Sydney at 8 years of age and started year 4 in Glendenning near Blacktown. Throughout his time at Blacktown Boys HS he had really good art teachers who pushed him constantly to actually pursue art which drove him to continue his passion in his tertiary education.

All throughout high school he was continually doing creative subjects — visual arts, visual design, ceramics, photography. From there he went on to graduate with a diploma of fine arts.

After finishing arts school, Nathan went to Nepean Arts Society trying to find artists and other classes to establish himself as an artist.

It was there Peter Gonzales, a tutor at the College, suggested he start teaching at NCC with the first class being Painting and Drawing for Beginners based at Penrith High School.

It ran for a long while and over the years it actually included working with clay - as an artist Nathan mainly worked in painting drawing and sculpture.

Clay was something he was quite eager to introduce into his classes. Aside from actually using it with mixed media integrated with painting and drawing, Nathan was eager to actually play around with it individually on its own. Working with Clay is one of the classes he now teaches.

When Peter retired, he and Nathan had been working together during a brief period a few years back. When their classes coincided together – he had his art classes and Nathan

had his own classes. While Nathan was working more with beginners into intermediate Peter was working with intermediate into the more expert level. Since Peter's retirement Nathan's classes have phased into Peter's classes.

"You need to understand teaching practices, classroom management, how to engage with different levels and understanding the different level types as well." he said

"Kinetic learners who learn hands on. We have learners that learn from reading and so on. Having to understand those types of learners



where they're reading about it and having to understand it that way or those actually getting physical with the subject where they actually develop a better understanding"

Nathan structures his whole course each term.

Last term was called 'Pure Imagination' where students had to take a book that has no form of pictures or any knowledge to let you know what the characters look like. For example Harry Potter - we know that Harry wears glasses - he has a scar on his forehead etc so something like that would be a bit redundant because of the fact we know what Harry looks like.

So looking into something like a novel that doesn't have any form of representation you're coming up with your own design just by using descriptive language and imagining what this person looks like or this is the scene I'm picturing or this is the landscape in which this scene takes place.

The students seem to adapt and although this idea presented a bit of a challenge, Nathan was pleased with the number of students who embraced the project.

Nathan loves being able to push the limits allowing him to explore and experiment with the class. The class often wander outside the College for a change of scenery or travel on weekend excursions to the botanical gardens in the city where they draw or take photos to gain inspiration and gather material to influence their art.

*It's all part of the learning experience...*

## HELP US BUILD A LEARNING COMMUNITY.

Are you interested in teaching? call or email the college at [reception@ncc.nsw.edu.au](mailto:reception@ncc.nsw.edu.au)



### THE SKILLS WE ARE LOOKING FOR ARE IN:

#### FULL QUALIFICATIONS

- Certificate III Business
- Certificate IV Business
- Certificate III Individual Support
- Certificate IV Disability

#### CREATIVE ARTS & CRAFTS

- Candle Making
- Photography
- Calligraphy
- Leather Work
- Art Drawing / Painting

#### LANGUAGE, LITERACY, NUMERACY & DIGITAL LITERACY

- Spoken and Written English (CSWE)
- General Education for Adults (CGEA)
- Certificate II in Applied Digital Technologies
- Certificate II in Workplace Skills
- Certificate I in Access to Vocational Pathways
- Certificate II in Skills for Work and Vocational Pathways
- Certificate II in Skills for Work and Vocational Pathways

#### COMMUNITY LANGUAGES

- Serbian
- Greek
- Italian
- French
- Armenian
- Arabic
- Syrian
- Persian
- Ukrainian



# UNLEASHING CREATIVITY

## Embarking on a Journey of Artistic Growth.



**Anita first became aware of the College when she was alerted to the course brochure whilst walking by the front of the premises back in April 2021.**

Anita had previously been searching online for somewhere she could attend to participate in Art classes that would teach her how to draw and paint. As such, she enrolled in the Art ~ Drawing, Painting and Watercolour course.

Anita's passion for art flourished as she delved deeper into the world of colours, shapes, and creativity. Under the guidance of the class teacher Peter Gonzalez, she honed her skills and discovered new techniques that brought her artwork to

life. Each stroke of the brush was a step towards self-expression, and each colour on the canvas told a story of growth and accomplishment.



Anita really enjoys coming to class as it's reasonably priced and the facilities are good.

*"It's been great to get to know new people and interact with others while learning from them as well as the teacher"*

She is particularly appreciative of the beautiful new friendships she has made during her time with the College.

Anita has produced some amazing artworks during class which she was able to display during a recent Exhibition of Student & Tutor works held at the College.



**Although Wayne had previously taken Chinese Language Classes back in University, he felt like he needed to wind back the clock and start from scratch.**

Since enrolling in April last year, he has been taking classes at the College and recently completed Mandarin Beginners 3, which allows him to have basic conversations in Mandarin.

Wayne now feels confident enough to travel to

## IT'S NEVER TOO LATE TO LEARN...

*"No matter what our age or stage in life, there is always something new to learn...."*

**As a resident of the Lower Blue Mountains, Wayne was eager to find some Chinese lessons nearby.**

China or Taiwan and navigate his way around, order food, and communicate with the locals.

Being an incredible 68 year old, his experience has encouraged him to realize that it's never too late to learn new things and think differently.

As such, he is now considering enrolling in other courses such as writing, singing, and dancing.

Wayne believes that there are many courses out there that can spark your interest, no matter what your age is.

He encourages people to enjoy learning something different and new, without feeling like they have to be a genius or super fit.

Wayne plans to continue learning and expanding his horizons for many years to come.

"I would happily continue learning till I'm 90 years of age" he said.

## Creative Arts

### Art : Botanical Drawing and Painting

During this course you will learn how to draw and paint plant life using watercolours. No experience is required. (Additional cost for materials)

#### KATOOMBA CENTRE

Tuesday 7 May 2024, 5:00 pm to 7:00 pm

Duration: 8 Weeks, \$197

### Art : Calligraphy

A simple definition of the practice of calligraphy is "The Art of Beautiful Writing". In this introductory class designed for beginners you will develop useful skills by making a basic alphabet. You will also learn about the uses of different tools such as fountain pens, inks, and papers.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH WEEKEND

Saturday 8 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93

### Art : Creative Expression

Through creativity we can soothe our souls and release energy that weighs us down.

Using your favourite quote or words you will create your own unique acrylic artwork in a fun and supportive environment. Additional costs for materials.

#### ONLINE

Monday 6 May 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93

#### ONLINE

Saturday 29 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93

### Art : Creative Journaling

Setting aside the time to express our thoughts onto a canvas or paper allows us to practice self care.

Come along and do this in a safe and supportive environment. Create your own artwork with your favourite quote, then learn the art of creative journaling. Additional costs for materials.

Through creativity and expression we can soothe our souls and release energy that weighs us down.

#### ONLINE

Monday 6 May 2024, 3:00 pm to 5:00 pm

Duration: 8 Weeks, \$197

### Art : Drawing

Drawing is a natural inclination and once the basic skills are mastered and practised, there is no limit to your abilities to draw any subject, using any medium. Drawing can sharpen your feelings of understanding, comprehension, interpretation and representation of the subject/s. It will require a constant practice of self-evaluation, but, it can be a constant source of pride for your achievements.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

### Art : Drawing and Watercolour

Interested in Arts? In this course you will feel free to express yourself with Drawing and Watercolour Painting.

#### SPRINGWOOD HIGH SCHOOL

Monday 6 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Art : Drawing Beginners to Intermediate

Do you want to improve your drawing skills or start from scratch? Suitable for beginners to intermediate level. Come and learn from great painter's works and journals, with lessons on how to emulate and learn from their work. Develop fundamental skills -- from materials to use, to how to create depth, perspective, hatching, plus colour theory.

#### SPRINGWOOD HIGH SCHOOL

Monday 6 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Art : Drawing, Painting and Watercolour

Interested in Arts? In this course you will feel free to express yourself any way you want!

#### KATOOMBA CENTRE

Tuesday 7 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Friday 10 May 2024, 9:45 am to 11:45 am

Duration: 8 weeks, \$197

### Art : Glass Painting

This course will introduce you to some of the basic and advanced techniques of painting on glass. You will discover how to mix and apply glass-based pigment, add glitter and use shading techniques to create beautiful works of art. You don't need any experience so come along and create! (Additional cost for materials)

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Art : Intense Drawing

Basic drawing and painting principles ranging from beginners drawing principles through to detailed finished art works worth framing. Art, like most things in life, follows rules. Talent and skill are helpful but not essential. Students will be proud of their works completed by applying the rules taught.

#### KATOOMBA CENTRE

Monday 6 May 2024, 5:00 pm to 7:00 pm

Duration: 8 Weeks, \$197

#### KATOOMBA CENTRE

Thursday 9 May 2024, 2:00 pm to 4:00 pm

Duration: 8 Weeks, \$197



**SIGN UP FOR COLLEGE UPDATES AT <https://ncc.subscribemenow.com>**



## Creative Arts

### Art : Journal Making - Letters and Pictures

Using Text, Sound and Art to Create Your Mini Book. Using journals, photos, sound and narrative to explore meaning in your life and what matters to you. We will create a mini book for you and also weave together stories for a collaborative project.

#### WESTFIELD PENRITH

Thursday 9 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Art : Journaling for Self Expression

This course shows you how to use the ultimate self-healing tool of art journaling to find your own answers to your most pressing problems, discover your true self and lead a life of growth mind set. Also, benefit from the many scientifically proven benefits of journaling:

- Reduce mental anxiety, physical pain, and stress.
- Heal emotional wounds from past traumas.
- Practice self-compassion, self-love, and self-understanding.
- Overcome your limiting beliefs and fears.
- Reconnect with your true self and solve your inner conflicts.

The best part is you do not need to have any art experience! This is perfect for beginners.

#### ONLINE

Thursday 9 May 2024, 12:30 pm to 2:30 pm

Duration: 8 Weeks, \$197 Online on Zoom

### Art : Painting

You will learn and expand your knowledge of painting techniques, the ways to apply paint, as well as the principles of composition. (Additional cost for materials)

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Art : Silk Painting

Discover your creativity and uncover many aspects of fabric painting. Surprise your friends by giving them a handmade gift of a painting on silk. You will pick up different techniques of applying paint to silk fabrics and perhaps create a masterpiece. (Additional cost for materials)

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197



### Art : Working with Clay

Have you always liked working with clay? In this course you will learn how to use and manipulate clay using the techniques taught in this class. You will also use tools appropriately and learn how to store clay. By the end of the course you will have created a clay sculpture. (Additional cost for materials)

#### WESTFIELD PENRITH

Monday 6 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Create your own Colour Wheel

This course is a relaxing way to understand how colours work and how you can create your own amazing colour wheel using only primary colours.

#### ONLINE

Wednesday 5 June 2024, 2:30 pm to 4:30 pm

Duration: 4 Weeks, \$124 Online on Zoom

### Mixed Media

Come along and explore the endless possibilities in drawing or painting with oils, acrylics or watercolours. You will learn how to integrate different mediums with different surfaces.

