



SGSCC
WorkSkills

St George & Sutherland
Community College

Become Tech Savvy

With our Computer & Technology courses

Create your future

In Community & Health Services

Create Leaders and Managers

With our Business Diploma Courses

**Enrol now
for Term 1 2018**

Phone > 02 8074 0700

Or visit > workskills.sgsc.edu.au

127-129 Sutherland Road, Jannali



Welcome

SGSCC (St George & Sutherland Community College) was established as a Registered Training Organisation (RTO-7091) in 1995. As a leading training organisation, with a reputation for excellence in Vocational Education, we offer a large range of Nationally Recognised Qualifications from Certificate Level 1 to Advanced Diploma. Our industry links and pathways provide students with 'the edge' to further education and employment outcomes. 92% of SGSCC students successfully gain employment during or once they have completed their course.

Contents

▶ p30
In Focus

▶ p29
Childhood
Education

▶ p28
Community
Services

▶ p27
Business &
Management

▶ p24-26
Computers &
Technology

▶ p23
Get Work
Ready

What you need to know

STUDENT INTAKE DATES

Student intakes for Vocational Courses are monthly at SGSCC. Please call for the next intake dates.

Term 1 intakes

February Intake: Tuesday 6th February

March Intake: Tuesday 27th February

April Intake: Tuesday 27th March

All new students are required to attend a 2 hour college orientation before joining their class.

CLASS SESSIONS

Daytime Classes, Night-time Classes and Saturday Classes

Please refer to the individual timetables for course duration.

Small class sizes and one Trainer for the duration of your course.

STUDY OPTIONS

Classroom Based, Flexible Workbased Delivery, Traineeships and Distant

Please refer to the individual timetables for the study options.

PRICING & PAYMENTS

Computers & Technology

Please refer to the timetables on pages 24-26 for individual course prices. Please note there are no discounts on all Computer Courses.

Vocational Courses

Interest free payment plans are available for all accredited courses. Students are required to pay monthly if on a payment plan.

SMART & SKILLED

SGSCC is an approved Smart & Skilled provider. This training is subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Please call to receive your Smart & Skilled fee based on your personal circumstance. For eligibility and course information please refer to workskills.sgsc.edu.au and www.smartandskilled.nsw.gov.au

LOCATION – JANNALI

Free onsite parking
8 minute walk from
Jannali Station

15 minute walk from
Sutherland Station

Set on 2 acres so you can
enjoy the outdoor areas in
your breaks

On site coffee cart

In Focus

HLT33115 Certificate III in Health Services Assistance

- Interested in becoming an Assistant in Nursing working in acute care, providing a possible pathway to nursing?
- Working within the health system- hospital, doctor, physio, surgeries
- Develop the skills and knowledge to assist health professionals to care for clients



CHC43015 Certificate IV in Ageing Support

- Interested in working in Aged Services, helping to promote independence and community participation for the elderly?
- Workers may be required to supervise and/or coordinate a number of Aged Care workers in a team leader role
- Gain the skills to apply and follow legislative requirements in the Care industry



CHC42015 Certificate IV in Community Services

- Interested in providing support or interventions as well as other person centred services to individuals, groups and communities?
- Workers may be required to supervise and lead other workers in teams or projects
- Work may take place in a range of community service, case work or case management contexts



CHC52015 Diploma of Community Services

- Are you interested in managing, coordinating and/or delivering person centred services to individuals, groups and communities in the community services industry?
- Provide direct support to individuals or groups of individuals whilst supervising workers and volunteers
- Coordinate programs or the development of new business opportunities



CHC62015 Advanced Diploma of Community Sector Management

- Are you seeking a promotion in the community services industry or upskilling to secure a new role in a growing industry?
- Use your knowledge to provide quality person centred services
- Be involved in the expansion of community organisations





Childhood Education

CAREER OPPORTUNITIES – Family Daycare Educator, Early Childhood Educator, Room Leader, Director of a Childcare Centre, Education Support Worker, Teachers Aide

