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### Our location details

50-52 Auburn Street, Wollongong 2500  
 P: 4226 1622 F: 4229 5139

E: info@weaillawarra.com.au W: www.weaillawarra.com.au

# GREAT courses to choose from!



**Computers - pgs 5-6**



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## Certificate IV in Training and Assessment TAA40104

Participants are expected to undertake reading and research activities prior to the delivery of the face to face theory and practical sessions. These involve small group and individual activities in the classroom as well as in the workplace where practice opportunities exist. To gain the TAA Certificate IV qualification you must complete all 14 units of competence listed below. Classes are held at WEA Wollongong 50-52 Auburn St, Wollongong. Also available On-line; upgrade and RPL.  
Tutor: Barry Russell MA Dip Comp.Dir, Cert IV TAA

### The Learning Environment

Gain the knowledge and skills to create a meaningful learning environment and ensure a safe and healthy learning environment. You will also develop and maintain knowledge of the vocational education and training system and learn how to unpack and use training packages to meet client needs. TAAENV401B Work effectively in vocational education and training, TAAENV402B Foster and promote an inclusive learning culture, TAAENV403B Ensure a healthy and safe learning environment, TAADES401B Use training packages to meet client needs. Additional at home hours 36.

CN23040XA 9am for 8hrs  
2 sessions Starts: Mon 11, 18 May  
\$600 WEA, Auburn Street, Wollongong

### Design and Deliver Workplace Training

Gain the knowledge and skills to design learning processes and products that enable the student to learn and learn how to manage, guide, facilitate and monitor the learning process to provide meaningful learning experiences. TAADES402B Design and develop learning programs, TAADEL401B Plan and organise group based delivery, TAADEL402B Facilitate group based learning. Additional at home hours 80.

CN23040XE 9am for 8hrs  
4 sessions Starts: Mon 25 May, 1, 15, 22 June  
\$450 WEA, Auburn Street, Wollongong

### Facilitating Workplace Learning

Gain the knowledge and skills to manage, guide, facilitate and monitor the learning process to provide meaningful learning experiences. Focus on: coach and mentor in a one-to-one relationship and use work effectively as a learning process. TAADEL403B Facilitate individual learning, TAADEL404B Facilitate work-based learning, BSBLED401A Develop teams and individuals. Additional at home hours 30.

CN23040XH 9am for 8hrs  
2 sessions Starts: Mon 3, 10 August  
\$450 WEA, Auburn Street, Wollongong

### Workplace Assessment and Validation

Gain the knowledge and skills to measure progress in learning and judge if competence has been demonstrated. TAAASS401C Plan and organise assessment, TAAASS402C Assess competence, TAAASS403B Develop assessment tools, TAAASS404B Participate in assessment validation. Additional at home hours 80.

CN23040XX 9am for 8hrs  
4 sessions Starts: Mon 17, 24, 31 August, 7 Sept  
\$600 WEA, Auburn Street, Wollongong

## Accredited Training

WEA Illawarra is a Registered Training Organisation accredited by the Vocational Education, Training and Accreditation Board (VETAB) to provide nationally recognised training. This means that on successful completion of your qualification that the skills you are competent in can be used anywhere in Australia.

Study can be undertaken in either a full certificate, skill sets from a qualification or individual units of competency. Certificate will be issued upon successful completion of whole qualification. Statements of Attainment will be issued for successful completion of units of competency that form partial qualifications. A range of delivery options including face to face, flexible or online delivery are available.

**Recognition of prior learning /experience.** For those who feel they have skills and knowledge equivalent to all or part of the qualification, a recognition process is available.

## Workplace Business UPGRADE to Certificate IV in Training and Assessment TAA40104

Designed to upgrade your Certificate IV in Assessment and Workplace to the new Certificate IV in Training and Assessment (TAA) qualification. Participants MUST hold a current Certificate IV in Assessment and Workplace Training. (BSZ40198) and must be able to demonstrate current knowledge and skill in training, delivery and assessment. Please phone WEA on 4226 1622 to assess your eligibility for the course.

The 8 units of study are: TAAENV401B Work effectively in vocational education and training, TAAENV402B Foster and promote an inclusive learning culture, TAAENV403B Ensure a healthy and safe learning environment, TAADES401B Use training packages to meet client needs, TAADEL403B Facilitate individual learning, TAADEL404B Facilitate work - based learning, TAAASS403B Develop assessment tools, TAAASS404B Participate in assessment validation

In order to gain the qualification you will have to show current competence in the following units for which there is partial equivalence with BSZ40198 units.

Learning Design TAADES402B Design and develop learning programs which has equivalence to BSZ405B. Delivery and facilitation TAADEL401B Plan and organise group-based delivery - equivalent to BSZ404A. TAADEL301C Provide training through instruction and demonstration of work skills - equivalent to BSZ404A. TAADEL402B Facilitate group-based learning - equivalent to BSZ407A. Assessment TAAASS401C Plan and organise assessment - equivalent to BSZ401A. TAAASS402C Assess competence - equivalent to BSZ402A.

Course will be conducted over 3 days and participants will be required to provide evidence via a submitted portfolio.