#### KATOOMBA CENTRE

Wednesday 8 May 2024, 1:30 pm to 3:30 pm

Duration: 8 Weeks, \$197

### Origami : Japanese Paper Folding

Relax and have fun with Origami, the timeless art of Japanese paper folding. Experience the sense of pleasure that comes from folding a simple sheet of paper and being able to create many unique forms. Experiment with a variety of papers, colours and textures.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 6:30 pm to 8:30 pm

Duration: 4 Weeks, \$124

### Painting Meditation Workshop

Learn how painting can be relaxing, fun, easy, inspiring and more. Sue will lead you through guided meditations and a sound bath during each session. Did you know painting can be used as meditation to receive all of the same benefits of meditation? Painting for meditation is easier because you are doing something rather than trying not to think. You will be taught a personal painting practice which ensures that anyone can paint, have fun, and receive the stress relieving and health benefits of meditation. Come see how Sue's method combines meditation, life coaching, personal transformation, and an approach to living that makes every moment sacred. Additional cost for materials.

#### ONLINE

Tuesday 7 May 2024, 3:00 pm to 5:00 pm

Duration: 8 Weeks, \$197 Online on Zoom

### Photography : Introduction to DSLR

This course is designed to take the mystery away from how to use a digital SLR. The course will take a look at some of the basic technical aspects of using a DSLR will help the course participants learn how to progress their photography passion beyond the boundaries of the course material. Auto mode be gone.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

*"Art washes away from the soul the dust of everyday life."*

*Pablo Picasso*





## Creative Crafts

### Antique & Furniture Restoration

This course is great for the D.I.Y restorer. Complete a simple project covering, re-polishing, hand weaving, rush seating and repair work. This course is for both beginners and experienced practitioners.

#### WOODCHIX EMU PLAINS

Friday 10 May 2024, 2:00 pm to 4:00 pm

Duration: 8 Weeks, \$197

### Beaded Jewellery Introduction Workshop

Come along and learn everything you need to know to create and complete your very own pieces of beaded jewellery. Learn how to finish off those projects you started but didn't know how to complete. Create all of your own beautiful hand made gifts of beaded jewellery. You will also have the skills to repair your old favourites you couldn't part with. Additional cost for materials.

#### WESTFIELD PENRITH WEEKEND

Saturday 22 June 2024, 9:00 am to 1:00 pm

Duration: 1 Day, \$73 Workshop, No concessions

### Bonsai : Autumn

Learn how to create and care for Bonsai. This term you will focus on growing habits of Crepe Myrtle, Grewia, Prune and practice your wiring on your Maples. Create a forest/group style and perfect your Formal Style trees. Learn how to protect your Bonsai from various Pests and Diseases. Showcase your deciduous trees for their autumn colour.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Cake Decorating : Advancing Your Skills

Designed for people with experience in working with fondant and icing cakes. A continuation on from the Beginners course in Cake Decorating. (Additional cost for ingredients)

#### WESTFIELD PENRITH

Thursday 9 May 2024, 10:00 am to 12:00 pm

Duration: 6 Weeks, \$147

### Cake Decorating : Cup Cake Decorations

Learn skills in piping with butter cream and working with fondant to create many different designs to cover your cupcakes, including 3D animals in fondant. This course is suitable for beginners to the experienced.

Learn different techniques to decorate cupcakes from novelty to more formal cakes. (Additional cost for ingredients)

#### WESTFIELD PENRITH WEEKEND

Sunday 30 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93 Workshop, No concessions

### Cake Decorating : Workshop

Do you want to enhance your hospitality and organisational skills as well as learn how to decorate cakes? Come and discover the joys of making flowers and ornaments in sugar paste. Practice icing cakes and using decorative pipe work on that special cake. (Additional cost for ingredients)

#### WESTFIELD PENRITH WEEKEND

Sunday 9 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93 Workshop, No concessions

### Cake Decorating Workshop : Wedding Cakes

During this workshop you will learn how to decorate and assemble a beautiful two tier wedding or birthday cake.

#### WESTFIELD PENRITH WEEKEND

Sunday 19 May 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93 Workshop, No concessions

### Cake Decorating: An Introduction

This course is designed for the beginner and teaches the basic techniques of decorations and icing the cake. You will use basic tools to achieve magical results. (Additional cost for ingredients)

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 10:00 am to 12:00 pm

Duration: 6 Weeks, \$147

### Candle Making for Beginners

Learn how to make your own scented soy candles. Create perfect gifts or start your own business. If you love candles this is the course for you.

#### SPRINGWOOD HIGH SCHOOL

Monday 6 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Dressmaking

Do you have a new sewing machine and can't work out the instructions? I will take the mystery out of the instruction book. Overlocking lessons are also included if you have an overlocker. If you need to alter bought garments, then I can help you adjust to a perfect fit. This course is designed for students wishing to upgrade their proficiency, or learn new techniques and beginners are also very welcome. The students are always very friendly and helpful to each other.

#### WESTFIELD PENRITH

Friday 10 May 2024, 9:30 am to 12:30 pm

Duration: 6 Weeks, \$221

### STUDENT REVIEW What I liked most...

*Informative, personable, willing to give out all tips and tricks.*

– Piper Spackman

Cake Decorating : Cup Cake Decorations with Rosemary Brett

### Jewellery : Beading Intermediate Workshop

Take the next step to use your knowledge of basic jewellery-making techniques in combination with design concepts to create a more complex project. You will also learn some additional finishing methods. This workshop is suitable for those with a knowledge of crimping, basic looping and jumping use. (Additional cost for materials).

#### WESTFIELD PENRITH WEEKEND

Saturday 29 June 2024, 9:00 am to 1:00 pm

Duration: 1 Day, \$73 Workshop, No concessions

### Macramé

Discover the art of Macramé. We will explore different knots and learn about the basics of Macramé. By the end of the course you will have made a stylish wallhanging or pot plant holder. Material needed will be discussed in first class. (Additional cost for materials)

#### WESTFIELD PENRITH

Monday 6 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Perfumery Basics: Make Your Own In a Day

This Course is challenging our Senses to connect with Scents exploring a Synaesthetic Experience, meaning a close relationship of Scents with Colour, Texture, Temperature, Movement, Emotions and Memories. Then, through an Olfactive Experience, we will learn to Categorise Scents which will take us to the basics of creating our first Perfume Notes composition. We will learn the elements and techniques of composing our own perfume by using essential oils, fragrances and absolutes. This Course will involve the use of Visual Arts with Fragrance Creation. Your creativity and imagination will be taken to different places.

#### WESTFIELD PENRITH WEEKEND

Saturday 1 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93

**"CHANGE THE WORLD BY BEING YOURSELF." AMY POEHLER**



## Creative Crafts

### Perfumery Basics: Make Your Own Perfumes

This Course is challenging our Senses to connect with Scents exploring a Synaesthetic Experience, meaning a close relationship of Scents with Colour, Texture, Temperature, Movement, Emotions and Memories.

Then, through an Olfactive Experience, we will learn to Categorise Scents which will take us to the basics of creating our first Perfume Notes composition. We will learn the elements and techniques of composing our own perfume by using essential oils, fragrances and absolutes. This Course will involve the use of Visual Arts with Fragrance Creation. Your creativity and imagination will be taken to different places.

#### WESTFIELD PENRITH WEEKEND

Wednesday 8 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

### Sewing : Pants That Fit

Tired of pants that don't fit? In this hands on tissue fitting workshop, learn your correct pattern size and how to alter any commercial pants pattern to fit your body. Discover solutions to fit problems and pick up tips in order to create a flattering style. Using Palmer/Pletsch fitting concepts to make alterations to the basic McCall's pant fit pattern 6901, you will take home a pattern that you can use over and over again. You will then learn to sew your pants and fine-tune fit. A list of course requirements will be provided on enrolment.

#### WESTFIELD PENRITH WEEKEND

Sunday 9 June 2024, 9:00 am to 3:00 pm

Duration: 2 Weeks, \$148 9th & 16th Jun, Workshop, No concession

### Sewing : Pattern Fit

Learn how to alter any pattern to fit you using hands on tissue fitting. In this workshop we do very little measuring, because measuring does not tell you all you need to know about your body. Discover what size you really are, so that you can start out with the correct pattern. Focus on making bodice and skirt alterations using Palmer/ Pletsch fitting techniques and McCall's pattern 7279 or 2718. Once changes are made to the basic pattern, you will go home with your own personal body map and the ability to alter any fashion pattern of your choice. Participants will be encouraged to tissue fit and alter additional dress patterns of their choice.

#### WESTFIELD PENRITH WEEKEND

Sunday 26 May 2024, 9:00 am to 4:00 pm

Duration: 2 Weeks, \$172 26th May & 2nd Jun. Workshop, No concession

### Sewing : Tailoring Made Easy

Be guided through the construction of a tailored lined jacket using a commercial pattern, Palmer/ Pletsch fitting concepts and modern tailoring techniques. All of your sewing will improve after you learn to tailor. You will learn how to alter your pattern to fit, cutting and marking accuracy, interfacings and proper fusing, shoulder and chest shaping, shaped darts, careful trimming and quality pressing, sleeve heads, buttonholes and pockets, lining and perfect hems. Participants will need some basic sewing skills. A list of suggested suitable patterns for the course is available from the college, along with the requirements for Lesson 1.

#### WESTFIELD PENRITH WEEKEND

Sunday 23 June 2024, 9:00 am to 5:00 pm

Duration: 2 Weeks, \$197 23rd & 30th Jun. Workshop, No concession

### Sewing for Beginners to Intermediate

Many people who haven't used their sewing machine for a while will have difficulty in getting it running again. If you have never used a sewing machine and wanting to buy one. Come along and use the college machines. This is a good way to figure out what you need it for and get advice before purchasing one. Confidence will be achieved with threading and basic maintenance advice. For intermediate sewers it is a great atmosphere to gain ideas from others and advance your creative skills. It is also inspiring to be among a group of like minded individuals and expand your knowledge.

#### WESTFIELD PENRITH

Thursday 9 May 2024, 6:00 pm to 9:00 pm

Duration: 6 Weeks, \$221

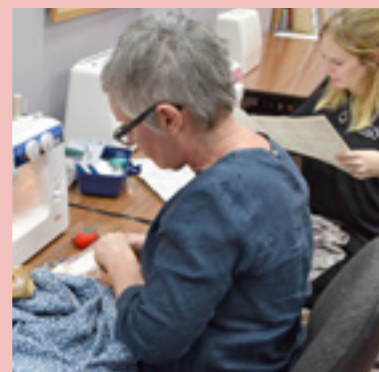
### Sewing: The Basics and Beyond

Learn to sew or build on your existing skills in a class designed for the absolute beginner, those with basic sewing skills or the more advanced sewer. Master sewing basics and how to use your sewing machine, expand your sewing knowledge and skills, finish those unfinished items, have assistance with fitting or just enjoy the opportunity to sew with help at hand if needed. Students will be taught how to sew an item/s of their choice using commercial patterns. This course includes pattern selection, alterations, layout, cutting, construction methods and sewing machine operation. More experienced sewers will be guided through the construction of garments of their own choice and will be encouraged to explore new techniques. Participants should be able to complete a basic garment or item by the end of the course.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197



### Skirt in a Day: A-Line

A-Line skirts are flattering for most figure types and are amongst the simplest to make. Learn how to draft a skirt pattern from your own measurements, cut it out from your choice of fabric and construct it using a variety of simple sewing techniques. Students will learn how to sew a straight seam, darts, insert a zipper, attach a facing or waistband and finish a hem, all in a day!

