

CELEBRATING 30 YEARS
IN WESTERN SYDNEY



WE EDUCATE FOR LIFE



SPRING 2017 COURSE PROGRAM

Creative, health and wellbeing courses | Work skills | Computer training

 parramattacollege.com.au | YOUR NEXT LEARNING ADVENTURE AWAITS >



CONTENTS

LEISURE & LIFE	4
• Creative Skills	4
• Health & Wellbeing	6
• Tech Savvy for Small Business	8
• Culture, DIY and Home & Garden	9
COMPUTER TRAINING	10
PROFESSIONAL DEVELOPMENT	11
QUALIFICATIONS/SKILL SETS	12
LANGUAGES	14
ENROLMENT INFORMATION	16

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CALL US OR ENROL ONLINE

Enrol early to secure your spot. Courses run on demand.

W parramattacollege.com.au
P 02 9687 2072
E admin@parramattacollege.com.au

To enrol visit us: Level 1, 410 Church Street,
North Parramatta (enter via Ross St)
RTO 90276 | ABN 22614310587

**WESTERN SYDNEY
SKILLS HUB**
TRAINING ROOMS
Suite 34, Level 3,
410 Church St,
North Parramatta



WE OPERATE FOR SOCIAL PURPOSE

The Parramatta College operates for social purpose as a not-for-profit organisation. This means that the fee from every course you book with us is reinvested back into the College so that we can continue to provide quality adult learning opportunities for you and your community.



STAY IN TOUCH

Subscribe to our e-newsletter today. Visit our website to sign up.



UNDERSTANDING SYMBOLS



Government Subsidised Training

(Eligible students only – see information below)

In 2017 specific courses subsidised by the NSW Government may be available to eligible students.

Primary eligibility requirements include –

- An Australian citizen or Permanent resident or a New Zealand citizen
- A humanitarian visa holder (Refugee or asylum seeker)
- Living or working in NSW (or Australian Aboriginal or Torres Strait Islander living in a defined interstate NSW border area)
- Aged 15 years or older
- No longer in secondary education (home schooled students exempted)

Eligibility requirements for concession and/or fee exemption include –

- Aboriginal and Torres Strait Islander
- People with a disability including their dependents, spouse or partner of a Disability Support Pension recipient
- Commonwealth Welfare Recipient
- Long term unemployed
- Refugees and asylum seekers



Nationally Recognised Training

The course is either an accredited course or is a unit, or units, of competence from a training package and leads to a Nationally Recognised qualification.



Flexible Learning

Self-paced study with tutor support.



PaySmart

Part payments of fees. If a course is more than \$250 and is longer than 4 weeks, you can arrange direct debit billing via PaySmart. Conditions apply.



Early Bird (EB)

Some courses are eligible for a reduced Early Bird Fee. The Early Bird Fee ends 4th October 2017 and is not eligible for courses scheduled to start prior to 16th October 2017. After the 4th October, courses return to regular prices as indicated.



Hub Club (HC)

Courses with this symbol are FREE for Hub Club members or indicate a member discount. To find out about how you can become a Hub Club member call or visit our website. More information on page 5.



GIFT VOUCHERS

Gift vouchers are available for purchase. Call us or visit our website to purchase.

OUR COMMUNITY

The Parramatta College operates for social purpose. This means that our focus is to deliver courses that benefit our community.

STUDENT OF THE YEAR FINALIST

Dimitri Galouzis, a student at The Parramatta College, has recently successfully completed studies in Computer Basics and Word. Completing these courses has given him a good understanding of computer based programs, opening new work opportunities as a result. Congratulations Dimitri on your commitment to lifelong learning and your nomination for the Community Education Student of the Year Award!

"In a lot of countries in the world you get one chance at School. Here in Australia, every day, you have a chance. Whatever your age, you can go back to School. If you have the will Australia will give you the chance."

– Dimitri Galouzis



Anzac Leidig (left) presenting Dimitri Galouzis (right) with his finalist certificate



CREATIVE SKILLS

Cake Decorating



Learn to create wonderful birthday, engagement, wedding and christening cakes with fondant icing. Practice the art of moulded flowers, decorations and piping. This is formal decoration not butter cream icing.

Fee: \$228 | Early Birds: \$198

(Small Materials Fee)

Two classes available!

See timetable for details.

Charcoal & Pastel Drawing



Discover the versatility of charcoal and soft pastel drawing which is loved by artists for its directness and immediacy. Pastels are the perfect medium for those who love drawing and colour. You will learn the essentials of pastel drawing processes and explore the technique of Degas and Monet with your own interpretation. Materials list will be given at the first lesson.

Fee: \$260 | Early Birds: \$210

(Small Materials Fee)

Thur 19 Oct | 6:30pm-8:30pm

Arthur Phillip High School

8 x 2 hrs

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Creative Skills						
Cake Decorating Techniques	Fee: \$228 EB: \$198 <i>Small Materials Fee</i>	Wed 18 Oct	9:30am – 12:30pm	5 x 3 hrs	Ross Street Office	
Cake Decorating	Fee: \$228 EB: \$198 <i>Small Materials Fee</i>	Thur 19 Oct	6:15pm – 9:15pm	5 x 3 hrs	Ross Street Office	
Digital Photography for Beginners	Fee: \$260 EB: \$210	Wed 18 Oct	6:30pm – 8:30pm	8 x 2 hrs	Arthur Phillip High School	
Digital Photography for Beginners	Fee: \$260 EB: \$210	Thur 19 Oct	6:30pm – 8:30pm	8 x 2 hrs	Arthur Phillip High School	
Drawing and Painting – All Levels	Fee: \$260 EB: \$210 <i>Small Materials Fee</i>	Wed 18 Oct	6:30pm – 8:30pm	8 x 2 hrs	Arthur Phillip High School	
Dressmaking for Absolute Beginners	Fee: \$220 <i>No Concession</i> EB: \$199 <i>No Concession</i> <i>Small Materials Fee</i>	Mon 16 Oct	6:30pm – 8:30pm	8 x 2 hrs	Arthur Phillip High School	
Dressmaking – Beginners and Continuing	Fee: \$275 <i>No Concession</i> EB: \$249 <i>No Concession</i> <i>Small Materials Fee</i>	Wed 18 Oct	6:15pm – 8:45pm	8 x 2.5 hrs	Arthur Phillip High School	