CN23045X 9 am for 8 hrs  
3 sessions Start: Mon 14, 21 and 28 September  
\$880 WEA, Auburn Street, Wollongong  
Tutor: Barry Russell MA Dip Comp. Dir, Cert IV TAA 40104

## Certificate III in Frontline Management BSB31207 Flexible delivery course

This program is suitable for those who provide supervision in the workplace who have existing technical skills but require training in the basics of supervision. Typical job roles would be unit leader or leading hand.

There are 6 units in this qualification and course can be completed over 6 months. Some work will be required at home

Core Units: BSBMNT311B Maintain workplace safety, BSBFLM303C Contribute to effective workplace relationships, BSBFLM312B Contribute to team effectiveness, BSBWOR301A Organise personal work priorities and development. Choose 2 from the following 4 electives. Elective units: BSBUCS301A Deliver and monitor a service to customers, BSBFLM309C Support continuous improvement systems and processes, BSBFLM311C Support a workplace learning environment, BSBITU203A Communicate electronically. Please contact WEA on 4226 1622 to make an appointment to discuss and develop your own individual training plan.

Tutor: Janet Graham Cert IV TAA CN23043X

Cost: \$785 whole qualification.  
No discount available

## Certificate IV in Frontline Management BSB40807 Flexible delivery course

Training for frontline managers that provides leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

This qualification requires the completion of 10 units over 12 months.

Core Units: BSBMGT401A Show leadership in the workplace, BSBMGT402A Implement operational plan, BSBOSHS407A Monitor a safe workplace, BSBWOR402A Promote team effectiveness. 6 elective units may be chosen from a range of service areas such as customer service, financial administration, general administration, risk management etc. Please contact WEA on 4226 1622 to make an appointment to discuss and develop your own individual training plan.

Tutor: Janet Graham Cert IV TAA CN23044

Cost: \$1,570 for whole qualification or \$425 per term for quarterly payment.  
No discount available

# Workplace Business

## Accredited Courses - Flexible Delivery

Students choose to attend 2 sessions per week and are also required to complete some work at home. If you are interested please ring 42261622 to make an appointment to discuss the program in more detail. Arrangements can also be made to study individual units of competency from the qualification.

### Certificate III in Financial Services (Accounts Clerical) FNS30304 Flexible delivery course

This course is suitable for people working in or wishing to gain employment as an Accounts Clerk, bookkeeping, payroll clerk, Collections Officer and similar roles. This qualification may provide for natural progression into several Certificate IV qualifications including Certificate IV in Financial Services (Bookkeeping). The qualification will be awarded on the successful completion of the following 13 units over 12 months.

#### Business Fundamentals

FNSICIND301B Work in the financial services industry

FNSICGEN302B Use technology in the workplace

FNSICGEN304B Apply health and safety practices in the workplace

FNSICGEN301B Communicate in the workplace

#### Accounting Fundamentals

FNSICACC304B Prepare and bank receipts

FNSICACC306B Process journal entries

FNSOCCGEN305B Maintain daily financial/business records

FNSFIA301A Maintain financial records

FNSFIA401A Prepare financial reports

#### Accounts Clerical

FNSICACC307B Reconcile and monitor accounts receivable

FNSACCT407B Setup and operate a computerised accounting system

BSBFIA302A Process payroll

BSBITU402A Develop and use complex spreadsheets

Cost : \$1,570 whole qualification or \$425 per term for quarterly payments.  
No discount available.

### Certificate III in Information Technology ICA30105 Flexible delivery Course

This course is suitable for people wishing to gain employment in Software Support, Diagnostic Support, Client Support Officer and similar roles. This qualification is offered over a 12 month period and students must be deemed competent in all 14 units to be awarded their qualification. Arrangements can also be made to study individual units of competency

#### General

ICAU3004B Apply occupational health and safety procedures

ICAS3031B Provide advice to clients

ICAD3218B Create user documents

#### Hardware

ICAS3234B Care for computer hardware

ICAI3020B Install and optimise operating system software

ICAT3025B Run standard diagnostic tests

#### Applications

ICAU3019B Migrate to new technology

ICAU3128B Customise packaged software applications for clients (pre-requisite for ICAU3126B)

ICAU3126B Use advanced features of computer applications

ICAI3110B Implement system software changes

#### Websites

ICAB41353B Create a simple mark-up language document to specification

ICAU4207B Apply web authoring tool to convert client data for website

ICAS4201B Transfer content to a website using commercial packages

ICAD4217B Create technical documentation.

Cost : \$1,570 whole qualification or \$425 per term for quarterly payments.  
No discount available.

### Certificate II in Information Technology ICA20105

#### Flexible delivery course



This qualification will provide you with the foundation skills to work in the IT industry. You will be able to perform in job roles such as office assistant, junior records clerk etc. You must be deemed competent in all 14 units to receive the full qualification. Arrangements can be made to study individual units or groups of units.

#### IT Fundamentals

ICAU1128A Operate a Personal Computer

ICPMM263A Access the Internet

#### Microsoft Office Skills

ICAU2006A Operate Computing packages

Word processing

Spreadsheets

Database or Presentations

#### Document Design and Integration

ICAD2012A Design organisational documents

ICAD2013A Integrate computing packages

#### Communication

ICAW2002A Communicate in the workplace

BSBOHS201A Participate in OHS Processes

ICAW2001A Work effectively in information technology

ICAS2009A Interact with Clients

#### Hardware and Associated Devices

ICAI2015A Install software applications

ICAS2014A Connect hardware peripherals

ICAU2005A Operate computer hardware

ICAU2007A Maintain equipment and consumables

ICAU2231A Use computer operating system

Cost : \$1,570 whole qualification or \$425 per term for quarterly payments.  
No discount available.

