25 Courses commence from October 7

Centre for Social Inclusion because everyone can learn and discover.
**Fee Free Scholarships and Concessions.**

**Are you Eligible for Concessions Under Smart and Skilled?**

Concession-eligible means that you receive a Commonwealth Government payment/allowance or you or your parent/guardian hold one of the following pensioner concession cards issued by Centrelink:

- Age Pension
- Austudy
- Carer Payment (this does not include the Carer Allowance or Carer Adjustment Payment)
- Disability Support Pension
- Family Tax Benefit Part A (maximum rate)
- Parenting Payment (Single)
- Exceptional Circumstances Relief
- Farm Household Allowance Payment
- Newstart Allowance
- Sickness Allowance
- Veterans’ Affairs Pensions - Widow Allowance
- Wife Pension
- Special Benefit
- Veterans’ Children Education Scheme - Widow B Pension
- Youth Allowance

*Note: A NSW Apprentice on a Newstart Allowance is not eligible for a concession fee. A NSW New Entrant Trainee on a Newstart Allowance is not eligible for a concession fee.*

*Fee Free Scholarships are designed to help people (15-30 years old) who are eligible for concession fees to complete their training under Smart and Skilled without paying a student fee. Concession-eligible young people living in NSW Social Housing or on the waiting list for NSW Social Housing are given priority under Fee-Free Scholarships.*

Call (02) 4724 9000 to find out about your eligibility.

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**Traineeships**

- Certificate II in Business (BSB20115)*
- Certificate II in Information, Digital Media and Technology (ICT20115)*
- Certificate III in Business Administration (BSB30415)*
- Certificate III in Individual Support (CHC33015)*
- Certificate IV in Disability (CHC43115)*
- Certificate IV in Small Business Management (BSB40415)*
- Certificate IV in New Small Business (BSB42615)*

Traineeship Fee is $1,000 with the exception of BSB20115* which is $870
Concession Fee $240 with the exception of BSB20115* which is $160
*This training is subsidised by the NSW Government

Fee Free for People With A Disability and Aboriginal and Torres Strait Islanders

**If you are currently in training but need support consider**

- Certificate I in Access to Vocational Pathways (FSK10113)*
- Certificate I in General Education for Adults (22236VIC)*
- Certificate II in General Education for Adults (Introductory) (22235VIC)*
- Certificate II in General Education for Adults (22237VIC)*
- Certificate II in Skills for Vocational Pathways (FSK10213)*
- Certificate II in Skills for Work and Vocational Pathways (FSK20113)*

*This training is subsidised by the NSW Government

Fee Free for People With A Disability and Aboriginal and Torres Strait Islanders

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**Accredited Training**

Nepan Community College is a Registered Training Organisation (RTO Number 1223). Our aim is to ensure that your learning is recognised. In keeping with this aim the following courses provide you with Statements of Attainment where the Units of Competency are listed with the Course Description.
**Reading and Writing 2 for People with a Disability**

This course is designed for those with a disability who would like to build on their reading and writing skills. We will use texts in everyday contexts and use computers to support our learning. Please note that carers are required to help during the class. The course fee may be reduced for those who satisfy the requirements determined by the Government.

**PENRITH HIGH SCHOOL**

**Tuesday 7 February 2017, 7:00 pm to 9:00 pm**

Duration: 8 weeks, Please contact the college to see if you are eligible for funding.

**Reading and Writing for Adults**

This course aims to increase confidence in reading, writing and spelling skills in a relaxed atmosphere. It is aimed at those who would like to improve their literacy and numeracy skills for employment purposes. The course fee may be reduced for those who satisfy certain requirements determined by the Government.

**PENRITH HIGH SCHOOL**

**Thursday 9 February 2017, 10:00 am to 12:00 pm**

Duration: 8 weeks, Please contact the college to see if you are eligible for funding.

**Did you know you might be eligible for Fee Free training?**

Call the College to see if you’re eligible on 47249000.
Centre for Social Inclusion

Digital - Literacy

Computers : Beginners
If you are thinking of buying a computer or just don’t know how to use it, this course is the right choice. This accredited course is from Certificate I in Information, Digital Media and Technology. You will learn about the Windows operating system, spreadsheets, writing letters and go on the internet in a relaxed and informative environment. No experience is required.
ICTICT101 Operate a personal computer
ICTICT102 Operate word-processing applications
ICTICT105 Operate spreadsheet applications
ICTICT103 Use, communicate and search securely on the internet
WESTFIELD PENRITH
Tuesday 7 February 2017, 6:00 pm to 8:00 pm
Duration: 8 Weeks, $105
WESTFIELD PENRITH WEEKEND
Saturday 4 March 2017, 10:00 am to 4:00 pm
Duration: 3 Weeks, $252 Workshop, no concession
WESTFIELD PENRITH
Thursday 23 March 2017, 10:00 am to 4:00 pm
Duration: 3 Weeks, $252