Crash Course in Crocheting

Learn the basics of crocheting in this introductory course. See the latest trends. Explore the stitches, how to start and finish and the correct tools to use.

Fee: \$75 | Early Birds: \$62
(Small Materials Fee)
Sat 18 Nov | 9:00am-1:00pm
Western Sydney Skills Hub
1 x 4 hrs

Make Handbag Style Gift Bags for Christmas **HUB CLUB**

Impress your family and friends with a unique hand made gift bag this Christmas. Learn how to make your own beautiful gift bags in the style of a handbag! These paper 'handbags' are perfect to put a Christmas gift in, or for any other special occasion.

Fee: \$65 | Early Birds: \$54 | HC: \$20
(Small Materials Fee)
Sat 11 Nov | 9:30am-12:30pm
Western Sydney Skills Hub
1 x 3 hrs

Pottery Wheelwork

Due to popular demand we have put another wheelwork class on! Learn and practice wheelwork skills. By the end of the course you'll take home a range of small hand crafted items. Ideal for those who've completed our basic pottery course but all are welcome. Max 6 students only. Wear old clothing. Material costs depend on each project.

Fee: \$210 | Early Birds: \$178
(Small Materials Fee)
Wed 18 Oct | 6:30pm-8:30pm
Thu 19 Oct | 6:30pm-8:30pm
Arthur Phillip High School
8 x 2 hrs

Jewellery Making

We have teamed up with Parramatta Jewellery School to run a variety of jewellery making courses, such as Silver Jewellery, Wirework Essentials, Polymer Clay Beads and Pendants, Resin Homewares, and more! Check our website for details.

(Small Materials Fee)

HUB CLUB **HUB CLUB** MEMBERSHIP

Access a range of leisure courses at a special Hub Club membership price offer of \$49*.

Courses marked 'Hub Club' are free to Hub Club members or indicate a member discount. Fee is marked in the course information.

What does the Hub Club offer?

- Access to a range of workshops (marked Hub Club) during Spring 2017, on selected weekends.
- Socialise and connect with others over leisurely coffee breaks.
- Short workshops for the time poor.
- Engaging tutors.
- No workshop cancellations (some conditions apply).

The Hub Club will be held on Saturdays or Sundays at the Western Sydney Skills Hub located in North Parramatta.

Call us on 9687 2072 for more information.

** Offer valid until 4th October 2017.
Hub Club terms and conditions apply
visit www.parramattacollege.com.au for
more information. Membership ends
31 December 2017.*

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Creative Skills (continued)						
Guitar	Fee: \$260 EB: \$210	Thur 19 Oct	6:30pm – 8:30pm	8 x 2 hrs	Arthur Phillip High School	
Mosaics	Fee: \$162 <i>Small Materials Fee</i>	Mon 16 Oct	7:00pm – 9:30pm	9 x 2.5 hrs	Carla.k Inspirations	
Mosaics	Fee: \$162 <i>Small Materials Fee</i>	Thur 19 Oct	9:30am – 12:30pm	9 x 2.5 hrs	Carla.k Inspirations	
Mosaics	Fee: \$162 <i>Small Materials Fee</i>	Fri 20 Oct	9:30am – 12:30pm	9 x 2.5 hrs	Carla.k Inspirations	
Ukulele - Introduction	Fee: \$65 EB: \$54 <i>Small Materials Fee</i>	Sat 4 Nov	1:30pm – 4:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Pottery	Fee: \$199 EB: \$151 <i>Small Materials Fee</i>	Mon 16 Oct	6:30pm – 8:30pm	8 x 2 hrs	Arthur Phillip High School	
Sketching Parramatta	Fee: \$239 EB: \$206 <i>Small Materials Fee</i>	Wed 18 Oct	2:15pm – 4:15pm	6 x 2 hrs	Ross Street Office	

LEISURE & LIFE

HEALTH & WELLBEING



Aquafitness – NEW!



This is a course for all ages and all levels of fitness. The heated water supports your body and is gentle on the joints and muscles.

Fee: \$139 | Early Birds: \$125
Tues 17 Oct | 6:00pm – 7:00pm
Wed 18 Oct | 6:00pm – 7:00pm
Holroyd School | 8 x 1 hrs

Meditation

Learn the art of meditation to reduce stress and promote health balance and wellbeing. You will learn breathing techniques, as well as a variety of techniques that will enable you to meditate in any environment.

Two classes available!
See timetable for prices and details.

Basic Self Defence for Everyone



Learn some simple and basic techniques to defend yourself against attack. These are practical tips that will help you regardless of your fitness level. Come along and empower yourself!