### Certificate III in Business Administration BSB30407

#### Flexible delivery Course

This course is suitable for those wanting to work as a general clerk, secretary or personal assistant or those already working in these roles who would like to enhance their skills. There are 13 units in the course. You may opt to study the full Certificate over 12 months or you can choose to study any of the clusters from the list below. Each cluster involves 2 sessions per week. The classes are delivered in a number of different modes including self-paced, flexible delivery and face to face teaching. Students will be required to complete some work at home. An information brochure is available on request.



#### Workplace Safety and Personal Development

BSBITU307A Develop keyboarding speed and accuracy

BSBOHS201A Participate in OHS processes

BSBWOR301A Organise personal work priorities and development

#### Writing and Designing Business Documents

BSBWRT301A Write simple documents

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

#### MYOB and Payroll

BSBFIA301A Maintain financial records

BSBFIA303A Process accounts payable and receivable

BSBFIA304A Maintain a general ledger

BSBFIA302A Process payroll

#### Customer Service

BSBCUS301A Deliver and monitor a service to customers


BSBPRO301A Recommend products and services

BSBADM307B Organise schedules

Cost : \$1570 for whole certificate or \$425 per term for quarterly payment.  
No discount available.

## Maximising your Computer and Business Skills

Are you looking for short comprehensive courses in various software or business skills?

 Join this flexible learning class, and complete at your own pace one or more of the self-paced topics listed below. If you complete your first topic you may move onto a second topic. There will be an additional charge of \$40 for each additional workbook supplied. First book inclusive in course price.

For those who meet the competencies Statements of Attainment for the units of competency will be issued from the relevant qualification either ICA05, BSB07 or FNS04. eg BSBITU202A Create and use spreadsheets from Certificate II in Business BSB20107 for Excel.

Choose your topic and level of study in consultation with your tutor based on your existing level of knowledge. Contact WEA on phone: 4226 1622 to arrange an appointment to discuss your choice of topic and sessions with Janet.

Pre-requisite: have completed a computer awareness course or equivalent.

\*\*\* Students will require a USB device to save and transport computer generated work

Start: Mon 18 May \$267  
3.00 pm for 3 hrs CN21814XR  
7 sessions WEA, Auburn Street, Wollongong  
Version 2003 only  
Tutor: Oriana Castelli Assoc. Dip. Computer Applications, Cert IV TAA  
OR

Start: Tue 26 May \$267  
12 pm for 3 hrs CN21808XR  
7 sessions WEA, Auburn Street, Wollongong  
Versions 2003 and 2007 and CS3  
Tutor: Janet Graham Cert IV TAA  
OR

Start: Tue 26 May \$267  
6.30 pm for 3 hrs CN21804XR  
7 sessions WEA, Auburn Street, Wollongong  
Version 2003  
Tutor: Janet Graham Cert IV TAA  
OR

Start: Weds 27 May \$267  
6.30 pm for 3 hrs CN21819XR  
7 sessions WEA, Auburn Street, Wollongong  
Versions 2003 and 2007 and CS3  
Tutor: Janet Graham Cert IV TAA  
OR

Start: Thu 28 May \$267  
6.30 pm for 3 hrs CN21806XR  
7 sessions WEA, Auburn Street, Wollongong  
Version 2003 and 2007  
Tutor: Julie Richardson Cert IV TAA, Dip TAS  
OR

Start: Fri 29 May \$267  
1.00 pm for 3 hrs CN21807XR  
7 sessions WEA, Auburn Street, Wollongong  
Version 2003  
Tutor: Oriana Castelli Assoc. Dip. Computer Applications, Cert IV TAA

**“Maximising”**  
it's your choice!

**Your choice** to learn any of the following software packages

### Word - V2003 or V2007

Topics covered: edit, save, print, close, create new, formatting, tables, tabs, mail merge and more

### Excel - V2003 or V2007

Topics covered: edit, save, print, close, create new, formulas, functions, graphing and more

### PowerPoint - V2003 or V2007

Topics covered: edit, save, print, close, create new, create and layout slides, insert graphics and clipart, add transitions and effects, run a slideshow presentation and more

### Access - V2003

Topics covered: edit, save, print, close, create new, build basic tables, formulas, queries, reports and more

### Publisher - V2003

Topics covered: edit, save, print, close, create new, DTP concepts, adding frames, images, tables, templates, wizards and more

### Adobe InDesign (CS3)

Topics covered: edit, save, print, close, create new, DTP concepts, adding frames, images, tables, and more

### Dreamweaver (CS3)

Topics covered: create a basic website, work with text, insert, position and edit images, create and work with hyperlinks, create and work with tables, create and edit CSS rules and apply them to text, build complex tables using Layout mode, create and work with Dreamweaver templates, create and use HTML forms, work with some interactive elements in Dreamweaver, Insert basic meta tags, publish your website

### Adobe Photoshop (CS3)

Topics covered: methods of selection, use of layers and history, applying tool options, gradients, basic touch up tools, applying colour to images and text manipulation

### Google G-Mail

Topics covered: sending, creating emails, address book and contact lists

### Upgrading to Office 2007

Software covered: Word, Excel and PowerPoint. Shows you the new areas and features

### Business Finance Units - Manual Bookkeeping

The following four units are offered under a *manual bookkeeping system*. They will provide a sound working knowledge of bookkeeping before attempting MYOB.

