ENROL NOW FOR TERM 1 2017

02 8074 0700 > workskills.sgscc.edu.au/sbc
127-129 Sutherland Road, Jannali
St George & Sutherland Community College (SGScc) brings to you, parents & students, the Shire Business College (SBC).

There is no need to look 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 that support learning whilst earning.

Our qualifications will be delivered over 2-3 days a week allowing students the time to get a job or continue their part time job, whilst getting qualified to Diploma level.

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.

OPEN DAYS
When: Saturday 21 January and Saturday 4 February. From 9am-3pm
Where: 127-129 Sutherland Rd, Jannali
Our program will include:

- Qualifications to Diploma level
- Quality education & training
- Industry current trainers
- Work placement program
- Career advice
- Resume & business portfolio
- Job seeking & interview skills
- Computer skills
- Language, Literacy & Numeracy support

Our professional development workshops will include:

- A social media profile clean up
- Personal styling for work
- Professional conversation skills
- Financial literacy
- Tax & Superannuation
- Time management
- Learning & communication styles
- Generational differences
- Workplace ethics & standards
- Business networking
- Out & about, ‘social responsibility’

Call 8074 0700 to book a course!
CERTIFICATE IV OVERVIEW

To qualify individuals to apply a broad range of specialised knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning.

- No exams! You are required to complete an assessment for each unit of competency
- 8-10 hours per week is required to complete assessment tasks at home
- The course duration is 12 months

Certificate IV in Business: This qualification is...
- For individuals to use well developed skills and a broad knowledge base to apply solutions to a range of problems
- For analysing information from a variety of sources
- To provide leadership & guidance to others

Employment opportunities include:
- Administrator
- Project Officer
- Analyst
- Personal Assistant

Certificate IV in New Small Business: This qualification is...
- Suitable for those wanting to establish a small business
- To analyse & evaluate information from a variety of sources
- To provide leadership & guidance to others with the responsibility for the productivity of others

Employment opportunities include:
- Franchisee
- Joining the Family Business
- Small Business Manager
- Consulting Business Owner / Operator

Certificate IV in Business Administration: This qualification is...
- Suited to a range of individuals who use well developed administrative skills
- To broaden your knowledge base for a wide variety of administrative contexts
- To analyse information from a variety of sources

Employment opportunities include:
- Administration Officer
- Executive Assistant
- Office Supervisor
- Personal Assistant

Certificate IV in Leadership & Management: This qualification is...
- For individuals working as developing and emerging leaders & managers
- For those assuming responsibility for their own performance
- To provide leadership, guidance & support to others

Employment opportunities include:
- Frontline Sales Manager
- Production Supervisor
- Sales Team Manager
- Team Leader

Certificate IV in Project Management Practice: This qualification is...
- Suitable for autonomous individuals
- For individuals who identify & apply project management skills & knowledge in a variety of contexts
- For project management tools to support organisational or business activities

Employment opportunities include:
- Contracts Officer
- Project Administrator
- Quality Officer
- Small Business Operator

Certificate IV in Marketing & Communication: This qualification is...
- For individuals who will use well developed marketing & communication skills
- For analysing & evaluating information from a variety of sources
- To apply solutions to a defined range of unpredictable problems

Employment opportunities include:
- Marketing Coordinator
- Market Research Assistant
- Promotions Assistant Manager
- Media Planner
Diploma Overview

To qualify individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or para-professional work and is a pathway for further learning.

- No exams! You are required to complete an assessment for each unit of competency
- 10-12 hours per week is required to complete assessment tasks at home
- The course duration is 12 months

Diploma of Business: This qualification is...
- To develop the skills and knowledge you need to create employment opportunities including creating and running a business
- To learn how to overview administrative functions in an office and how to manage workforce requirements
- To learn how to plan ahead for change and growth

Employment opportunities include:
- Business Development Manager
- Executive Officer
- Business Sales Team Leader
- Project Coordinator

Diploma of Leadership & Management: This qualification is...
- For individuals who apply knowledge, practical skills and experience in leadership & management across a range of industry contexts
- To show initiative and judgement in planning, organising, implementing and monitoring their own and others workload
- To use communication skills to support individuals and teams to meet organisational requirements

Employment opportunities include:
- Office Manager
- Corporate Service Manager
- Operations Manager
- Business Development Manager