Fee: \$141 No Concession
Early Birds: \$115 No Concession
Thur 19 Oct | 7:30pm – 8:30pm
Arthur Phillip High School
6 x 1 hrs

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Health & Wellbeing						
Alexander Technique Workshop	Fee: \$65 EB: \$54	Sat 2 Dec	1:30pm – 4:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Aquafitness for Over 50's	Fee: \$99 EB: \$88	Tues 17 Oct	4:00pm – 5:00pm	8 x 1 hrs	Holroyd School	
Aquafitness for Over 50's	Fee: \$99 EB: \$88	Tues 17 Oct	5:00pm – 6:00pm	8 x 1 hrs	Holroyd School	
Aquafitness for Over 50's	Fee: \$99 EB: \$88	Wed 18 Oct	4:00pm – 5:00pm	8 x 1 hrs	Holroyd School	
Aquafitness for Over 50's	Fee: \$99 EB: \$88	Wed 18 Oct	5:00pm – 6:00pm	8 x 1 hrs	Holroyd School	
Basic Self Defence for Everyone	Fee: \$65 EB: \$54	Sat 2 Dec	9:30am – 12:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Ceroc Modern Jive	Fee: \$ 90 <i>No Concession</i>	Sun 15 Oct	6:30pm – 7:30pm	8 x 1 hrs	Rosehill Bowling Club	
Fitness: Bootcamp	Fee: \$150 <i>No Concession</i> EB: \$125 <i>No Concession</i>	Mon 16 Oct	7:00pm – 8:00pm	8 x 1 hrs	Northmead HighSchool	

Beautify Yourself – Day Makeup



Learn the latest makeup tricks to enhance your features, and find out what colour palette suits you, and how best to apply it. Your make-over will be subtle and perfect for daytime. Bring your own makeup or pay a small materials fee to use the tutor's.

Fee: \$65 | Early Birds: \$54 | HC: Free (Small Materials Fee)

Sat 4 Nov | 9:30am – 12:30pm

Western Sydney Skills Hub

1 x 3 hrs

Beautify Yourself – Special Occasions



The Special Occasions makeup course teaches students all the tips and tricks to create a flawless finish and glamorous evening look. This workshop will cover contouring techniques, powders, blush, eyebrows, eye makeup, and lipsticks. You will learn a series of eye makeup techniques, including textures and finishes, and how to contour several eye shapes. Bring your own makeup or pay a small materials fee to use the tutor's.

Fee: \$65 | Early Birds: \$54 | HC: Free (Small Materials Fee)

Sat 25 Nov | 1:30pm – 4:30pm

Western Sydney Skills Hub | 1 x 3 hrs

Colour and Style Yourself



Get expert advice on what colours and styles of clothing are suited to different complexions and different body types, and learn what suits you best so you can be fashionable and stylish at any age or shape.

Fee: \$65

Early Birds: \$54

HC: Free

Sat 25 Nov

9:30am – 12:30pm

Western Sydney Skills Hub

1 x 3 hrs

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Health & Wellbeing (continued)						
Fitness: Bootcamp	Fee: \$150 <i>No Concession</i> EB: \$125 <i>No Concession</i>	Wed 18 Oct	6:30pm – 7:30pm	8 x 1 hrs	Arthur Phillip High School	
Fitness: Boxing and Kickboxing	Fee: \$150 <i>No Concession</i> EB: \$125 <i>No Concession</i>	Mon 16 Oct	8:00pm – 9:00pm	8 x 1 hrs	Northmead High School	
Fitness: Boxing and Kickboxing	Fee: \$150 <i>No Concession</i> EB: \$125 <i>No Concession</i>	Wed 18 Oct	7:30pm – 8:30pm	8 x 1 hrs	Arthur Phillip High School	
Learn to Row - Beginners & Continuing	Fee: \$ 275 <i>No Concession</i>	Sun 15 Oct	7:00am – 9:00am	6 x 2 hrs	Sydney Boys High School Rowing Club	
Meditation & Relaxation – Introduction	Fee: \$54 EB: \$33 <i>No Concession</i>	Sat 11 Nov	1:30pm – 3:30pm	1 x 2 hrs	Western Sydney Skills Hub	
Meditation for Tranquility	Fee: \$141 <i>No Concession</i> EB: \$115 <i>No Concession</i>	Tues 17 Oct	6:00pm – 7:00pm	6 x 1 hrs	Centenary Uniting Church	
Pilates - Beginners	Fee: \$150 <i>No Concession</i> EB: \$125 <i>No Concession</i>	Mon 16 Oct	7:00pm – 8:00pm	8 x 1 hrs	Parramatta Lions Club Hall	
Social & Wedding Dance Package	Fee: \$150 <i>No Concession</i> EB: \$125 <i>No Concession</i>	Wed 18 Oct	6:30pm – 7:30pm	8 x 1 hrs	Arthur Phillip High School	
Tai Chi	Fee: \$ 141 <i>No Concession</i> EB: \$115 <i>No Concession.</i>	Thur 19 Oct	6:30pm – 7:30pm	6 x 1 hrs	Arthur Phillip High School	
Yoga	Fee: \$165 EB: \$125	Mon 16 Oct	7:00pm – 8:30pm	8 x 1.5 hrs	St Monicas Church	
Yoga	Fee: \$165 EB: \$125	Tues 17 Oct	7:00pm – 8:30pm	8 x 1.5 hrs	Centenary Uniting Church	
Yoga	Fee: \$165 EB: \$125	Thur 19 Oct	7:00pm – 8:30pm	8 x 1.5 hrs	Greystanes High School	



TECH SAVVY SENIORS – JOIN OUR WAITING LIST!

Join our waiting list! We have just been notified that we have received more Tech Savvy Seniors funding. We are currently scheduling more courses, so please call and join our waiting list.

The NSW Tech Savvy Seniors Program is funded through a partnership between the NSW Government and Telstra.