Basic sewing skills are an advantage.

#### WESTFIELD PENRITH WEEKEND

Saturday 22 June 2024, 9:00 am to 3:00 pm

Duration: 1 Day, \$93

### Soft Furnishing and Home Decor

Do you want to stylishly bring new life to your home? Learn the basics of colour schemes, cushions, covers and other furnishings with an experienced homemaker. This course is suitable for students with basic sewing skills. All students will create cushions, curtains and table runners, just to name a few things. Please bring writing materials and your creativity to every class!

#### WESTFIELD PENRITH

Thursday 9 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$197

### Upholstery

Learn to restore your upholstered furniture, starting with small projects such as a dining chair. You will learn the basic techniques that will give you the confidence to progress to larger pieces. (Additional cost for materials)

#### WOODCHIX EMU PLAINS

Saturday 1 June 2024, 10:00 am to 1:00 pm

Duration: 4 Weeks, \$148

### Wood Working : Pallet Wood Gift Boxes

During this course you will make and Decorate Gift Boxes made from Pallet wood.

#### WOODCHIX EMU PLAINS

Tuesday 7 May 2024, 5:00 pm to 8:00 pm

Duration: 4 Weeks, \$147

**"EVERYTHING YOU CAN IMAGINE IS REAL." PABLO PICASSO**



## Creative Life

### African Drums - Beginner

Our African drumming workshops allow you to know and 'feel' the rhythms through a variety of powerful techniques that support the many varied ways we all learn. You'll build confidence whilst exploring the fundamentals of: good groove, technique, etiquette, phrasing, listening & dynamics. African rhythms feel great to play!

#### STORMER MUSIC

Friday 10 May 2024, 2:00 pm to 3:00 pm

Duration: 8 Weeks, \$240 No concessions

### Chess For Beginners

Have you always wanted to play chess but just found it too difficult to learn?

Perhaps you haven't played for years and need a refresher.

This entertaining course is presented by Steve Mann, a former Sydney Junior Chess Champion with over 30 years of experience in chess tuition.

This course is designed specifically for beginners who have little or no previous experience.

Steve will unlock the basic secrets of chess for you in a clear, relaxed and enthusiastic manner.

Ideal for those who wish to have fun as well as challenging their brain cells!

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Thursday 9 May 2024, 3:30 pm to 5:30 pm

Duration: 8 Weeks, \$197

### Chess For Improving Players

This course is designed to give newer or occasional players the skills and confidence to play at a higher level.

Steve Mann is a former Sydney Junior Chess Champion with over 30 years of experience in chess tuition. He will guide you through the Opening, Middlegame and Endgame stages in a clear, relaxed and enthusiastic manner. Tactics, strategy and fun will be the operative themes.

Steve is also an Early childhood Educator and professional musician.

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Thursday 9 May 2024, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$197

### Dance : Jazz

This high-energy dance has a liveliness that sets it apart from traditional styles of dance. Learning new ways to stretch and move you will learn terms, physiology and anatomy. Body positions and arm positions.

#### KATOOMBA CENTRE

Thursday 9 May 2024, 6:00 pm to 7:00 pm

Duration: 8 Weeks, \$124

### Music : Guitar Beginners

Learn how to pick, strum and play the guitar in a range of styles and then take what you've learnt into any style you like! You'll come away with a good understanding of the basics, how to hold the guitar to get the best sound, and be able to play some chords and songs.

#### STORMER MUSIC

Monday 6 May 2024, 2:00 pm to 3:00 pm

Duration: 8 Weeks, \$240 No concessions

### Music : Piano/Keyboard - Beginner

Ever wanted to play the piano? Our tutor will have you playing in no time! The lessons will be delivered in a group and you will learn all about the instrument, notes and playing in time. We will also look at a bunch of different styles and enjoy exploring the keyboard together.

#### STORMER MUSIC

Thursday 9 May 2024, 2:00 pm to 3:00 pm

Duration: 8 Weeks, \$240 No concessions

### Music : Singing Beginners

Learn how to sing correctly and develop a strong voice. Find out your range, about timing, pitch etc. Practise singing scales, breathing techniques and discover song interpretation. We will sing from a range of styles and learn from the masters. We'll also have a great time together exploring the most universal instrument in the world.

#### STORMER MUSIC

Tuesday 7 May 2024, 2:00 pm to 3:00 pm

Duration: 8 Weeks, \$240 No concessions

### Ukulele

Learn to play the ukulele in a fun and laid back setting. We'll learn basic chords and melodies each week and play them together in a group.

#### WESTFIELD PENRITH

Monday 6 May 2024, 1:00 pm to 2:00 pm

Duration: 8 Weeks, \$240

*"You may learn much more from a game you lose than from a game you win. You will have to lose hundreds of games before becoming a good player."*

*- Jose Raul Capablanca*



**"NEVER REGRET ANYTHING THAT MADE YOU SMILE." MARK TWAIN**



# ONLINE SELF DIRECTED COURSES

- Choose to **move between online, face to face or blended learning** during your learning journey with the College with support from our qualified trainers.
- Call to register & access your training at a time that best suits you, which means that you can **optimise your schedule & choose how to manage your time & learning.**



You can access your course material & complete your study when it suits you.



## ONLINE COURSE GUIDE

Study when, where and what you want...



- Apply communication skills
- Apply communication strategies in the workplace
- Apply critical thinking to work practices
- Apply digital solutions to work processes
- Art : Creative Expression
- Art : Creative Journaling
- Art : Journaling for Self Expression
- Art : Meditation for good health
- Build and maintain business relationships
- Business blogging
- Certificate II in Applied Digital Technologies - ICT20120
- Certificate III in Business - BSB30120
- Certificate IV in Business BSB40120
- Character Development
- Computers : Office Skill Set
- Create electronic presentations
- Create your own Colour Wheel
- Deliver a service to customers
- Design and produce business documents

- Design and produce complex spreadsheets
- Design and produce spreadsheets
- Develop and apply thinking and problem solving skills
- Develop and present business proposals
- Develop personal work priorities
- Facebook for Business
- Final Steps to Publish Your Book
- From Blog to Book
- Individualised Job Skills
- Introductory Business Skills
- Italian : Beginners 4 Online
- Italian : Beginners Online
- Italian : Intermediate Online
- Job Seeking And Interview Skills
- LinkedIn for Business
- Meditation and Relaxation
- Operate digital devices
- Organise business meetings
- Organise personal work priorities
- Painting Meditation Workshop

- Participate in sustainable work practices
- Pinterest for Business
- Plan and apply time management
- Plan and prepare for work readiness
- Promote products and services
- Research and develop business plans
- Serbian Language and Culture: Beginner Online
- Use business resources
- Use business software applications
- Use digital technologies to collaborate in a work environment
- Use digital technologies to communicate in a work environment
- Work effectively in business environments
- Work effectively with others
- Write complex documents
- Write Your Personal Story Workshop
- Writing : Publish Your Own Book
- Writing to Heal
- Writing Your Memoir

INTERNET BROWSER AND INTERNET ACCESS ARE NEEDED FOR THESE COURSES.

**VISIT OUR WEBSITE FOR MORE INFORMATION [NCC.NSW.EDU.AU](http://NCC.NSW.EDU.AU)**



## Creative Writing

### Character Development

You may have a great story but if your characters are flat and uninteresting your listeners will find your story dull. If your lead protagonist isn't generating empathy, then no one cares what happens to them. Character Development covers every aspect of character building; from developing charismatic and believable people, to making sure they work holistically to drive the narrative forward in realistic ways.

#### ONLINE

Wednesday 8 May 2024, 12:30 pm to 2:30 pm

Duration: 8 Weeks, \$197

### Creative Writing Bootcamp

Do you have the urge to write but not sure what? With the help of an award-winning author and through a series of writing exercises, we will explore various areas of creative writing from short stories, popular fiction, narrative non-fiction, memoir, poetry. We will focus on how to jump start your imagination, why not all ideas make for great stories, plus discuss plotting, characters and structure. As the title says, it's a bootcamp, so come prepared to write every lesson!

#### WESTFIELD PENRITH

Monday 3 June 2024, 11:15 am to 2:15 pm

Duration: 4 Weeks, \$148

#### WESTFIELD PENRITH WEEKEND

Saturday 22 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93

### Final Steps to Publish Your Book

Have you written a book or nearly finished one, but are not sure of the next steps?

You must include certain 'other' pages to complete your book. In this course, we cover all the other relevant pages required. We write them and polish them ready to add into your book!

#### ONLINE

Wednesday 8 May 2024, 2:30 pm to 4:30 pm

Duration: 4 Weeks, \$124

### From Blog to Book

The old saying, "Content is king," is as true today as ever. High-quality content is still one of the most valuable assets to a business. How do you reach more people and spread the word about what you do? In this course, you'll learn how to tap into that gold mine of content in new ways to promote your business and generate leads. It will show you how to save time and effort by repurposing your blog posts into a book and turning your book into an online course.

#### ONLINE

Wednesday 8 May 2024, 3:00 pm to 5:00 pm

Duration: 8 Weeks, \$197 Online on Zoom

### STUDENT REVIEW What I liked most...

*Inspiring to learn ways of writing my family history in a way that will really interest my children and grandchildren, useful creative and practical tips.*

– Marion Quigley

Writing : Your Family History Story with Paula Roe

### Novel Writing Bootcamp

If you've ever dreamed of writing a novel - or are trying to write one - then join an award-winning fiction author who will cover the creative stuff (plot, characters, conflict, story, dialogue) and the big-picture things (fiction genres, genre expectations, markets). There will be lots of opportunities to work on your own story. Learn the basic building blocks of crafting a novel and get valuable guidance from a multi-published author who's been in the writing business for over 30 years.

#### WESTFIELD PENRITH

Monday 6 May 2024, 11:15 am to 2:15 pm

Duration: 4 Weeks, \$148

### Pain Free Plotting for the Creative Writer

Started writing a story but stalled after chapter three? Not sure what your characters are doing? Stuck in the sagging middle with no idea how to finish? Or have you written a novel and now need to edit/revise? Join an award-winning fiction author as we explore various plotting tools to strengthen your writing, discuss and share information, and go from Chapter One to The End using a unique story plotting board. Bring your current work-in-progress and be prepared to write

#### WESTFIELD PENRITH

Monday 6 May 2024, 9:00 am to 11:00 am

Duration: 4 Weeks, \$124

### Write Your Personal Story Workshop

Learn how writing can be very beneficial for your health. In this workshop, you will connect with your personal story and receive the stress-relieving and health benefits of writing that story. Come see how Sue's method combines life coaching, personal transformation, and an approach to living that makes every moment sacred.