Diploma of Human Resources Management: This qualification is...
- For individuals working in a variety of roles within the human resource sector
- To apply a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business
- To manage the recruitment selection and induction process as well as lead and manage organisational change within the business

Employment opportunities include:
- Human Resources Consultant
- Human Resources Manager
- Senior Human Resources Officer
- Human Resources Advisor

Diploma of Marketing & Communication: This qualification is...
- For individuals who have a sound theoretical knowledge base in marketing and communication
- To demonstrate a range of managerial skills to ensure functions are effectively conducted
- For leading teams within the organisation or business

Employment opportunities include:
- Account Manager
- Marketing Manager
- Media Manager
- Business Development Manager

Call 8074 0700 to book a course!
From the WorkSkills Team

Our philosophy is based on enriching lives through meeting the needs of our local community, providing quality training with an ethical, caring and professional approach, providing pathways to employment, career advancement and career change, as well as providing a place of belonging with shared experiences.

New Student Orientation

All new students are required to attend a College Orientation before attending class. Students will be advised of their orientation date by the Student Advisor once they enrol. All orientations are held on a Tuesday evening, starting at 6pm and finishing at 8pm. Please arrive at 5:45pm to ensure a timely commencement.

Pricing

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

<table>
<thead>
<tr>
<th>QUALIFICATION LEVEL</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II</td>
<td>$2000</td>
</tr>
<tr>
<td>Certificate III</td>
<td>$3000</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>$4000</td>
</tr>
<tr>
<td>Diploma</td>
<td>$5000</td>
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<tr>
<td>Advanced Diploma</td>
<td>$6000</td>
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</table>

NB: Resources are included in the cost of the course

VET FEE-HELP

SGSCC is now an approved VFH provider. For further information please refer to www.studyassist.gov.au

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.

To be eligible for any Smart & Skilled program, you must:
- Be an Australian Citizen, a Permanent Resident, a Humanitarian Visa Holder or a New Zealand Citizen, and
- Be 15 years of age or older, and
- Live or work in New South Wales, and
- No longer at school

Concession Criteria:

The concession fee for Certificate II courses is $160 & concession fee for Certificate III & IV courses is $240

Who is eligible for a concession? (Evidence will be required)

Aged Pension, Carer Payment (not Carer Allowance or Carer Adjustment Payment), Family Tax Benefit A (maximum rate), Newstart, Parenting Payment (single), Special Benefit, Sickness Allowance, Veterans Affairs Pension, Widow B Pension, Widow Allowance, Wife Pension, Youth Allowance.

Call our Student Advisor now on (02) 8543 7416 and receive your price based on your entitlement.

For further information please refer to www.smartandskilled.nsw.gov.au

Traineeships

Under Smart and 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.

For a full list of Smart and Skilled traineeship qualifications offered by SGSCC please refer to our website www.workskills.sgscc.edu.au

INTERNATIONAL STUDENTS

Vocational Courses

WorkSkills is the vocational education and training division of SGSCC, offering accredited courses delivering skills and knowledge leading to nationally recognised qualifications in Aged Care Support, Early Childhood Education and Care, Community Services, Individual Support, Community Sector Management and Disability. Now enrolling.

Study Tours

SGSCC International combines intensive educational programs with activities and tours, where our students experience the Australian way of life through interaction with the Australian people and their unique environment.

For more information:

Stephen Liciardiello
Manager – SGSCC International
E: slicciardello@sgscc.edu.au
P: +61 2 8543 7423
## Community Services

### Certificate III in Individual Support includes:
- Assisting and improving the quality of life for people with a disability and the elderly
- Assisting clients to maintain independence for as long as possible

**Employment opportunities include:**
- Residential Care Worker
- Home Care Assistant

### Certificate IV in Community Services includes:
- Providing direct support to individuals or groups
- Supervising and leading other workers in teams or projects

**Employment opportunities include:**
- Community Education Worker
- Family Support Worker

### Certificate IV in Ageing Support includes:
- Promoting independence and community participation for the elderly
- Supervising and/or coordinating a number of aged care workers in a team leader role

**Employment opportunities include:**
- Personal Care Worker
- Care Supervisor

### Certificate IV in Mental Health includes:
- Implementing community based programs and activities focusing on mental health and illness
- Working in a range of community contexts

**Employment opportunities include:**
- Community Rehabilitation and Support Worker
- Mental Health Outreach Worker

### Diploma of Community Services includes:
- Supervising workers and volunteers
- Managing, coordinating and/or delivering person-centred services to individuals, groups and communities

