



**LEARN**

**AND**

**EARN**



## 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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Work Ready Skills  
& Qualifications

## 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 2 intakes

May Intake: Tuesday 1st May

June Intake: Tuesday 29th May

July Intake: Tuesday 26th June

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](http://workskills.sgsc.edu.au) and [www.smartandskilled.nsw.gov.au](http://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 (Assisting in Nursing Work in Acute Care)

- 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



## CHC40213 Certificate IV in Education Support

- Develop the skills to work as a Teachers' Aide and provide support to teachers and children
- Your first step into the education industry working with tomorrow's future
- Work around your family, work in school hours & have school holidays off



## 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	6	C, T	M - W	9:30am – 3pm	120
^CHC50113 Diploma of Early Childhood Education and Care	9	C, F, T	TH & F	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

### EXPRESSION OF INTEREST:

Course	Duration (Months)	Study Options	Onsite Days	Onsite Times	Work Placement Hours (minimum)
CHC40213 Certificate IV in Education Support	6	C	M - W	9:30am – 3pm	100

### 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	12	C	M – T	9am – 4:30pm	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	T – W	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, CHC52015 Diploma of Community Services 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	6	C, T	T	9:30am – 2:30pm
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
BSB40515 Certificate IV in Business Administration	12	C, F, T	TH	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.



## COMPUTERS & TECHNOLOGY

#SGSCCOMPUTERSANDTECHNOLOGY

### ACCOUNTING

Course	Day/Date	Time	Sessions	Fee (\$)
*Accounting for Non Accountants	Fri, 15 Jun	9am-3pm	2	300
*MYOB Computerised Bookkeeping V19	Fri, 18 May	9:30am-2:30pm	4	450
*Xero	Fri, 4 May	9am-3pm	1	180
	Fri, 29 Jun	9am-3pm	1	180
*Xero Payroll	Fri, 11 May	9am-3pm	1	180
	Fri, 6 Jul	9am-3pm	1	180

### ADOBE

Course	Day/Date	Time	Sessions	Fee (\$)
*Illustrator	Sat, 12 May	9am-4pm	2	300
*Photoshop	Sat, 26 May	9am-4pm	2	300

### WEB DESIGN

Course	Day/Date	Time	Sessions	Fee (\$)
*Canva- Simple Graphic Design	Wed, 9 May	6pm-9pm	1	75
*WordPress BYO Laptop	Sat, 23 Jun	9am-4pm	2	300

### SOCIAL MEDIA & WEB

Course	Day/Date	Time	Sessions	Fee (\$)
*MailChimp	Wed, 13 Jun	6pm-9pm	1	75
*Social Media for Business	Wed, 23 May	6pm-9pm	3	225
*Vlogging	Wed, 27 Jun	6pm-9pm	1	75
*Survey Monkey	Wed, 20 Jun	6pm-9pm	1	75

\* No Discounts



## DEVICES

Course	Day/Date	Time	Sessions	Fee (\$)
*Apple iPad/iPhone Part 1- Settings, Messages, Notes App	Tue, 1 May	9:30am-12:30pm	1	45
*Apple iPad/iPhone Part 2- Mail, Camera App	Tue, 1 May	1:00pm-4:00pm	1	45
*Apple iPad/iPhone Part 3- Calendar, Contacts & App Store	Tue, 8 May	9:30am-12:30pm	1	45
*Facebook for iPad/iPhone	Tue, 8 May	1:00pm-4:00pm	1	45
*Samsung Phone	Thu, 7 Jun	9:30am-12:30pm	1	45
*Samsung Tablet	Thu, 14 Jun	9:30am-12:30pm	1	45

## PHOTOS

Course	Day/Date	Time	Sessions	Fee (\$)
*Create a Photobook	Wed, 20 Jun	9:30am-2:30pm	1	60
*Photos from camera to USB	Wed, 13 Jun	9:30am-12:30pm	1	45

## ONLINE SHOPPING

Course	Day/Date	Time	Sessions	Fee (\$)
*eBay	Mon, 25 Jun	9:30am-1:30pm	1	50

## KEEPING IN CONTACT

Course	Day/Date	Time	Sessions	Fee (\$)
*Facebook	Tue, 12 Jun	9:30am-12:30pm	1	45
*Gmail	Wed, 27 Jun	9:30am-12:30pm	1	45

