Summer 2017, January - April

Collaborate...

www.ncc.nsw.edu.au
Ph: 4724 9000
Collaborate...

Latin Scholars and people who love old school mottos might be interested to know that collaborate is two Latin words, col- ‘together’ and laborare ‘to work’.

I’m interested because watching people in classes in the College shows me over and over that working together is something we enjoy and is something we enjoy and is something that produces more than any one person can do alone.

So for all of the convenience and information out there on the internet, text and even rich media are no substitute for actually interacting with other people working together to create and develop.

Laughter echoes when we’re alone in an empty room but amplifies when we are a group sharing new ideas, new skills and new learning.

You can join a group in any of the 300 plus courses in the Summer Program or call us and talk about creating a group or if you are part of an existing group who could develop through training or education.

Call and talk to the College team about what you would like to be collaborating on.

Eric Wright,
Principal.

Enrolment Form and Information
Nepean Community College

because we believe in life long, life wide, learning communities.
Art & Craft Courses

Art : An Introduction
A fun class taking you on a creative journey through a range of materials and techniques, experimenting with drawing using pencil, charcoal, pen, ink, wash, twigs and pastels. We’ll then mix it up with acrylics, or gouache.
KATOOMBA CENTRE
Friday 10 February 2017, 10:00 am to 12:00 pm
Duration: 8 Weeks, $179

Art : Basic Drawing and Watercolour
Use the principles of watercolour to create an artwork that you will be proud to display. You will choose the materials to begin drawing the basics then progress to completing your artwork in watercolour.
KATOOMBA CENTRE
Wednesday 8 February 2017, 10:00 am to 12:00 pm
Duration: 8 Weeks, $179

Art : Botanical Drawing and Painting
During this course you will learn how to draw and paint plant life using watercolour. No experience is required.
KATOOMBA CENTRE
Wednesday 8 February 2017, 10:00 am to 12:00 pm
Duration: 8 Weeks, $179

Art : Drawing
In this class you will learn new ways of drawing using a range of techniques. You will obtain a different perspective using these new skills that will help you with your creativity.
PENRITH HIGH SCHOOL
Wednesday 8 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

Art : Drawing, Painting and Watercolour
In this course our experienced tutor will offer practical demonstrations in the various media so that you can build your talent and improve your techniques in drawing and painting with watercolour.
SPRINGWOOD HIGH SCHOOL
Monday 6 February 2017, 7:30 pm to 9:30 pm
Duration: 8 Weeks, $179

WESTFIELD PENRITH
Friday 10 February 2017, 10:00 am to 12:00 pm
Duration: 8 Weeks, $179

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 glitters and use shading techniques to create beautiful works of art. You don’t need any experience so come along and create!
PENRITH HIGH SCHOOL
Monday 6 February 2017, 7:15 pm to 9:15 pm
Duration: 8 Weeks, $179

Art : How to Draw
Drawing is a skill that can be learnt! Discover the secrets of drawing by following a series of progressive tasks. Explore the potential of pencils and charcoal as you learn to draw shapes in their correct proportions and render depth with perspective and tone. Awaken the creative right side of your brain to see as an artist and apply your new skills to a realistic animal portrait study.
WESTFIELD PENRITH
Monday 6 February 2017, 1:00 pm to 3:00 pm
Duration: 8 Weeks, $179

Art : Intense Drawing for Beginners
This course will give you the confidence to draw buildings and landscapes using perspective, lighting and shading.
KATOOMBA CENTRE
Monday 6 February 2017, 6:30 pm to 8:30 pm
Duration: 8 Weeks, $179

KATOOMBA CENTRE
Wednesday 8 February 2017, 1:00 pm to 3:00 pm
Duration: 8 Weeks, $179

Art : Intense Painting
With plenty of time to paint in your preferred medium, be guided while you learn to use your oils/acrylics/pastels or watercolour paints. This course is for those at any level who wish to learn a new medium or develop their technique.
KATOOMBA CENTRE
Tuesday 7 February 2017, 1:00 pm to 4:00 pm
Duration: 5 Weeks, $167

Art : Learn to Paint using Watercolour
Learn how to exploit the wonderful and unique characteristics of watercolour while playing with the basic principles of drawing, composition and colour theory - and have a great time!
KATOOMBA CENTRE
Tuesday 7 February 2017, 10:00 am to 12:00 pm
Duration: 8 Weeks, $179

KATOOMBA CENTRE
Thursday 9 February 2017, 6:00 pm to 8:00 pm
Duration: 8 Weeks, $179

Art : Oil Painting
Come along and explore the endless possibilities in painting with oils. During the class you will gain the necessary skills to produce quality work in this medium.
WESTFIELD PENRITH
Wednesday 8 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

Art : Painting
You will learn and expand your knowledge of painting including techniques, the ways to apply paint, as well as the principles of composition.
PENRITH HIGH SCHOOL
Thursday 9 February 2017, 6:00 pm to 8:00 pm
Duration: 8 Weeks, $179

Art : Pressing Flowers and Designing Artwork
Come to this exciting new course and use nature to create beautiful art works. You will press flowers to create unique and stunning art designs that can be given as gifts or to re-decorate your home.
WESTFIELD PENRITH
Monday 6 February 2017, 9:30 am to 11:30 am
Duration: 8 Weeks, $179

Beaded Jewellery Intermediate Workshop
Make your own gorgeous beaded jewellery items using the techniques introduced in this workshop. You will have the chance to complete at least 3 projects to take home with you.
WESSTFIELD PENRITH WEEKEND
Saturday 11 March 2017, 9:00 am to 1:00 pm
Duration: 1 Day, $73 Workshop, no concessions

Bonsai
Come to this course and learn the basics of bonsai and apply your new skills to your very own ‘tree in a pot’.
PENRITH HIGH SCHOOL
Wednesday 8 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179
Community College

Creative Writing : A Good Story Well Told
Have you always wanted to write a novel but have no idea how to get started? This course will take you from the creative to the practical aspects of writing fiction. To get you started, we will explore story ideas - the sources of inspiration, the hook and the structure: How to find a good story and tell it well. From the inspirational, we move to the practical: finding your voice, character profiling, point-of-view, plotting, dialogue and exposition, setting the scene and how to move the plot forward.

PENRITH HIGH SCHOOL
Tuesday 7 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

Dance : 50's Rock & Roll, American Swing
Dancing is great fun and what better way to start than with Rock and Roll? Learn American Swing and Rock and Roll. No partner is necessary. Just come along. No concessions.

ST MARYS RSL
Monday 6 February 2017, 7:00 pm to 8:00 pm
Duration: 8 Weeks, $112 No concessions

NEPEAN ROWING CLUB
Thursday 9 February 2017, 7:00 pm to 8:00 pm
Duration: 8 Weeks, $112 No concessions

Dance : Modern Jive
Modern Jive is a mixture of RNR, Latin, Salsa and Jive. Dancing to music from all eras, modern Jive is fun and easy to learn. Couples only please.

NEPEAN ROWING CLUB
Thursday 9 February 2017, 8:30 pm to 9:30 pm
Duration: 8 Weeks, $112 Couples only, no concessions

Dance : Slow Swing and Jive
Born from the styles of the roaring 20's, Swing has remained one of the most sought after dances for social occasions over the decades. Swing is easy and fun to learn. Once you get the hang of Slow Swing why not try dancing to a faster beat and give Jive a go. Same steps but a faster tempo. Learning to dance is a great way to meet new friends – as well as being a great way to keep fit.

ST MARYS RSL
Monday 6 February 2017, 8:30 pm to 9:30 pm
Duration: 8 Weeks, $112 No concessions

Digital Photography
Come to this course to process images using your computer and share pictures on a web gallery. If you own a computer and a camera and have basic skills in their uses, you will use the techniques of cropping, image re-sizing and the rule of thirds to create portraits, still life or macro photos that you will be proud to display.

KATOOMBA CENTRE
Friday 10 February 2017, 12:00 pm to 2:00 pm
Duration: 8 Weeks, $179

Dressmaking
Learn to adjust patterns to individual figures and create garments professionally. Do you have an overlocker, but are too frightened to use it? Come and have fun! We also teach you to alter ill-fitting garments you have purchased. (Additional cost for materials)

WESTFIELD PENRITH
Monday 6 February 2017, 6:30 pm to 9:30 pm
Duration: 6 weeks, $201

WESTFIELD PENRITH
Friday 10 February 2017, 9:30 am to 12:30 pm
Duration: 6 weeks, $201

Dressmaking : For Beginners
In this class you will learn to use a sewing machine, choose and print a commercial pattern of choice and adjust the pattern to fit. To create your garment you will need to bring your pins, scissors, thread, fabric, tape measures and preferably your own sewing machine as there is only a limited number available.

KATOOMBA CENTRE
Monday 6 February 2017, 7:00 am to 10:00 am
Duration: 8 Weeks, $179

Leadlighting and Stained Glass : Beginners
This course is an excellent introduction to traditional leadlight techniques. This course is designed for people with no experience. You will complete a leadlight panel or another project of your choice. Please ask for a materials list. (Additional Cost for materials)

KATOOMBA CENTRE
Wednesday 9 February 2017, 6:00 pm to 8:00 pm
Duration: 8 Weeks, $179

Macrame
This course is quite versatile. You will learn the different types of knots and combine them to create a project of your choice.

PENRITH HIGH SCHOOL
Thursday 9 February 2017, 7:15 pm to 9:15 pm
Duration: 8 Weeks, $179

Mandalas for Creativity
This course explores the world of mandalas and mandala making in fun, non judgemental workshops. By creating your own individual mandala you will enhance your self expression and artistic ability. You require no artistic ability to do this course and everyone can benefit from exploring and creating Mandalas.

KATOOMBA CENTRE
Friday 10 February 2017, 10 am to 3:00 pm
Duration: 8 Weeks, $179

Oil Painting for Beginners
Learn the basics of working with oil paint, from colour mixing, to materials, to composition. Through various transcribing activities, learn about the properties of oils, and gain the confidence to direct your own paintings.

KATOOMBA CENTRE
Thursday 9 February 2017, 6:00 pm to 8:00 pm
Duration: 8 Weeks, $179

Pants That Fit
Tired of pants that don’t fit? In this hands-on tissue-fitting workshop you will learn your correct pattern size and how to alter a commercial pants pattern to fit your body. Discover solutions to fix problems and pick up tips in order to create a flattering style. We will be using the Palmer / Pletsch fitting concepts to make alterations to the basic Mc Calls patterns to give you a pattern that you can use over and over again. (Additional cost for materials).