**Employment opportunities include:**
- Community Program Coordinator
- Early Intervention Worker
- Senior Youth Worker

### Advanced Diploma of Community Sector Management includes:
- Working independently and reporting to a board of management
- Achieving results in line with the organisation’s goals and strategic direction

**Employment opportunities include:**
- Community Education Manager
- Community Development Manager

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<table>
<thead>
<tr>
<th>Course</th>
<th>Class Time</th>
<th>Class Days</th>
<th>Min. Workplace Hours</th>
<th>Duration</th>
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<tbody>
<tr>
<td>* CHC22015 Certificate II in Community Services</td>
<td>TBC</td>
<td>TBC</td>
<td>TBC</td>
<td>6 months</td>
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<tr>
<td>* CHC33015 Certificate III in Individual Support</td>
<td>9:30am – 3pm</td>
<td>Wednesday, Thursday &amp; Friday</td>
<td>120hrs</td>
<td>6 months</td>
</tr>
<tr>
<td>* CHC42015 Certificate IV in Community Services</td>
<td>9:30am – 3pm</td>
<td>Wednesday, Thursday &amp; Friday</td>
<td>120hrs</td>
<td>6 months</td>
</tr>
<tr>
<td>* CHC43015 Certificate IV in Ageing Support</td>
<td>9:30am – 3pm</td>
<td>Monday, Tuesday &amp; Wednesday</td>
<td>120hrs</td>
<td>6 months</td>
</tr>
<tr>
<td>CHC43315 Certificate IV in Mental Health</td>
<td>9:30am – 3pm</td>
<td>Monday, Tuesday &amp; Wednesday</td>
<td>80hrs</td>
<td>6 months</td>
</tr>
<tr>
<td>* CHC52015 Diploma of Community Services</td>
<td>9:30am – 4pm</td>
<td>Saturday Fortnightly</td>
<td>100hrs</td>
<td>12 months</td>
</tr>
<tr>
<td>* CHC62015 Advanced Diploma of Community Sector Management</td>
<td>9:30am – 4pm</td>
<td>Saturday Fortnightly</td>
<td>240hrs</td>
<td>18 months</td>
</tr>
</tbody>
</table>

*Available under Smart & Skilled*

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Call 8074 0700 to book a course!
From Birth to Big School

Certificate III in Early Childhood Education & Care includes:

- Providing care for babies and young children
- Supporting the wellbeing, learning and development of children

**Employment opportunities include:**
- Family Day Care Educator
- Early Childhood Educator

Certificate IV in Education Support includes:

- Providing support to teachers and care to school aged children
- Supporting children’s learning and implementation of responsible behaviour

**Employment opportunities include:**
- Education Support Worker
- Teachers’ Aide

Certificate IV in School Age Education & Care includes:

- Providing care for school aged children
- Working with school aged children in outside school hours care and vocational programs

**Employment opportunities include:**
- OOSH Educator
- Day Activity Worker

Diploma of Early Childhood Education & Care includes:

- Developing learning plans for childcare centres and building positive and respectful relationships with children

**Employment opportunities include:**
- Room Leader
- Director of a Childcare Centre

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**STUDENT INTAKE IS MONTHLY AT SGSCC – CALL FOR NEXT INTAKE DATE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Time</th>
<th>Class Days</th>
<th>Min. Workplace Hours</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC30113 Certificate III in Early Childhood Education &amp; Care</td>
<td>9:30am – 3pm</td>
<td>Wednesday, Thursday &amp; Friday</td>
<td>120hrs</td>
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<tr>
<td>CHC50113 Diploma of Early Childhood Education &amp; Care</td>
<td>9:30am – 3pm</td>
<td>Monday, Tuesday &amp; Wednesday</td>
<td>240hrs</td>
<td>12 months</td>
</tr>
<tr>
<td>CHC40213 Certificate IV in Education Support</td>
<td>9:30am – 3pm</td>
<td>Wednesday, Thursday &amp; Friday</td>
<td>100hrs</td>
<td>6 months</td>
</tr>
<tr>
<td>CHC40113 Certificate IV in School Age Education &amp; Care</td>
<td>9:30am – 3pm</td>
<td>Monday, Tuesday &amp; Wednesday</td>
<td>120hrs</td>
<td>6 months</td>
</tr>
</tbody>
</table>