Computers : Excel Level 1
This course aims to give the new spreadsheet user a thorough grounding in the basics of creating spreadsheets and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques and sound formatting and design principles.
BSBITU101 Operate a personal computer
BSBITU402 Develop and use complex spreadsheets
WESTFIELD PENRITH WEEKEND
Sunday 19 March 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concession
WESTFIELD PENRITH
Tuesday 7 February 2017, 6:00 pm to 8:00 pm
Duration: 8 Weeks, $105

Computers : Excel Level 2
Microsoft Excel 2010 Level 2 is the second of a 3-Level study program for Microsoft Excel 2010. This level extends your basic knowledge of Excel and provides you with the skills and knowledge to produce more effective and productive workbooks. It covers formulae and function techniques, more intricate formatting, setting complex printing options, using intricate charting features and working more effectively with existing worksheets and workbooks.
BSBITU404 Produce spreadsheets
BSBWOR204 Use business technology
WESTFIELD PENRITH WEEKEND
Sunday 5 March 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concessions

Computers : Excel Level 3
This course will provide you with the skills and knowledge to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking and Solver and create and use macros.

Employability

Job Ready Workshop
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.
BSBLED01 Plan skills development
VU20009 Participate in job seeking activities
WESTFIELD PENRITH
Wednesday 15 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114

Skills For Work
This program is aimed at young people between the ages of 15 and 24 who are currently not working yet are thinking about employment and further education. The program will cover nine units of competencies from Certificate I, II in Business and Certificate III in Business Administration. This course will give you skills in communication, working with others, organising your work and computer skills - essentially a suite of marketable work skills.
BSBLED01 Plan skills development
BSBSUS201 Participate in environmentally sustainable work practices
BSBMM201 Communicate in the workplace
BSBMM101 Apply basic communication skills
BSBWOR203 Work effectively with others
BSBWOR202 Organise and complete daily work activities
BSBWOR301 Organise personal work priorities and development
BSBITU201 Produce simple word processed documents
BSBITU202 Create and use spreadsheets
WESTFIELD PENRITH
Thursday 9 February 2017, 10:00 am to 4:00 pm
Duration: 10 Weeks,
Getting Started with Twitter
Learn how to join Twitter, a huge social networking site where you can follow your friends, family and even your favourite celebrities.
Digital Hub Westfield
Monday 20 March 2017, 2:00 pm to 3:00 pm
Duration: 1 Lesson, $25

Google Maps
Discover how to use Google Maps, the navigation tool which will let you set a driving route, check out your house with satellite views, street view and more.
Digital Hub Westfield
Monday 6 March 2017, 2:00 pm to 3:00 pm
Duration: 1 Lesson, $25

iPad
Get the most out of your Apple iPad by adjusting settings, learning how to download apps and much more.
Digital Hub Westfield
Monday 10 April 2017, 12:30 pm to 1:30 pm
Duration: 1 Lesson, $25
iPad II
If you’ve done the iPad course, this will give you a little extra. Learn about using iTunes cards, downloading Apps and organising your screen.
Digital Hub Westfield
Monday 10 April 2017, 2:00 pm to 3:00 pm
Duration: 1 Lesson, $25

Learn about E-Readers
Learn about the different types of e-readers and their capabilities, so that you can get the most out of it and choose the one that’s right for you.
Digital Hub Westfield
Monday 20 March 2017, 6:30 pm to 7:30 pm
Duration: 1 Lesson, $25

Online Banking
Start paying your bills, keep track of your credit cards and look after your finances with this introductory course in online banking.
Digital Hub Westfield
Monday 6 March 2017, 6:30 pm to 7:30 pm
Duration: 1 Lesson, $25

Protect Yourself from Viruses
Gain the skills you’ll need to protect your computer from nasty things like viruses, spyware and malware.
Digital Hub Westfield
Monday 20 March 2017, 12:30 pm to 1:30 pm
Duration: 1 Lesson, $25

Searching with Google
Get handy tips and tricks on how to make the most of Google, the world’s most popular search engine.
Digital Hub Westfield
Monday 13 February 2017, 12:30 pm to 1:30 pm
Duration: 1 Lesson, $25

Shopping Online
Learn how to buy online in this short course, and learn how to be secure and safe while picking up the best bargains.
Digital Hub Westfield
Monday 13 March 2017, 2:00 pm to 3:00 pm
Duration: 1 Lesson, $25