*Disclaimer\* Due to the nature of this course, there may occasionally be inclusion of sensitive material discussed (i.e. themes surrounding the content of participants personal stories.). By registering in this course, a student is understood to have given their informed consent to this exposure.*

#### ONLINE

Tuesday 7 May 2024, 12:30 pm to 2:30 pm

Duration: 8 Weeks, \$197 Online on Zoom

### Writing : Academic Writing

This course focuses on the fundamentals of academic writing starting from the preliminary stages of understanding the task, identifying target audience, style, grammar, summarizing, synthesis and structure to the different stages of planning and drafting an essay or a report. It also gives insight into the ethics of writing including referencing.

#### WESTFIELD PENRITH

Monday 6 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$197

### Writing : Become A Better Creative Writer

You will learn about the structure and core of what makes good writing. Learn the Five Elements of a Story and how to apply them whether you are writing 50 words of flash fiction or a 50,000 word novel. Writers will develop characters, plot, theme and setting while getting to grips with dialogue and pace, titles and endings and lots more. This is a 'hands-on' course with writing exercises every session giving writers the chance to have their work critically assessed in a friendly and supportive environment while offering literary friendship to their classmates.

#### WESTFIELD PENRITH

Thursday 9 May 2024, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$197

### Writing : Beginners

In this beginner's writing course, you will learn the rudiments of writing short stories and novels with a view towards publication. Learn about creating believable characters and compelling plots with a professional writer.

#### KATOOMBA CENTRE

Monday 6 May 2024, 5:00 pm to 7:00 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Monday 6 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$197

### Writing : Believable characters

Strong, well-rounded characters drive successful popular fiction. If you're writing or planning to write a novel, join an award-winning, multi-published fiction author to help you discover who your characters are, what makes them tick, what they need, how they achieve their goals and how this affects your story. There will be lots of hands-on opportunities to work on your own novel so come prepared to write.

#### WESTFIELD PENRITH

Thursday 9 May 2024, 7:00 pm to 9:00 pm

Duration: 4 Weeks, \$124

**"WHATEVER YOU DO, DO IT WELL." WALT DISNEY**



## Creative Writing

### Writing : Publish Your Own Book

Learn how to self-publish your own book, in both printed and electronic formats. Ideal for authors who want their work read but don't want to waste a year or two getting rejected by agents and publishers, or ripped off by vanity press scams! Do you just want to publish your family memoirs or autobiography in a professional quality hardcopy book, either soft or hardback? Only need a couple of copies? POD, or print on demand allows anyone to desktop publish and within a few weeks a real, live book will arrive on your doorstep! You could be your own publisher and have your book printed and delivered! Once you know how, you can do it over and over again. If you want to sell your book then we will set you up with your very own Amazon Author account: sell your book around the world for real income!

#### ONLINE

Saturday 25 May 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93 Online on Zoom

#### ONLINE

Saturday 15 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93 Online on Zoom

### Writing : The Next Page. Getting Published

Learn how to self-publish your story. This course looks at all facets of publishing such as editing, illustration, web sites and much more.

#### WESTFIELD PENRITH WEEKEND

Saturday 18 May 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93

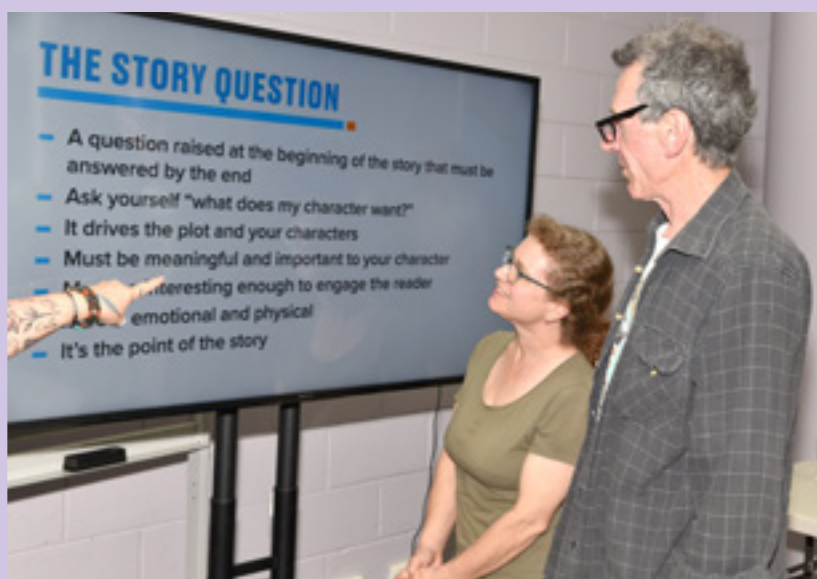
### Writing : World Literatures

This course intends to provide a broader perspective on the different types of literature in the world and how literary work has been shaped through cultural landscapes. Selected American, European Asian and Asian Australian literary texts will be the focus of this course. Choosing to read a range of short stories, novels, plays and poems will sharpen critical thinking skills and become a platform for students to be aware of the diverse socio-political and economic concerns addressed through literature in different time periods. The texts will be complemented with various critical theories drawing from post colonialism, gender studies, science studies and cultural studies.

#### WESTFIELD PENRITH

Friday 10 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$197



### Writing : Your Family History Story

Family history is more than just names and dates on a tree, it's also about telling the stories. Even the most mundane details of your ancestors' lives can be turned into an interesting narrative that you will want to share with your family and a wider audience. In this course, you will plan your project, find inspiration, discover how to use resources and timelines, and finally learn where and how to share your ancestors' stories.

#### WESTFIELD PENRITH

Monday 6 May 2024, 12:30 pm to 2:30 pm

Duration: 4 Weeks, \$124

#### KATOOMBA CENTRE

Wednesday 8 May 2024, 5:00 pm to 7:00 pm

Duration: 4 Weeks, \$124

#### WESTFIELD PENRITH

Monday 3 June 2024, 12:30 pm to 2:30 pm

Duration: 4 Weeks, \$124

#### KATOOMBA CENTRE

Wednesday 5 June 2024, 5:00 pm to 7:00 pm

Duration: 4 Weeks, \$124

### Writing a Romance Novel That Sells

The romance fiction market is the largest selling genre in the world. So how do you go about writing one? In this course you will not only learn the basics of subgenre, plot, characters and conflict: we will also discuss markets, publishers and agents, and the many ways you can publish your romance stories. We will also create a writing plan so you can finish that book.

#### WESTFIELD PENRITH

Monday 3 June 2024, 9:00 am to 11:00 am

Duration: 4 Weeks, \$124

### Writing to Heal

This course allows you to write and share your story in a safe environment. We all have a story to share with others and the most amazing part is that your story will on some level help someone or many others!

Join us on this writing journey where you get to put your story into words and start to heal, because when you can put your thoughts into words, you are healing that wound.

*Disclaimer\* Due to the nature of this course, there may occasionally be inclusion of sensitive material discussed (i.e. themes surrounding the content of participants personal stories.). By registering in this course, a student is understood to have given their informed consent to this exposure.*

#### ONLINE

Thursday 9 May 2024, 3:00 pm to 5:00 pm

Duration: 8 Weeks, \$197 Online on Zoom

### Writing Your Memoir

Writing your memoirs will lead you into emotionally difficult territory. However it can also be a therapeutic and beneficial experience demanding emotional honesty and bravery. How much of what you write will be the truth? And how do you select what to write about? Be prepared for a complex journey of self-discovery and soul-searching. In "Writing Your Memoir," we discuss how to choose a subject, plan, focus, and begin a memoir. We will also discuss what makes for good subjects in memoirs, the differences between an autobiography and memoir and address the idea of self-disclosure.

#### ONLINE

Saturday 29 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93 Online on Zoom



## Digital Life

### Business : Blogging

No matter what kind of company you have, you need to be blogging, even if you don't consider yourself a writer or blogger. Blogging is essential because your business blog offers another touch point with your customers. It's easy to do and there are several good reasons you should do it. Workshop No concessions.

#### ONLINE

Monday 3 June 2024, 9:30 am to 12:30 pm

Duration: 4 Weeks, \$148 Online on Zoom

### Computer : Beginners

A computer beginners course to help you operate a personal computer. Learn the components of a computer, what are peripheral devices, how to activate your computer, system security and go on a live tour of a personal computer learning the basics. Plus we take a look at Be Connected where you can further your online training when you get home. This course is delivered in a blend of face-to-face and self-paced online learning to develop the skills and knowledge required.

BSBTEC101 Operate digital devices

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 4:30 pm to 6:30 pm

Duration: 8 Weeks, \$332

#### WESTFIELD PENRITH WEEKEND

Saturday 11 May 2024, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$321 Workshop, No concession

#### WESTFIELD PENRITH

Friday 17 May 2024, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$321

### Computer : Beginners 2

The Computer Beginners course has been created for people with limited or poor basic knowledge of computers and MS Word. Participants need to have access to a computer either at home or at the library. Participating in Computer Beginners course will give you more knowledge and confidence in using this digital device.

CM123456 Computer Basics Tools

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 12:30 pm to 2:30 pm

Duration: 8 Weeks, \$285

### Computers : Office Skill Set

Learn how to utilise the most common Microsoft Office programs: Word, Excel, Power Point and Publisher.

This is ideal for the beginner and/or people who would like to get a better understanding of how these programs work. Basic computer experience is essential. This course is delivered in a blend of face-to-face and self-paced online learning to develop the skills and knowledge required.

BSBTEC101 Operate digital devices

BSBTEC201 Use business software applications

BSBTEC202 Use digital technologies to communicate in a work environment

BSBTEC203 Research using the internet

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

#### WESTFIELD PENRITH

Thursday 9 May 2024, 1:00 pm to 4:00 pm

Duration: 8 Weeks, \$352

#### WESTFIELD PENRITH WEEKEND

Saturday 1 June 2024, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$352

#### WESTFIELD PENRITH

Friday 7 June 2024, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$352

### Computers : Powerpoint

The possible uses of PowerPoint are countless. A slide show can help a teacher teach a lesson, illustrate an event in history, easily display statistical information, or be used for training in corporations. A slide show can be a valuable tool for teaching, sharing and learning. Whether presenting at a conference or convincing your parents to get a puppy, PowerPoint presentations are useful no matter what the topic and help communicate ideas to an audience.

BSBTEC303 Create electronic presentations

#### WESTFIELD PENRITH

Monday 13 May 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$125 Workshop, No concession

### STUDENT REVIEW What I liked most...

*Small class size allowed everyone a chance to participate and speak up.*

Marie Koen

Computer : Beginners with Subashree Rajah

### Computers : Word Beginners

MS Word is very popular and the most powerful Word Processing application in the market.

In this course you will learn how to use it's tools to digitally produce documents that are suitable in the workplace or for personal use.

BSBTEC301 Design and produce business documents

CM7059 Computer Basics

#### WESTFIELD PENRITH WEEKEND

Sunday 23 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$125 Workshop, No concession

### Design and produce business documents

Learn to design and produce various business documents. It includes selecting and using a range of functions on a variety of computer applications.

BSBTEC301 Design and produce business documents

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Design and produce complex spreadsheets

Use spreadsheet software to complete business tasks and produce complex documents.