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Full descriptions of every course at [workskills.sgscc.edu.au](http://workskills.sgscc.edu.au)
Business

Certificate II in Information, Digital Media & Technology includes:
• Contributing to health and safety in the workplace
• Foundation skills and knowledge to use information & technology in any industry

Employment opportunities include:
• Data Entry Operator
• Office Assistant

Certificate IV in New Small Business includes:
• Developing a knowledge to solve a range of unpredictable problems
• Analysing and evaluating information from a variety of sources

Employment opportunities include:
• Owner Operator
• Small Business Manager

Certificate IV in Leadership & Management includes:
• Developing your leadership and management skills in a range of industry contexts
• Responsibility for organising and monitoring the output of your team

Employment opportunities include:
• Sales Team Manager
• Frontline Sales Manager

Certificate IV in Business Administration includes:
• Developing a broad knowledge in a wide variety of administrative contexts
• Designing and developing complex text documents and spreadsheets

Employment opportunities include:
• Administration Officer
• Personal Assistant

Certificate IV in Leadership & Management includes:
• Using communication skills to support individuals and teams to meet organisational requirements
• Planning, organising, implementing and monitoring your own workload as well as the workload of others

Employment opportunities include:
• Office Manager
• Business Development Manager

Diploma of Business includes:
• Leading business departments and/or teams
• Implementing continuous improvement

Employment opportunities include:
• Executive Officer
• Project Coordinator

Diploma of Leadership & Management includes:
• Using communication skills to support individuals and teams to meet organisational requirements
• Planning, organising, implementing and monitoring your own workload as well as the workload of others

Employment opportunities include:
• Office Manager
• Business Development Manager

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<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>* ICT20115 Certificate II in Information, Digital Media &amp; Technology</td>
<td>9:30am – 3pm</td>
<td>Wednesday &amp; Thursday</td>
<td>6 months</td>
</tr>
<tr>
<td>* BSB42615 Certificate IV in New Small Business</td>
<td>6pm – 9pm</td>
<td>Tuesday Weekly</td>
<td>12 months</td>
</tr>
<tr>
<td>* BSB42015 Certificate IV in Leadership &amp; Management</td>
<td>6pm – 9pm</td>
<td>Tuesday Weekly</td>
<td>12 months</td>
</tr>
<tr>
<td>* BSB40515 Certificate IV in Business Administration</td>
<td>6pm – 9pm</td>
<td>Wednesday Weekly</td>
<td>12 months</td>
</tr>
<tr>
<td>* BSB50215 Diploma of Business</td>
<td>9:30am – 4pm</td>
<td>Saturday Fortnightly</td>
<td>12 months</td>
</tr>
<tr>
<td>* BSB51915 Diploma of Leadership &amp; Management</td>
<td>9:30am – 4pm</td>
<td>Saturday Fortnightly</td>
<td>12 months</td>
</tr>
<tr>
<td>TAE40110 Certificate IV in Training &amp; Assessment</td>
<td>9:30am – 4pm</td>
<td>Saturday Weekly</td>
<td>6 months</td>
</tr>
</tbody>
</table>

*Available under Smart & Skilled

NEW BUSINESS COURSES – LODGE YOUR EXPRESSION OF INTEREST

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Time</th>
<th>Class Days</th>
<th>Duration</th>
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<tbody>
<tr>
<td>* BSB20115 Certificate II in Business</td>
<td>TBC</td>
<td>TBC</td>
<td>6 months</td>
</tr>
<tr>
<td>* BSB41515 Certificate IV in Project Management Practice</td>
<td>TBC</td>
<td>TBC</td>
<td>12 months</td>
</tr>
<tr>
<td>* BSB42415 Certificate IV in Marketing &amp; Communication</td>
<td>TBC</td>
<td>TBC</td>
<td>12 months</td>
</tr>
<tr>
<td>* BSB50615 Diploma of Human Resources Management</td>
<td>TBC</td>
<td>TBC</td>
<td>12 months</td>
</tr>
<tr>
<td>* BSB52415 Diploma of Marketing &amp; Communication</td>
<td>TBC</td>
<td>TBC</td>
<td>12 months</td>
</tr>
</tbody>
</table>

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Call 8074 0700 to book a course!
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. Full descriptions of every course at workskills.sgscc.edu.au