Course	Duration (Months)	Study Options	Onsite Days	Onsite Times	Work Placement Hours (minimum)
CHC30113 Certificate III in Early Childhood Education and Care	9	C, T	M - W	9:30am – 3pm	120
^CHC50113 Diploma of Early Childhood Education and Care	9	C, F, T	W & F	9:30am – 3pm	240
CHC40213 Certificate IV in Education Support	9	C, T	W - F	9:30am – 3pm	100

Available under Smart & Skilled

^ Must be working in the industry and have a current CHC30113 Certificate III in Early Childhood Education and Care to enrol

KEY: Study Options – C = Classroom, F = Flexible Work Based, T = Traineeships

WORK PLACEMENT:

All Childhood Education and community service courses include volunteer work placement. This is organised by your Trainer and hours are set by your employer, which include 8 hour shifts.



Community Services

CAREER OPPORTUNITIES – Residential Careworker, Homecare Assistant, Community Education Worker, Family Support Worker, Personal Care Worker, Care Supervisor, Community Program Coordinator, Senior Youth Worker, Community Education Manager, Community Development Manager



Course	Duration (Months)	Study Options	Onsite Days	Onsite Times	Work Placement Hours (minimum)
*HLT33115 Certificate III in Health Services Assistance	6	C	M – W	9:30am – 3pm	80
CHC33015 Certificate III in Individual Support	6	C, T	W – F	9:30am – 3pm	120
^CHC43015 Certificate IV in Ageing Support	6	C, F, T	W & F	9:30am – 3pm	120
CHC43115 Certificate IV in Disability	6	C, F, T	W - F	9:30am – 3pm	120
CHC42015 Certificate IV in Community Services	6	C, F, T	W - F	9:30am – 3pm	120
CHC52015 Diploma of Community Services	12	C, F, T	S	9:30am – 4pm	100
^CHC62015 Advanced Diploma of Community Sector Management	12	C, F	S	9:30am – 4pm	NA

Available under Smart & Skilled

^ Must be working in the industry to enrol in the CHC43015 Certificate IV in Ageing Support and CHC62015 Advanced Diploma of Community Sector Management

KEY: Study Options – C = Classroom, F = Flexible Work Based, T = Traineeships

* Not currently available under Smart & Skilled

NEW COURSES COMING IN 2018

- Mental Health First Aid
- FNSACC604 Monitor Corporate Governance Activities
- TAE40116 Certificate IV in Training and Assessment

For further information or to join the wait list call 8074 0700



Business & Management

CAREER OPPORTUNITIES – Data Entry Operator, Office Assistant, Owner Operator, Small Business Manager, Sales Team Manager, Frontline Sales Manager, Administration Officer, Personal Assistant, Executive Officer, Project Coordinator, Office Manager, Business Development Manager



Course	Duration (Months)	Study Options	Onsite Days	Onsite Times
ICT20115 Certificate II in Information, Digital Media and Technology	2	C, T	W – TH	9:30am – 3pm
*BSB30315 Certificate III in Micro Business Operations	6	C	T	6pm – 9pm
BSB40215 Certificate IV in Business	12	C, F, T	T	6pm – 9pm
BSB41515 Certificate IV in Project Management Practice	12	C, F, T	TH	6pm – 9pm
BSB42615 Certificate IV in New Small Business	12	C, F, T	T	6pm – 9pm
BSB42015 Certificate IV in Leadership and Management	12	C, F, T	TH	6pm – 9pm
BSB42415 Certificate IV in Marketing and Communication	12	C, F, T	TH	6pm – 9pm
BSB40515 Certificate IV in Business Administration	12	C, F, T	T	6pm – 9pm
BSB50215 Diploma of Business	12	C, F, T	S	9:30am – 4pm
BSB51915 Diploma of Leadership and Management	12	C, F, T	S	9:30am – 4pm
BSB50615 Diploma of Human Resources Management	12	C, F, T	S	9:30am – 4pm
^BSB52415 Diploma of Marketing and Communication	14	C, F	S	9:30am – 4pm

Available under Smart & Skilled

^ You are required to complete the 5 core units of BSB42415 Certificate IV in Marketing and Communication before enrolling

KEY: Study Options – C = Classroom, F = Flexible Work Based, T = Traineeships

* Not currently available under Smart & Skilled

Computer Courses

Whether you're a complete beginner in the world of technology, a time poor professional looking to upgrade your skills, or a keen small business owner curious about social media, SGSCC has a short computer course for you. Our experienced Trainers are passionate about helping you build your skills and with classes capped at 12 participants, you can enjoy a personalised learning experience. SGSCC also offers the flexibility of daytime, evening and Saturday classes.