BSBTEC402 Design and produce complex spreadsheets

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Design and produce spreadsheets

Learn to develop spreadsheets through the use of spreadsheet applications.

BSBTEC302 Design and produce spreadsheets

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning





### Excel : Beginners

If you would like to learn Excel this is the perfect place to start. Learn the basics about Excel functions and the different features Excel has to offer.

CM7138 Introductions

CM7019 Create Spreadsheets

#### WESTFIELD PENRITH

Monday 20 May 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$125

### Excel : Intermediate

Explore the basics of Microsoft Excel and spreadsheets. This course also requires participants to complete an assessment online after the session. This course is delivered in a blend of face-to-face and self-paced online learning to develop the skills and knowledge required.

BSBTEC302 Design and produce spreadsheets

#### WESTFIELD PENRITH

Monday 3 June 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$125 Workshop, No concession

### Operate digital devices

Gain the skills and knowledge required to start up and use a range of basic functions on digital devices.

BSBTEC101 Operate digital devices

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Pinterest for Business

Use Pinterest to get discovered by millions of people looking for things to plan, buy and do. Pinterest is a great platform to showcase your business products discovered by millions of users and increase your brand awareness. Workshop. No concessions.

#### ONLINE

Duration: 1 Session, This is a one to one workshop. Phone to book an appointment.

#### ONLINE

Duration: 1 Session, This is a one to one workshop. Phone to book an appointment.

*“Learning is the only thing the mind never exhausts, never fears, and never regrets.”*

– Leonardo da Vinci



### Tech Savvy Seniors

This course is designed to help seniors learn how to use a computer and feel comfortable using various applications that is available to them, for example, write a letter, send an email, online banking, creating files, how to search on the internet, staying safe online and much more.

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$0

### Touch Typing

Develop the basic skills of touch typing to an accuracy of at least 98%.

CM7022 Typing Speed and Accuracy

#### WESTFIELD PENRITH

Thursday 9 May 2024, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$285

### Use digital technologies to collaborate in a work environment

Understand the fundamentals of using digital technologies to collaborate in a workplace context, including working as part of a remote team. It involves undertaking a basic review of organisational processes to identify opportunities for using digital technologies to complete work tasks more efficiently and effectively.

BSBTEC404 Use digital technologies to collaborate in a work environment

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Use digital technologies to communicate in a work environment

Learn the skills and knowledge required to effectively identify, select and use available methods of digital communication in a workplace context. These methods may include email, instant messaging and other similar platforms.

BSBTEC202 Use digital technologies to communicate in a work environment

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Write complex documents

Plan, draft and finalise complex documents.

BSBWRT411 Write complex documents

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

**STUDENT REVIEW**  
**What I liked most...**

*It's very casual and informative.*

– Robert Rasa

Computer : Beginners  
with Subashree Rajah





## Healthy Life

### Art : Meditation for Good Health

In this course, you will be guided to create art through meditation. Art meditation is a creative way to a mindful life. Creating art is a type of meditation, an active training of the mind that increases awareness and emphasises acceptance of feelings and thoughts without judgement and relaxation of body and mind.

You will learn expressive painting techniques to help you let go of judgement and control.

Learn flow writing and how it can help you understand your paintings.

#### ONLINE

Thursday 9 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$197 Online on Zoom

### Bellydance for Beginners

Designed for absolutely everyone of all ages and body types, and with no dance experience required, this course will get you shaking and shimmying in no time! Focus is on fun and fitness, and movements will be broken down clearly and concisely in a patient, step by step way. Belly dance is a great way to improve fitness, self-confidence, and exercise hip and knees without jarring movements. It can also relieve stress, improve self-esteem, and is an amazing core workout!

#### WESTFIELD PENRITH

Monday 6 May 2024, 7:15 pm to 8:15 pm

Duration: 8 Weeks, \$124



### Communication, Boundaries and Managing Conflict

These workshops are designed to assist participants with the challenges and pitfalls of communicating at work or home. Participants will learn strategies to express themselves constructively, set boundaries and reduce conflict. Skills will include empathic-listening, verbal and non-verbal communications styles, asking for change and setting boundaries.

#### WESTFIELD PENRITH

Thursday 9 May 2024, 10:00 am to 12:00 pm

Duration: 4 Weeks, \$124

#### WESTFIELD PENRITH

Thursday 6 June 2024, 10:00 am to 12:00 pm

Duration: 4 Weeks, \$124

### Managing Stress and Increasing Resilience

We cannot avoid stress in today's rapidly changing world - so how do we live with stress and can we make it our friend? This course is designed to assist participants to identify and manage their stress levels and triggers, as well as develop effective coping strategies to increase their resilience. Topics include 'how to measure your stress' 'choices for managing stress' and 'de-stress my relationships'. The course will examine what resilience means for you, and ways to gain and maintain physical and emotional resilience.

#### WESTFIELD PENRITH

Thursday 9 May 2024, 12:30 pm to 2:30 pm

Duration: 4 Weeks, \$124

#### WESTFIELD PENRITH

Thursday 6 June 2024, 12:30 pm to 2:30 pm

Duration: 4 Weeks, \$124

### Meditation and Relaxation

This course is an introduction to a range of meditation styles and relaxation techniques. By the end of the course you will have practised a variety of meditations and be able to create your own personalised meditation routine relevant to your own daily routine.

#### ONLINE

Wednesday 8 May 2024, 10:00 am to 12:00 pm

Duration: 4 Weeks, \$124

### Tai Chi : Beginners

Come and enjoy the ancient relaxing Tai Chi movements which can bring harmony, peace and health to your body, mind and spirit.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 10:00 am to 11:00 am

Duration: 8 Weeks, \$124

### Tai Chi : Intermediate

Learn and refine the world's most popular set of Tai Chi with its 24 forms. Based on the Yang style, it is characterised by its gentle and graceful movements. It is as suitable for promoting health as it is for increasing fitness. This course is for those familiar with the Tai Chi for Beginners courses or anyone looking to progress further with their Tai Chi.

#### SPRINGWOOD HIGH SCHOOL

Monday 6 May 2024, 8:00 pm to 9:00 pm

Duration: 8 Weeks, \$124

**"OH, THE THINGS YOU CAN FIND, IF YOU DON'T STAY BEHIND." DR. SEUSS**





### Tai Chi Ch'uan : Improve Balance & Strengthen Legs

A series of exercises using the principles of Tai Chi Ch'uan to increase mobility by relaxation, mindfulness & body awareness, aligning with gravity, & practise.

Ch'uan is 'fist' suggesting power, but with training and awareness your body remains 'loose'. We relax and surrender to the ground, using gravity to hold us in balance. The power is effortless. We use the other person's energy and strength, for effortless power. The stillness within can defeat the tense energy from the other.

#### WESTFIELD PENRITH

Monday 6 May 2024, 10:30 am to 11:30 am

Duration: 8 Weeks, \$124

### Tai Chi for Beginners

Tai Chi is a fluid and gentle form of exercise suitable for anyone. This ancient practice has been shown to be one of the most effective means of improving general health and fitness, relaxation and flexibility. We will learn a simple and fun set of Tai Chi movements that can also become the basis for further progression.

#### SPRINGWOOD HIGH SCHOOL

Monday 6 May 2024, 7:00 pm to 8:00 pm

Duration: 8 Weeks, \$124 Time changed

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 6:00 pm to 7:30 pm

Duration: 8 Weeks, \$147

### Transitioning to Parenthood

The 4th trimester is a term given to the first 3 months after a baby is born. This is when you start getting to know and bond with your baby as a new member of your family. It also a time of great change, adjustment and many new parents have told me they wish they had been given more information about what to expect. This course will help to fill in those gaps and I look forward to sharing it with you soon.

#### WESTFIELD PENRITH

Thursday 6 June 2024, 10:00 am to 1:00 pm

Duration: 1 Day, \$61

#### WESTFIELD PENRITH

Thursday 11 July 2024, 10:00 am to 1:00 pm

Duration: 1 Day, \$61

*The purpose of learning is growth, and our minds, unlike our bodies, can continue growing as long as we continue to live."*

— Mortimer Adler

### The Wonderful World of the Toddler

Do you wonder why your gentle, calm child has suddenly become feisty, opinionated and fussy with food? This program, with a focus on brain development and emotional regulation will help you to understand these common experiences as your little one becomes more independent. It will also provide some tips and strategies to help manage this awesome but often very challenging period of a young child's life.

#### WESTFIELD PENRITH WEEKEND

Saturday 15 June 2024, 9:00 am to 12:00 pm

Duration: 1 Day, \$46

### Yoga for Absolute Beginners

Although a lot of people know about the proven physical, mental and emotional benefits of yoga, it can be very intimidating to start. This course is designed to be accessible for everyone, with a gentle pace and tailored instruction. The yoga style taught is Hatha yoga, which focuses on holding each pose for a few breaths before moving to the next. Classes will be closed with a short meditation. Everyone welcome!

#### WESTFIELD PENRITH

Monday 6 May 2024, 6:00 pm to 7:00 pm

Duration: 8 Weeks, \$124

## NEEDING WORKFORCE DEVELOPMENT OR A STEP INTO A CAREER IN CARING ?

See Page 29 for this & other full qualification programs.

Train in Certificate III in Individual Support CHC33021 (Ageing & Disability) in a fully equipped Simulated Environment.

If you're looking for skill sets & workforce development contact us to explore your options across qualifications.

**"ONE PERSON CARING ABOUT ANOTHER REPRESENTS LIFE'S GREATEST VALUE." JIM ROHN**



## Multilingual Life

### Ancient Greek : Introduction

Make a start on learning the language of Homer, Plato, Sophocles & Aristotle; study the culture that brought us History, Democracy, Philosophy, Physics and much more: the foundation of our civilisation. This is NOT a Modern Greek conversation class. You will NOT learn how to order souvlaki and retsina.

#### KATOOMBA CENTRE

Wednesday 8 May 2024, 12:30 pm to 2:30 pm

Duration: 8 Weeks, \$197

### Armenian

This is a beginner's course for those interested in learning Armenian and is suitable for work or travel purposes. The Armenian alphabet is not like any alphabet in the world. There are two modern dialects, Eastern and Western Armenian. Our course is designed to cater for both dialects. We will practise the vocabulary and grammatical conventions as well as writing the language.

#### WESTFIELD PENRITH

Monday 6 May 2024, 4:00 pm to 6:00 pm

Duration: 8 Weeks, \$197

### Chinese : Mandarin Beginners

Learning Mandarin is a path of exploration of the culture of one of the oldest civilisations on Earth. You will benefit by learning how to access and communicate with Chinese people, to make friends, gain cultural insight, create better business opportunities and boost your CV. This course will give you an amazing and interesting pronunciation experience as you learn how to sing and pronounce the language through activities and practices. The course will include many must-learn basic terms, most commonly used phrases, and daily conversations.

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Chinese : Mandarin Beginners 2

Continue to benefit by learning how to access and communicate with Chinese people, to make friends, gain cultural insight, create better business opportunities and boost your CV. The course will include many must-learn basic terms, most commonly used phrases, and daily conversations.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Chinese : Mandarin Beginners 3

Continue to benefit by learning how to access and communicate with Chinese people, to make friends, gain cultural insight, create better business opportunities and boost your CV. The course will include many must-learn basic terms, most commonly used phrases, and daily conversations.