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**ACCOUNTING – SMALL BUSINESSES TO LARGE ORGANISATIONS**

<table>
<thead>
<tr>
<th>Course Name &amp; Fee</th>
<th>Day/Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting for Non Accountants Understanding Financial Reports</td>
<td>Tue, Starts 14 Feb</td>
<td>9am-3pm</td>
<td>2</td>
<td>$280*</td>
</tr>
<tr>
<td>MYOB Computerised Bookkeeping For Small Business Owners</td>
<td>Fri, Starts 10 Feb</td>
<td>9:30am-2:30pm</td>
<td>4</td>
<td>$400*</td>
</tr>
<tr>
<td>MYOB Payroll Processing Your Payroll</td>
<td>Sat, 01 April</td>
<td>9am-1pm</td>
<td>1</td>
<td>$140*</td>
</tr>
<tr>
<td>MYOB &amp; GST V19 Managing BAS &amp; GST</td>
<td>Sat, 01 April</td>
<td>1:30pm-4:30pm</td>
<td>1</td>
<td>$100*</td>
</tr>
<tr>
<td>MYOB Day to Day Operations Manage Accounting Records</td>
<td>Fri, Starts 10 Mar</td>
<td>9am-3pm</td>
<td>2</td>
<td>$240*</td>
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<tr>
<td>Xero – Manage Your Business On The Go</td>
<td>Fri, 24 Mar</td>
<td>9am-3pm</td>
<td>1</td>
<td>$120*</td>
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**ADOBE – BRING YOUR CREATIVE VISION TO LIFE**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Day/Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Illustrator – Create Vector Images</td>
<td>Sat, Starts 11 Feb</td>
<td>9am-4pm</td>
<td>2</td>
<td>$280*</td>
</tr>
<tr>
<td>InDesign – Create And Print Brochures</td>
<td>Sat, Starts 18 Mar</td>
<td>9am-4pm</td>
<td>2</td>
<td>$280*</td>
</tr>
<tr>
<td>Photoshop – Create And Enhance Photos</td>
<td>Thu, Starts 23 Feb</td>
<td>6pm-9pm</td>
<td>4</td>
<td>$280*</td>
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</tbody>
</table>

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**CODING – CREATE YOUR OWN GAME**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Day/Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code from Scratch – The Beginners Guide To Coding</td>
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<tr>
<td>Creative coding – Create Your Own Game</td>
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<tr>
<td>Web warriors – Create Your Own Website</td>
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<tr>
<td>Coding for kids, The next level – Java</td>
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<tr>
<td>Coding for adults – Scratch, Stencyl, Java</td>
<td>Sat, Starts 25 Feb</td>
<td>9am-4pm</td>
<td>3</td>
<td>$350*</td>
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</table>

To place your child’s name on the waitlist please contact Kailani on 02 8543 7412 or email kglatz@sgscc.edu.au

* No Discounts
### COMPUTER SKILLS – LEARN BASIC COMPUTER OPERATIONS

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Day/Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Computer Basics Part 1 Understanding Your Computer</td>
<td>Mon, 13 Feb</td>
<td>9am-3pm</td>
<td>1</td>
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</tr>
<tr>
<td>Computer Basics Part 2 Search The Web, Send Emails</td>
<td>Mon, 20 Feb</td>
<td>9am-3pm</td>
<td>1</td>
<td>$150*</td>
</tr>
<tr>
<td>One Drive for Google and Outlook</td>
<td>Tue, 20 Mar</td>
<td>9am-4pm</td>
<td>1</td>
<td>$140*</td>
</tr>
<tr>
<td>Touch Typing – Typing The Right Way</td>
<td>Mon, Starts 13 Feb</td>
<td>7pm-9pm</td>
<td>6</td>
<td>$200*</td>
</tr>
<tr>
<td>Typing for Kids – Learn To Touch Type</td>
<td>Mon, Starts 13 Feb</td>
<td>4pm-6pm</td>
<td>6</td>
<td>$150*</td>
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### MICROSOFT OFFICE – FOR BUSINESS AND HOME