TECH SAVVY FOR SMALL BUSINESS

Are you a small business owner that wants to upskill yourself or your staff free? This training is subsidised by the NSW government for eligible people.

The Tech Savvy Small Business program is part of Smart and Skilled funding and aims to support small business owners and their staff by providing fully subsidised training in targeted courses.

To be eligible for Smart and Skilled training, you must be:

- a) An Australian Citizen, permanent resident or humanitarian visa holder, or a New Zealand citizen and
- b) Be aged 15 years or older, and
- c) Live or work in NSW, and
- d) No longer be at school or equivalent.

To be eligible for Tech Savvy Small Business training, you must be the above, plus:

- a) An owner of a small business, OR
- b) An employee of a small business.

A Small Business is defined as a business with:

- a) 20 employees or less, OR
- b) An annual turnover of less than \$2,000,000.

Areas of training include Information Technology, Business services or foundation skills.

Call us on 9687 2072 to talk and meet with our staff to discuss your unique needs.

Become a Tech Savvy Small Business!

CULTURE, DIY, HOME & GARDEN

Gardening & Landscaping

Create a garden area you will love to be in. You will learn garden design, site assessment, soil improvement, plant selection, plant health and vigour, landscape materials and garden maintenance. We will help you keep on top of important seasonal gardening tasks. 6 classroom lessons, plus 2 field trips to a garden/nursery for hands on experience. Classroom lessons held on Wednesday nights, field trips to be held on Saturdays in week 4 and week 7, exact times/locations of field trips to be discussed in class.

Fee: \$220 | Early Birds: \$189

(Small Materials Fee)

Wed 18 Oct | 6:30pm-8:30pm

Arthur Phillip High School

8 x 2 hrs | (6 in class and 2 field trips TBA)

Interior Style & Design Trends Throughout the 20th Century NEW! **HUB CLUB**

Explore interior style and design trends throughout the 20th Century. We will discuss furniture design, textiles, colour palettes, and accessories, both in Australia and internationally and what led to the emergence of these iconic styles, as well as their resurgence in current day interiors. From the Bohemian 1900's, through to the radical Art Nouveau movement and the emergence of Modernism. Visit the richly decorative style of the Art Deco period, the innovation of mid Century design all the way through to the Swinging Sixties.

Fee: \$108 | Early Birds: \$89 | HC: \$59

(Small Materials Fee)

Sat 28 Oct | 10:00am-4:00pm

Western Sydney Skills Hub

1 x 6 hrs

Discover Interior Design

If you are interested in gaining a solid foundation of knowledge in designing your own home interior, saving time and avoiding costly mistakes, then this workshop is perfect. You will learn the basics of putting together colour schemes with skill and confidence. The two day workshop will include a step-by-step guide through key elements of Interior Design, including basic colour theory, pattern & texture, lighting, spatial layouts and an overview of different design styles to use in your own space. You will prepare a mood board on your selected space.

Fee: \$299 | Early Birds: \$269

(Small Materials Fee)

Sat 18 Nov | 9:30am-4:30pm

Western Sydney Skills Hub

2 x 7 hrs

Property Styling for Living and Selling – Intro 1

Want to add value to your property, or just want to refresh your living space? Either way our tutor, an experienced interior designer, will give you tips and tricks to update your home on a budget, and will advise on the latest trends in colours, furnishings and accessories - whether you are working with your existing home contents or purchasing brand new items. Create a space that you want to continue to live in, or add value for sale.

Fee: \$65 | Early Birds: \$54

(Small Materials Fee)

Sat 21 Oct | 9:30am-12:30pm

Western Sydney Skills Hub

1 x 3 hrs



CELEBRATING 30 YEARS IN WESTERN SYDNEY

In May the College held an event to celebrate 30 Years in Western Sydney. It was a great opportunity to celebrate the past, present and future! We would like to thank everyone who has been involved in making the College what it has evolved into today – especially our students. Thank You!

Welding

This course is designed to give participants the necessary skills to be successful in the modern welding industry, or work on home based projects. This course is hands on, learn techniques such as MIG welding, electric arc welding and oxy brazing, as well as learning about safety and applying it at all times.

Fee: \$360 | Early Birds: \$322

Two classes available!

See timetable for details.

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Culture, DIY, Home & Garden						
Property Styling for Living and Selling – 2	Fee: \$65 EB: \$54 <i>Small Materials Fee</i>	Sat 21 Oct	1:30pm – 4:30pm	1 x 3 hrs	Western Sydney Skills Hub	
Welding	Fee: \$360 EB: \$322	Mon 16 Oct	6:45pm – 8:45pm	8 x 2 hrs	Arthur Phillip High School	
Welding	Fee: \$360 EB: \$322	Wed 18 Oct	6:45pm – 8:45pm	8 x 2 hrs	Arthur Phillip High School	

COMPUTER TRAINING Full listing available on our website

Computers for Beginners Windows 10



With a caring trainer and easy to understand language, you will learn how to create files and folders, save files, rename, copy files, delete and restore them, open and print files, access audio-visual (AV) devices, send and retrieve a simple email message and access the internet using a web browser. Manual provided. On successful completion, a Statement of Attainment will be awarded for ICTICT101 Operate a personal computer from ICT10115 Certificate I Information, Digital Media and Technology. RPL available. More info on our website.