BSBFIA301A Maintain financial records

Topics covered: Daily accounting records management skills, cash control, general ledger, identify errors and more

BSBFIA304A Maintain a general ledger

Topics covered: Working with Journal entries and trial balance skills

BSBFIA303A Process accounts payable and receivable

Topics covered: Maintaining financial journals, preparing bank reconciliations, monitoring and processing accounts payable and receivable, statements and follow up of outstanding accounts.

BSBFIA302A Process payroll

Topics covered: Recording payroll data, preparing a payroll, handling payroll enquiries


### Environment Skills

BSBSUS201A Participate in environmentally sustainable work practices

Topics covered: Effectively measure current resource use and carry out improvements including those reducing negative environmental impact of work practices. Suitable for operators.

# Computers


## Computer Awareness and Internet

 For those who have not had any experience with a PC. This course teaches you how to enjoy using a PC through showing you the essentials, software, hardware, looking after your files and safety. It then introduces you to the popular software MS Office and shows how to use the word processor and the spreadsheet. Also learn how to use the internet. All of these you can use at home or in the office. Award for this course is ICAU1128A Operate a personal computer and ICPMM263A Access and use the internet from Certificate II in Information Technology ICA20105.

\*\*VISTA Operating System only at this session

Starts: Tue 19 May \$199  
6.30pm for 3 hrs CN23301XR  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Renee Moore D Ed, Dip Law

## Computer Bookkeeping using MYOB with GST


 Participants will be taught how to really get the most from this powerful but user-friendly software. Covers general ledger, accounts receivable, payable, etc. Award for this course BSBFIA303A Process accounts payable and receivable, BSBFIA304A Maintain a general ledger, BSBFIA301A Maintain financial records from Certificate III in Business Administration BSB30407. Pre-requisite: need to have manual bookkeeping experience to trial balance and be able to use a computer

Starts: Wed 20 May \$267  
6.30pm for 3 hrs CN23303XA  
7 sessions WEA, Auburn Street, Wollongong  
Tutor: Oriana Castelli Assoc. Dip. Computer Applications, Cert IV TAA

OR Flexible Delivery

Starts: Thu 14 May \$267  
9am for 3 hrs CN23305XA  
7 sessions WEA, Auburn Street, Wollongong  
Tutor: Josephine Suarez B.Comm, CPA, Cert IV AWT

## Process Payroll

 Paying employees correctly is a fundamental factor in running a business. Learn to prepare the payroll, maintain accurate records and report and pay tax. Ideal for those whose responsibility for payroll is part of their job, as well as for people seeking to move into the payroll area using MYOB. Fee includes a manual. From Certificate III in Business Administration BSB30407. Pre-requisite: have completed an MYOB course or equivalent. Award for this course is BSBFIA302A Process Payroll. This course will be held on 2 consecutive mornings.

Starts: Wed 8 and Thurs 9 July \$138  
9 am for 4 hrs CN23306XR  
2 sessions WEA, Auburn Street, Wollongong  
Tutor: Oriana Castelli Assoc. Dip. Computer Applications, Cert IV TAA

## WEA Clubs

All adults are welcome to join the following clubs. They are a great way to relax, make friends, explore and expand common interests. All Clubs are run by their members and have social activities as a part of their program. Full details available from the WEA Office 4226 1622 or visit the WEA website.



### WEA Illawarra Ramblers' Club

Walking, cycling and canoeing.  
Informative leaflet available.



### WEA Illawarra Film Society

Screens films every Wednesday evening during school terms.




### WEA Illawarra Camcorder Club

Club meets the 1<sup>st</sup> Friday of each month at 7pm at WEA Centre 50-52 Auburn St, Wollongong

# Medical by Distance


## Certificate III in Business Administration (Medical) BSB31107

 The course is conducted by distance learning using workbooks with phone and email contact with the trainer. This qualification reflects the role of individuals who apply a broad range of competencies in various medical administration contexts. It is suitable for those who wish to work as a Medical Receptionist, Medical Records Clerk and Medical Secretary. You must successfully complete the following 13 units of Competency to be awarded this qualification. BSBMED301B Interpret and apply medical terminology appropriately, BSBMED302B Prepare and process medical accounts, BSBMED303B Maintain patient records, BSBMED304B Assist in controlling stock and supplies, BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment, BSBWRT301A Write simple documents, BSBITU303A Design and produce text documents, BSBITU306A Design and produce business documents, BSBADM303B Produce text from audio transcripts, BSBITU307A Develop keyboarding speed and accuracy\*, BSB0HS201A Participate in OHS processes, BSBADM307B Organise schedules, BSBDIV301A Work effectively with diversity

Cost : \$1,570^ whole qualification. ^Price within Illawarra

Cost: \$1,530^ whole qualification ^ Price sourcing own typing test for those outside Illawarra  
No discount available CN23600X

## Medical Transcription Skill Set

 This skill set is by distance learning using a workbook with phone and email contact with the trainer. It covers the essential skills needed to provide medical transcription services to the medical industry. The units of competency provide credit towards a number of qualifications including the Certificate IV in Business Administration BSB40507.