WESTFIELD PENRITH WEEKEND
Sunday 12 March 2017, 9:00 am to 3:00 pm
Duration: 2 Days, $134 12th & 19th Mar. Workshop, no concessions

Paper Art
Explore drawing in a fun way, with an emphasis on playfully engaging with the paper crafts of collage, papier mache and origami. This course is appropriate for those new to drawing as well as those with some experience.

KATOOMBA CENTRE
Sunday 26 February 2017, 10:00 am to 4:00 pm
Duration: 2 Days, $184 18th & 25th Feb. Workshop, no concessions

Patchwork & Quilting Workshop for Beginners
Create a double-sided quilt using the Quilt-as-you-go method. Begin by identifying appropriate tools and cutting the fabric pieces. Then bind your quilt to create a professional, quality product.

WESTFIELD PENRITH WEEKEND
Saturday 18 February 2017, 9:00 am to 4:30 pm
Duration: 2 Days, $184 18th & 25th Feb. Workshop, no concessions

Pattern Fit Workshop
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 McCalls pattern 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. You will be encouraged to tissue fit and alter additional dress patterns of your choice. (Additional cost for materials).

WESTFIELD PENRITH WEEKEND
Sunday 26 February 2017, 10:00 am to 4:00 pm
Duration: 2 Days, $134 26th Feb & 5th Mar. Workshop, no Concessions

Patchwork & Quilting Workshop for Beginners
### Art & Craft Courses - Continued

#### Photography : Basic SLR
Explore the amazing possibilities of your Digital SLR camera. Film cameras also welcome. This course will cover the Manual and Auto settings so that you can achieve the type of shots you want from your camera, allowing you to be as creative as you would like to be with your photography. You will cover everything from taking your shots, editing them and preparing your images for printing. We all have a lot of fun while learning the basic through to some advanced techniques. Studio lighting and ‘Photo-shop’ basics are also covered.

**PENRITH HIGH SCHOOL**  
Monday 6 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

#### Photography : Beginners
This course is designed for the Digital SLR camera. Learn how to use your camera and take those pictures that you always wanted. You will learn to turn off Auto and learn about Aperture and Shutter Speed. Discover the techniques behind composition and design and get the most use out of your camera and so much more.

**SPRINGWOOD HIGH SCHOOL**  
Monday 6 February 2017, 7:30 pm to 9:30 pm  
Duration: 8 Weeks, $179

#### Poetry Appreciation
This introductory course will help you get more out of poetry. We look at the tools and techniques that poets use to craft a poem. We also look at different styles of poetry.

**PENRITH HIGH SCHOOL**  
Wednesday 8 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

#### Poetry Writing: Styles and Techniques
This series of workshops explores different styles and techniques of writing poetry so that you will become familiar with crafting all types of poems.

**SPRINGWOOD HIGH SCHOOL**  
Tuesday 7 February 2017, 7:30 pm to 9:30 pm  
Duration: 8 Weeks, $179

#### Sewing : All About 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. You will sew an item/s of your choice using commercial patterns and will select a pattern, alter and layout the pattern, use cutting and construction methods and operate a sewing machine. More experienced sewers will be guided through the construction of garments of their own choice and will be encouraged to explore new techniques. By the end of the course you will have completed a basic garment or item.

**WESTFIELD PENRITH**  
Wednesday 8 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

#### Sewing : Vintage Clothes
This is an advanced level sewing class for those wanting to learn how to sew vintage clothing. You will read vintage patterns and construct a simple vintage style garment with the help of your experienced tutor.

**WESTFIELD PENRITH**  
Thursday 9 February 2017, 10:00 am to 12:00 pm  
Duration: 6 Weeks, $124

#### Tailoring Made Easy
Be guided through the construction of a tailored jacket using a commercial pattern, Palmer/ Pletsch fitting concepts and modern tailoring techniques. Your sewing will improve after you learn these techniques. You will learn how to cut and mark accurately, interfacings and proper fusing, shoulder and chest shaping, shaped darts, careful trimming and quality pressing, sleeve heads, buttonholes and pockets and lining and perfect hems. You will need some basic sewing skills. (Additional cost for materials).

**KATOOMBA CENTRE**  
Tuesday 7 February 2017, 12:00 pm to 2:00 pm  
Duration: 8 Weeks, $179

#### Tie and Dye Batik
This brand new course will give you ideas on producing a piece of batik-styled cloth. Come and explore your creativity by using tie and dye techniques to produce beautiful patterns that you may use to decorate your home or even wear as a garment.

**PENRITH HIGH SCHOOL**  
Wednesday 8 February 2017, 7:15 pm to 9:15 pm  
Duration: 8 Weeks, $179

#### Ukulele: Beginners Workshop
The ukulele is one of the most versatile stringed instruments around. You do not need to be able to read music, but in fact will become familiar with printed chord charts as well as learning a variety of strums and styles of playing. You will learn a brief history of the Ukulele, the varieties available, simple chord and finger picking techniques and how to hold and tune the Ukulele. You may bring your Ukulele or purchase a new pre- prepared one from the tutor for $35.

**WESTFIELD PENRITH**  
Friday 10 February 2017, 10:00 am to 12:00 pm  
Duration: 8 Weeks, $179

#### Silk Painting
Discover your creativity in this new course covering many aspects of fabric painting. Surprise your friends by giving them a handmade gift of a painting on silk. In this workshop you will learn about the different techniques of applying paint to silk fabrics and perhaps creating a masterpiece.

**WESTFIELD PENRITH**  
Friday 10 February 2017, 7:15 pm to 9:15 pm  
Duration: 8 Weeks, $179

#### 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 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

#### Write your Autobiography or Family History
This is a practical writing course which will teach you the processes and procedures of writing a non-fiction book. You can start writing and researching in week one and if you are diligent, you will have finished writing your book by the end of the course.

**KATOOMBA CENTRE**  
Wednesday 8 February 2017, 6:00 pm to 8:00 pm  
Duration: 8 Weeks, $179
### Cookery Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Cost</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td><strong>Cake Decorating : Cup Cake Decorations</strong></td>
<td>Learn different techniques to decorate cupcakes from novelty to more formal cakes. This course is designed for beginners to the experienced. (Additional cost for ingredients)</td>
<td><strong>WESTFIELD PENRITH WEEKEND</strong>&lt;br&gt;Saturday 25 February 2017, 10:00 am to 4:00 pm&lt;br&gt;Duration: 1 Day, $84 Workshop, no concessions</td>
<td><strong>WESTFIELD PENRITH WEEKEND</strong>&lt;br&gt;Sunday 19 March 2017, 10:00 am to 4:00 pm&lt;br&gt;Duration: 1 Day, $84 Workshop, no concessions</td>
<td><strong>WESTFIELD PENRITH WEEKEND</strong>&lt;br&gt;Saturday 11 March 2017, 10:00 am to 4:00 pm&lt;br&gt;Duration: 1 Day, $84 Workshop, no concessions</td>
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| **Cake Decorating : For the Experienced**  | This course is designed for more advanced work including wild flowers, lilies, orchids etc. We will be doing more advanced piping techniques as well as arranging the sugar flowers. (Additional cost for ingredients) | **WESTFIELD PENRITH**<br>Tuesday 7 February 2017, 12:30 pm to 2:30 pm<br>Duration: 8 Weeks, $179 | **WESTFIELD PENRITH**<br>Tuesday 7 February 2017, 10:00 am to 12:00 pm<br>Duration: 8 Weeks, $179 | **PENRITH HIGH SCHOOL**<br>Wednesday 8 February 2017, 7:00 pm to 9:00 pm<br>Duration: 8 Weeks, $179 | **PENRITH HIGH SCHOOL**<br>Wednesday 8 February 2017, 10:00 am to 12:00 pm<br>Duration: 8 Weeks, $179 | **KATOOMBA CENTRE**<br>Thursday 9 February 2017, 7:00 pm to 9:00 pm<br>Duration: 8 Weeks, $179 | **W</p>
Cookery Courses

Cookery: French Cuisine
Come along for a long look at French Cuisine that will lead to a life time of inspirational home cooking. We will use ingredients commonly found in your pantry but used in uncommon ways that will result in fabulous meals. Extra cost for ingredients.
PENRITH HIGH SCHOOL
Thursday 9 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

Fruit & Vegetable Carving
Regardless of its origins, vegetable carving is flaunted in many different Asian restaurants, cruises, hotels, and other various places. In the mid 20th Century, the art of vegetable carving began to grow outside Asia. Since then other cultures have slowly come to appreciate the beauty and culture associated with the practice. Today, one can marvel at vegetable carving throughout the world. The products of vegetable carving are generally flowers or birds; however, the only limit is one’s imagination. The techniques of vegetable carving vary from person to person, as does the final result. Some carvings present more artistic detail, while others have simple, yet beautiful shapes. Vegetable carving is generally used as a garnish, but it can also be used as a unique way of gift presentation for any occasion. Extra cost for ingredients.
WESTFIELD PENRITH
Tuesday 7 February 2017, 6:30 pm to 8:30 pm
Duration: 8 Weeks, $179

Wine Appreciation
This course will give you an overview of all the basic concepts in appreciating wines. By tasting each wine, you will develop your palate so that you will be able to identify and enjoy both overseas and Australian wines. There will be extra costs for the wines.
WESTFIELD PENRITH WEEKEND
Sunday 12 February 2017, 9:00 am to 3:00 pm
Duration: 1 Day, $84 Workshop, no concessions

D.I.Y Courses

Acrylic Nails
This nail course covers how to apply acrylic nail treatments. You will learn skills that will help you enhance your own nails and the nails of the people around you. (Additional costs for materials).
PENRITH HIGH SCHOOL
Monday 6 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

Beauty Therapy
Using your own products learn how to apply make up for both day and evening. You will discover what colours suit you and also learn manicuring techniques.
PENRITH HIGH SCHOOL
Wednesday 8 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

Floristry Fun with Flowers
Each week you will have fun learning to present and create a variety of beautiful bouquet and flower designs using a variety of floral techniques. You will explore the vast varieties of vases, containers and pots that are available to use within your designs. You will also explore the fundamentals of nature by creating strong arrangements using floral foam to create beautiful wreaths and table arrangements. You will be amazed at the your creative efforts with blooms and natural materials to decorate any occasion.
PENRITH HIGH SCHOOL
Monday 6 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