#### WESTFIELD PENRITH

Thursday 9 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### French : Beginners

This course is designed to make you feel part of a group which want to discover new learning experiences in a friendly atmosphere. Your participation will be the necessary contribution for you to guarantee your motivation to learn. The results will reward you to progress to new knowledge with a desired objective.

#### KATOOMBA CENTRE

Tuesday 7 May 2024, 2:30 pm to 4:30 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Thursday 9 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### French : Beginners 2

This course is designed to make you feel part of a group which want to continue to discover new learning experiences in a friendly atmosphere. Your participation will be the necessary contribution for you to guarantee your motivation to learn. The results will reward you to progress to new knowledge with a desired objective.

#### SPRINGWOOD HIGH SCHOOL

Monday 6 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197



### French : Beginners 3

This course is designed to make you feel part of a group which want to continue to discover new learning experiences in a friendly atmosphere. Your participation will be the necessary contribution for you to guarantee your motivation to learn. The results will reward you to progress to new knowledge with a desired objective.

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

### French Conversation

This course is designed for individuals who already have a strong knowledge of the French language (grammar, vocabulary and are confident of their ability to speak the French language). In this course, you will be discussing French News and Actualities, French literature 21st Century, French cinema and French Sport, such as French Olympics 2024, and practice your french vocabulary with the game of French Scrabble.

#### KATOOMBA CENTRE

Tuesday 7 May 2024, 12:15 pm to 2:15 pm

Duration: 8 Weeks, \$197

### German : Beginners

Learn to speak German. This course is for beginners focusing on speaking skills while introducing elementary knowledge of the structure of the language suitable for work and/ or travel. You will not only gain an understanding of an interesting culture and its people, but also discover that learning the German language can be a lot of fun.

#### KATOOMBA CENTRE

Tuesday 7 May 2024, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Thursday 9 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### German : Beginners Continuing

Take your German to the next level and go beyond phrase book conversation! With exciting new topics and deeper understanding of German grammar, learn to read, write, speak and understand German confidently as we develop our fluency together. And of course, there will be songs, games, movies, treats and much more to make learning together as fun as it is rewarding. This course is suitable for anyone who's completed German With Happy Level 1 or 2 or a similar beginner's German course.

#### WESTFIELD PENRITH

Monday 6 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

IT'S EASY TO ENROL AND PAY ONLINE . . . SCAN THE QR CODE >



## Multilingual Life

### German : Intermediate

After four terms we've covered the essentials of German grammar and it's time to consolidate. This term we will be transitioning from a purely structured language course to more real-world reading and video, with more free-form discussion in German. This is supported by targeted grammar and content topics to keep advancing your skills.

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Introduction to Classical Nahuatl, language of the Aztecs

Nahuatl was the language of the Ancient Aztecs and dialects of it are still spoken in Mexico today. The Aztecs had their own hieroglyphic writing system which was mostly used to write dates, place and personal names. When the Spanish conquered Mexico in 1521 and introduced the alphabet, the indigenous peoples seized upon the opportunity it presented to record their legends, songs and histories, before much of their culture was destroyed by colonialism.

Today we can read this Aztec literature, which throws light on the preconquest and early colonial societies of Mexico.

#### KATOOMBA CENTRE

Wednesday 8 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$197

### Italian : Beginners

This course is designed to make you feel part of a group who want to discover new experiences in a learning environment. Your participation will be the contribution necessary for you to be kept motivated to learn. The results will reward you to progress to new knowledge with a desired objective

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

*"One language sets you in a corridor for life. Two languages open every door along the way."*

*Frank Smith*

### Italian : Beginners 2

This course is designed to make you feel part of a group who want to continue to discover new experiences in a learning environment. Your participation will be the contribution necessary for you to be kept motivated to learn. The results will reward you to progress to new knowledge with a desired objective

#### WESTFIELD PENRITH

Monday 6 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

### Italian : Beginners 4 Online

The course welcomes everyone interested in improving their Italian language skills in a fun and relaxed atmosphere from the comfort of their home. The program is focused on both grammar and communication skills with a simple pace that help students easily follow the lessons. If you already have basic knowledge of Italian language or have completed Italian Beginner 3 course, this online program is for you!

#### ONLINE

Friday 10 May 2024, 12:30 pm to 2:30 pm

Duration: 8 Weeks, \$179 Online on Zoom

### Italian : Beginners Online

If you are interested in learning how to speak Italian in a friendly environment and from the comfort of your home, you are more than welcome to join Italian Beginners group. You will learn about basic speaking, writing and reading skills which will help you build a foundation for all the future classes.

#### ONLINE

Friday 10 May 2024, 2:30 pm to 4:30 pm

Duration: 8 Weeks, \$179 Online on Zoom

### Italian : Intermediate Online

If you already have a great knowledge of Italian grammar and are confident in having conversations about various topics, this course is for you! The course is focused on all four aspects of language which are speaking, reading, listening and writing while helping students brush up their skills in a pace that is easy to follow. The course welcomes upper-intermediate students and those who have completed Italian Intermediate 3 course.

#### ONLINE

Friday 10 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179 Online on Zoom

### Japanese : Beginners

This course is designed for Japanese beginners to provide essential Japanese linguistic and cultural knowledge such as Japanese Hiragana letters, basic conversational Japanese and numbers.

#### WESTFIELD PENRITH

Monday 6 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

### Japanese : Beginners Continuing

This course is for those who have completed Japanese Beginners and would like to continue to enhance their knowledge of the Japanese Language.

There are many cognitive benefits of learning languages, including improved memory, problem-solving and critical-thinking skills, enhanced concentration, ability to multitask, and better listening skills.

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

**READY TO REGISTER? SEE PAGES 30-31 FOR REGISTRATION FORM**





## Multilingual Life

### Portuguese : Beginners

If you have the desire to learn a new language either for work or travel, then this is the course for you! This course covers the basic grammar to guide you and give you the confidence to enjoy everyday conversations.

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$197

### Russian : Beginners

This course is an introduction to Russian for beginners wishing to understand and practice the basics of the language for everyday use. The students will build general comprehension and communication skills in Russian, learn Cyrillic alphabet and practice conversation, reading, listening and writing. No prior knowledge of Russian is required.

#### WESTFIELD PENRITH

Monday 6 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

### Serbian Language and Culture: Beginner Online

Interested in learning Serbian? This beginner's course is the perfect place to start your journey. Whether your family is coming from a Serbian background or you would like to impress your Serbian friends, this course will help you learn to read, write and speak basic sentences such as greetings, introduction and asking and answering simple questions. Classes will be conducted in a relaxing and friendly atmosphere and taught by a native Serbian speaker. I hope to see you in class!

#### ONLINE

Tuesday 7 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179 Online on Zoom

### Spanish : Beginners

This course is for people interested in learning about the language and culture of Spain and Latin America and may come in useful for travel, personal enrichment and work situations.

#### KATOOMBA CENTRE

Monday 6 May 2024, 9:30 am to 11:30 am

Duration: 8 Weeks, \$197

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Spanish : Beginners 2

This course is suitable for those wishing to continue and develop their basic knowledge and increase their vocabulary in the Spanish language. We will focus on speaking, listening, writing and reading skills including grammar that are appropriate for the situation. It is recommended that you have access to a bilingual dictionary.

#### KATOOMBA CENTRE

Tuesday 7 May 2024, 9:30 am to 11:30 am

Duration: 8 Weeks, \$197

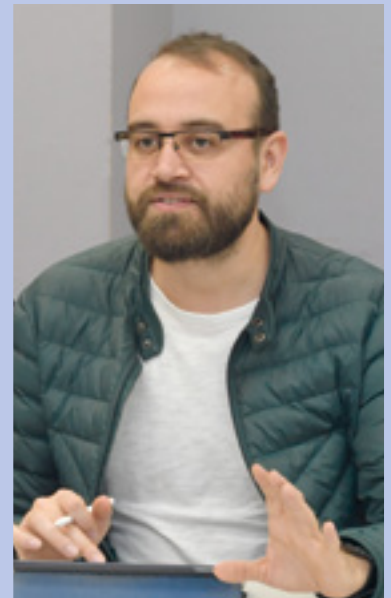
### Spanish : Beginners 3

This course is suitable for those wishing to continue and develop their basic knowledge and increase their vocabulary in the Spanish language. We will focus on speaking, listening, writing and reading skills including grammar that are appropriate for the situation. It is recommended that you have access to a bilingual dictionary and have completed the first two terms or have equivalent knowledge.

#### KATOOMBA CENTRE

Friday 10 May 2024, 9:30 am to 11:30 am

Duration: 8 Weeks, \$197



### Spanish : Beginners 4

This course is suitable for those wishing to continue and develop their basic knowledge and increase their vocabulary in the Spanish language. We will focus on speaking, listening, writing and reading skills including grammar that are appropriate for the situation. It is recommended that you have access to a bilingual dictionary.

#### WESTFIELD PENRITH

Thursday 9 May 2024, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$197

### Thai : Continuing

Learn the Thai Language through fun role play, we will learn about how to ask directions and count from 1-10 and how to order Thai food. We will also learn about the Thai street markets and how you can order and communicate with the Thai people, at the end of the last week we will also do a large group role play and everyone can practice ordering in Thai while also getting to enjoy the food.

#### WESTFIELD PENRITH

Monday 6 May 2024, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$197

*“Knowledge of languages is the doorway to wisdom.”*

*Roger Bacon*



**SEE PAGE 7 FOR GOVERNMENT SUBSIDISED TRAINING**





### Death & Taxes : Wills and Estate Planning Documents

Do you want to formalise how you want to be looked after (medically and financially) if you are unable to make your own decisions later in life? Do you want to ensure that upon your demise your estate is distributed according to your wishes – and do so in the most tax effective way? If so, then this course is for you.

#### WESTFIELD PENRITH WEEKEND

Saturday 6 July 2024, 10:00 am to 2:30 pm

Duration: 1 Day, \$70 Workshop, No concession

### English : Advanced

This class is for confident learners of English that would like to further their knowledge and build upon their skills. Previous training and/or exposure to the English language before attending is essential, as well as the ability to use the computer and internet.

FSKOCM007 Interact effectively with others at work

FSKWTG003 Write short and simple workplace information

CM7071 English Advance

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$0

### English : Basic Social Conversations

This course is for people who would like to practice speaking and listening in English to communicate with family and friends. It requires the ability to listen to and participate in basic spoken dialogues using English language.

SWEESD001 Engage in very short dialogues

#### WESTFIELD PENRITH

Friday 10 May 2024, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$0

### English : Beginners

This course is for students with a non-English speaking background and want to improve their skills to be able to communicate in English. We will focus on the basics and build on foundational skills to improve proficiency.

SWERSS001 Read very simple signs

SWEELT001 Listen to and engage in short simple spoken transactions

SWERWT001 Read and write simple social texts

#### WESTFIELD PENRITH

Friday 10 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$0



### English : Intermediate

This course is for people from language backgrounds other than English who would like to practice speaking and listening in English to communicate in the wider community.