BSBADM411A Produce complex texts from audio transcription, BSBITU307A Develop keyboarding speed and accuracy\*, BSBMED301B Interpret and apply medical terminology appropriately, BSBRES401A Analyse and present research information, BSBWRT401A Write complex documents


\* A typing speed assessment conducted under the AS 2708:2001 is essential. For those in the Illawarra testing will be arranged at The WEA Illawarra Auburn St premises. For those outside the area a current statement from another provider will be accepted as evidence. WEA can assist in making contact with organisations who provide speed tests.  
No discount available

Cost: \$649 for those within Illawarra (inc. typing speed assessment):

Cost: \$609 for those sourcing own speed statement:

Tutor: Lesley Graham Dip TAA, Dip FLM, Cert Med Records Admin. CN23605X

## Medical Terminology

 This accredited course is by distance learning using a workbook and CD with phone and email contact with the trainer. Successful participants will receive Statement of Attainment from Certificate III Business BSB30107: BSBMED301B Interpret and apply medical terminology appropriately. Please note this course includes everything a student needs for medical terminology from introduction to advanced concepts. Course begins on receipt of Learning Kit.

Price: \$299 No discount available

Tutor: Lesley Graham Dip TAA, Dip FLM, Cert Med Records Admin.

CN23601X

## Basic LEGAL Terminology

A great introduction to legal terminology if you are considering working in a legal office or in the legal environment. A "Basic Legal Terminology" guidebook is provided. This non-accredited course is by distance learning using a workbook with phone and email contact with the trainer. In this course you will learn about: how laws are made, how our legal system works in Australia, the various State and Federal courts, the difference between criminal law and civil law and a wide range of legal terminology relating to 10 different interesting areas of law including Family Law, Conveyancing and Wills

Price: \$169 No discount available


Tutor: Renee Moore D Ed, Dip Law

CN21731X


**Do** you want to update your skills and qualifications but cannot attend a regular classroom session or prefer to study at your own pace? Online courses may be the answer! WEA Illawarra in conjunction with Distance Learning Australia RTO 88159 has nationally recognised qualifications available now. All you need is the ability to use a computer and have internet access and email. User name and password will be issued once your enrolment has been processed.

On enrolment you will be allocated a trainer/facilitator/assessor to assist you in your self paced learning program. The website is accessible 24/7. On successful completion of the specified units of the competency WEA will issue a nationally recognised qualification certificate.


## Cert II In Business BSB20107 \$1300

 This course is suitable for those who would like to work in an office or for those who are returning to work and would like to update their office knowledge. It includes the skills and knowledge required to undertake an entry level position in the workplace. At this level you will be expected to apply skills and knowledge to perform as an office assistant, clerical assistant, administration assistant, data entry operator, information desk clerk, office junior or receptionist under supervision from others. Pre-requisites: Able to use a computer at a basic level. The units in the course are: BSBCMM201A Communicate in the workplace BSBCUS201A Deliver a service to customers BSBIND201A Work effectively in a business environment BSBINM202A Handle mail BSBINN201A Contribute to workplace innovation BSBITU201A Produce simple word processed documents BSBITU202A Create and use spreadsheets BSBOHS201A Participate in OHS processes BSBWOR202A Organise and complete daily work activities BSBWOR203A Work effectively with others BSBWOR204A Use business technology FNSICGEN305A Maintain daily financial/business records


## Cert III In Business BSB30107 \$1200

 This certificate course is suitable for those who would like to work in a role such as an administration assistant, personal assistant, clerk or receptionist. At this level, you are expected to solve problems, show judgment and discretion and take responsibility for your own role under limited supervision. You may also take limited responsibility for other employees in the workplace. Possible job roles relevant to this qualification include: customer service advisor, data entry operator, general clerk, payroll officer, typist, word processing operator. The units in the course are: BSBADM311A Maintain business resources BSBCUS301A Deliver and monitor a service to customers BSBDIV301A Work effectively with diversity BSBFIA301A Maintain financial records BSBINM301A Organise workplace information BSBINN301A Promote innovation in a team environment BSBITU302A Create electronic presentations BSBITU303A Design and produce text documents BSBOHS201A Participate in OHS processes BSBREL401A Establish networks BSBWOR301A Organise personal work priorities and development BSBWRT301A Write simple documents

## Cert III in Frontline Management BSB31207 \$713

 This course is intended for those wanting to work as frontline managers or those already in a frontline management role. The course assists organisations and individuals to enhance their position in the workplace through frontline management concepts and application. It is suitable for those who may be expected to have some independence and work under broad guidelines, with limited supervision where discretion and judgment is needed. Job roles vary across different industry sectors. Possible job titles relevant to this qualification include: unit leader and/or leading hand. There are 6 units in the course. The six units are: BSBCMN311B Maintain workplace safety BSBCUS301A Deliver and monitor a service to customers BSBFLM303C Contribute to effective workplace relationships BSBFLM305C Support operational plan BSBINN301A Promote innovation in a team environment BSBWOR301A Organise personal work priorities and development