You might consider Microsoft Office Basics, Excel Introduction, Keyboarding or MYOB courses after completing this course. **Subsidised by the NSW Government for eligible students.**

Western Sydney Skills Hub
Mon 23 Oct | 6pm – 9pm
7 x 3hrs | \$450

Excel Introduction



Learn to use Excel and make your everyday work easier and more efficient. Create and format simple spreadsheets and charts; work with formulas and functions. Manual provided. Statement of Attainment for BSBITU202 Create and use spreadsheets from Certificate II in Business BSB20115 on successful completion of all assessments. RPL available. Basic computer skills essential. More info on our website.

When you complete this course, you may consider Excel Intermediate, Excel Pivot Tables or MYOB. **Subsidised by the NSW Government for eligible students.**

Western Sydney Skills Hub
Tue 31 Oct | 6pm – 9pm
5 x 3hrs | \$450 | Early Bird \$360

Keyboarding Speed and Accuracy



Does your role require a lot of typing? Learn how to touch type the right way at a good speed. Before you enrol you must be able to: turn the computer on and off correctly, double click a mouse and open a word-processing program. On successful completion of assessment a Statement of Attainment for Develop Keyboarding Speed and Accuracy BSBITU307 and a speed and accuracy statement is issued. More info on our website.

Subsidised by the NSW Government for eligible students.

Western Sydney Skills Hub
Wed 25 Oct | 6pm – 9pm
6 x 3hrs | \$350

Introduction to Word



Designed for those who have limited or no experience using MS Word, this course will help you learn how to produce simple workplace documents using the basic features of Microsoft Word including formatting text, cutting, copying and pasting, headers and footers, page alignment and orientation, page set up, page numbers, margins, grammar and spell check, and paragraph formatting. This course is aligned with BSBITU201 Produce simple word processed documents from BSB20115 Certificate II in Business. Basic computer operations including keyboarding and mouse handling skills required.

Subsidised by the NSW Government for eligible students.

Western Sydney Skills Hub
Thu 26 Oct | 9am – 2.30pm (5 hours)
3 x 5hrs | \$450 | Early Bird \$360



One to One Private Computer Coaching

Don't have time to do a course? Need to know how to use different programs for work or recreation? Do you get lost in Word? Does Excel leave you baffled? Need your own personal computer expert? Now you can have one! Private computer coaching can be arranged at our Hub or your workplace. Phone us on 9687 2072 for more information or to make a booking. Includes a short skills assessment and three hours of tailor made individual training.



Course Name	Fee	Date	Time	Session Information	Location	Symbol
Excel Formulas and Functions	Fee: \$165	Mon 20 Nov	6pm – 9pm	2 x 3 hrs	Western Sydney Skills Hub (WSSH)	
Excel Intermediate	Fee: \$399 EB: \$319	Wed 22 Nov	6pm – 9pm	4 x 3 hrs Wed & Thu	WSSH	
Microsoft Office Basics	Fee: \$310	Thu 19 Oct	6pm – 9pm	5 x 3 hrs	WSSH	
Microsoft Office Basics	Fee: \$310	Sat 18 Nov	9am – 2.30pm	3 x 5.5 hrs	WSSH	
Pivot Tables	Fee: \$153	Sat 14 Oct or 04 Nov or 09 Dec	9am – 2.30pm	1 x 5.5 hrs	WSSH	
Self Publish Online	Fee: \$65 EB: \$54	Sat 11 Nov	9:30am – 12:30pm	1 x 3 hrs	WSSH	
WordPress – Design a Blog or Website	Fee: \$250 EB: \$200	Sat 21 Oct Sat 28 Oct	9:30am – 2:30pm 9:30am – 2:30pm	2 x 5 hrs 2 x 5 hrs	WSSH	

PROFESSIONAL DEVELOPMENT

Dealing with Difficult People



Your customers can come with all sorts of issues and it is not unusual to face some very angry, displeased customers on a regular basis, if not daily. Learn the techniques of tuning in to such customers and navigating through to a positive outcome. 1 day hands on course with lots of real life examples and videos.

Western Sydney Skills Hub
Mon 06 Nov | 9.30am – 4.30pm
1 x 6hrs | Fee: \$395 | Early Bird: \$335

Writing Effective Business Proposals



A business proposal is one of the most important documents that can impact significant growth in your business. This 2 day workshop will help you learn the art of writing a winning business proposal using clear, concise and simple language. With lots of hands on practice, the course will help you take your business to the next level.

Western Sydney Skills Hub
Mon 13 Nov | 9.30am – 4.30pm
1 x 6hrs | Fee: \$395 | Early Bird: \$335

Effective Business Writing



In a competitive business world, what you write and how you write do matter a lot. With lots of real life examples, this 1 day workshop will provide you with practical knowledge to master the art of effective business writing: from emails, memos, and brochures to newsletters and business reports.

Western Sydney Skills Hub
Mon 20 Nov | 9.30am – 4.30pm
1 x 6hrs | Fee: \$395 | Early Bird: \$335

MYOB (Payable and Receivable)



Combines basic bookkeeping with practical training in MYOB. You will learn to prepare financial records using the manual bookkeeping workbook provided. Before you enrol you must be able to: create files and folders, open an application program, copy, rename, delete files, save, open and print files. Accredited. Process accounts payable and receivable BSBFIA303, and Operate accounting applications ICTICT208. Subsidised by the NSW Government for eligible students.

Western Sydney Skills Hub
Sat 30 Sept | 9am – 2.30pm (5 hours)
Sat 4 Nov | 9am – 2.30pm (5 hours)
7 x 5hrs | Fee: \$498

Accounting for Non-Accountants



This course suits business owners and finance people who wish to improve their ability to understand and analyse the financial aspects of a given business and enhances one's ability to comprehend complex reporting, terminology and compliance.

Presented and compiled by a qualified Accountant & Registered BAS practitioner, this course aims at enabling participants to engage and prepare different financial reports & forecasts as well as the ability to highlight key financial aspects of their business.