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Day/Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Excel Essentials – Organise And Calculate Your Data</td>
<td>Wed, 15 Feb</td>
<td>9am-3pm</td>
<td>1</td>
<td>$150*</td>
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<tr>
<td>Excel Intermediate – Maintain Your Data</td>
<td>Wed, 15 Mar</td>
<td>9am-3pm</td>
<td>1</td>
<td>$150*</td>
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<tr>
<td>Excel Advanced – Use Advanced Functions</td>
<td>Wed, 29 Mar</td>
<td>9am-3pm</td>
<td>1</td>
<td>$150*</td>
</tr>
<tr>
<td>Job Ready – Get Interview Ready</td>
<td>Thu, Starts 02 Mar</td>
<td>9:30am-2:30pm</td>
<td>4</td>
<td>$320*</td>
</tr>
<tr>
<td>Outlook – Master Your Inbox And Calendar</td>
<td>Tue, 07 Mar</td>
<td>9am-3pm</td>
<td>1</td>
<td>$150*</td>
</tr>
<tr>
<td>PowerPoint Essentials – Create Powerful Presentations</td>
<td>Tue, 04 April</td>
<td>9am-3pm</td>
<td>1</td>
<td>$150*</td>
</tr>
<tr>
<td>Word &amp; Excel Basics – Create Documents And Data</td>
<td>Tue, Starts 14 Feb</td>
<td>6pm-9pm</td>
<td>3</td>
<td>$200*</td>
</tr>
<tr>
<td>Word &amp; Excel Continued Master Your Documents And Data</td>
<td>Tue, Starts 07 Mar</td>
<td>6pm-9pm</td>
<td>3</td>
<td>$200*</td>
</tr>
</tbody>
</table>

### SOCIAL MEDIA – CREATE AND SHARE

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Day/Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blogging – Publish Your Passions</td>
<td>Sat, Starts 25 Mar</td>
<td>9am-1pm</td>
<td>2</td>
<td>$160*</td>
</tr>
<tr>
<td>Facebook – Connect With Friends And Family</td>
<td>Wed, 22 Feb</td>
<td>1pm-4pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Instagram – Capture And Share</td>
<td>Tue, 28 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Pinterest – The World’s Catalogue Of Ideas</td>
<td>Wed, 08 Feb</td>
<td>1pm-4pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Setting up a Facebook account Grandchildren Don’t Have Time</td>
<td>Wed, 22 Feb</td>
<td>1pm-4pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Snapchat – Living In The Moment</td>
<td>Thu, 06 April</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Social media for business Market Your Business For Free</td>
<td>Wed, Starts 22 Feb</td>
<td>6pm-9pm</td>
<td>6</td>
<td>$360*</td>
</tr>
</tbody>
</table>

### WEB DESIGN- CREATING THE PERFECT WEBSITE

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Day/Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>WordPress – Beginners</td>
<td>Sat, 11 Feb</td>
<td>9am-4pm</td>
<td>3</td>
<td>$420*</td>
</tr>
<tr>
<td>WordPress – Advanced</td>
<td>Sat, 4 Mar</td>
<td>9am-4pm</td>
<td>3</td>
<td>$420*</td>
</tr>
</tbody>
</table>

* No Discounts

Call 8074 0700 to book a course!
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Day/ Date</th>
<th>Time</th>
<th>Sessions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apple iPad</strong></td>
<td>Wed, 22 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Master Your Apple iPad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Apple iPhone</strong></td>
<td>Wed, 1 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Master Your Apple iPhone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Card Making Online</strong></td>
<td>Mon, 27 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Personalise Your Cards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Create a photobook online</strong></td>
<td>Mon, 06 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Capture Every Moment</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>eBay Buying</strong></td>
<td>Tue, 07 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Grab A Bargain</td>
<td></td>
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</tr>
<tr>
<td><strong>eBay selling</strong></td>
<td>Tue, 14 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Ka-Ching</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Files and folders</strong></td>
<td>Mon, 03 April</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Organise Files And Folders</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Free apps for Photosharing</strong></td>
<td>Mon, 20 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Share Your Holiday Snaps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gmail</strong></td>
<td>Tue, 21 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Create Emails And Send</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Google photos</strong></td>
<td>Tue, 28 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Backup Unlimited Photos Free</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Gumtree</strong></td>
<td>Mon, 06 Mar</td>
<td>1pm-4pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Buy And Sell Locally For Free</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Internet/Cyber safety</strong></td>
<td>Wed, 01 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Stay Safe Online</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Kindle</strong></td>
<td>Thu, 09 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Read On The Go</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Online grocery shopping</strong></td>
<td>Mon, 13 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Can’t Reach The Top Shelf?</td>
<td></td>
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</tr>
<tr>
<td><strong>Online Banking</strong></td>
<td>Mon, 06 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Hassle Free</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>PayPal</strong></td>
<td>Tue, 14 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Smarter, Faster, Safer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Photos from camera to USB</strong></td>
<td>Fri, 31 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Is Your Memory Card Full?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Samsung tablet</strong></td>
<td>Thu, 16 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Master Your Samsung Tablet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Samsung smartphone</strong></td>
<td>Wed, 08 Feb</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Master Your Samsung Phone</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Skype</strong></td>
<td>Wed, 08 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Connect Globally</td>
<td></td>
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</tr>
<tr>
<td><strong>Travel planning online</strong></td>
<td>Tue, 21 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Research, Book, Relax</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Windows 10</strong></td>
<td>Mon, 27 Mar</td>
<td>9:30am-12:30pm</td>
<td>1</td>
<td>$45*</td>
</tr>
<tr>
<td>Master Windows 10</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
ICT20115 Certificate II in Information, Digital Media & Technology