## Cert IV In Business BSB40207 \$1650


 This course is suitable for those wanting to further their career in business. At this level you will be required to analyse information and apply solutions to a range of issues. You will show substantial responsibility for your own role. You may supervise others and take on some responsibility for the quality and quantity of the output of others. Job roles include office manager, human resource officer or assistant, personal/executive assistant, marketing officer or assistant, research officer or assistant and others. Possible job titles relevant to this qualification include: administrator, project officer. The units in the course are: BSBADM405B Organise meetings BSBCMM401A Make a presentation BSBCUS401A Coordinate implementation of customer service strategies BSBINN301A Promote innovation in a team environment BSBITU401A Design and develop complex text documents BSBITU402A Develop and use complex spreadsheets BSBOHS407A Monitor a safe workplace BSBREL401A Establish networks BSBRES401A Analyse and present research information BSBWRT401A Write complex documents

## Typing Speed Tests


In accordance with the Australian Standards 2708-2001  
\$40 with certificate

Please call  
4226 1622 to make a booking

## Cert IV in Frontline Management BSB40807 \$1650

 This course is suitable for frontline managers and those who have been involved in frontline management and wish to formalise and enhance their skills. It is suitable for those expected to work autonomously, take responsibility and to provide leadership and guidance to others in the workplace. There are 8 units which comprise the certificate course. Possible job roles relevant to this qualification include: coordinator, leading hand, supervisor, team leader. The units are: BSBCUS401A Coordinate implementation of customer service strategies BSBMGT401A Show leadership in the workplace BSBMGT402A Implement operational plan BSBMGT403A Implement continuous improvement BSBOHS407A Monitor a safe workplace BSBPMG510A Manage projects BSBREL401A Establish networks BSBWOR401A Establish effective workplace relationships BSBWOR402A Promote team effectiveness BSBWOR404A Develop work priorities

## Cert IV Small Business Management BSB40407 \$1650

 This full certificate course is suitable for those who are considering starting up a small business or who already operate a business of their own. It includes units on researching business opportunities and viability, financial planning, promotion and establishing business networks, how to manage finances and creating a staffing plan for employees. During the course you will create a business plan. Job roles and titles vary across different industry sectors. Possible job role relevant to this qualification include: small business manager. The 10 units in the course are: BSBCUS402A Address customer needs BSBMKG413A Promote products and services BSBREL401A Establish networks BSBRES401A Analyse and present research information BSBSMB401A Establish legal and risk management BSBSMB402A Plan small business finances BSBSMB403A Market the small business BSBSMB404A Undertake small business planning BSBSMB406A Manage small business finances BSBSMB407A Manage a small team

## Certificate IV in Business Administration BSB40507 \$1650

The certificate IV qualification is for those who already have experience in business administration and would like to enhance or formalise their skills. At this level participants need to show performance of a broad range of skilled applications including evaluation of current procedures and show some guidance to others. Unlimited contact with trainers and assessors is available to you. Possible job titles relevant to this qualification include: accounts supervisor, executive personal assistant, office administrator, project assistant. The units are: BSBADM405B Organise meetings BSBADM407B Administer projects BSBFIA401A Prepare financial reports BSBITU401A Design and develop complex text documents BSBITU402A Develop and use complex spreadsheets BSBOHS407A Monitor a safe workplace BSBREL401A Establish networks BSBRES401A Analyse and present research information BSBWOR404A Develop work priorities BSBWRT401A Write complex documents

## Certificate IV Training and Assessment TAA40104 \$1900

The Certificate IV in Training and Assessment is the new qualification to replace BSZ40198 Cert IV in Assessment and Workplace Training. The units TAADEL402B, TAADEL301C, TAADEL404B and TAAASS402B require audio and visual assessment by observation, so you will need to be able to organise a training and assessment session during your course. TAAASS401C Plan and organise assessment TAAASS402C Assess competence TAAASS403B Develop assessment tools TAAASS404B Participate in assessment validation TAADEL301B Provide training through instruction and demonstration of work skills TAADEL401B Plan and organise group-based delivery TAADEL402B Facilitate group-based learning (elective) TAADEL403B Facilitate individual learning TAADEL404B Facilitate work-based learning TAADES401B Use training packages to meet client needs TAADES402B Design and develop learning programs TAAENV401B Work effectively in vocational education and training TAAENV402B Foster and promote an inclusive learning culture TAAENV403B Ensure a safe and healthy learning environment.

## Cert IV Training and Assessment (upgrade course) TAA40104 \$980

This upgrade course offers 8 core units in Training and Assessment and is designed to upgrade your Certificate IV Assessment and Workplace Training to the new Certificate IV in Training and Assessment (TAA) qualification. Participants MUST hold a current Certificate IV in Assessment and Workplace Training (BSZ40198) and must be able to demonstrate current knowledge and skill in training, delivery and assessment.

## Thinking of employing a trainee?

### Looking for a suitable training provider?

Choose WEA as your **Registered Training Provider**. Under the User Choice program WEA is under contract with NSW Department of Education and Training and can provide work based training to new entrant trainees in various courses.

Contact Kerrie Smith on **4226 1622** for more information.