Western Sydney Skills Hub
Wed 25 Oct | 9.30am – 12.30pm
5 x 3hrs | Fee: \$495 | Early Bird: \$420



Lean Six Sigma for Productivity Improvement



This course is designed for supervisors and managers responsible for a business unit where there is a need to streamline processes and/or enhance productivity. The aim of the course is to provide attendees with foundation skills in the use of lean techniques (methods of reducing error and duplication of processes) and the development of a lean improvement plan for an office environment. This course will focus on service based industry. If you want a course suitable for manufacturing based industry, please contact us on 02 96872072.

Western Sydney Skills Hub
Thu 16 Nov and Fri 17 Nov
9.30am – 4.30pm | 2 x 6hrs
Fee: \$595 | Early Bird: \$476



**WESTERN SYDNEY
 SKILLS HUB**
 THE PARRAMATTA COLLEGE

Course Name	Fee	Date	Time	Session Information	Location	Symbol
Basic Bookkeeping, Reporting & Payroll	Fee: \$320 EB: \$260	Thur 19 Oct	6:30pm – 8:30pm	8 x 2 hrs	Arthur Phillip High School	
Pronunciation and Conversation for Professionals	Fee: \$450	Tue 17 Oct	7:00pm – 9:00pm	Tue & Thu 16 x 2 hrs	Western Sydney Skills Hub	
Starting Your Own Import/Export Business	Fee: \$189	Tue 24 Oct	9:30am – 4:30pm	1 x 7 hrs	Ross Street Office	

QUALIFICATIONS/SKILL SETS

TAEASS502 Design and Develop Assessment Tools



Designed for experienced practitioners responsible for the development and/or delivery of training and assessment products and services, this unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

Western Sydney Skills Hub
Wed 25 Oct
6pm – 9pm | 2 x 3 hrs
Fee: \$245

TAELLN411 Address Adult Language, Literacy and Numeracy Skills



Learn the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group. Statement of Attainment for TAELLN411 Adult language, literacy and numeracy skills on successful completion of all assessments. RPL available. More info on our website.

Western Sydney Skills Hub
Wed 08 Nov
6pm – 9pm | 4 x 3 hrs
\$245



TAE50216 Diploma of Training Design and Development Cluster 1 & 2



The Diploma of Training Design and Development TAE50216 is a pathway from the Certificate IV in Training and Assessment TAE40110 or later version for training developers and instructional designers who are responsible for analysing training needs and designing training solutions and products to meet workplace capacity requirements and evaluating the effectiveness of training programs. This qualification is suitable for those wishing to develop their training and assessment career. This course will be conducted in flexible hours. Most topics can use real workplace tasks as evidence to complete assessments. Recognition of prior learning (RPL) is available.

Western Sydney Skills Hub
Cluster 1 – Sat 21 Oct
Cluster 2 – Sat 02 Dec
9.30am – 4.30pm | 8 x 7 hrs
(2 weeks gap after the 1st Cluster)
\$1250 each cluster

Office Skills – Information Technology and WHS



Learn the essentials of using software applications for your admin duties, including MYOB for accounting purposes. Flexible and classroom delivery. RPL available. Statement of Attainment from BSB30415 Certificate III in Business Administration on successful completion of all required assessments. For more information, please visit our website. **Subsidised by the NSW Government for eligible students**

Flexible and classroom delivery (IT units)
\$945

BSB30315 Certificate III in Micro Business Operations



This qualification is intended for those who wish to gain essential skills of running a home based business, from business planning to maintaining financial records, taking into consideration the market factors and all the legal and taxation requirements. This program will also help you gain knowledge on how to deliver premium level customer service and maintain your business website. RPL available. More information on website. **Subsidised by the NSW Govt. for eligible students**

Flexible delivery
\$1690

ACM30612 Certificate III in Pet Grooming



Are you providing professional pet grooming services and wish to become accredited? This assessment only qualification is for persons operating within an organisation that provide professional pet grooming services. On successful assessment completion the nationally recognised ACM30612 Certificate III in Pet Grooming will be issued. See our website for more information.

This course is delivered through our partner International Grooming Company. Please contact Julie on 02 44232264 or Naomi Conroy on 0451515364 for more information.

Distance/Flexible delivery
Please call.

BSB30115 Certificate III in Business (Cluster 1)



This is the first cluster of 3 planned for this qualification. Students will learn intermediate level computer applications, in particular MS Word, Excel and Presentation along with an insight into the WHS legislation. Successful students will receive a Statement of Attainment from BSB30115 Certificate III in Business. To attain the full qual, students will need to complete the remaining 2 clusters.

Western Sydney Skills Hub
Mon 16 Oct
9am – 3.30pm | 8 x 6 hrs
\$650 per cluster

Provide First Aid – Fastrack

This is an accredited course, which provides you with a HLTAID003 Provide First Aid qualification for 3 years and includes the latest CPR guidelines. This one day course has a practical and common sense approach. Revise your skills and provide emergency First Aid with confidence! A theory component of 44 multiple choice questions and workbook exercises need to be completed by the student prior to attending the practical day course. You must enrol by at least 7 working days before the course starts. The course is designed for those who require a First Aid Certificate under the OH&S (First Aid Regulation) 2000.

Call us on 9687 2072 or visit www.parramattacollege.com.au to enrol.

Medilife - Absolute offices.

Dates are available on our website.

You must enrol 5 days prior to commencement date.

Certificates issued by Medilife
Fee: \$145 No Concession.