Interior Design and Decoration Workshop
During this one day workshop you will learn the basic, practical skills to plan and/or redecorate your own home on an everyday budget. You will be introduced to the elements and principles of design with an emphasis on lighting, patterns and textures that will rejuvenate your home with an eye on your budget.
WESTFIELD PENRITH WEEKEND
Saturday 11 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $84 Workshop, no concessions

Irrepressible Veggie Garden by ApplePIP
Reconnect with the essentials of backyard vegetable gardening. This workshop isn’t just about what to plant, we look at what contributes to creating a productive, healthy and sustainable veggie garden. Topics include two sessions: Improve and enliven your soil through compost, worm farm, mulch and no dig. Catching and storing water onsite efficiently. Working with nature and use diversity to manage pest problems through companion planting and non-toxic strategies. Discover what really want from your garden and how to make the most of your time.
YANDEL’ORA
Saturday 11 March 2017, 9:30 am to 1:00 pm
Duration: 2 Weeks, $98 11th & 18th Mar. Workshop, no concessions

Looking 10 years younger using makeup techniques
Are you wearing the same make-up that you did 10 or more years ago? Are you clueless about how to apply make up and what suits you? In this workshop you will develop the skills and techniques to apply make up that will freshen your face and give you a younger look.
SPRINGWOOD HIGH SCHOOL
Tuesday 7 February 2017, 7:30 pm to 9:30 pm
Duration: 1 Day, $120

Pet First Aid & CPR for Pet Owners
WESTFIELD PENRITH
Wednesday 15 March 2017, 10:00 am to 2:00 pm
Duration: 1 Day, $159

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.
WESTFIELD PENRITH
Tuesday 7 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179 Belly Dancing
Community College

Health Courses

**Belly Dance**

Belly Dance is one of the oldest and most evolved forms of dance in the world. Stretch and tone your body while you learn this beautiful feminine art. The movements of belly dance will sculpt and firm your body while increasing your stamina and grace, all without stress or fatigue. Classes will include warm-up, basic moves, techniques and choreography. Leave your inhibitions behind. All ages and body types are welcome.

**WESTFIELD PENRITH**
Wednesday 8 February 2017, 7:00 pm to 8:30 pm
Duration: 8 Weeks, $134 No Concessions

**Fitness - Boxing and Kickboxing**

The focus of this class is FUN! You will increase your fitness, boost your fat loss, improve your strength and most of all - an awesome stress reliever. I will teach you easy boxing for fitness routines which will include body weight exercises, jogging, kicking, knee raises and pad work. All equipment supplied. Wear loose comfortable workout clothes and running shoes and bring a towel, bottle of water and cotton inner gloves (or $2 to purchase). Conducted by a fully qualified personal trainer registered with Fitness Australia. No concession.

**WESTFIELD PENRITH**
Monday 6 February 2017, 7:00 pm to 8:00 pm
Duration: 8 Weeks, $134 No Concessions

**Meditation for Beginners : Where to start**

Want to meditate just not sure how? I invite you to share my passion for meditation as we explore together the various techniques and subsequent health benefits and find the practices which align with you. By the end of this course you will have a complete “at home meditation practice”. This course is suitable for beginners, busy people and meditators who want the benefits of a group practice.

**PENRITH HIGH SCHOOL**
Tuesday 7 February 2017, 7:00 pm to 8:30 pm
Duration: 6 Weeks, $134

**Stop the world! From Overwhelm to Peace of Mind.**

An introductory workshop that helps students find an inner tool kit to deal with the stresses of modern life and find a peaceful place inside themselves. Using mindfulness techniques and a range of reflective, cognitive approaches, this class assists individuals to use their strength and inner resourcefulness in all areas of life. This practical course uses the evidence-based approaches of the various health sciences.

**WESTFIELD PENRITH WEEKEND**
Saturday 18 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $84

**Tai Chi : Basic**

This is an introductory course revealing the benefits of inner harmony through movement. Start with balance, both physical and mental and progress to co-ordination of movements. These exercises will reduce stress and tension and improve flexibility. This ancient technique will benefit people of all ages and outlooks.

**WESTFIELD PENRITH**
Monday 6 February 2017, 7:00 pm to 8:30 pm
Duration: 8 Weeks, $179

**Tai Chi : Complete Beginners**

Discover the magic and health benefits of Tai Chi - simple movements and exercises to enhance harmony and well being.

**KATOOMBA CENTRE**
Saturday 11 March 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $84

**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 is for increasing fitness. This course is for those familiar with the Tai Chi for Beginners Set or anyone looking to progress further with their Tai Chi.

**SPRINGWOOD HIGH SCHOOL**
Tuesday 7 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $134

**Chair Yoga and Relaxation**

Have you ever tried Yoga but decided it wasn’t for you? I welcome you to try this Chair Yoga and Relaxation course. Chair Yoga is a simple form of Yoga for people with less mobility or people who want to explore connecting with their bodies again. The practice of gentle stretching will help you to awaken many parts of your body and get your blood flowing, recharge your energy, increase muscle strength, improve your balance and may decrease your chance of falls. Combined with relaxation techniques and breathing techniques, this course will reduce stress and tension, and give you an overall sense of wellbeing.

**WESTFIELD PENRITH**
Friday 10 February 2017, 9:30 am to 11:30 am
Duration: 8 weeks, $134

**Massage : Basic Swedish**

Come and learn Swedish Massage techniques to massage limbs, head and back. Enjoy learning how to relax completely. This is a hands-on, practical course right from the first week and includes a little theory. Please ask for a materials list.

**SPRINGWOOD HIGH SCHOOL**
Monday 6 February 2017, 7:30 pm to 9:30 pm
Duration: 8 Weeks, $179

**Massage : Basic**

Come along and learn basic massage techniques that are safe and effective. This is a “hands on” class where you will get and receive a massage every night of the course. Please ask for a materials list.

**WESTFIELD PENRITH**
Thursday 9 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

**Massage : Indian Head Massage**

Learn the traditional art of Indian Head Massage. This technique is based on the ancient system of medicine known as “Ayurveda” meaning an approach to health and balance of body mind and spirit.

**WESTFIELD PENRITH**
Tuesday 7 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $179

**Meditation for Beginners**

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.

**SPRINGWOOD HIGH SCHOOL**
Monday 6 February 2017, 7:30 pm to 9:00 pm
Duration: 8 Weeks, $134

**Bush Walking**

Come and explore some of the many walking tracks in our beautiful Blue Mountains. Observe flora and fauna and enjoy the social aspects of bushwalking. Easy pace, but you need to be reasonably fit. Meet at the College for the first session with morning tea - ready for walking. Please contact the tutor to discuss any medical condition prior to enrolling.

**KATOOMBA CENTRE**
Tuesday 7 February 2017, 7:00 pm to 8:00 pm
Duration: 8 Weeks, $134 No Concessions

**Massage : Indian Head Massage**

Learn the traditional art of Indian Head Massage. This technique is based on the ancient system of medicine known as “Ayurveda” meaning an approach to health and balance of body mind and spirit.

**WESTFIELD PENRITH**
Monday 6 February 2017, 7:00 pm to 8:00 pm
Duration: 8 Weeks, $134 No Concessions
**Health Courses**

**SPRINGWOOD HIGH SCHOOL**

-Tai Chi Chuan : Beginners 2-

This course is most suitable for students who have undertaken ‘Beginners’ Tai Chi Chuan’ and/or ‘Improve Your Balance’. We will revise Tai Chi Chuan to internalise its principles and complete the ‘Form’. Come to this class if you would like to strengthen your muscles, improve your balance and ultimately reduce your stress.

**KATOOMBA CENTRE**

Friday 10 February 2017, 11:30 am to 12:30 pm

Duration: 8 Weeks, $112

**T’ai Chi For Beginners**

Tai Chi is a fluid and gentle form of exercise suitable for anyone. It 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 that can also become the basis for further progression.

**SPRINGWOOD HIGH SCHOOL**

Monday 6 February 2017, 7:30 pm to 9:30 pm

Duration: 8 Weeks, $112 No concessions

**Yoga : Hatha Yoga and Relaxation**

You are welcome to join our friendly group and learn how to relax and breathe properly. Yoga works wonders for the whole body, so stretch your way to better health. Move your spine and get rid of those back and neck problems. Learn to breathe properly and handle life’s problems better. Everybody will improve their life condition. Please ask for a materials list.

**PENRITH HIGH SCHOOL**

Monday 6 February 2017, 7:00 pm to 9:00 pm

Duration: 8 Weeks, $179

**Yoga, Relaxation and Meditation**

Leave behind the humdrum tasks and duties and the stress. This class is about you: just moving, breathing and resting. Traditional hatha yoga poses, relaxation and some breathing and meditation at the end will leave you feeling like a new person. Our experienced tutor has 30 years of teaching experience which he will share with you.

**KATOOMBA CENTRE**

Thursday 9 February 2017, 6:30 pm to 8:30 pm

Duration: 8 Weeks, $179

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**General Interest Courses**

**Retirement and Superannuation or Financial Planning for Retirement**

Ever wanted to do a course in retirement planning that is not conducted by someone trying to sell you a product? You will learn how to get good advice and how you can increase your age pension and walk away being able to truly understand superannuation, allocated pensions and Centrelink rules and assessment.

**SPRINGWOOD HIGH SCHOOL**

Monday 20 February 2017, 7:30 pm to 9:30 pm

Duration: 4 Weeks, $112

**Self-confidence and Public Speaking**

This course will give you a better understanding of your strengths and your motivations whilst increasing your self-confidence and belief in yourself. You will also discover some techniques for effective public speaking using your voice, body language and speech.

**WESTFIELD PENRITH**

Thursday 9 February 2017, 6:30 pm to 8:30 pm

Duration: 8 Weeks, $179

**Sociology of the Selfie: The New Self-Portraiture?**

The (in)famous selfie has become part of the everyday lives of many people. Whether it is looking at other people’s selfies, or snapping your own, the selfie has become a ubiquitous household phrase. This course will look at what scholars have to say about: (1) the history of the selfie and (2) the psychological influences behind selfie-taking (3) the impact of societal factors—e.g. institutions, technology, social behaviour—on the popularity of the selfie and (4) the emergence of new ‘celebrities’ in the age of the selfie.

**WESTFIELD PENRITH**

Tuesday 28 February 2017, 6:30 pm to 8:30 pm

Duration: 8 Weeks, $179

**Take Control of your Financial Future**

All you will learn in Successful Financial Education is how to get good advice and how you can increase your age pension and walk away being able to truly understand superannuation, allocated pensions and Centrelink rules and assessment.