ACCOUNTING

Course	Day/Date	Time	Sessions	Fee (\$)
*Accounting for Non Accountants	Tues, 27 Feb	9am-3pm	2	300
*MYOB Computerised Bookkeeping V2016.2	Fri, 2 Mar	9:30am-2:30pm	4	450
*Xero	Fri, 16 Feb	9am-3pm	1	180
	Fri, 6 April	9am-3pm	1	180
*Xero Payroll	Fri, 23 Feb	9am-3pm	1	180
	Fri, 13 Apr	9am-3pm	1	180

ADOBE

Course	Day/Date	Time	Sessions	Fee (\$)
*Illustrator	Sat, 10 Mar	9am-4pm	2	300
*InDesign	Sat, 24 Feb	9am-4pm	2	300
*Photoshop	Thu, 22 Feb	6pm-9pm	4	300

WEB DESIGN

Course	Day/Date	Time	Sessions	Fee (\$)
*WordPress BYO Laptop	Sat, 24 Mar	9am-4pm	2	300

SOCIAL MEDIA & WEB

Course	Day/Date	Time	Sessions	Fee (\$)
*Canva- Simple Graphic Design	Wed, 14 Mar	6pm-9pm	1	75
*MailChimp	Wed, 4 Apr	6pm-9pm	1	75
*Social Media for Business	Wed, 21 Feb	6pm-9pm	3	225
*Survey Monkey	Wed, 14 Feb	6pm-9pm	1	75
*Vlogging- Video Your Blog	Wed, 21 Mar	6pm-9pm	1	75
*Writing For The Web	Wed, 28 Mar	6pm-9pm	1	75



DEVICES

Course	Day/Date	Time	Sessions	Fee (\$)
*Apple iPad/iPhone Part 1- Settings, Messages, Notes App	Tue, 13 Feb	9:30am-1:30pm	1	50
	Wed, 28 Mar	9:30am-1:30pm	1	50
*Apple iPad/iPhone Part 2- Mail, Camera App	Tue, 20 Feb	9:30am-1:30pm	1	50
	Wed, 4 Apr	9:30am-1:30pm	1	50
*Apple iPad/iPhone Part 3- Calendar, Contacts & App Store	Tue, 20 Mar	9:30am-1:30pm	1	50
*Facebook for iPad/iPhone	Tue, 13 Mar	9:3am-12:30pm	1	45
*Samsung Phone	Wed, 21 Feb	9:30am-12:30pm	1	45
*Samsung Tablet	Wed, 14 Mar	9:30am-12:30pm	1	45

PHOTOS

Course	Day/Date	Time	Sessions	Fee (\$)
*Create a Photobook Online	Wed, 28 Feb	9:30am-2:30pm	1	60
*Photos from camera to USB	Wed, 14 Feb	9:30am-12:30pm	1	45

ONLINE SHOPPING

Course	Day/Date	Time	Sessions	Fee (\$)
*eBay	Tue, 3 Apr	9:30am-1:30pm	1	50

KEEPING IN CONTACT

Course	Day/Date	Time	Sessions	Fee (\$)
*Facebook- BYO Laptop	Wed, 28 Feb	9:30am-12:30pm	1	45
*Gmail- BYO Laptop	Wed, 7 Mar	9:30am-12:30pm	1	45

COMPUTERS 101

Course	Day/Date	Time	Sessions	Fee (\$)
*Windows 10	Mon, 19 Mar	9:30am-1:30pm	1	50
	Tue, 10 Apr	9:30am-1:30pm	1	50

TRAVEL

Course	Day/Date	Time	Sessions	Fee (\$)
*Travel planning online- BYO Laptop	Wed, 21 Mar	9:30am-12:30pm	1	45