Office Skills – Administration



Planning to undertake an office administration role or already working in a similar role? Learn how to deliver premium level customer service and process customer complaints, organise schedules and workplace information, producing workplace documentations and organising personal work priorities. RPL available. Statement of Attainment is issued on successful completion of all required assessments. For more information, please visit our website. **Subsidised by the NSW Government for eligible students.**

Western Sydney Skills Hub
Wed 01 Nov | 9am – 2.30pm
10 x 5 hrs | Wed and Thu
\$945

Course Name	Fee	Date	Time	Session Information	Location	Symbol
TAE50216 Diploma of Training Design and Development (RPL)	Fee: \$1200	Flexible	Flexible	Flexible	Flexible	
BSB50415 Diploma of Business Administration (2 clusters)	Fee: \$1500 each cluster	Flexible	Flexible	Flexible	Flexible	
BSB42615 Certificate IV in New Small Business (2 clusters)	Fee: \$995 each cluster	Flexible	Flexible	Flexible	Flexible	

Please visit our website for detailed information about this courses – parramattacollege.com.au



Community Skills for Employment @ The Parramatta College

At The Parramatta College we provide a range of programs focused on upskilling and reskilling our community to be workforce ready. If you are interested in joining one of these programs please contact us: 9687 2072.

- Vocational Office Skills Traineeships (Administration & Customer Service)
- Mature Aged Worker Program
- Skilled Migrant Mentoring Program
- Youth Program

LANGUAGES

Full listing available on our website



Step one: Select your language level

Level 1: Beginners (no knowledge)

Level 2: Intermediate (you know the basics and can hold a basic conversation)

Level 3: Advanced (you are ready to refine your skills)

Higher levels offered on demand.

Levels 1, 2 & 3 courses (stages A and A+B) commence week beginning:
Monday 16th October 2017. Stage B will commence 13th November 2017.

Language courses are held at Arthur Phillip High School.

Step two: Select your length of study

Option 1	STAGE A	Want to continue? Enrol in 'B'	STAGE B
Split your study	4 x 2hr sessions \$171 \$121 Early Bird		4 x 2hr sessions \$171 \$121 Early Bird
Option 2	STAGES A + B		
Enrol in both stages together to receive a discount	8 x 2hr sessions \$260 \$210 Early Bird Fee		

Other languages offered on demand. Please enquire 9687 2072.

Languages

Arabic	6.30pm – 8.30pm
French	6.30pm – 8.30pm
German	6.45pm – 8.45pm
Italian	6.30pm – 8.30pm
Japanese	6.30pm – 8.30pm
Mandarin	6.30pm – 8.30pm
Russian	6.30pm – 8.30pm
Spanish	6.45pm – 8.45pm

Visit our website or call us for information on the course start date for your selected level and language: parramattacollege.com.au or 9687 2072

Auslan Sign Language Courses Available! In partnership with the Deaf Society of NSW. Contact us for more information.

Fee free ENGLISH LANGUAGE COURSES*

- Gain confidence with speaking, or reading and writing English
- Different levels of study to suit your knowledge
- Focus on workplace communication skills



CONTACT US
FOR YOUR
PRE-COURSE
MEETING

W parramattacollege.com.au

E admin@parramattacollege.com.au | RTO 90276



*This training is subsidised by the NSW Government. Course is fee free for students who meet the eligibility criteria. Check eligibility criteria at parramattacollege.com.au. Courses will be delivered in three ACSF levels depending on pre course meeting assessment and the units will be delivered from the three qualifications (FSK10113 Certificate I in Access to Vocational Pathways, FSK10213 Certificate I in Skills for Vocational Pathways and FSK20113 Certificate II in Skills for Work and Vocational Pathways).

Smart and Skilled Program

Funding from the NSW Government Smart & Skilled Program allows us to run training for the community that provides individuals with full qualifications, assisting them with pathways towards employment.

For more information on courses available and eligibility criteria, please contact us on 9687 2072



LOCATIONS

Click on the link in your email confirmation to find the course location:

Arthur Phillip High School
Macquarie & Smith Sts, Parramatta

Carla.k Inspirations
Girl Guide Hall, Annangrove Park,
Annangrove Road & Currie Ave,
Annangrove

Centenary Uniting Church (Hall)
46-48 Sorrell St, North Parramatta

Deaf Society of NSW Office
4/69 Phillip St, Parramatta
(Entry from Horwood Place)

Greystanes High School
Beresford Rd, Greystanes

Holroyd School
(Entry from Lowana Avenue)
Willara Ave, Merrylands

Medilife, Parramatta
Absolute Offices
Level 2, 103 George St,
Parramatta

Northmead High School
Campbell Street, Northmead

Parramatta Lions Club Hall
42a Ross St, North Parramatta

Parramatta Jewellery School
Suite 7, 2-6 Hunter Street, Parramatta

Rosehill Bowling Club
Cnr James Ruse Drive and Hassall St,
Parramatta

Ross Street Office
Level 1, 410 Church St
(Enter via Ross St), Nth Parramatta

St Monicas Church
Cnr North Rocks Rd & Church St,
North Parramatta

Sixty Five Degrees, Coffee Galleria
26 Fariola St, Silverwater

Western Sydney Skills Hub
Suite 34, Level 3, 410 Church St,
North Parramatta

For maps and details of these locations visit parramattacollege.com.au and click on the 'Locations' tab.