Are you currently unemployed and looking to develop your computer skills across a wide range of software and technology to get a job?

- Course fees start at $160 to $1050, depending on your Smart & Skilled eligibility.
- Classes will be held 2 days a week over 20 weeks, every Wednesday & Thursday 9:30am-3pm.
- No classes in the school holidays, perfect for mums returning to work or getting new skills.
- We have a monthly intake into this course so you can start NOW.
- You are in the right place, phone 02 8543 7412 today to check your eligibility, and Smart & Skilled Fee.

PRIVATE ONE ON ONE TRAINING AVAILABLE - THE COMFORT OF USING YOUR OWN DEVICE

$100* Per hour
To book please contact Kailani on 02 8543 7412 or email kglatz@sgscc.edu.au

2017 SCHOOL HOLIDAY CODING WORKSHOPS

January School Holidays
April School Holidays
July School Holidays
September School Holidays

To make sure your child does not miss out contact Kailani on 02 8543 7412 or email kglatz@sgscc.edu.au
Dates to be confirmed.

Call 8074 0700 to book a course!
Term & Conditions

Centrelink and Veterans Affairs Discounts
A $25 discount is given on most courses, unless otherwise specified, to people who present their FULL CENTRELINK or FULL VETERANS AFFAIRS SERVICE PENSION counter letter from Centrelink at time of enrolment. Only one concession permitted per term. Not to be used in conjunction with other discounts.

Enrolment
Enrolment prior to class commencement is essential. All courses include GST except where indicated ‘GST-free’.

Only persons enrolled in our courses may attend classes. Non enrolled persons are not permitted to join classes at anytime. Unless specified as a Children’s course, to be enrolled in our Adult classes you must be minimum enrolment aged 15 years.

Payment
Cheque or credit card are the preferred methods of payment. If a cheque is dishonoured or cancelled a $27.50 penalty will apply.

Material Costs
Any additional costs will be detailed by your tutor; most practical classes will incur some material costs and these are kept as low as possible.

Class Cancellations
Courses are non-refundable or transferable, however under some circumstances, such as lower than expected student numbers, classes may need to be cancelled by SGSCC. You will be notified at least 3 days prior to the scheduled commencement and either refunded in full or transferred. For VET FEE-HELP eligible courses payment of student fees is not required until the Census Date. Fees paid in advance of the Census Date are eligible for refund for that unit of study. Please refer to VET FEE-HELP Refund and Withdrawal Policy.

Scholarships – Nominate Someone
Nominate someone in need for one of our five Scholarships. Tell us why by sending an email or letter to enquiries@sgsc.edu.au or PO Box 404 Jannali 2226. No self nominations. Awarding of scholarships is discretionary.

Seniors Discounts
A 5% discount is available on all courses offered except those itemised as ‘No Discount’. Enrolments must be made by phone, mail, fax or in person. A NSW State Government Seniors Card must be presented at time of enrolment. Not to be used in conjunction with other discounts.

Tutors
Due to unforeseen circumstances, tutors may occasionally be replaced by others with appropriate qualifications and experience.

Student Privacy:
Information concerning students, including information submitted on the enrolment form will be used by SGSCC or other authorised organisations for the purposes of general student administration, communication, state and national reporting, program monitoring and evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting the SGSCC on 9528 3344 or visit www.sgscc.edu.au

Venue & Parking Regulations:
All venues are non smoking. Parking in the grounds is done so at your own risk, please park only in defined spaces.