Skype
Start using Skype, the free voice communication software. Skype will save you a lot of money on calls while allowing you to keep in touch via video or voice.
Digital Hub Westfield
Monday 13 March 2017, 6:30 pm to 7:30 pm
Duration: 1 Lesson, $25

Start Using the Internet
If you haven’t used the Internet or find it too daunting, this short course will take you through the steps you’ll need.
Digital Hub Westfield
Monday 6 March 2017, 12:30 pm to 1:30 pm
Duration: 1 Lesson, $25

Watching TV Online
Learn how to catch up on your favourite shows using a variety of online resources.
Digital Hub Westfield
Monday 3 April 2017, 12:30 pm to 1:30 pm
Duration: 1 Lesson, $25

Word Processing 1
Learn the basics of a word processor in this short course.
Digital Hub Westfield
Monday 27 February 2017, 12:30 pm to 1:30 pm
Duration: 1 Lesson, $25

Word Processing 2
Gain more skills in this second level of Word Processing.
Digital Hub Westfield
Monday 27 March 2017, 2:00 pm to 3:00 pm
Duration: 1 Lesson, $25

Penrith City Library offers a drop-in Help Desk service available 7 days a week from 10am - noon for minor technology issues and questions such as:
• using your computer
• connecting to Wi-Fi
• searching the internet
• using Penrith City Library’s online resources, and
• help with new technology like iPads, smart phones, e-readers, etc.

No need to book - the Digital Help Desk is run on a first-in, first-served basis. You are encouraged to bring along your own equipment for help desk support.

(This service is for technology training only. Technical support for faults and repairs on the Library’s public PC network should be referred to staff at the Library’s main Service Desk.)
Looking for a Full Nationally Recognised Qualification?

The College provides the following face to face and supported with online tutorial support. As a Community Education provider your investment contributes not only to your learning but your community as well. (You may also be eligible for Fee Free Scholarships or Concessions. See page 24)

**Certificate I in Information, Digital Media and Technology**

Are you looking for work? Do you feel left out because you haven’t any IT skills? If this describes you, come and do Certificate I in IT. This course will give you the skills to operate a computer, use word-processing packages as well as enable you to be connected with the world wide web.

- ICTICT101 Operate a personal computer
- ICTICT102 Operate word-processing applications
- ICTICT103 Use, communicate and search securely on the internet
- ICTICT104 Use digital devices
- ICTICT105 Operate spreadsheet applications
- ICTICT106 Operate presentation packages

**KATOOMBA CENTRE**

Friday 10 February 2017, 9:30 am to 3:30 pm

Duration: 16 Weeks, $870

**WESTFIELD PENRITH**

Friday 10 February 2017, 2:00 pm to 5:00 pm

Duration: 8 Weeks, $220

**Certificate II in Information, Digital Media & Technology**

Are you looking for work? Do you have some IT skills yet need more? If this describes you, come and do Part 1 of Certificate II in IT. This course will give you the skills to install software packages and use digital media as well as become familiar with databases.

- BSBWSHS201 Contribute to health and safety of self and others
- BSBUS201 Participate in environmentally sustainable work practices
- ICTICT201 Operate a personal computer
- ICTICT202 Work and communicate effectively in an ICT environment
- ICTICT203 Install software applications
- ICTICT204 Operate a digital media technology package
- ICTICT205 Design basic organisational documents using computing packages
- ICTICT206 Install software applications
- ICTICT207 Use social media tools for collaboration and engagement

**WESTFIELD PENRITH**

Wednesday 8 February 2017, 10:00 am to 4:00 pm

Duration: 16 Weeks, $870

**Certificate II in Business**

This qualification is aimed at those who are employed in, or wishing to be employed in an administrative position performing a range of mainly routine tasks. To achieve the full qualification, BSB20115 Certificate II in Business, you must complete the 12 units. These include communication skills, working in a team, WHS, using business equipment, customer service and prioritising work tasks.