**WESTFIELD PENRITH**

Wednesday 8 February 2017, 7:00 pm to 9:00 pm

Duration: 8 Weeks, $179

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**Introduction to Family History**

Are you fascinated by shows like Who Do You Think You Are? or Genealogy Roadshow? Everybody has a fascinating history and everyone has a story to tell. Genealogy can help you understand more about who you are by looking at those who have gone before you. In this course, you’ll learn how to begin your research, how not to get overwhelmed by database overload and you’ll learn techniques to focus on getting the most out of your research sessions.

**KATOOMBA CENTRE**

Tuesday 7 February 2017, 6:00 pm to 9:00 pm

Duration: 8 Weeks, $268

**KATOOMBA CENTRE**

Friday 10 February 2017, 10:00 am to 12:00 pm

Duration: 8 Weeks, $179

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**Amazons, Pharaohs, and Queens, Oh My!**

George Eliot, an English novelist and poet, wrote: “The happiest women, like that happiest nations, have no history.” Funny enough, George Eliot was the pseudonym of a female writer, Mary Ann Evans; there is a lot to unpack in the above statement.

Are the women of history (unless tainted with scandal) essentially forgotten? What roles did women play, and what can we ascertain about a woman’s status in the ancient world? What evidence is out there? These are some of the questions we will be exploring in this course. Look- ing at ancient primary evidence and modern commentary, we will get a sense of what life was like for women in ancient Egypt, Greece, and Rome.

**WESTFIELD PENRITH**

Monday 27 February 2017, 6:30 pm to 8:30 pm

Duration: 8 Weeks, $179

**Financial Markets, Technical Analysis and Online Trading**

Have you ever wondered what makes financial markets go up and down? Is it possible to predict market movements? How do market traders make a living from the markets? How can I get started in trading financial markets? Well now you can find the answers to these questions and many more!

**WESTFIELD PENRITH WEEKEND**

Saturday 25 March 2017, 9:00 am to 4:30 pm

Duration: 2 Day, $660 25th & 26th Mar, Workshop, No Concessions

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**Ready to enrol?**

See pages 30-31 for Enrolment info & form and venue addresses.
The Beatles are one of, if not, the most, iconic and revered bands in music history. John Lennon, George Harrison, Paul McCartney and Ringo Starr were prolific songwriters: The Beatles produced at least 12 studio albums, countless hits, and influenced some of today’s greatest musicians. What better way to get acquainted with the Fab Four than with a Magical Mystery Tour through their back catalogue. We begin with a look at the band’s formation and early years. Then we move onto the juicy stuff; reading about each album, including the song-writing process, behind-the-scenes production, preparation, and personnel. Furthermore, we will listen to the albums and watch documentaries and films so as to fully immerse ourselves in Beatlemania.

**PENRITH HIGH SCHOOL**  
Thursday 9 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

**Arabic : Beginners**  
This is a beginner’s course for those interested in learning the Arabic language. Vocabulary and grammatical conventions will be practised as well as writing the language so that you are confident in work or travel situations.

**WESTFIELD PENRITH**  
Wednesday 8 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

**Armenian : Beginners**  
This is a beginner’s course for those interested in learning Armenian and is suitable for work or travel purposes. We will practise vocabulary and grammatical conventions as well as writing the language so that you can take part in familiar and informal conversations.

**WESTFIELD PENRITH**  
Wednesday 8 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

**Chinese : Mandarin Beginners**  
At the end of this course, you will be able to read and pronounce basic Pin Yin and be able to conduct a basic conversation in Chinese that may be suitable in a work situation. Alongside acquiring conversational hints, the course provides an introduction and guide to appreciate the pictographs of Chinese writing.

**PENRITH HIGH SCHOOL**  
Tuesday 7 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

**Chinese : Mandarin Beginners 2**  
This course is for those who have completed Mandarin for beginners or who have a basic knowledge of the language. During this course you will learn the structural rules of characters as well as Chinese idioms and proverbs that may come in handy in a work context. You will also gain an insight into the history of China, literature and philosophy.

**KATOOMBA CENTRE**  
Friday 10 February 2017, 6:30 pm to 8:30 pm  
Duration: 8 Weeks, $179

**Chinese : Mandarin Beginners 5**  
This course is for students who have completed Mandarin Beginners 4 or who have a basic knowledge of the language. This knowledge may also be used in work situations.

**PENRITH HIGH SCHOOL**  
Thursday 9 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

**French : Beginners**  
Learn everyday French phrases and vocabulary from a native French speaker in a relaxed and friendly environment.

**KATOOMBA CENTRE**  
Monday 6 February 2017, 3:30 pm to 5:30 pm  
Duration: 8 Weeks, $179

**PENRITH HIGH SCHOOL**  
Thursday 9 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

**French : Beginners 2**  
This course is a continuation of French Stage 1 and for those who have a basic knowledge of French. You will learn the vocabulary for shopping, money, signs and directions as well as the language and grammar to make travel enquiries, buy tickets, book accommodation and arrival and departure times. Contact the tutor before enrolling.

**SPRINGWOOD HIGH SCHOOL**  
Monday 6 February 2017, 7:30 pm to 9:30 pm  
Duration: 8 Weeks, $179

**French : Beginners 3**  
This course builds on the conversation and grammar skills developed in French for Beginners 1 & 2 or its equivalent.

**KATOOMBA CENTRE**  
Monday 6 February 2017, 7:00 pm to 9:00 pm  
Duration: 8 Weeks, $179

**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 February 2017, 10:00 am to 1:00 pm  
Duration: 8 Weeks, $179

**Did you know you might be eligible for Fee Free training?**  
Call the College to see if you’re eligible on 4724 9000.
<table>
<thead>
<tr>
<th>Language Course</th>
<th>Description</th>
<th>Duration</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>German : Intermediate 1-5</strong></td>
<td>German Intermediate builds on some previous knowledge of the German language. (Approximately 1.5 to 2 years of previous study would be an advantage). We will focus on conversation, chat about German culture and continue to work on all other language skills (speaking, listening, reading and a little writing). This course would suit anyone considering travelling and/or working in a German speaking country.</td>
<td>8 Weeks, $179</td>
<td>PENRITH HIGH SCHOOL</td>
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<tr>
<td><strong>Indonesian Beginners</strong></td>
<td>An introduction to Bahasa Indonesia taught by a native speaker. This course focuses on basic everyday conversations and communicating in Bahasa Indonesian for those who plan to travel or work in Indonesia.</td>
<td>8 Weeks, $179</td>
<td>PENRITH HIGH SCHOOL</td>
<td></td>
</tr>
<tr>
<td><strong>Italian : Beginners</strong></td>
<td>If you are interested in communicating in Italian with colleagues, friends and relatives or travelling in Italy, come to this class and learn to speak, read and write the language spoken by the Italian people.</td>
<td>8 Weeks, $179</td>
<td>PENRITH HIGH SCHOOL</td>
<td></td>
</tr>
<tr>
<td><strong>Italian : Beginners 2</strong></td>
<td>If you have a basic knowledge of Italian or you have done a Beginner’s course and you would like to expand your skills, then this may be the course for you. Come along and build on the Italian you know in a fun and relaxed atmosphere.</td>
<td>8 Weeks, $179</td>
<td>SPRINGWOOD HIGH SCHOOL</td>
<td></td>
</tr>
<tr>
<td><strong>Italian : Beginners 3</strong></td>
<td>This is a course for students who have completed Beginners, Beginners 1 and 2 and who need to speak Italian in a work situation. It includes revision of major topics already studied, more grammatical instruction, conversation and reading exercises. New students should contact the tutor for assessment.</td>
<td>8 Weeks, $179</td>
<td>KATOOMBA CENTRE</td>
<td></td>
</tr>
<tr>
<td><strong>Italian : Intermediate</strong></td>
<td>If you have a basic knowledge of Italian or you have done the beginners courses and you would like to expand your skills, then this may be the course for you. Come along and build on the Italian you know in a fun and relaxed atmosphere.</td>
<td>8 Weeks, $179</td>
<td>PENRITH HIGH SCHOOL</td>
<td></td>
</tr>
<tr>
<td><strong>Italian : Intermediate 3</strong></td>
<td>Learn to speak, write and read the language that may be required in a work or travel context. Particular attention is given to the language as it is spoken by the Italian people where idiomatic expressions are used extensively. You should have completed 1 full year of Italian Beginners or have equivalent knowledge. The tutor can be contacted for assessment.</td>
<td>8 Weeks, $179</td>
<td>KATOOMBA CENTRE</td>
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</tr>
<tr>
<td><strong>Japanese : Beginners</strong></td>
<td>Learn the Japanese language and culture from a native speaker. This course will provide you with the basic vocabulary suitable for work and travel in Japan.</td>
<td>8 Weeks, $179</td>
<td>KATOOMBA CENTRE</td>
<td></td>
</tr>
<tr>
<td><strong>Japanese : Beginners 2</strong></td>
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<tr>
<td><strong>Japanese : Beginners 3</strong></td>
<td>This is a course for students who have completed Beginners, Beginners 1 and 2 and who need to speak Japanese in a work situation. It includes revision of major topics already studied, more grammatical instruction, conversation and reading exercises. New students should contact the tutor for assessment.</td>
<td>8 Weeks, $179</td>
<td>KATOOMBA CENTRE</td>
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</tr>
<tr>
<td><strong>Spanish : Beginners</strong></td>
<td>This is a course for people wishing to continue and further develop their basic knowledge and experience in the language and culture of Spain and Latin America. This course is suitable for travel, work and personal enrichment.</td>
<td>8 Weeks, $179</td>
<td>PENRITH HIGH SCHOOL</td>
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</tr>
<tr>
<td><strong>Spanish : Beginners 2</strong></td>
<td>This is a course for those who have completed Spanish : Beginners or have the equivalent knowledge. Come and continue to enjoy everyday conversations as well as discover the more technical facets of the language.</td>
<td>8 Weeks, $179</td>
<td>KATOOMBA CENTRE</td>
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</tr>
<tr>
<td><strong>Spanish : Intermediate</strong></td>
<td>This is a course 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.</td>
<td>8 Weeks, $179</td>
<td>PENRITH HIGH SCHOOL</td>
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</tr>
<tr>
<td><strong>Thai : Beginners</strong></td>
<td>This Thai language course includes pronunciation and basic conversation for those who are interested in working or travelling in Thailand.</td>
<td>8 Weeks, $179</td>
<td>PENRITH HIGH SCHOOL</td>
<td></td>
</tr>
</tbody>
</table>
Centre for Office Productivity

because there is always an easier, better and faster way to work.
Skills for Business in the Digital Age
because there is always an easier, better and faster way.

