

SGSCC

St George & Sutherland
Community College

WorkSkills

CHILDHOOD EDUCATION
COMMUNITY SERVICES
BUSINESS & MANAGEMENT
SHIRE BUSINESS COLLEGE
COMPUTERS & TECHNOLOGY
TECH SAVVY SMALL BUSINESS
TECH SAVVY SENIORS

ENROL NOW FOR TERM 4 2017

8543 7416 > 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.

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Computers & Technology

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 4 intakes

October intake

Tues 26th September, 2017 6-8pm

November intake

Tues 24th October, 2017 6-8pm

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

CLASS SESSIONS

Daytime Classes, Night-time Classes and Saturday Classes

Please refer to the individual timetables for course durations on pages 26-28.

We have small classes and one trainer for the duration of your course making it a very personal experience.

STUDY OPTIONS

Classroom Based, Flexible Workbased Delivery, Traineeships and Distant

Please refer to the individual timetables for the delivery options on pages 26-28

PRICING & PAYMENTS

Computers & Technology

Please refer to the timetables on pages 23-25 for individual course prices. Please note there are no discounts on any Computer Courses.

Vocational Courses

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

WELCOME TO SHIRE BUSINESS COLLEGE

St George & Sutherland Community College (SGSCC) brings to you, parents & students, the Shire Business College (SBC).

There is no need to look any further. We will be connecting youth with training & employment opportunities locally. We saw a need in our community to create a Business College for school leavers, offering our local students qualifications and work-life balance within their community. No need to give up a part time job to continue studying, we offer packages to Diploma level that support learning whilst earning.

Today's employers are not only looking for employees with qualifications, they want people with practical life, communication & team skills, wrapped up in a professional cloak of work ethics. Our programme offers the full package employers are looking for.

We will inspire minds & enrich lives in an ethical, caring & professional way to create the next generation of local business leaders. We are excited to see the next generation join us at the Shire Business College.



ENROL NOW FOR 2018

Our program will include:

- Qualifications to Diploma level – no exams!
- Quality Education & Training
- Industry current Trainers
- Work placement program
- Career advice
- Resume & business portfolio
- Job seeking & interview skills
- Computer skills
- Language, Literacy & Numeracy support

1. REPUTATION

SGSCC – for over 20 years, we have delivered qualifications that lead to employment.



2. LOCAL

Local youth at their local college, studying to get a job in their community.

4. LEARN & EARN

Studying at Shire Business College leaves plenty of time for a part time job.

3. OUR TRAINERS

You are receiving the most current industry skills and knowledge as all our trainers are industry and vocational current.

5. PAYMENT PLANS

We offer interest free monthly payment plans and Smart & Skilled placements.

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	6	C, T	W - F	9:30am – 3pm	120
^CHC50113 Diploma of Early Childhood Education and Care	12	C, F, T	T - W	9:30am – 3pm	240
CHC40213 Certificate IV in Education Support	6	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 courses include volunteer work placement. This is organised by your Trainer and hours are set by your employer, which include 8 hour shifts.

TRAINEESHIPS

Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Employers may attract Government incentives for workplace trainees.



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)
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

WORK PLACEMENT:

All Community Services courses include volunteer work placement. This is organised by your Trainer and hours are set by your employer, which include 8 hour shifts.

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	3	C, T	W – TH	9:30am – 3pm
BSB40215 Certificate IV in Business	12	C, F, T	T	6pm – 9pm
BSB41515 Certificate IV in Project Management Practise	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

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, 10 Oct	9am-3pm	2	280
*MYOB Computerised Bookkeeping	Fri, 20 Oct	9:30am-2:30pm	4	400
*MYOB Payroll	Fri 17, Nov	9am-1pm	1	140
*MYOB GST	Fri, 17 Nov	1:30pm-4:30pm	1	100
*MYOB Day to Day Operations	Fri, 24 Nov	9am-3pm	2	240
*Xero	Fri, 13 Oct	9am-3pm	1	120
	Fri, 8 Dec	9am-3pm	1	120

ADOBE

Course	Day/Date	Time	Sessions	Fee (\$)
*Illustrator	Wed, 15 Nov	6pm-9pm	4	280
*InDesign	Sat, 25 Nov	9am-4pm	2	280
*Photoshop	Sat, 21 Oct	9am-4pm	2	280

WEB DESIGN

Course	Day/Date	Time	Sessions	Fee (\$)
*WordPress BYO Laptop	Sat, 21 Oct	9am-4pm	2	300

SOCIAL MEDIA

Course	Day/Date	Time	Sessions	Fee (\$)
*Social Media for Business	Wed, 18 Oct	6pm-9pm	3	180
*Blogging	Sat, 11 Nov	10am-1pm	2	160

COMPUTER SKILLS

Course	Day/Date	Time	Sessions	Fee (\$)
*Computer Basics	Mon, 9 Oct	9:30am-2:30pm	1	150
*Touch Typing	Mon, 23 Oct	7pm-9pm	6	200
*Typing for Kids	Mon, 24 Oct	4pm-6pm	6	150

