

# Course Guide 2017

## Cobram Community House

Your local adult education provider

## Semester Two

Registered Training Organisation No 3708

Welcome to Cobram Community House, your locally based Registered Training Organisation and Adult Education provider. We provide nationally recognised qualifications, vocational training, general education and community programs.

For further information about any of the programs on this list, please visit our website [www.cch.vic.edu.au](http://www.cch.vic.edu.au) for a full version of our Course Guide. Alternately contact us on 03 5872 2224 between 10 am and 3 pm Monday to Friday, or call in to see us at 43-45 Punt Road, Cobram.

### FIRST AID

All courses delivered by KMR Safety First (RTO 22485)

#### HLTAID003 Provide First Aid

**Dates:** Term 3 Thursday 24<sup>th</sup> August  
Term 4 Thursday 26<sup>th</sup> October

**Duration:** 9.00 am to 4.00 pm

**Cost:** \$190

#### HLTAID004 Provide an Emergency First Aid Response in an Education and Care Setting

**Dates:** Term 3 Thursday 24<sup>th</sup> August  
Term 4 Thursday 26<sup>th</sup> October

**Duration:** 9.00 am to 4.00 pm

**Cost:** \$190

#### HLTAID001 Provide Cardiopulmonary Resuscitation

**Dates:** Term 3 Thursday 24<sup>th</sup> August  
Term 4 Thursday 26<sup>th</sup> October

**Duration:** 9.00 am to 12.00 pm

**Cost:** \$75

**Infant & Child First Aid** (please note this is **not** an accredited course of study)

**Dates:** Term 3 Thursday 24<sup>th</sup> August  
Term 4 Thursday 26<sup>th</sup> October

**Duration:** 6.30pm – 8.30pm

**Cost:** \$30

### HOSPITALITY

#### SITXFSA001 Use Hygienic Practices for Food Safety

**Dates:** Wed 02<sup>nd</sup> August 9.30am-1.30pm  
Wed 16<sup>th</sup> August 5.00-9.00pm  
Wed 25<sup>th</sup> October 9.30am-1.30pm  
Wed 8<sup>th</sup> November 5.00-9.00pm

**Cost:** \$115



#### SITHFAB002 Provide Responsible Service of Alcohol

Delivered by Yarrowonga Neighbourhood House (RTO 21765) and conducted using the New South Wales Liquor Licensing guidelines.

**Dates:** Friday 11<sup>th</sup> August  
Friday 17<sup>th</sup> November

**Duration:** 9.30 am – 4.00 pm

**Cost:** \$175



#### SITHGAM001 Provide Responsible Gambling Services

Delivered by Yarrowonga Neighbourhood House (RTO 21765). This unit is an essential requirement of the Gaming Machines Regulation 2010 for any person with gaming activities as part of their job role in NSW.

**Dates:** Friday 18<sup>th</sup> August  
Friday 24<sup>th</sup> November

**Time:** 9:30am – 4:00pm

**Cost:** \$130



### COMMUNITY SERVICES QUALIFICATIONS

**NOTE: Mid-Year Intake Now Available – Commencing Monday 17<sup>th</sup> July 2017**

#### CHC30113 Certificate III in Early Childhood Education and Care

**Cost:** Unfunded: \$5984.40  
Funded: \$1644.40  
Concession: \$584.88



#### CHC50113 Diploma in Early Childhood Education and Care

Unfunded: \$11688.23  
Funded: \$1948.23

Note: An additional \$190 will be payable by students not holding a current First Aid Certificate.

Request a course information flyer for further details.

*This training is delivered to eligible individuals with Victorian and Commonwealth Government Funding.*



## Course Guide Semester Two

### COMPUTERS AND BUSINESS

Develop and extend your skills with these short courses:

- **Meet the Mouse** – Wednesdays 9.30am – 12.30pm, 09<sup>th</sup> August – 20<sup>th</sup> September.

Computers for Beginners – build your skills in a friendly, supportive environment.

**Cost: \$90**

- **Taking the Next Step** – Thursdays 9.30am – 12.30pm, 10<sup>th</sup> August – 21<sup>st</sup> September.

Intermediate Computers – take your skills to the next level.

**Cost: \$90**

*We can also customise to public demand.*

### PATHWAYS and SKILL DEVELOPMENT

Short courses are available in the following areas - build your skills and investigate new areas of learning:

- **Basic Beauty** - Friday 18<sup>th</sup> August

Develop your knowledge of the beauty industry and learn some great skills to get you started. This one day course will equip you for further studies in the beauty industry.

**Cost: \$50**

- **Skills for Work** – Mondays 9.30am -12.30pm, 07<sup>th</sup> August – 18<sup>th</sup> September.

Build your organisational, communication and digital skills for work.

**Cost: \$90**

- **Digital Marketing** – Tuesdays 9.30am-12.30pm, 08<sup>th</sup> August – 19<sup>th</sup> September.

Learn the basics of digital marketing including Mailchimp, Dropbox, Twitter and Facebook.

**Cost: \$90**

- **Maths for Moving Forward** - Wednesday 02<sup>nd</sup> August & Wednesday 09<sup>th</sup> August, 9.30am – 12.30pm.

Strengthen your maths skills to take you further in your studies or apply in everyday life. This course is aimed at those with basic numeracy skills.

**Cost: \$50**

### How to Apply

**Step 1** Contact us to discuss your learning options.

**Step 2** For accredited courses of study you will need to attend an enrolment interview and complete a language, literacy and numeracy pre-training assessment.

**Step 3** All fees and charges are listed in the course flyer which will be provided at the interview. Payment plans are available if you are unable to pay in full. A deposit for courses is mandatory.

### WHAT ELSE CAN I DO AT CCH?

- **Come along to a Community Lunch** – first Friday of every month at 12 noon. Gold coin donation.
- **Join a craft or social group** – U3A, Garden Club, Quilters' Club, Cobram Men's Shed, Boomerang Bags, Weight Watchers and Playgroup all operate from CCH.
- **Cyber Seniors** - Bring your tech questions and digital device and join this relaxed group learning more about technology. Gold coin donation; afternoon tea and laughter included.
- **Legal Assistance** – Free legal assistance from Jones Lawyers – Wednesday evenings. Bookings essential.
- **Tax Help** – free tax help for eligible individuals.
- **Laughing Yoga** – interested in finding out more? Give us a call.
- **Visiting Services** - we host a range of visiting services including Beyond Housing and Vincentcare. Call to make appointments.
- **VOLUNTEER!**

### OTHER SERVICES

We are your local agency for **Centrelink**, **Medicare** and **Child Support** and can assist you with access to a range of service providers.