(02) 4724 9000

IT and Digital Courses

**Computer : Beginners (Certificate I Computer, Digital Media and Technology)**

Would you like to feel confident about using a computer? Beginners Computers may be the course for you! In this practical course, you will become familiar with the computer environment & equipment (like creating and saving documents), use computer software (for styling text and performing simple calculations) as well as explore the fundamentals of using the Internet and sending e-mail.

ICTICT101 Operate a personal computer
ICTICT104 Use digital devices
ICTICT105 Operate spreadsheet applications
ICTICT103 Use, communicate and search securely on the internet
ICTICT108 Use digital literacy skills to access the internet

KATOOMBA CENTRE
Monday 6 February 2017, 9:30 am to 12:30 pm
Duration: 8 Weeks, $220

**Computers : Access Level 1**

Microsoft Access 2010 Level 1 is designed for those who need to know how to create databases with reports and queries and to manipulate this data to provide viable information.

ICTICT210 Operate database applications

WESTFIELD PENRITH
Tuesday 7 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concession

WESTFIELD PENRITH WEEKEND
Sunday 12 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concession

**Computers : Access Level 3**

This course is primarily designed for people who need to know how to design and develop relational databases and automate operations in Microsoft Access 2010.

ICTICTA401 Design databases

WESTFIELD PENRITH
Tuesday 7 March 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concession

WESTFIELD PENRITH WEEKEND
Wednesday 8 February 2017, 5:00 pm to 7:00 pm
Duration: 8 Weeks, $195

**Computers : Bookkeeping with MYOB**

Use your existing accounting / bookkeeping knowledge and experience and apply them to MYOB accounting software. This course will include GST, but not payroll. Please note this course is self paced.

FNSACC406 Set up and operate a computerised accounting system
BSBITA301 Maintain financial records

WESTFIELD PENRITH
Monday 6 February 2017, 6:30 pm to 8:30 pm
Duration: 8 Weeks, $320 Must have bookkeeping and computer knowledge

WESTFIELD PENRITH WEEKEND
Saturday 25 February 2017, 10:00 am to 2:00 pm
Duration: 4 Weeks, $320 Must have bookkeeping and computer knowledge

**Computers : Creating Websites with Wordpress**

Use WordPress as a short-cut to the creation of your website content. Ideal for beginners and the not so technically-minded, WordPress provides easily customisable templates with separate content and layout. All content creation and management is done using a web browser with the website look and feel. WordPress is mainly known for building blogs but this structure can be expanded as required.

KATOOMBA CENTRE
Wednesday 8 February 2017, 5:00 pm to 7:00 pm
Duration: 8 Weeks, $195

**Computers : Desktop Publishing**

For those with pressing time commitments, this workshop will introduce you to Microsoft Publisher. This is a great tool for creating many unusual documents that are hard to manage in other programs, such as greeting cards, business cards and newsletters. Basic computer experience required.

BSBITU309 Produce desktop published documents
BSBWOR204 Use business technology

WESTFIELD PENRITH
Thursday 9 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concession

WESTFIELD PENRITH WEEKEND
Saturday 11 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $114 Workshop, no concessions
Centre for Office Productivity

IT and Digital Courses

Computers : Excel Level 1 For Business
This course aims to provide the basics of spreadsheet building using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques and sound formatting and design principles. This course is run in partnership with Rel Pattison Business Consulting.

BSBITU101 Operate a personal computer
BSBITU202 Create and use spreadsheets

WESTFIELD PENRITH
Tuesday 14 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $330 Workshop, no concession

Computers : Excel Level 2 For Business
Microsoft Excel Level 2 aims to provide 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.

This course is run in partnership with Rel Pattison Business Consulting.

BSBITU304 Produce spreadsheets
BSBWOR204 Use business technology

WESTFIELD PENRITH
Tuesday 28 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $330 Workshop, no concession

Computers : Excel Level 3 For Business
This course provides the skills and knowledge to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations, use pivot tables, consolidate data, set goals, use Solver and learn about the functions of macros. This course is run in partnership with Rel Pattison Business Consulting.

BSBITU402 Develop and use complex spreadsheets

WESTFIELD PENRITH
Tuesday 14 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $330 Workshop, no concession

Computers : Excel Workshop
Using Microsoft Excel learn how to create a basic spreadsheet including graphs and charts, writing formulae and formatting options. Basic computer experience required.

BSBITU101 Operate a personal computer
BSBITU202 Create and use spreadsheets

KATOOMBA CENTRE
Saturday 11 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concessions

Computers : MYOB Payroll Workshop
This course will provide skills to set up payroll and run a payroll period using MYOB Accounting Software, including end-of-year requirements. Must have completed a MYOB course prior to commencing. No concessions.

BSBFIA302 Process payroll

WESTFIELD PENRITH WEEKEND
Saturday 1 April 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concessions

Computers : Office Skill Set

If you've decided to get back into the workforce or are wanting to upskill then this course is for you. Microsoft Office is a computer package which includes a variety of programs. This course includes many keyboarding shortcuts and will help familiarise you with the most common Office products: Word, Excel, PowerPoint and Microsoft Publisher. Basic computer experience preferred.

BSBITU201 Produce simple word processed documents
BSBITU202 Create and use spreadsheets
BSBITU302 Create electronic presentations
BSBITU309 Produce desktop published documents
BSBITU306 Design and produce business documents

WESTFIELD PENRITH
Wednesday 8 February 2017, 6:00 pm to 8:00 pm
Duration: 12 Weeks, $320

KATOOMBA CENTRE
Wednesday 8 February 2017, 10:00 am to 1:00 pm
Duration: 8 Weeks, $320

Computers : Powerpoint Workshop
Using Microsoft Powerpoint, learn the tools to create dynamic slideshows with animation, adding pictures, clipart and content from the Internet. Powerpoint is also useful for those who wish to display their digital photos in a slide-show format. Basic computer experience preferred.

BSBWOR204 Use business technology
BSBITU302 Create electronic presentations

WESTFIELD PENRITH WEEKEND
Saturday 25 March 2017, 10:00 am to 4:00 pm
Duration: 4 Weeks, $320

WESTFIELD PENRITH
Wednesday 8 March 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $320 Workshop, no concessions

Computers : Project Level 1
You will acquire the skills and knowledge to create a new project, enter and work with tasks and resources, create a schedule and print effective project information using Microsoft Office. This course is run in partnership with Rel Pattison Business Consulting.

WESTFIELD PENRITH
Thursday 23 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concession

Computers : Project Level 2
Microsoft Project Level 2 is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects. This course is run in partnership with Rel Pattison Business Consulting.

WESTFIELD PENRITH
Tuesday 21 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $660 Workshop no concessions

Computers : Word
Microsoft Word is a popular and most powerful Word Processing application. This course will familiarise you with all the basic concepts and features used in Word such as creating form letters and mailing lists.

BSBITU101 Operate a personal computer
BSBITU201 Produce simple word processed documents

WESTFIELD PENRITH WEEKEND
Saturday 11 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concession

WESTFIELD PENRITH
Thursday 2 March 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concession

Computers : Xero
This course is an introduction to Xero. You will learn about Xero’s functions and capabilities such as invoicing, bank reconciliation, contacts, payroll, inventory, quotes, expense claims and reporting and formulating BAS statements.

WESTFIELD PENRITH
Monday 6 February 2017, 6:30 pm to 8:30 pm
Duration: 8 Weeks, $320

WESTFIELD PENRITH
Friday 10 February 2017, 9:15 am to 11:15 am
Duration: 8 Weeks, $320

Digital Media : Camera Techniques
BYO (Bring your own) camera with tripod and discover cinema camera techniques within a creative industries perspective. Part of the digital cinema series.

KATOOMBA CENTRE
Sunday 19 February 2017, 9:30 am to 1:30 pm
Duration: 4 Days, $779 19th, 25th, 26th Feb & 4th Mar
**IT and Digital Courses**

**Digital Media : Lighting Techniques**
Discover techniques (how and why) of lighting people for the screen within a creative industries perspective. This course is part of the digital cinema series.

**KATOOMBA CENTRE**
Saturday 11 February 2017, 9:30 am to 1:30 pm
Duration: 4 Days, $159 11th, 12th & 18th Feb. Workshop, no concession.

**Digital Media : Video Editing**
Tell compelling stories in a documentary style within a creative industries perspective. Engage an audience by using the interaction of vision and sound. In the process of editing you will discover how pictures go together and explore the interactions of audio. This course is part of the digital cinema series.

**KATOOMBA CENTRE**
Sunday 5 March 2017, 9:30 am to 1:30 pm
Duration: 8 Weeks, $295

**Electronic filing**
If you are having problems finding files and wasting time trying to locate them on your computer, then this workshop will teach you how to arrange them for easy storage and retrieval.

**WESTFIELD PENRITH**
Wednesday 22 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, No Concessions.

**Install and configure a small office or home computer network**

**Set up a computer network? Need help configuring your computers? Have experience in analysing and problem solving when working with computers? In this course you will identify the network components relevant to your needs.**

In addition, you will install, configure and secure those components as part of a small office or home office (SOHO) network.

**KATOOMBA CENTRE**
Thursday 23 February 2017, 10:00 am to 4:00 pm
Duration: 2 Weeks, $134 Workshop, No Concessions.

**Typing**
At the end of this accredited course, you will learn to type and develop speed and accuracy whilst mastering keyboard functions using computer technology.

**WESTFIELD PENRITH**
Thursday 9 February 2017, 6:00 pm to 8:00 pm
Duration: 8 Weeks, $195

**Bookkeeping for Small Business**
This course will teach you the basic principles of bookkeeping necessary for small business, including GST. The emphasis will be on preparing a set of manual accounting records and taking these through to Profit and Loss. BSBFIA301 Maintain financial records BSBFIA304 Maintain a general ledger BSBFIA303 Process accounts payable and receivable

**WESTFIELD PENRITH**
Monday 6 February 2017, 6:30 pm to 8:30 pm
Duration: 1 Day, $73 Workshop, no concessions.

**Program Partners working with Nepean Community College to deliver training and education to our communities.**

Penrith CBD Corporation actively promotes and supports small business, driving real change and improvements to Penrith CBD. Working collaboratively with local business on key initiatives for their business growth; including education and training.