- BSBADM101 Use business equipment and resources
- BSBWSHS201 Contribute to health and safety of self and others
- BSBIND201 Work effectively in a business environment
- BSBMM201 Communicate in the workplace
- BSBINM201 Use business equipment and resources
- BSBWOR201 Handle mail
- BSBITU201 Communicate electronically
- BSBINM201 Process and maintain workplace information
- BSBWOR301 Organise personal work priorities and writing documents using business
- BSBUS201 Deliver a service to customers
- BSBWOR203 Work effectively with others
- BSBITU201 Produce simple word processed documents
- BSBITU202 Create and use spreadsheets

**KATOOMBA CENTRE**

Friday 10 February 2017, 9:30 am to 3:30 pm

Duration: 16 Weeks, $870

**WESTFIELD PENRITH**

Tuesday 14 March 2017, 10:00 am to 4:00 pm

Duration: 16 Weeks, $1310

**Certificate III in Business Administration**

Certificate III in Business Administration (BSB30415) consists of 2 core and 11 elective units. This course will give you the skills to use a keyboard, customer service skills and powerpoint presentations, WHS and spreadsheets, work priorities and writing documents using business technology. You will be able to apply these skills in a broad range of administrative roles. This course is a combination of classroom activities and self paced learning.

- BSBITU201 Deliver and monitor a service to customers
- BSBWRT301 Write simple documents
- BSBWOR301 Organise personal work priorities and development
- BSBITU201 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU306 Design and produce business documents
- BSBITU309 Produce desktop published documents
- BSBADM302 Produce texts from notes
- BSBWOR204 Use business technology

**KATOOMBA CENTRE**

Thursday 9 February 2017, 9:30 am to 3:30 pm

Duration: 16 Weeks, $1310

**WESTFIELD PENRITH**

Friday 10 February 2017, 10:00 am to 4:00 pm

Duration: 16 weeks, $1310

**Certificate III in Individual Support**

This qualification, Certificate III in Individual Support CHC33015, 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.

- CHCC33015 Provide individualised support
- CHCC33023 Support independence and wellbeing
- HLTAAP001 Recognise healthy body systems
- CHCDIS003 Support community participation and social inclusion
- CHCDIS001 Contribute to ongoing skills development using a strengths-based approach
- CHC33007 Facilitate the empowerment of people with disability
- CHCLEG001 Work legally and ethically
- CHCADV001 Facilitate the interests and rights of clients
- CHCR001 Support group activities

**KATOOMBA CENTRE**

Friday 10 February 2017, 10:00 am to 4:00 pm

Duration: 16 Weeks, $1440

**WESTFIELD PENRITH**

Tuesday 14 March 2017, 10:00 am to 4:00 pm

Duration: 16 weeks, $1440
Are you looking for work? Do you have some IT skills yet need more? If this describes you, come and do Certificate III in IT. This course will give you the skills to install and operate software packages and run diagnostic tests in sustainable environments.

BSWHS304 Participate effectively in WHS communication and consultation processes  
BSBSUS401 Implement and monitor environmentally sustainable work practices  
ICTICT202 Work and communicate effectively in an ICT environment  
ICTICT301 Create user documentation  
ICTICT302 Install and optimise operating system software  
ICTICT303 Run standard diagnostic tests  
ICTICT307 Operate application software packages  
BSRPR301 Comply with organisational requirements for protection and use of intellectual property  
ICTICT304 Implement system software changes  
ICTICT308 Use advanced features of computer applications  
ICTICT307 Customise packaged software applications for clients  
ICTICT409 Develop macros and templates for clients using standard products  
ICTICT305 Identify and use current industry specific technologies  
ICTICT306 Migrate to new technology  
ICTNWK306 Evaluate characteristics of cloud computing solutions and services  
BSREBU401 Review and maintain a website  
ICTWEB201 Use social media tools for collaboration and engagement

**WESTFIELD PENRITH**
Wednesday 6 February 2017, 10:00 am to 4:00 pm  
Duration: 20 Weeks, $1720

**Certificate IV in Business Administration**

You already have well-developed administrative skills however you need to develop skills in organising meetings and administer projects, maintaining business resources and developing your team’s skills. This course is aimed at people in a leadership role or those aspiring to be a leader.

BSBCUS402 Address customer needs  
BSBCUS401 Coordinate implementation of customer service strategies  
BSWRT401 Write complex documents  
BSRTU401 Design and develop complex text documents  
BSBCM401 Make a presentation  
BSBADM405 Organise meetings  
BSBADM407 Administer projects  
BSRINN301 Promote innovation in a team environment  
BSBTS401 Maintain business technology  
BSBTA401 Design databases

**WESTFIELD PENRITH**
Thursday 9 February 2017, 10:00 am to 2:00 pm  
Duration: 10 Weeks, $1940

**Certificate IV in Information, Digital Media & Technology**

Are you looking for work? Do you have some IT skills yet need more? If this describes you, come and do Certificate III in IT. This course will give you the skills to install and operate software packages and run diagnostic tests in sustainable environments.