ENROLMENT INFORMATION

Fees, Receipts and Concessions

Fees cover teaching only. Some classes require you to buy materials. We email or post a receipt when we accept your enrolment. Except where courses are marked No Concession, the College offers discounts to some people in the community – pensioners are eligible for a 20% discount and Centrelink Health Care Card & NSW Seniors Card holders can apply for a 10% discount on courses. **YOU CAN NOT CLAIM THE CONCESSION IF ENROLLING ONLINE VIA THE WEBSITE. CALL US ON 9687 2072 TO ENROL WITH A CONCESSION.** You must present your Pension, Centrelink Health Care or Seniors card if requested. You cannot claim more than one concession for any course. You must request the concession at the time of enrolment. Referring agencies cannot claim discounts.

Complaints

If you have a complaint, contact the CEO on 02 9687 2072 or admin@parramattacollege.com.au. If you are not satisfied with our response to your complaint, contact ASQA asqa.gov.au for accredited courses. For other matters, contact the NSW Office of Fair Trading fairtrading.nsw.gov.au.

Cancellations and Refunds

We cancel classes with low numbers 4 days before commencement. Please provide a daytime, voicemail or answering machine phone number, or email address, so that we can contact you if your class is cancelled. We refund or transfer only if a course is cancelled. We may issue a credit for serious illness if you send a written request and a medical certificate. An administration fee of \$15 per course will apply. Students enrolled through PaySmart will be charged an additional \$15 to cover administration costs. We reserve the right to alter or to cancel a course. Cancelled course transfers apply to the current or next term. Cost differences are adjusted by additional payment by you or a refund by the College.

You participate at your own risk

By enrolling you agree that you will be participating at your own risk and that the College does not accept responsibility for misadventure or loss.

Student Support

If you have a disability or illness or you need help with reading, writing or English, please tell us when you enrol, or tell your teacher. We will do what we can to assist. If you have a Companion Card, your carer or companion can enrol for free.

Privacy

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. The College uses SSL 128 bit encryption on all parts of its website where confidential data is transmitted. Financial information is encrypted and transmitted to our bank via a secure gateway.

Harassment, Victimisation and Bullying

Staff members and students at The Parramatta College have a right to be free from sexual, physical and verbal harassment and victimisation. If you have any concerns, please contact the Principal at the College office on 02 9687 2072.

Minimum Age – No Children

The minimum age for our students is 15 years. Children cannot accompany students to classes unless the course is designed for children.

No Smoking

No Smoking at College venues.

Promotion

Our course promotion accurately reflects course content and qualifications. We do not intentionally make vague, misleading or ambiguous statements about our program or about other education and training providers.

Safety and Emergencies

Your teacher will talk to you about safety in your subject and about emergency evacuation procedures in your first lesson. The teacher will also check the room before each lesson to ensure that it is safe to use. If you have any concerns or suggestions about WHS talk to your teacher or the Principal.

Accredited Courses

The Parramatta College is a Registered Training Organisation (RTO) National Provider No 90276.

Student Identification

We are required to use your full name for the certificate or statement of attainment, to see photo identification and to record the number. Please bring photo ID to your first class.

Pre-requisites

Some courses have pre-requisites. The course is conducted assuming you meet the pre-requisite. Some course descriptions state "Before you enrol you must be able to: ...". If you can't perform the listed tasks confidently, you shouldn't enrol in the course.

Certificates

Students in accredited courses, if assessed as competent, are issued with Statement of Attainments for units of competency or modules, Certificates for full qualifications. Standards for RTOs 2015 require us to recognise qualifications issued by other Registered Training Organisations (RTO). We verify all documents presented. Therefore, we need your consent for verification.

Recognition of Prior Learning (RPL)

You may be able to get credit/recognition for previous study, experience or work skills. Contact the College on 02 9687 2072 or admin@parramattacollege.com.au

Assessment and Appeals

Students in accredited courses are assessed against the units of competency or modules that the course is based on. The College follows the assessment guidelines set out in Standards for Registered Training Organisations 2015. You have 3 months from your assessment to appeal against your assessment result. To lodge an appeal, contact your Program Manager or the Principal. We will contact you within 7 days to discuss your appeal and, if appropriate, negotiate reassessment. You will get written feedback on your appeal.

Trainer Qualifications

Our trainers have at least the minimum qualifications required by Training Packages and accredited courses. We conduct regular staff development training.

Record Keeping

If you want to see your record, you must give permission in writing. You will find a Consent to Release Information form on our website. If you lose your Certificate or Statement of Attainment you can request a copy or replacement. You will need to provide Photo ID before we can proceed. Copies are free but replacements are: \$50. Complete and submit a Request for Replacement or Copy of Certificate form on our website.

Appropriate clothing and footwear

All students and people attending and participating in on-site courses provided by The Parramatta College must ensure they wear clothing appropriate to the condition of the course activity and give regard to appropriate footwear for the purposes of workplace health and safety. A condition of enrolment requires a student or participant not to wear thongs, slippers or backless shoes on site.

CALL US OR ENROL ONLINE

We are....

- A Registered Training Organisation No 90276
- A member of Community Colleges Australia
- 30 years young in Western Sydney
- Provide flexible, accessible education for our community
- An investment in us is an investment in your community as we are not-for-profit.

W parramattacollege.com.au

P 02 9687 2072

E admin@parramattacollege.com.au

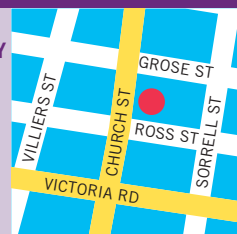
To enrol visit us: Level 1, 410 Church Street, North Parramatta (enter via Ross St)

RTO 90276 | ABN 22614310587

WESTERN SYDNEY SKILLS HUB

TRAINING ROOMS

Suite 34, Level 3,
410 Church St,
North Parramatta



**Enrol early to secure your spot.
Courses run on demand.**