(02) 4722 5556
www.penrithcbdcorp.com.au

Afford provides employment support, work readiness, social & community participation, supported living and respite for people with disability across Greater Western Sydney. Let us help you to achieve your goals.

1300 233 673
www.afford.com.au

**Work Related Courses**

**Be the Best you can be - Confidence building**
Do you feel you lack self confidence and are not getting the outcomes you want in life? This course will give you the skills to turn this around, and to attract positive outcomes for your goals.

**BSBLDED101 Plan skills development**

**WESTFIELD PENRITH**
Wednesday 29 March 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114

**Bookkeeping for Small Business**

**WESTFIELD PENRITH**
Monday 6 February 2017, 6:30 pm to 8:30 pm
Duration: 1 Day, $105

**Come Alive with Colour**
Learn how to project confidence and master the art of illusion through colour and contrast. You will discover your best clothing and makeup colours so that you will look healthy and bright. Your clothes will co-ordinate and you will save time and money.

**WESTFIELD PENRITH WEEKEND**
Saturday 18 March 2017, 9:00 am to 1:00 pm
Duration: 1 Day, $73 Workshop, no concessions.

**Deliver and monitor a service to customers**
In your work role, you may need a few tips to get the most out of your customers to provide the support you know your customers want. This course will give you the skills and knowledge to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service. BSBCCUS301 Deliver and monitor a service to customers

**KATOOMBA CENTRE**
Thursday 9 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concessions.

**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**
Sunday 12 February 2017, 9:00 am to 3:00 pm
Duration: 1 Day, $124 Workshop, no concessions.
Work Related Courses

Grant Writing for the Community Sector
This is the ideal, practical writing a 'Winning Grant' course for those who participate in community organisations who wish to seek and attract funding through grants. This insightful and informative step-by-step course presents a thorough exploration of topics that will encourage the writer to develop, direct and edit effective ideas. In addition the writer will receive invaluable guidance on presentation skills for submission.

**WESTFIELD PENRITH WEEKEND**
Sunday 5 March 2017, 10:00 am to 2:00 pm
Duration: 1 Day, $129 Workshop, no concessions

Implement and Monitor WHS policy and programmes
Have you been made a supervisor at work? Do you need WHS knowledge in your work role? This course will give you tips on implementing and monitoring work health and safety (WHS) policies, procedures and programs.

**KATOOMBA CENTRE**
Thursday 16 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, No Concessions

Marketing and Sales Techniques
Would you like to make a bigger impact in your marketing or sales life? You may be a representative, small or home business owner or just looking to start in a position that requires the knowledge of sales and marketing skills. If you want to be successful in these skills, come to this course and discover the techniques to keep you ahead of the competition.

**PENRITH HIGH SCHOOL**
Tuesday 7 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $195

Plan and Organise a Meeting or Event
This course will cover the following topics - how to take an event brief, what is involved in sourcing and evaluating venues or sites, how to conduct a site inspection, how to complete budgets and read contracts along with presenting venue options. You will learn how to prepare, set up and process on site registrations for your event.

**BSBPMG416 Apply project procurement procedures**

**PENRITH HIGH SCHOOL**
Monday 6 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $195

Reception Skills
A receptionist is the first point of call in any organisation. They are often referred to as the “Director of First Impressions”. They greet visitors, patients and clients and answer telephone calls. This course will teach you to be a professional and efficient Receptionist to impress your employer and their clients. You will learn communication skills, basic computer skills, personal presentation and essential reception skills. Students will receive the Certificate II in Business BSB20115

**BSBADM101 Use business equipment and resources**

**WESTFIELD PENRITH WEEKEND**
Sunday 5 March 2017, 10:00 am to 2:00 pm
Duration: 1 Day, $129 Workshop, no concessions

Simply Stylish : Your Ideal Silhouette
Learn how to understand your figure, where to camouflage your imperfections and how to improve your silhouette.
Your figure will be analysed and your best clothing styles will be identified. You will receive a print out of your personal body shape analysis and a workbook valued at $40 is included in the cost of the course. Workshop no concessions.

**PENRITH HIGH SCHOOL**
Tuesday 7 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $195

Starting up your own home based business
This is an introductory course about setting up your own business. You will organise your business ideas and use your organisational skills to plan and research your business and evaluate your competitors. You will also research marketing and advertising ideas as well as the registrations and approvals required to run a successful business.

**WESTFIELD PENRITH WEEKEND**
Saturday 11 February 2017, 9:30 am to 12:30 pm

TAE1010 Certificate IV in Workplace Training and Assessment meets the needs of anyone wishing to become a qualified trainer. The full qualification consists of 4 work shops and you can enrol in these workshops in any order. This is the Learning Design cluster consisting of 2 units from TAE4010 where you will design, develop and review learning programs as well as be introduced to the jargon of training in the training industry. The training is a blend of face to face and self-paced learning with the ongoing email and telephone support of our trainers.

**TAE40101 A Design and develop learning programs**

**TAE4020 A Use training packages and accredited**

**WESTFIELD PENRITH WEEKEND**
Saturday 11 February 2017, 1:30 pm to 3:30 pm
Duration: 4 days, $390 11th, 25th Feb, 11th & 25th Mar. Workshop, no concessions

Typing Test
One hour typing tests by appointment only, please call 4724 9000

**WESTFIELD PENRITH WEEKEND**
Sunday 12 February 2017, 9:00 am to 3:00 pm
Duration: 1 Day, $84 Workshop, no concessions

What to Wear
Do you have a wardrobe full of clothes, but never seem to have anything to wear? Perhaps you are entering or re-entering the workforce or just need a change of image. Learn how to choose clothing to enhance your figure and the image you wish to project at work and for leisure. We will also look at how to plan a wardrobe to suit your budget, needs and accessories and what is suitable attire for a variety of occasions. No concessions.

**WESTFIELD PENRITH WEEKEND**
Sunday 10 February 2017, 9:00 am to 3:00 pm
Duration: 1 Day, $84 Workshop, no concessions
Full Qualification Programs

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

WESTFIELD PENRITH
Friday 10 February 2017, 2:00 pm to 5:00 pm
Duration: 8 Weeks, $220

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
BSBWHS201 Contribute to health and safety of self and others
BSBIND201 Work effectively in a business environment
BSBCMCM201 Communicate in the workplace
BSBINM202 Handle mail
BSBITU201 Communicate electronically
BSBINM201 Process and maintain workplace information
BSBWOR301 Organise personal work priorities and development
BSBCUS301 Deliver a service to customers
BSBWOR302 Work effectively with others
BSBITU301 Produce simple word processed documents
BSBITU302 Create and use spreadsheets

WESTFIELD PENRITH
Wednesday 8 February 2017, 10:00 am to 4:00 pm
Duration: 16 Weeks, $540

KATOOMBA CENTRE
Friday 10 February 2017, 9:30 am to 3:30 pm
Duration: 16 Weeks, $870

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 I 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.

BSBWS201 Contribute to health and safety of self and others
BSBSU201 Participate in environmentally sustainable work practices
ICTICT202 Work and communicate effectively in an ICT environment
ICTICT206 Install software applications
ICTICT210 Operate database applications
ICTICT204 Operate a digital media technology package
ICTICT203 Operate application software packages
ICTWEB201 Use social media tools for collaboration and engagement
ICTICT205 Design basic organisational documents using computing packages
CUADIG201 Maintain interactive content
ICTSAS201 Maintain inventories for equipment, software and documentation
ICTSAS203 Connect hardware peripherals
ICTSAS206 Detect and protect from spam and destructive software
ICTICT201 Use computer operating systems and hardware

WESTFIELD PENRITH
Wednesday 8 February 2017, 10:00 am to 4:00 pm
Duration: 16 Weeks, $540

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.

BSBITU307 Develop keyboarding speed and accuracy
BSBWHS201 Contribute to health and safety of self and others
BSBADM307 Organise schedules
BSBCUS301 Deliver and monitor a service to customers
BSBWRT301 Write simple documents
BSBITU301 Organise personal work priorities and development
BSBITU302 Create electronic presentations
BSBITU303 Design and produce text documents
BSBITU304 Produce spreadsheets
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.

CHC33015 Provide individualised support
CHC33023 Support independence and wellbeing
CHLTAAP001 Recognise healthy body systems
CHC33003 Support community participation and social inclusion
CHC33001 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
CHC33001 Support group activities

KATOOMBA CENTRE
Friday 10 February 2017, 10:00 am to 4:00 pm
Duration: 16 Weeks, $1440

WESTFIELD PENRITH
Thursday 9 February 2017, 9:30 am to 3:30 pm
Duration: 16 weeks, $1440

Centre for Office Productivity
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 sand operate software packages and run diagnostic tests in sustainable environments.

BSWHHS034 Participate effectively in WHS communication and consultation processes
BSBSUS041 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
ICTSAS301 Run standard diagnostic tests
ICTICT203 Operate application software packages
BSRPR031 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
BSREBU041 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 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
BSBATS1W417 Select and use technology

WESTFIELD PENRITH
Thursday 9 February 2017, 10:00 am to 2:00 pm
Duration: 10 Weeks, $1960

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.

BSBCUS042 Address customer needs
BSBCUS401 Coordinate implementation of customer service strategies
BSBWR041 Write complex documents
BSBITU041 Design and develop complex text documents
BSBCM041 Make a presentation
BSBADM045 Organise meetings
BSBADM047 Administer projects
BSBNN0301 Promote innovation in a team environment
BSBIT041 Maintain business technology
BSBITA041 Design databases

WESTFIELD PENRITH
Thursday 9 February 2017, 10:00 am to 4:00 pm
Duration: 20 Weeks, $1570

Certificate IV 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.

CHC43115 Include individualised support
CHCDS002 Follow established person-centred behaviour supports
CHCDS005 Develop and provide person-centred service responses
CHCDS007 Facilitate the empowerment of people with disability
CHCDS008 Facilitate community participation and social inclusion
CHCDS009 Facilitate ongoing skills development using a person-centred approach
CHCDS010 Provide person-centred services to people with disability with complex needs
CHCDIV001 Work with diverse people
CHCLEG003 Manage legal and ethical compliance

WESTFIELD PENRITH
Wednesday 8 February 2017, 10:00 am to 4:00 pm
Duration: 20 Weeks, $1570

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.