CM72621 Comprehension

CM72841 Spelling and Writing

CM1020302 Sentence Structure

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$0

### Internet Beginners Toolkit

Navigating the online world can be a little tricky at first, but this course will teach you some essential skills to "Surf the Net", and look for information online.

#### WESTFIELD PENRITH

Saturday 22 June 2024, 4:00 pm to 6:00 pm

Duration: 3 Weeks, \$93

### Literacy Skills for Job Seekers

This course is for Job Active and/or DES providers who require their clients to fulfil Job Plan requirements and utilise NSW Government JobSearch as a pathway to employment. These clients may have difficulties due to their literacy skills engaging with myGov, linking and using their JobSearch dashboards and writing resumes and cover letters for job applications.

VU22363 Engage with simple texts to participate in the community

VU22351 Create short simple texts to participate in the community

VU22364 Participate in simple spoken interactions

VU22379 Identify community options

VU22381 Identify features of the health care system

#### WESTFIELD PENRITH

Monday 20 May 2024, 9:30 am to 2:30 pm

Duration: 4 Weeks, \$0 This Course is run on a Monday.

### Pronunciation

This course is for individuals from a non English-speaking background who are interested in learning techniques to improve their English pronunciation and have intermediate to advanced English language skills. The course is delivered through interactive exercises focusing on speech, sounds, intonation and social context.

CM7048 Pronunciation

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$0

### Reading and Writing : for People with a Mild Intellectual Disability

This course is designed for those with a disability who would like to be better equipped to live in a world with words and numbers. Please note that carers are required to support their students during the class.

SWERSS001 Read very simple signs

#### WESTFIELD PENRITH

Friday 10 May 2024, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$0

#### WESTFIELD PENRITH

Friday 10 May 2024, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$0

### Reading and Writing for Adults

This course is designed for those with English as a first language to increase skills in reading and writing in a relaxed atmosphere. It is aimed at those who would like to improve their literacy and numeracy skills for employment purposes.

SWERWT001 Read and write simple social texts

CM70341 Alphabet

CM730002 Sounds of the Alphabet

#### WESTFIELD PENRITH

Thursday 9 May 2024, 3:00 pm to 5:00 pm

Duration: 8 Weeks, \$0



### Apply communication skills

Learn to apply basic communication skills in the workplace, including identifying, gathering and conveying information along with completing assigned written information.

BSBCMM211 Apply communication skills

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Apply communication strategies in the workplace

Learn to facilitate and apply communication strategies in the workplace within any industry.

BSBXCM401 Apply communication strategies in the workplace

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Apply critical thinking to work practices

Learn to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation.

BSBCRT411 Apply critical thinking to work practices

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning



### Apply digital solutions to work processes

Learn the skills, knowledge and outcomes to integrate digital technologies into common management practice.

BSBTEC403 Apply digital solutions to work processes

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Build and maintain business relationships

Establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers.

BSBTWK401 Build and maintain business relationships

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Come Alive With Colour

Learn how to project confidence and master the art of illusion using colour and contrast. See the power of what wearing the colours that harmonise with your natural colouring can do to enhance your image, appearance and confidence, make your complexion appear more vibrant and take years off your appearance.

Introduce a greater range of colours and interesting combinations to your wardrobe to give yourself a stylish edge.

You'll discover your best clothing and makeup colours, your clothes will co-ordinate and your wardrobe will mix and match easily.

You will save time, energy and money when shopping as you will have a guide as to what works best for you.

#### WESTFIELD PENRITH WEEKEND

Saturday 25 May 2024, 9:00 am to 1:00 pm

Duration: 1 Day, \$80 Workshop, No concession

### Create electronic presentations

Gain the skills and knowledge required to design and produce electronic presentations using various applications and platforms.

BSBTEC303 Create electronic presentations

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning



### Deliver a service to customers

Gain the knowledge to deliver aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products, and processing customer feedback.

BSBOPS203 Deliver a service to customers

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Develop and apply thinking and problem solving skills

Discover how to solve problems, develop questions and respond to feedback on questions on workplace issues.

BSBCRT201 Develop and apply thinking and problem solving skills

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Develop and present business proposals

Learn to research the viability of ideas for business opportunities and develop and present proposals for viable options in formats suiting a range of stakeholders.

BSBESB302 Develop and present business proposals

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning



### Develop personal work priorities

Discover how to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.

BSBPEF402 Develop personal work priorities

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Dress to Impress : Men Only

Looking good makes you feel good. Spend a day learning how to choose clothes and accessories that compliment your body shape, image and colouring so that you look more confident, streamlined and in proportion. Learn how to buy clothes and suits that fit correctly and how to develop a wardrobe to suit your lifestyle and budget. Included in the cost of this workshop is the "Suit Yourself" workbook.

#### WESTFIELD PENRITH WEEKEND

Saturday 29 June 2024, 9:00 am to 3:00 pm

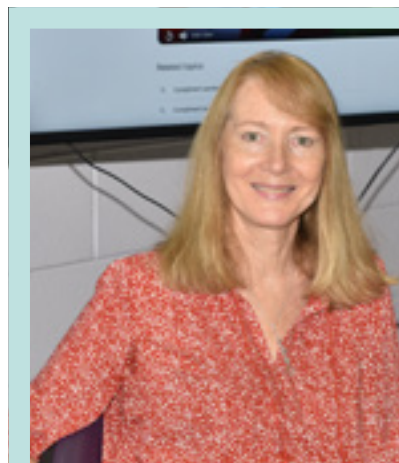
Duration: 1 Day, \$136 Workshop, No concession

### Facebook for Business

More than 1 million people use Facebook. Marketing on Facebook will help your business to create relationships and find new customers. Learn how to deliver your message to the right audience and improve your brand awareness online by creating engaging and compelling Facebook advertisements that will reach the right audience. Workshop No concessions.

#### ONLINE

Duration: 1 weeks, This is a one to one workshop. Phone to book an appointment.



### Individualised Job Skills

Developing your pathway into a role in the world of work in four sessions. Bring a learning goal or position with job criteria to the first session, in developing new goals for you. Research relevant information, and with assistance locate and list helpful organisations, industry, and career websites. Match job requirements to gain knowledge, skills, and interpersonal abilities map. Use your own requirements, job selection criteria and a word list to develop the matching process. How to research other positions.

#### ONLINE

Monday 6 May 2024, 6:00 pm to 8:00 pm

Duration: 4 Weeks, \$124 Online on Zoom

#### ONLINE

Wednesday 5 June 2024, 6:00 pm to 8:00 pm

Duration: 4 Weeks, \$124 Online on Zoom

### Introductory Business Skills

Not sure if the business world is for you? Take this introductory course to learn how to contribute to the health and safety of yourself and others, produce digital text documents and deliver and monitor a service to customers.

BSBWHS211 Contribute to the health and safety of self and others

BSBTEC201 Use business software applications

BSBOPS304 Deliver and monitor a service to customers

#### ONLINE

Self Directed and Supported Online Anytime E-Learning

### Job Seeking And Interview Skills

The aim of this course is to train participants to effectively look for employment utilising available resources. Have you been unsuccessful in gaining the job of your dreams? Do you want to know the "secret" that will turn that around? This workshop will prepare you to be job ready. You will gain confidence in communication and interview techniques as well as how to write your job application letter and resume.

#### ONLINE

Friday 10 May 2024, 3:00 pm to 5:00 pm

Duration: 4 Weeks, \$124 Online on Zoom

### LinkedIn for Business

Establishing a presence for your business on LinkedIn is an excellent way to build your brand awareness. Create a profile that will allow your business to connect with new networks as you join the over 53 million users currently on LinkedIn. Workshop No concessions.

#### ONLINE

Duration: 1 Session, This is a one to one workshop. Phone to book an appointment.

### Organise business meetings

Develop the skills to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.

BSBOPS405 Organise business meetings

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Organise personal work priorities

This unit describes the skills and knowledge required to organise personal work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

BSBPEF301 Organise personal work priorities

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Participate in sustainable work practices

Learn how to measure, support and find opportunities to improve the sustainability of work practices.

BSBSUS211 Participate in sustainable work practices

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Plan and apply time management

Gain the skills to implement time management processes to organise and complete work tasks. It also addresses skills and knowledge to seek and review feedback for performance improvement regarding time management and use technology appropriate to the task.

BSBPEF202 Plan and apply time management

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

### Plan and prepare for work readiness

Acquire skills to identify and document current skills and plan future skills development with support and supervision.

BSBPEF101 Plan and prepare for work readiness

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online Anytime E-Learning

IT'S EASY TO ENROL AND PAY ONLINE . . . SCAN THE QR CODE >







### Promote products and services

Gain the skills and knowledge required to co-ordinate and review the promotion of an organisation's products and/or services.

BSBMKG434 Promote products and services

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Public Speaking With Happy

Take your communication skills to the next level, wherever you are on your public speaking journey. This vibrant and interactive one-day workshop will give you fresh ideas to boost your confidence and skill as a speaker. Whether you are speaking in an impromptu or prepared setting, and whether you are speaking to inform, persuade or entertain, be prepared to roll up your sleeves and practice real speechcraft skills. The course will cover targeting your audience, vocal variety, rhetoric, body language, visual aids, humour, structure and much more.

#### WESTFIELD PENRITH WEEKEND

Saturday 11 May 2024, 10:00 am to 4:00 pm

Duration: 1 Day, \$93

### Research and develop business plans

Acquire the skills required to research and develop business plans for achieving business goals and objectives.

BSBESB401 Research and develop business plans

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Research using the internet

Gain skills and knowledge required to plan, conduct and present research using the internet within an organisational context.

BSBTEC203 Research using the internet

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Self Development and Modern Day Etiquette

In this fun Self-Development and Modern-Day Etiquette course, students will emerge with an enhanced sense of self-awareness, polished interpersonal skills, the ability to shine in social situations with the skills of modern day etiquette and unlocking their inner strengths to achieve their goals with confidence. Students will engage in dynamic comprehensive sessions that blend self-discovery with practical skills, empowering you to radiate confidence in any situation. Each person's journey is personal, this course is designed to help navigate you through social landscapes to achieve your goal be it career focused, meeting a partner, socialising, finessing your personal style or self-discovery.

#### WESTFIELD PENRITH

Tuesday 7 May 2024, 7:00 pm to 9:00 pm

Duration: 4 Weeks, \$124

### Simply Stylish

Learn how to understand your figure, where to camouflage your imperfections and how to improve your silhouette.

By taking a series of body measurements to ascertain your vertical and horizontal proportions, your figure will be analysed and your best clothing styles will be identified using a computer assisted figure and style analysis program. You will go home with a personalised Rapt in Style personal body shape analysis. This will be supported by a 92 page illustrated Rapt in Style workbook (valued at \$40.00, payable to your tutor at the workshop) covering all aspects of fashion, clothing details, shoes, accessories, jewellery, glasses, fashion identity, wardrobe planning and clothing selections.