# Business Online/Distance

## Cert IV Training and Assessment by RPL TAA40104 \$800

If you are an experienced Trainer and Assessor and can demonstrate current knowledge and skill in training, assessment and delivery, you may be eligible for Recognition of Prior Learning. You will be required to submit evidence against 14 units of competency. Suitability for enrolment will be assessed by telephone and/or email interview. For pre-enrolment interview and enquiries phone Kerrie Smith on (02) 4226 1622 or email kerriwea@tpg.com.au. The service is based on a portfolio and interview approach to RPL, where you the client, accept responsibility for identifying, gathering and submitting evidence about your achievement of the competencies.

## Diploma of Management BSB51107 \$1320

**formerly Diploma of Business (Frontline Management)**  
This course is suitable for frontline managers who wish to formalise and enhance their skills at Diploma Level. It is suitable for those expected to take responsibility for the management of teams and individuals in the workplace. At this level participants are expected to take responsibility for managing operational plans, budgets and developing and managing an effective workplace environment and capitalising on opportunities for innovation and change. Upon successful completion of all units you will receive a Diploma qualification, Diploma of Management recognised by employers and other colleges nationally. The job roles relevant to this qualification is Manager. The course comprises 8 units. The units are: BSBCUS501A Manage quality customer service BSBFIM501A Manage budgets and financial plans BSBLED501A Develop a workplace learning environment BSBMGT515A Manage operational plan BSBMGT516A Facilitate continuous improvement BSBHOS509A Ensure a safe workplace BSBPMG510A Manage projects BSBRSK501A Manage risk

## Skill Sets from Nationally Recognised Training Qualifications

For the convenience of students who do not require a whole qualification or who wish to approach the qualification by steps, the skill sets from the following qualifications have been identified as meeting specific needs. On successful completion of the units a Statement of Attainment will be issued. Visit our website for more information.

<b>Module 1</b> Diploma of Management BSB51107 .....	\$825
<b>Module 2</b> Diploma of Management BSB51107 .....	\$495
<b>Module 1</b> Certificate IV In Training and Assessment TAA40104 .....	\$450
The Training Environment	
<b>Module 2</b> Certificate IV In Training and Assessment TAA40104 .....	\$300
The Training Design	
<b>Module 3</b> Certificate IV In Training and Assessment TAA40104 .....	\$450
Deliver Training- Work Based and individual.	
<b>Module 4</b> Certificate IV In Training and Assessment TAA40104 .....	\$300
Deliver Training-Large groups.	
<b>Module 5</b> Certificate IV In Training and Assessment TAA40104 .....	\$600
Assessment and Validation.	
<b>Module 1</b> Certificate IV in Business Administration BSB40507 .....	\$990
<b>Module 2</b> Certificate IV in Business Administration BSB40507 .....	\$660
<b>Module 1</b> Certificate IV in Frontline Management BSB4080 .....	\$660
<b>Module 2</b> Certificate IV in Frontline Management BSB4080 .....	\$990



"think training ..  
think WEA"

For further information on any of the  
online courses please visit our website on  
[www.weaillawarra.com.au](http://www.weaillawarra.com.au)

## Individual Units of Competency

Individual units of competency are taken from full qualifications to provide short courses for your convenience. These individual units of competency are from Nationally recognised training packages. On satisfactory completion a Statement of Attainment will be issued from the applicable qualification as indicated by:

- # Certificate III in Business Administration BSB30407
- + Diploma of Management BSB51107

## Process Payroll (Manual) \$281

This course is completed using manual bookkeeping methods. If you wish to use MYOB for the course please enrol in Process Payroll with MYOB. There are no pre-requisites for the manual course. This course covers processing payroll and the skills and knowledge needed to organise payroll documentation. Successful participants will receive a statement of attainment of BSBFIA302A Process payroll#. CN99929X

## Bookkeeping (Manual) \$382

Three nationally recognised units have been combined to enable you to develop your bookkeeping skills. This course covers the following basic bookkeeping functions: petty cash, invoices, cash journals, bank reconciliations, journals, creditors and debtors ledgers. The awards for this course are Statements in Attainment in: BSBFIA304A Maintain a general ledger, BSBFIA301A Maintain financial records#, BSBFIA303A Process accounts payable and receivable# CN99928X

## Introduction to Project Management \$257

This short course BSBPMG510A Manage Projects gives you an introduction to managing projects. Topics include management skills, initiating a project, planning, organising, controlling and closing a project. Provides an opportunity to plan a small project of your own, carry out all or part of the project and reflect on your work.

## Bookkeeping with MYOB \$468

This course focuses on bookkeeping knowledge and applying this knowledge to MYOB. Bookkeeping concepts are fully explained. You do not need prior bookkeeping experience, although good numeracy skills are needed and if you have worked with accounts before this will be beneficial. A fully functional test version of MYOB is included. The awards for this course are BSBFIA304A Maintain a general ledger#, BSBFIA301A Maintain financial records#, BSBFIA303A Process accounts payable and receivable# CN99921X

## Process Payroll with MYOB \$281

This course is completed using the MYOB bookkeeping package. If you wish to complete it using manual methods please enrol in Process Payroll (manual). For this course you must have completed the MYOB course or be competent in MYOB. This course covers processing payroll and the skills and knowledge needed to organise payroll documentation. BSBFIA302A Process payroll#. CN99927X

## Building and Contractors

### CPD Distance Course

.....ATTENTION! All Builders and Swimming Pool Builders.....