* No Discounts

MICROSOFT OFFICE

Course	Day/Date	Time	Sessions	Fee (\$)
*Excel Essentials	Tue, 10 Oct	9:30am-2:30pm	1	150
*Excel Intermediate	Tue, 17 Oct	9:30am-2:30pm	1	150
	Mon, 13 Nov	9:30am-2:30pm	1	150
*Excel Advanced	Tue, 31 Oct	9:30am-2:30pm	1	150
*Job Ready	Tue, 7 Nov	9:30am-2:30pm	3	320
*Word & Excel Basics	Mon, 16 Oct	9:30am-2:30pm	2	200
*Word & Excel Continued	Mon, 30 Oct	9:30am-2:30pm	2	200

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

TRAINING FOR YOUR WORKPLACE

If you have a minimum of 7 staff that need training, talk to us about custom training. The course can be delivered at your workplace or onsite at SGSCC. Call Kailani on 02 8543 7412 or email kglatz@sgscc.edu.au

CODE 101

Course	Pre Req	Day/Date	Time	Sessions	Fee (\$)
*Code 101- Scratch Part 1	None	Mon, 23 Oct	4pm-6pm	6	150
*Intro to App Development	None	Sat 21 Oct	9am-4pm	2	200

CRAFT 101

Course	Pre Req	Day/Date	Time	Sessions	Fee (\$)
*Craft 101- Makey Makey	Code 101	Sat, 4 Nov	9am-1pm	1	60

EXPRESSIONS OF INTEREST

To express your interest in any of the following courses please call 02 8543 7412 or email kglatz@sgscc.edu.au

- Basics of Robotics
- Coding for Adults

SEPTEMBER SCHOOL HOLIDAY'S

Course	Day/Date	Time	Sessions	Fee (\$)
*Typing for Kids & Teens	Mon 25 Sept – Thu 28 Sept	10am-1pm	4	115
*Craft101- Makey Makey	Sat 23 Sept	9am-3pm	1	70
*Code101- Scratch Part 1	Mon 25 Sept – Wed 27 Sept	8:30am-3pm	3	180
*Code102- Scratch Part 2	Thu 28 Sept – Sat 30 Sept	8:30am-3pm	3	180

JANUARY SCHOOL HOLIDAY'S

Course	Day/Date	Time	Sessions	Fee (\$)
*Code 101- Scratch	Mon 22 Jan – Wed 24 Jan	8:30am-3pm	3	180
*Typing for Kids	Mon 22 Jan – Wed 24 Jan	10am-1pm	3	115

* No Discounts

DEVICES

Course	Day/Date	Time	Sessions	Fee (\$)
*Tech Savvy Seniors – Apple iPad/iPhone Basics	Wed, 11 Oct	9:30am-1:30pm	1	50
	Thu, 19 Oct	9:30am-1:30pm	1	50
	Mon, 13 Nov	9:30am-1:30pm	1	50
*Tech Savvy Seniors – Apple iPad/iPhone Continued	Thu, 26 Oct	9:30am-1:30pm	1	50
	Mon, 20 Nov	9:30am-1:30pm	1	50
*Tech Savvy Seniors – Facebook for iPad/iPhone	Mon, 30 Oct	9:3am-12:30pm	1	45
*Tech Savvy Seniors – Samsung Phone	Thu, 2 Nov	9:30am-12:30pm	1	45
*Tech Savvy Seniors – Samsung Tablet	Thu, 9 Nov	9:30am-12:30pm	1	45

PHOTOS

Course	Day/Date	Time	Sessions	Fee (\$)
*Create a Personalised Christmas Gift	Tue, 28 Nov	9:30am-2:30pm	1	60
*Photos from camera to USB	Mon, 4 Dec	9:30am-12:30pm	1	45

ONLINE SHOPPING

Course	Day/Date	Time	Sessions	Fee (\$)
*eBay	Mon, 20 Nov	9:30am-1:30pm	1	50

KEEPING IN CONTACT

Course	Day/Date	Time	Sessions	Fee (\$)
*Tech Savvy Seniors – Facebook – BYO Laptop	Wed, 25 Oct	9:30am-12:30pm	1	45
*Gmail	Tue, 28 Nov	9:30am-12:30pm	1	45

COMPUTERS 101

Course	Day/Date	Time	Sessions	Fee (\$)
*Tech Savvy Seniors – Windows 10	Tue, 24 Oct	9:30am-1:30pm	1	50
	Mon, 27 Nov	9:30am-1:30pm	1	50

TRAVEL

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

TECH SAVVY SENIORS

Tech Savvy Seniors is an initiative of the NSW Ageing Strategy and is funded through a partnership between the NSW Government and Telstra.

Are you over the age of 60 and want to become Tech Savvy?

Our Tech Savvy Seniors is the program just for you.



TECH SAVVY SMALL BUSINESS

Are you a Small Local Business who needs IT skills for you and your team? Tech Savvy Small Business is subsidised by the NSW Government. The Tech Savvy Small Business program aims to support small business owners and their staff by providing fully subsidised accredited and non accredited training to small business's (20 employees or less, or an annual turnover of less than \$2,000,000)

For more information please call Kailani on 02 8543 7412.