#### WESTFIELD PENRITH WEEKEND

Saturday 8 June 2024, 9:00 am to 1:00 pm

Duration: 1 Day, \$127 Workshop, No concession

### Skills for Work

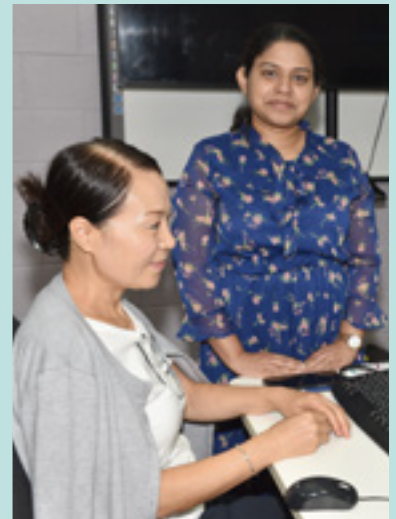
This course applies to individuals who use oral communication skills to participate in workplace teams to complete workplace activities.

FSKOCM006 Use oral communication skills to participate in workplace teams

FSKDIG002 Use digital technology for routine and simple workplace tasks

#### ONLINE

Duration: 8 weeks, \$0



### Use business resources

Gain the skills and knowledge required to identify, use and maintain resources to complete a variety of tasks under direct supervision.

BSBOPS101 Use business resources

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Use business software applications

Learn to select and use software and organise electronic information and data.

BSBTEC201 Use business software applications

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Work effectively in business environments

Learn the skills and knowledge required to work effectively in business environments. It includes identifying and working to organisational standards, managing workload and working as part of a team.

BSBOPS201 Work effectively in business environments

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

### Work effectively with others

Learn to work co-operatively with others and deal effectively with issues, problems and conflict.

BSBTWK201 Work effectively with others

#### ONLINE

Duration: 8 weeks, Self Directed and Supported Online  
Anytime E-Learning

*"Wisdom is not a product of schooling  
but of the lifelong attempt to acquire it."*

*Albert Einstein*





## Full Qualification Programs



# Accredited Training

Nepean Community College is a  
Registered Training Organisation (RTO ID 1223).

### Certificate II in Applied Digital Technologies - ICT20120

Are you interested in furthering your basic IT skills in a career focussing on multimedia? This nationally accredited course is the entry level qualification that provides you with foundation skills and knowledge to use information and communications technology (ICT) in any industry.

BSBWHS211 Contribute to the health and safety of self and others  
BSBSUS211 Participate in sustainable work practices  
BSBTEC202 Use digital technologies to communicate in a work environment  
ICTICT216 Design and create basic organisational documents  
BSBTEC303 Create electronic presentations  
BSBTEC302 Design and produce spreadsheets  
BSBTEC201 Use business software applications  
ICTICT214 Operate application software packages

ICTICT215 Operate digital media technology packages  
BSBTEC203 Research using the internet  
ICTICT213 Use computer operating systems and hardware  
BSBTEC301 Design and produce business documents

#### ONLINE

Thursday 16 May 2024, 9:00 am to 12:00 pm

Duration: 12 weeks, Fee Free

### Certificate III in Business - BSB30120

Give yourself the professional edge by gaining an accredited qualification in business services. This comprehensive course is designed to give you a wide range of specialised skills that will ensure you are an asset to any business team.

BSBSUS211 Participate in sustainable work practices  
BSBWHS311 Assist with maintaining workplace safety  
BSBCRT311 Apply critical thinking skills in a team environment  
BSBPEF201 Support personal wellbeing in the workplace  
BSBTWK301 Use inclusive work practices  
BSBTEC201 Use business software applications  
BSBTEC202 Use digital technologies to communicate in a work environment  
BSBPEF301 Organise personal work priorities  
BSBTEC301 Design and produce business documents

BSBTEC302 Design and produce spreadsheets  
BSBTEC303 Create electronic presentations  
BSBXC301 Engage in workplace communication  
BSBWHS332X Apply infection prevention and control procedures to own work activities

#### ONLINE

Wednesday 15 May 2024, 10:00 am to 4:00 pm

Duration: 16 Weeks, \$1320 If this is your second Full Qualification the standard fee is \$1580

### Certificate IV in Business - BSB40120 (Administration Specialisation)

Ramp up your resume by taking the next step in your business services career with this nationally recognised qualification. Move your basic computer skills to a more advanced level and develop your skills in working in a supervisory role.

BSBCRT411 Apply critical thinking to work practices  
BSBTEC404 Use digital technologies to collaborate in a work environment  
BSBTWK401 Build and maintain business relationships  
BSBWHS411 Implement and monitor WHS policies, procedures & programs  
BSBWRT411 Write complex documents  
BSBXC401 Apply communication strategies in the workplace  
BSBTEC303 Create electronic presentations  
BSBOPS405 Organise business meetings

BSBTEC402 Design and produce complex spreadsheets  
BSBPEF402 Develop personal work priorities  
BSBPEF403 Lead personal development  
BSBOPS304 Deliver and monitor a service to customers

#### ONLINE

Monday 13 May 2024, 10:00 am to 4:00 pm

Duration: 26 Weeks, \$1580 If this is your second Full Qualification the standard fee is \$1850

### Certificate III in Individual Support CHC33021 (Ageing & Disability)

This qualification, Certificate III in Individual Support CHC33021 (Ageing & Disability) is suitable for support workers who work in a community and/or residential setting as well as those who support people with a disability. If you follow an individualised plan to provide person-centred support to people who may require support, this course is for you. To achieve this qualification, you must complete at least 120 hours of work in a suitable agency or support group home. Students will need to obtain a Police Check and a Working With Children Check.

CHCCCS031 Provide individualised support  
CHCCCS038 Facilitate the empowerment of people receiving support  
CHCCCS040 Support independence and well-being  
CHCCOM005 Communicate and work in health or community services  
CHCDIV001 Work with diverse people  
CHCLEG001 Work legally and ethically  
CHCCCS041 Recognise healthy body systems  
HLTINF006 Apply basic principles & practices of infection prevention & control  
HLTWHS002 Follow safe work practices for direct client care  
CHCAGE011 Provide support to people living with dementia  
CHCAGE013 Work effectively in aged care

CHCPAL003 Deliver care services using a palliative approach  
CHCDIS011 Contribute to ongoing skills development using a strengths-based approach  
CHCDIS012 Support community participation and social inclusion  
CHCDIS020 Work effectively in disability support

#### WESTFIELD PENRITH

Wednesday 8 May 2024, 9:30 am to 2:30 pm

Duration: 8 Weeks, This course requires you to complete some units online self directed.  
\$1450 If this is your second Full Qualification the standard fee is \$1750

**THESE QUALIFICATIONS ARE FEE FREE FOR ELIGIBLE STUDENTS. CALL & CHECK YOUR ELIGIBILITY.**

## Cancellation of Courses

The College reserves the right to cancel or postpone any class due to under-enrolment or unexpected unavailability of the tutor.

## Fees

Are listed where payable with each course and are a once only cost payable on enrolment. This cost provides for Tuition and Administration costs only. Enrolment into a class will only be accepted on payment.

Note: NCC complies with ASQA Clause 7.3 and does not require more than \$1500 to be prepaid in advance for any course

## Confirmation

Confirmation of registration in an accredited course will be emailed to you, advising, if any, next steps to take to continue to course enrolment. Please note that registrations for all other courses are considered effective, unless we contact you to state otherwise.

## Who can enrol?

Unless otherwise stated, all courses and workshops are for people 15 years and over. Younger participants may be accepted if accompanied by a fee paying adult.

## Materials

Please ask for a materials list on registration. With the exception of Accredited Courses materials are not provided by the College unless stated. Students should allow for this cost when choosing a course.

## Refunds

A refund will only be made where the College cancels a course. Please choose your course carefully as the College cannot accept responsibility for changes in personal circumstances which prevent attendance. Once a course is planned, funds are then committed to course costs and cannot be refunded. Once a course has commenced, we regret we cannot arrange a transfer to another course. Requests for refund should be made in writing to the Principal. This refund policy does not remove your rights to take further action under the Australian Consumer Law.

## Concessions

NSW Government support provides Subsidies and Fee Free programs for vocational training. Contact the College for eligibility information. For other programs, Pensioners and Seniors Card holders, where the fee is up to and including \$120 the reduction is \$15. For all other courses the reduction is \$20. No concessions on seminars and workshops.

## Child Minding

The College does not provide facilities for child minding. Children cannot accompany participants in adult classes, both for the child's sake and the comfort of other participants.

## Companion Program for People With a Disability

Enrolment (excluding course materials) in any course for Companions of People with Disabilities is FREE where that Companion has enabled a person with a disability to participate in a College course. Contact the College for details as to which courses are easily accessible.

## Student Support

The College exists to provide opportunities to learn. It will make every effort to provide reasonable adjustments. All students who register an interest in accredited course will be asked to undertake a Language, Literacy and Numeracy assessment prior to enrolment. In this way we can identify any support you may need to complete the course and ensure it is available. We offer literacy support materials to assist any gaps identified by this assessment. We also work with the course facilitators to make reasonable adjustments to training plans if necessary

## Certification

When you have demonstrated competence against the assessment criteria for an Accredited training program you will be issued with a Statement of Attainment or Certificate. For all other courses you may request a Participation Certificate.

## Legislative Compliance

The College complies with all relevant State and Commonwealth laws in relation to the programs it offers

## Recognition of Prior Learning (RPL)

If you wish to have recognition of prior learning or current competencies recognised, contact us prior to enrolment to discuss your previous experience in person. We recognise AQF qualifications and Statements of Attainment issued by other Registered Training Organisations throughout Australia in line with AQTF Standards. We will contact the provider of your previous qualifications to confirm authenticity.

## Customer Service Guarantee

The College is committed to the provision of quality education and business training services. If you believe that the course did not cover the advertised content or fell short or your expectations please inform the College in writing. If you feel the College has been unjust and not acted in good faith in any issue including assessment, enrolment and course delivery, please contact the administration. If you feel the matter remains unresolved you are encouraged to contact the Principal. In turn the Principal has the opportunity to take matters to the College

## Privacy Notice

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETRA Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETRA Act) to disclose your personal information to the relevant state or territory training authority.

Beyond these requirements we will not disclose Personal Information we collect from you to a third party.

## The Unique Student Identifier (USI)

If you're Registering for Accredited Training you will be need to have a Unique Student Identifier (USI). These are easy to create and the How To Guide is available at [www.usi.gov.au](http://www.usi.gov.au)

## Where to find your Venue...

|                        |   |
|------------------------|---|
| Katoomba Centre        | TAFE Block B, 27 Parke St, Katoomba       |
| Mamre Homestead        | 181 Mamre Rd, Orchard Hills               |
| Springwood High School | Grose Rd, Faulconbridge                   |
| Stormer Music          | Suite 7, Lvl 1/20-22 Woodriff St, Penrith |
| Westfield Penrith      | Shop 115B, 585 High Street, Penrith       |
| Woodchix               | 95 Great Western Hwy, Emu Plains          |

I declare that the above information is correct and am willing to provide evidence of eligibility for funded programs on request



Autumn 2024 | April - June

# Take a Step...