TYPING SPEED TEST

Australian Standard AS2708-2001 available.
To book an appointment please contact Kailani on (02) 8543 7412 or email kglatz@sgscc.edu.au

PRIVATE ONE ON ONE TRAINING

Using your own computer, phone or tablet
\$100 per hour. To book please contact Kailani on (02) 8543 7412 or email kglatz@sgscc.edu.au

COMPUTER SKILLS

Course	Day/Date	Time	Sessions	Fee (\$)
*Computer Basics	Mon, 5 Mar	9:30am-2:30pm	1	150
*Touch Typing	Mon, 19 Feb	7pm-9pm	6	250
*Touch Typing for Kids	Mon, 19 Feb	4pm-6pm	6	150

MICROSOFT OFFICE

Course	Day/Date	Time	Sessions	Fee (\$)
*Excel Essentials	Tue, 13 Feb	9:30am-2:30pm	1	150
	Mon, 26 Mar	9:30am-2:30pm	1	150
*Excel Intermediate	Tue, 20 Feb	9:30am-2:30pm	1	150
	Mon, 9 Apr	9:30am-2:30pm	1	150
*Excel Advanced	Tue, 27 Feb	9:30am-2:30pm	1	150
*Job Ready – Word, Excel, PowerPoint, Outlook	Mon, 12 Feb	9:30am-2:30pm	3	375
*Word & Excel Basics	Tue, 6 Mar	9:30am-2:30pm	2	250
*Word & Excel Continued	Tue, 20 Mar	9:30am-2:30pm	2	250

KIDS COMPUTER SKILLS

Course	Day/Date	Time	Sessions	Fee (\$)
*Touch typing for kids	Mon, 19 Feb	4pm-6pm	6	150
*Code101- Scratch Part 1	Tue, 20 Feb	4pm-6pm	6	150
*Craft101- Makey Makey	Sat, 14 Apr	9am-3pm	1	70

JANUARY SCHOOL HOLIDAYS

Course	Day/Date	Time	Sessions	Fee (\$)
*Typing for Kids & Teens	Mon 22 Jan – Wed 24 Jan	9:30am-12:30pm	3	115
*Code101- Scratch Part 1	Mon 22 Jan – Wed 24 Jan	8:30am-3pm	3	180

APRIL SCHOOL HOLIDAYS

Course	Day/Date	Time	Sessions	Fee (\$)
*Code 101- Scratch Part 1	Mon 16 Apr – Wed 18 Apr	8:30am-3pm	3	180
*Code102 – Scratch Part 2	Thu 19 Apr – Sat 21 Apr	8:30am-3pm	3	180
*Typing for Kids	Thu 26 Apr – Fri 27 Apr	9:30am-2pm	2	115

COMING IN 2018

G Suite by Google

Course	Day/Date	Time	Sessions	Fee (\$)
*Google Set up- Gmail, Sheets, Forms, Slides				
*Google Hangouts and Live Stream				
*Google Keep, Vault and More				

To express your interest in the G Suite by Google please call Kailani on (02) 8543 7412 or email kglatz@sgscc.edu.au



Get Work Ready in 5 Days Summer Holiday Program

Monday 29 January to Friday 2 February 9am-4:30pm \$500

Are you looking for basic industry and workplace skills that will get your foot in the door with potential employers? Our 5 day FastTrack programs will give you the current industry expectations and get your resume ready with a HR expert.

We are offering fast track programs in;

- Hospitality
- Retail
- Aged Care Worker
- Disability Worker
- Nanny

Each program also includes;

- Resume preparation
- Cover letters
- Interview tips
 - Presentation
 - Portfolio



Vocational Pathway Qualifications for People with a Disability

This training is subsidised by the NSW Government – Student fee exempt

FSK10213 CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS

Classes are every Thursday starting February 1 till July 5 at Jannali from 9:30am-3:30pm

- Participants will learn new skills, create friendships and have fun as they build their skills and knowledge each week
- At the completion of this course participants will have the opportunity to pathway into a Certificate II Qualification, Business, IT or Retail

To enrol please call Kailani on 02 8543 7412 or email kglatz@sgscc.edu.au