Diversity & Special Assistance:
SGSCC is committed to providing access for all people including those with learning difficulties, disabilities, or those who need language support. Where possible SGSCC will endeavour to tailor courses and assessments to persons’ needs; please indicate requirements at enrolment. Access for people with disabilities is dependent on the facilities at the respective venues used by SGSCC. SGSCC will endeavour to make special arrangements to meet the needs of people with disabilities.

Nationally Accredited Courses
St George & Sutherland Community College Inc known as SGSCC is a Registered Training Organisation (RTO - 7091), registered in NSW by the Australian Skills Quality Authority (ASQA) and accredited to provide training and recognition services according to our Scope of Registration within the VET Quality Framework. ASQA is the national regulator for Australia’s vocational education and training (VET) sector.

Recognition of Prior Learning (RPL) and Credit Transfer are available; all accredited courses require students to be assessed in order to be deemed competent.

The College provides opportunities for re-assessment. Should a student disagree with the outcome of an assessment, the student can access the College’s Appeals procedure.

Students who successfully complete an accredited course will receive a certificate and/or a statement of attainment.

For further information please contact SGSCC on 9528 3344 or refer to the Rights and Responsibilities document on our website at sgscc.edu.au

College Board
Nola Nutt, Mike Schrafft, Jennie Barry, Julie Leslie – Community Representatives
James McDonald – Tutor Representative
Lorraine Hedges – Nominated Representative
Linda Hurst, Janet Williams, David Ball – Membership Representatives
Patricia Carroll – Ex Officio, Secretary and Public Officer

ACCREDITATIONS

Diversity & Special Assistance:
Enrolment Form

Enrolment Checklist
1. Carefully read "General information for Students" before completing this Form.
2. Enrol any of the following 5 ways:
   - Online – Visit www.sgscc.edu.au
   - By Phone – Call 9528 3344
   - By Fax – Fax to 9589 0517
   - In Person – Enrol for any course at the centres and times listed on Page 3
3. If you have any questions, call us between 9.00am and 5.00pm, Monday to Friday on 9528 3344
OR email your query to enquiries@sgscc.edu.au

Please provide all the information required on this form and be sure that you sign it where indicated below.

Course Details

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
</table>

Do you wish to become an SGSCC Member? If so, add $10.00 to the Enrolment Fee

SGSCC Membership $10.00

Total Fee Payable

Student Information

First Name: __________________________ Surname: __________________________
Address: __________________________________________ Suburb: _____________ Postcode: ___________
Phone (Home): ___________ (Work): ___________ (Mobile): ___________
Email: __________________________

Concession Information/Please tick the appropriate box and attach Documentation

- Full Pension
- Veterans Affairs Service Pension
- Seniors Card
- Centrelink Recipient
- Document Attached
- Documents Sighted

Do you have a learning need? Y/N Do you have a disability and need support?

Your information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys for research, statistical analysis, program evaluation, post-completion surveys and internal management purposes. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting SGSCC on 9528 3344. To view SGSCC’s Privacy Policy visit the website: sgscc.edu.au. Thank you for taking the time to answer these brief questions.

Questionnaire (OPTIONAL)

In which country were you born?

What language do you normally speak at home?

What is your residency status? (Funded courses only)

Are you of Aboriginal or Torres Strait Islander origin? Yes ☐ No ☐

What is your highest COMPLETED school level?

Yr 12 ☐ Yr 11 ☐ Yr 10 ☐ Yr 9/lower ☐

In which year did you complete that level?

Your main reason for undertaking this course is to: (get a job, learn a new skill etc)

Who are you employed by?

Is this course related to your work? Yes ☐ No ☐

I have been provided/or have had the information explained/or advised to access and read the following: Information on the SGSCC web page for Accredited Courses; Student Handbook (Fees and Refunds); terms in the Agreement to Pay form (if applicable) and General Information for Students section of the brochure. I am aware I can access the units of competency at sgscc.edu.au related to any accredited course. I agree with the terms and conditions.

Signature: __________________________ Date: __________________________

Payment Details / Please make Cheques and Money Orders Payable to SGSCC

I attach Cheque/Money Order for $ ___________ OR, please debit my Credit Card

- Mastercard ☐ - Visa ☐

Card Number: __________________________ CVV: __________________________
Cardholder’s Name: __________________________ Signature: __________________________ Expiry Date: __________________________

Please Print Clearly