BSBMB041 Establish legal and risk management requirements of small business
BSBMB042 Plan small business finances
BSBMB043 Market the small business
BSBMB044 Undertake small business planning
BSBREL042 Build client relationships and business networks
BSBCUS042 Address customer needs
BSBSMB047 Manage a small team
BSBSMB048 Manage personal, family, cultural and business obligations
BSBNN0301 Promote innovation in a team environment
BSBNSM041 Profile the market

WESTFIELD PENRITH
Wednesday 8 February 2017, 10:00 am to 4:00 pm
Duration: 20 Weeks, $1570

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.
### Seminars and Workshops

#### Basic Google Plus
Google Plus is not just another ‘social network’ it is about using Google Plus as an identity network that connects people and businesses across the web.

**WESTFIELD PENRITH**
Monday 27 March 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50

#### 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, it’s 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.

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 29 March 2017, 11:30 am to 2:30 pm  
Duration: 1 Lesson, $50  
Phone to Register

#### Connecting With Customers Online
This course is an introduction to Social Media Strategy, Online Advertising and Content Marketing to help business owners connect with their ideal prospects online.

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 15 February 2017, 11:30 am to 2:30 pm  
Duration: 1 Lesson, $50  
Phone to Register

#### Create Traffic Through Social Media
Learn about the different traffic management strategies available to help your boost your social media traffic. Learn how to design your profile to achieve maximum effectiveness, exposure and traffic.

**WESTFIELD PENRITH**
Wednesday 8 February 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50

#### Facebook for Business
More then 1 billion 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 advertisements that will reach the right audience.

**WESTFIELD PENRITH**
Monday 13 February 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50

#### From values to profit
Strong core values are the glue that holds together a business and allows it to thrive in day-to-day circumstances and stay true to its unique mission. They lie at the heart of the business model and affect every area of its operation. It’s no exaggeration to say that values can be the key to whether the business succeeds or fails. Come to this exciting course to pick up tips about making a profit in your business!

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 12 April 2017, 11:30 am to 2:30 pm  
Duration: 1 Lesson, $50  
Phone to Register

#### Instagram for Business
With over 500 million active accounts, Instagram is a highly engaged online community that has the capacity to reach your audience. You can promote your brand and products directly to your customers through creative images and videos to drive your businesses sales and enhance your online presence.

**WESTFIELD PENRITH**
Monday 13 March 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50

#### Killer Headlines
Have you ever wondered how the big guys get people to buy their product or services? You guessed it with killer headlines. Learn how you can create these headlines to attract your prospective customers!

**WESTFIELD PENRITH**
Monday 6 February 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50

#### 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 over 53 million users currently on Linkedin.

**WESTFIELD PENRITH**
Monday 20 February 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50

#### Mail Chimp For Business
Email marketing is a powerful tool for communicating with your customers. Learn how to interact with your customers using creative campaigns to keep them engaged and grow your business.

**WESTFIELD PENRITH**
Monday 27 February 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50
## Seminars and Workshops

<table>
<thead>
<tr>
<th>Marketing Plan</th>
<th>Website Optimisation</th>
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<tr>
<td>This workshop will show you how to create a successful marketing plan. Once you have mastered your goals, you will ultimately gain a rapid increase in revenue and profit.</td>
<td>Learn the basics of Search Engine Optimisation and Conversion Optimisation to empower you to make changes to your website that will improve search rankings, increase qualified traffic and lead to more sales.</td>
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<tr>
<td><strong>DIGITAL ENTERPRISE WESTFIELD PENRITH</strong>&lt;br&gt;Wednesday 5 April 2017, 11:30 am to 2:30 pm&lt;br&gt;Duration: 1 Lesson, $50 Phone to Register</td>
<td><strong>DIGITAL ENTERPRISE WESTFIELD PENRITH</strong>&lt;br&gt;Wednesday 8 March 2017, 11:30 am to 2:30 pm&lt;br&gt;Duration: 1 Lesson, $50 Phone to Register</td>
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<tr>
<th>Mind Mapping for Business</th>
<th>A new Digital Age awaits your business</th>
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<tr>
<td>In this course you will identify the benefits of using mind maps. Mind maps enable you to manage and organise information both on a personal and business level as well as planning and brainstorming and problem solving. Mind maps can even be used to design and plan websites. This tool is essential in your business and personal life.</td>
<td>With so many ways to digitally market your business, how do you choose where to focus your attention? We offer seminars and workshops designed to help you build your digital skill set. So, if you need help to navigate Social Media or to sharpen your marketing skills, our range of workshops and seminars have been specifically designed for businesses looking to explore the digital world.</td>
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<tr>
<td><strong>DIGITAL ENTERPRISE WESTFIELD PENRITH</strong>&lt;br&gt;Wednesday 22 February 2017, 11:30 am to 2:30 pm&lt;br&gt;Duration: 1 Lesson, $50 Phone to Register</td>
<td><strong>Call today to book yourself in or talk to us about selecting a course on 4724 9000</strong></td>
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<tr>
<th>Pinterest for Business</th>
<th>The art of persuasive selling</th>
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<tbody>
<tr>
<td>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.</td>
<td>Does the thought of selling something make you feel uncomfortable? You’ve probably seen all those long, scrolling sales letters online that seem to scream at you and go on forever. No doubt you’ve been snatched up by the vendor in the mall who wants you to try their product, or the sales clerk in a store who knows just what you want…even if they’ve never met you before. That doesn’t have to be the case at all. In fact, you’ll be far more successful in the long run and make more sales if you take a completely different approach. If you hate the idea of “selling”, then you’re already on the right track!</td>
</tr>
<tr>
<td><strong>WESTFIELD PENRITH</strong>&lt;br&gt;Monday 6 March 2017, 11:30 am to 2:30 pm&lt;br&gt;Duration: 1 Session, $50</td>
<td><strong>WESTFIELD PENRITH</strong>&lt;br&gt;Monday 20 March 2017, 11:30 am to 2:30 pm&lt;br&gt;Duration: 1 Session, $50</td>
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<tr>
<th>Visual Content Marketing</th>
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<tbody>
<tr>
<td>Are you using a variety of visuals in your content marketing? If not, you’re missing out on one of the biggest engagement and conversion strategies available to you as a business owner.</td>
<td></td>
</tr>
</tbody>
</table>
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.
Centre for Social Inclusion

because everyone can learn and discover.
Literacy - Numeracy

English Language Skills
If English is your second language and you’re headed to college or a job, this course will teach you the grammar, spelling and structure of the English Language that you’ll need to succeed. You will also come away from this course speaking more fluently.

SWELRN101A Basic learning strategies
SWEMSG107A Comprehending and leaving telephone messages

WESTFIELD PENRITH
Wednesday 8 February 2017, 7:00 pm to 9:00 pm
Duration: 8 Weeks, $150 for non-permanent residents.

English Language Skills - Advanced

Certificate III in Spoken and Written English is an advanced course for learners who already have some formal or informal exposure to English. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWEDSN310A Comprehending and giving spoken instructions
SWEDSN310A Comprehending and giving spoken instructions

WESTFIELD PENRITH
Thursday 9 February 2017, 9:30 am to 11:30 am
Duration: 8 Weeks, $150 for non-permanent residents.

English Language Skills - Intermediate

Come and experience spoken and written communication skills including grammar, pronunciation and spelling. This course is for people from a non-English speaking background and will cover modules from Certificate II in Spoken and Written English. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWETMN212A Comprehending and composing information reports
VU211030 Engage with simple texts for learning purposes

WESTFIELD PENRITH
Tuesday 7 February 2017, 10:00 am to 12:00 pm
Duration: 8 Weeks, $150 for non-permanent residents.

English Language: Beginners

This course is suitable for those who require practice to speak the language in a relaxed atmosphere as well as to obtain reading and writing skills. For people who satisfy certain requirements as determined by the Government, this course fee may be reduced.

SWEXCP009A Engaging in short exchanges
SWELTR003A Recognising and writing letters

KATOOMBA CENTRE
Tuesday 7 February 2017, 10:00 am to 12:00 pm
Duration: 8 Weeks, $150 for non-permanent residents.

WESTFIELD PENRITH
Thursday 9 February 2017, 12:00 pm to 2:00 pm
Duration: 8 Weeks, $150 for non-permanent residents.

IELTS Preparation
IELTS is the English test to enable you to study, settle and/or work in Australia. This intensive course will prepare you in the reading, writing, speaking and listening skills necessary to sit for the IELTS examination. Our experienced trainer will also give you all the tips that you require to pass the exam. You will need to be an Advanced or Intermediate student to participate in this course.

SWEINF308A Comprehending and composing complex information texts
SWECCO307A Composing formal correspondence and completing formatted texts
SWEEXP311A Comprehending and composing exchanges
SWEEXC303A Comprehending and negotiating complex exchanges
SWEEXC303A Comprehending and negotiating complex exchanges

WESTFIELD PENRITH
Tuesday 7 February 2017, 10:00 am to 2:00 pm
Duration: 8 Weeks, $400 2 days a week Tues, Wed

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. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWEINS206A Comprehending and giving spoken instructions
VU21313 Develop verbal communication skills

WESTFIELD PENRITH
Monday 6 February 2017, 9:30 am to 11:30 am
Duration: 8 Weeks, $150 for non-permanent residents.

Reading and Writing 1 for People with a Disability
This course is designed for those with a disability who would like to learn how to read and write. 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.

VU21286 Engage with short simple texts to participate in the community
VU21295 Recognise and locate simple numerical information in short, simple highly familiar texts

WESTFIELD PENRITH
Friday 10 February 2017, 7:00 am to 9:00 am
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 as determined by the Government.

VU21303 Create simple texts for personal purposes
VU21299 Engage with simple texts for personal purposes

PENRITH HIGH SCHOOL
Tuesday 7 February 2017, 7:00 am to 9:00 am
Duration: 8 weeks, Please contact the college to see if you are eligible for funding.

WESTFIELD PENRITH
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.

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.

VU21286 Engage with short simple texts to participate in the community
VU21295 Recognise and locate simple numerical information in short, simple highly familiar texts

WESTFIELD PENRITH
Friday 10 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.
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, $195

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.

BSITU402 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

Computers : Internet and Email Workshop
Been using the net for a while and can’t find what you’re looking for? Want to know about online shopping and how to send an email? Try this course. You will also learn about different types of connections, organising your favourites and many other useful tips. No experience required.