## COMPUTERS 101

Course	Day/Date	Time	Sessions	Fee (\$)
*Windows 10	Tue, 5 Jun	9:30am-12:30pm	1	45

## TRAVEL & LIFESTYLE

Course	Day/Date	Time	Sessions	Fee (\$)
*Travel planning online	Tue, 26 Jun	9:30am-12:30pm	1	45
*Podcasting	Tue, 5 Jun	1:00pm-4:00pm	1	45

## COMPUTER SKILLS

Course	Day/Date	Time	Sessions	Fee (\$)
*Computer Basics Part 1	Thu, 10 May	9:30am-2:30pm	1	150
*Computer Basics Part 2	Thu, 24 May	9:30am-2:30pm	1	150
*Touch Typing	Mon, 14 May	7pm-9pm	6	250
*Typing for Kids	Mon, 14 May	4pm-6pm	6	150

### EXPRESSION OF INTEREST – Microsoft Office 2010 Evening or Saturday Classes

\*Microsoft Office 2010 evening or Saturday classes. To express your interest for the Microsoft Office Suite please call Kailani on 02 8543 7412 or email [kglatz@sgscc.edu.au](mailto:kglatz@sgscc.edu.au)

### TYPING SPEED TEST – LOOKING TO JOIN THE POLICE FORCE?

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



## MICROSOFT OFFICE

Course	Day/Date	Time	Sessions	Fee (\$)
*Excel Essentials	Mon, 7 May	9:30am-2:30pm	1	150
	Wed, 23 May	9:30am-2:30pm	1	150
*Excel Intermediate	Mon, 14 May	9:30am-2:30pm	1	150
	Wed, 30 May	9:30am-2:30pm	1	150
*Excel Advanced	Mon, 21 May	9:30am-2:30pm	1	150
	Wed, 6 Jun	9:30am-2:30pm	1	150
*Job Ready	Wed, 2 May	9:30am-2:30pm	3	320
*Resume Writing & Interview Skills	Sat, 16 Jun	9am-3pm	2	250
*Word Essentials	Tues, 29 May	9:30am-2:30pm	1	150
*Word Intermediate	Mon, 18 Jun	9:30am-2:30pm	1	150
*Word & Excel Essentials	Tues, 15 May	9:30am-2:30pm	2	250
*Word & Excel Intermediate	Mon, 28 May	9:30am-2:30pm	2	200

## 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

## JULY SCHOOL HOLIDAYS

Course	Day/Date	Time	Sessions	Fee (\$)
*Typing for Kids	Mon 16 Jul – Wed 18 July	10am-1pm	3	115



## EXPRESSION OF INTEREST JULY SCHOOL HOLIDAYS

\*Code101- Scratch Part 1 &  
\*Code102- Scratch Part 2

To express your interest for the School Holiday Coding programs please call Kailani on 02 8543 7412 or email [kglatz@sgscc.edu.au](mailto:kglatz@sgscc.edu.au)

\* No Discounts



## New in Term 2

### WORK READINESS SKILLS AND QUALIFICATIONS FOR PEOPLE WITH A DISABILITY

This training is fully subsidised by the NSW Government

Participants will learn new skills, create friendships and have fun as they build their work skills and knowledge each week

#### FSK10213 Certificate I in Skills for Vocational Pathways

##### What you will learn:

- How to organise and complete daily work activities
- Skills to read, write and respond to workplace information
- How to work with others and communicate within the workplace
- Complete elective units from BSB20115 Certificate II in Business

##### What you need to know:

- You will have work placement opportunities within SGSCC
- You can progress to the FSK20113 Certificate II in Skills for Work & Vocational Pathways, on completion
- You can complete 2 qualifications within 12 months

#### EXPRESSION OF INTEREST:

Course	Duration (Months)	Study Options	Onsite Days	Onsite Times
FSK10213 Certificate I in Skills for Vocational Pathways	6	C	F	9:30am – 2:30pm