BSWHS304 Participate effectively in WHS communication and consultation processes  
BSBSUS401 Implement and monitor environmentally sustainable work practices  
ICTICT202 Work and communicate effectively in an ICT environment  
ICTICT301 Create user documentation  
ICTICT302 Install and optimise operating system software  
ICTICT303 Run standard diagnostic tests  
ICTICT307 Operate application software packages  
BSRPR301 Comply with organisational requirements for protection and use of intellectual property  
ICTICT304 Implement system software changes  
ICTICT308 Use advanced features of computer applications  
ICTICT307 Customise packaged software applications for clients  
ICTICT409 Develop macros and templates for clients using standard products  
ICTICT305 Identify and use current industry specific technologies  
ICTICT306 Migrate to new technology  
ICTNWK306 Evaluate characteristics of cloud computing solutions and services  
BSREBU401 Review and maintain a website  
ICTWEB201 Use social media tools for collaboration and engagement

**WESTFIELD PENRITH**
Wednesday 6 February 2017, 10:00 am to 4:00 pm  
Duration: 20 Weeks, $1720

**Certificate IV in Business (Governance)**

If you are a board member or a public servant working with Aboriginal and/or Torres Strait Islander people, this is the course for you. This course is about protecting the cultural values of the organisational implementing plan and communicating with other board members and the community. It’s delivered in workshops and also by distance.

BSBATSIL412 Participate effectively as a board member  
BSBATSIM421 Support a positive and culturally appropriate workplace culture  
BSBATSIW417 Select and use technology  
BSBATSIM419 Contribute to the development and implementation of organisational policies  
BSBATSIL411 Undertake the roles and responsibilities of a board member  
BSBADM407 Administer projects  
BSBADM405 Organise meetings  
BSBCMM401 Make a presentation  
BSBTS401 Maintain business technology  
BSBTA401 Design databases

**WESTFIELD PENRITH**
Wednesday 9 February 2017, 10:00 am to 2:00 pm  
Duration: 10 Weeks, $1940

**Certificate III in Disability**

This qualification, Certificate IV in Disability CHC43115, will give you the skills to train and support and empower the person with a disability to achieve greater levels of independence, self-reliance, community participation and well being. You will gain the knowledge to promote a person-centred approach for the person with a disability and the skills to supervise and/or co-ordinate a small team.

To achieve this qualification, you must complete at least 120 hours of work in a suitable agency or support group home.

BSCHC43101 Provide individualised support  
BSCHC43102 Follow established person-centred behaviour supports  
BSCHC43105 Develop and provide person-centred service responses  
BSCHC43107 Facilitate the empowerment of people with disability  
BSCHC43108 Facilitate community participation and social inclusion  
BSCHC43109 Facilitate ongoing skills development using a person-centred approach  
BSCHC43110 Provide person-centred services to people with disability with complex needs  
BSCHC43111 Work with diverse people  
BSCHC43112 Manage legal and ethical compliance  
BSCHC43113 Recognise healthy body systems  
BSCHC43114 Follow safe work practices for direct client care  
BSCHC43115 Facilitate the interests and rights of clients  
BSCHC43116 Support independence and wellbeing  
BSCHC43117 Show leadership in the workplace

**WESTFIELD PENRITH**
Tuesday 7 February 2017, 6:00 pm to 9:00 pm  
Duration: 30 Weeks, $1570 Please contact the office to see if you are eligible for concession or a fee free scholarship, payment plans are available.

**Certificate IV in New Small Business**

Certificate IV in New Small Business (BSB42615) consists of 4 core and 6 elective units. To obtain this qualification it is necessary to complete all 10 units. You may have your job specific skills but like many Small Business people you lack well rounded business management skills. This training is a blend of face to face and self-paced learning with ongoing support by your trainer.

BSBSMB401 Establish legal and risk management requirements of small business  
BSBSMB402 Plan small business finances  
BSBSMB403 Market the small business  
BSBSMB404 Undertake small business planning  
BSBREL402 Build client relationships and business networks  
BSBCUS402 Address customer needs  
BSBSMB407 Manage a small team  
BSBSMB408 Manage personal, family, cultural and business obligations  
BSRINN301 Promote innovation in a team environment  
BSBMKG401 Profile the market

**WESTFIELD PENRITH**
Wednesday 8 February 2017, 10:00 am to 4:00 pm  
Duration: 20 Weeks, $1720

**TAE10 Training and Assessment Clusters**

SEE PAGE 19 for the Learning Design and Work Skills cluster dates for this term

**Accredited Training**

Nepean Community College is a Registered Training Organisation (RTO Number 1223). Our aim is to ensure that your learning is recognised. In keeping with this aim the courses in this program provide you with Statements of Attainment where the Units of Competency are listed with the Course Description.