BSBITU203 Communicate electronically
BSWFOR204 Use business technology
WESTFIELD PENRITH
Thursday 16 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, No Concessions

iPad For Everyone
IPads have a multitude of uses. Try this course to get the most out of your iPad. You will discover how to sync iTunes, use apps, email and research, video conference, Skype and use your iPad settings effectively.

KATOOMBA CENTRE
Friday 10 February 2017, 1:00 pm to 3:00 pm
Duration: 8 Weeks, $179

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.

BSITU404 Produce spreadsheets
BSWFOR204 Use business technology
WESTFIELD PENRITH WEEKEND
Sunday 19 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.

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.

BSLED010 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

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.

BSLED010 Plan skills development
WESTFIELD PENRITH WEEKEND
Sunday 5 March 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concession

See pages 30-31 for Enrolment info & form and venue addresses.
**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
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Description</th>
<th>Digital Hub Westfield</th>
<th>Date(s)</th>
<th>Time(s)</th>
<th>Duration: 1 Lesson, $25</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad II</td>
<td>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.</td>
<td>Digital Hub Westfield</td>
<td>Monday 10 April 2017, 2:00 pm to 3:00 pm</td>
<td></td>
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</tr>
<tr>
<td>Learn about E-Readers</td>
<td>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.</td>
<td>Digital Hub Westfield</td>
<td>Monday 20 March 2017, 6:30 pm to 7:30 pm</td>
<td></td>
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</tr>
<tr>
<td>Online Banking</td>
<td>Start paying your bills, keep track of your credit cards and look after your finances with this introductory course in online banking.</td>
<td>Digital Hub Westfield</td>
<td>Monday 6 March 2017, 6:30 pm to 7:30 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protect Yourself from Viruses</td>
<td>Gain the skills you'll need to protect your computer from nasty things like viruses, spyware and malware.</td>
<td>Digital Hub Westfield</td>
<td>Monday 20 March 2017, 12:30 pm to 1:30 pm</td>
<td></td>
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</tr>
<tr>
<td>Searching with Google</td>
<td>Get handy tips and tricks on how to make the most of Google, the world’s most popular search engine.</td>
<td>Digital Hub Westfield</td>
<td>Monday 13 February 2017, 12:30 pm to 1:30 pm</td>
<td></td>
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</tr>
<tr>
<td>Shopping Online</td>
<td>Learn how to buy online in this short course, and learn how to be secure and safe while picking up the best bargains.</td>
<td>Digital Hub Westfield</td>
<td>Monday 13 March 2017, 2:00 pm to 3:00 pm</td>
<td></td>
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</tr>
<tr>
<td>Skype</td>
<td>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.</td>
<td>Digital Hub Westfield</td>
<td>Monday 13 March 2017, 6:30 pm to 7:30 pm</td>
<td></td>
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</tr>
<tr>
<td>Start Using the Internet</td>
<td>If you haven’t used the Internet or find it too daunting, this short course will take you through the steps you’ll need.</td>
<td>Digital Hub Westfield</td>
<td>Monday 6 March 2017, 12:30 pm to 1:30 pm</td>
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</tr>
<tr>
<td>Watching TV Online</td>
<td>Learn how to catch up on your favourite shows using a variety of online resources.</td>
<td>Digital Hub Westfield</td>
<td>Monday 3 April 2017, 12:30 pm to 1:30 pm</td>
<td></td>
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</tr>
<tr>
<td>Word Processing 1</td>
<td>Learn the basics of a word processor in this short course.</td>
<td>Digital Hub Westfield</td>
<td>Monday 27 February 2017, 12:30 pm to 1:30 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Word Processing 2</td>
<td>Gain more skills in this second level of Word Processing.</td>
<td>Digital Hub Westfield</td>
<td>Monday 27 March 2017, 2:00 pm to 3:00 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Digital Help Desk**

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.)
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 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: The College will not accept pre-payments of over $1500 in accordance with the NSSC policy on the Protection of Student Fees Paid in Advance. These guidelines are available for your reference at https://docs.education.gov.au/system/files/doc/other/protectionofstudentfeespaidinadvance.pdf

Confirmation
The College does not confirm bookings. Enrolments in a course or workshop should be considered effective, unless we contact you to state otherwise. Include your email address on your enrolment form and we will be able to confirm your booking by email if required.

Receipts
For telephone, fax or mail enrolments, receipts will be available on request. 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 enrolment. 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.

Concessions
New NSW Government Support provides Concessions and Fee Free programs. See page 24 for Eligibility. For other programs Pensioners and Seniors Cards where the fee is up to and including $120 the reduction is $15, for all other courses the reduction is $20.

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 where it is financially able. Additionally if you believe language, literacy or numeracy is a barrier to participation please advise any staff member to be put in touch with our Literacy Coordinator. Where learning is evaluated in our courses it will be done in a manner sensitive to your individual needs.

Don’t hesitate to raise any concerns you have with whichever staff you feel comfortable doing so.

Accredited Certificates
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 non-accredited courses you may request a Participation Certificate.

Legislative Compliance
The College’s activities are governed by compliance with a range of legislative frameworks. Key among these are:

- Children & Young Persons (Care and Protection Act) 1998.
- Disability Services Standards 2013.
- Standards for Registration of Training Organisations 2015.

For a comprehensive list of governing legislation please refer to our web site.

Recognition of Prior Learning (RPL)
Nepean Community College recognises that adults in the community have achieved skills, knowledge and competence through a variety of life experiences. Therefore, it is an important part of our provision of accredited vocational education and training to offer recognition of these competencies through recognition of prior learning.

Customer Service Guarantee
Nepean Community College has been awarded the ACE Endorsed Quality Award. We are responsible for the quality of the training and assessment and for issuing AQF certificates for accredited courses. We are committed to the provision of quality education and business training services. If at the completion of your training program you consider that the course did not cover the advertised content, please inform the College Principal 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 address your concerns in the first instance to your Centre Coordinator or Program Manager. 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 Council as required.

Evaluation
At some stage during a course your tutor will ask you to complete an evaluation form. Your feedback is important to us. Evaluation forms may be handed to your tutor or sent in direct to the College office.

Access to Information
Personal details are kept in secure electronic and hard copy format. We use your contact details to contact you about your course and inform you about upcoming courses. We will provide, on written request, access to your own records. We will not disclose Personal Information we collect from you to a third party without your written permission, except where it is required by funding bodies, by law or to send course information to you.

Recognition of Qualifications
Nepean Community College recognises the AQF qualifications and Statements of Attainment issued by other Recognised Training Organisations throughout Australia in line with the AQTF Standards.

Membership
Anyone can become a member of Nepean Community College. Membership offers the entitlement to be mailed College programs, attendance at the Annual General Meetings and allows for voting on issues of importance. Membership is set at $2 and is separate to enrolment fees for courses.

The Unique Student Identifier
If you’re studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). It is easy to create and the How To is available at www.usi.gov.au/Students/Pages/default.aspx
<table>
<thead>
<tr>
<th><strong>ENROL HERE:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td><strong>Day of the week:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td><strong>Company:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Building:</strong></td>
</tr>
<tr>
<td><strong>Town:</strong></td>
<td><strong>Street:</strong></td>
</tr>
<tr>
<td><strong>Postcode:</strong></td>
<td><strong>Date of Birth:</strong></td>
</tr>
<tr>
<td><strong>H Phone:</strong></td>
<td></td>
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<tr>
<td><strong>W Phone:</strong></td>
<td></td>
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<td><strong>Mobile:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>USI (page 30):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td><strong>Male</strong> □ □ <strong>Female</strong></td>
</tr>
<tr>
<td><strong>Indigenous Status:</strong></td>
<td>□ Nil □ Aboriginal □ Torres Strait Islander □ Both</td>
</tr>
<tr>
<td><strong>Country of Birth:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Do you speak a language other than English at home?</strong></td>
<td>□ No □ Yes</td>
</tr>
<tr>
<td><strong>If Yes, which language?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>How well do you speak English?</strong></td>
<td>□ Very well □ Well □ Not well □ Not at all</td>
</tr>
<tr>
<td><strong>Do you have a disability?</strong></td>
<td>□ No □ Yes</td>
</tr>
<tr>
<td><strong>If Yes:</strong></td>
<td>□ Hearing □ Physical □ Intellectual □ Learning □ Mental Illness □ Acquired Brain Impairment □ Vision □ Medical Condition □ Other:</td>
</tr>
<tr>
<td><strong>Highest level of school completed?</strong></td>
<td>□ still at school</td>
</tr>
<tr>
<td></td>
<td>□ 12 □ 11 □ 10 □ 9 □ 8 or lower. Completed when:</td>
</tr>
<tr>
<td><strong>Highest Qualification since turning 17:</strong></td>
<td>□ Degree or higher □ Advanced Diploma □ Diploma. Certificate: □ IV □ III □ II □ I □ Other</td>
</tr>
<tr>
<td><strong>Was this qualification completed at school?</strong></td>
<td>□ No □ Yes</td>
</tr>
<tr>
<td><strong>Do you live in Social Housing?</strong></td>
<td>□ No □ Yes</td>
</tr>
<tr>
<td><strong>Do you receive a Centrelink or other Benefit?</strong></td>
<td>□ No □ Yes</td>
</tr>
<tr>
<td><strong>Are you an Employment Service Provider client?</strong></td>
<td>□ No □ Yes</td>
</tr>
<tr>
<td><strong>If Yes, what is your Client ID?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If Yes, what is your Providers Organisation ID?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Are you Long Term Unemployed?</strong></td>
<td>□ No □ Yes</td>
</tr>
<tr>
<td><strong>If Yes do you have evidence?</strong></td>
<td>□ No □ Yes</td>
</tr>
<tr>
<td><strong>Signed:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Statistical Data below is collected for compliance with the Australian Vocational Education Management Information System Standard.**

**To Enrol Contact the College on (02) 4724 9000**

For Postal Enrolments Send To
Nepean Community College
Shop 115B Westfield Penrith
High St Penrith, NSW 2750

**RECEIPT NUMBER (Office Use Only):**

**Card Number:** ****** ****** ****** ****** | **Amount:** $ ****** ****** ****** ****** ****** ****** ****** ****** ****** ****** ****** ****** | **Expiry Date:** CCV Signature: **Card Number:** ****** ****** ****** ****** | **Amount:** $ ****** ****** ****** ****** ****** ****** ****** ****** ****** ****** ****** ****** | **Expiry Date:** CCV Signature:
Collaborate…

www.ncc.nsw.edu.au  Ph: 4724 9000