All personal licence and certificate holders in the category of general building work or swimming pool building under section 40 (2D) and (2E) of the Home Building Act 1989 are required to accrue 12 points of Continuing Professional Development (CPD) activities each year.

Are you finding it hard to find the time to meet these requirements?


As an alternative WEA is pleased to offer a distance option. Material and assignments for these programs are exchanged between student and trainer/assessor using written and/or audio material and the postal system. Each of the following courses is accredited with eight CPD points. Course run in conjunction with the Building Institute of Training and Development (RT091145) who will issue the qualifications  
Tutor: Michael McIlwraith Cert IV TAA, BTrDev, Ass Dip Si CN41734X

Business Skills for Builders and Contractors	\$180
Construction Management 1 Project Planning	\$180
Construction Management 2 Financial Management	\$180
Tendering Skills for Contractors	\$180

Contact WEA on 4226 1622 for further information.

**For the following courses marked with \*\* which are run in conjunction with Distance Learning Australia Pty Ltd (RT088159) the certificates will be issued by Distance Learning Australia P/L**

## **Diploma of Training and Assessment** TAA50104\*\* \$1,980


 The TAA50104 Diploma of Training and Assessment specifies the competencies required to engage in advanced training and assessment practice. There are 12 units in the qualification and participants must hold the Certificate IV in Training and Assessment core units.

If you already have the skills and knowledge at Certificate IV level but not the qualification, consider asking about RPL. This course has a focus on training design with units that enable you to develop and design courses for paper-based and e-learning. There are also units in policy and procedure development, managing assessment and evaluation and advanced facilitation.

Course Description: The allocated timeframe is 48 weeks but you can complete earlier.


Unlimited access to your trainer/assessor is available. Course Units: TAAENV501B Maintain and enhance professional practice, TAADES501B Design and develop learning strategies, TAADEL503A Provide advanced facilitation to support learning, TAATAS501B Undertake organisational training needs analysis, TAACMQ503B Lead and conduct training and/or assessment evaluations, TAADES502B Design and develop learning resources, TAADES503B Research and design e-learning resources, TAADES504B Develop and evaluate e-learning resources, TAADEL501B Facilitate e-learning, TAADEL502B Facilitate action learning projects, TAACMQ501B Develop training and/or assessment organisational policies and procedures, TAAASS501B Lead and coordinate assessment systems and services ##

## **Certificate IV in Human Resources** BSB41007\*\* \$1,350

 This qualification reflects the role of individuals who work in a range of support positions in human resources management. In smaller companies they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units or business areas focussed on discrete human resources functions, such as remuneration, workforce planning or human resources information systems. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Human Resources Assistant, Human Resources Officer, Payroll Officer.


Course Description: After achieving the BSB41007 Certificate IV in Human Resources, candidates may undertake the BSB50607 Diploma of Human Resources Management, or a range of other Diploma qualifications. The timeframe allowed is 40 weeks and this is estimated at 4-6 hours per week. Participants may complete earlier than this. Unlimited support by email and phone is available. Course Units: BSBHRM402A Recruit, select and induct staff, BSBWRK410A Implement industrial relations procedures, BSBHRM401A Review human resources functions, BSBHRM403A Support performance management process, BSBHRS407A Monitor a safe workplace, BSBWOR401A Establish effective workplace relationships, BSBREL401A Establish networks, BSBWRT401A Write complex documents, BSBWOR402A Promote team effectiveness, BSBADM405B Organise meetings ##

## **Diploma of Business Administration** BSB50407\*\* \$1,815

 This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Administration Manager, General Office Manager, Office Manager.


Course Description: After achieving the BSB50407 Diploma of Business Administration, candidates may undertake the BSB60207 Advanced Diploma of Business or a range of other diploma qualifications. The timeframe allowed is 32 weeks and this is estimated at 4-6 hours per week. Participants may complete earlier than this. Unlimited support by email and phone is available. Course Units: BSBFIM502A Manage payroll, BSBADM502B Manage meetings, BSBADM503B Plan and man-

## **Certificate IV in Project Management** BSB41507\*\* \$1,700

 This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a

variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Project Coordinator, Project Management Officer, Project Team Member, Project or Program Administrator. Course Units: BSBPMG401A Apply scope management techniques, BSBPMG402A Apply time management techniques, BSBPMG403A Apply cost management techniques, BSBPMG404A Apply quality management techniques, BSBPMG405A Apply human resources management approaches, BSBPMG406A Apply communications management techniques, BSBPMG407A Apply risk management techniques, BSBPMG408A Apply contract and procurement techniques ##

## **Diploma of Project Management** BSB51407\*\* \$1,800

 This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Project Leader, Project Management Facilitator, Project or Program Administrator.

Course Description: After achieving the BSB51407 Diploma of Project Management, candidates may undertake the BSB60707 Advanced Diploma of Project Management, a qualification involving the application of high level project and managerial skills, or a range of other Advanced Diploma qualifications. The timeframe allowed is 36 weeks and this is estimated at 4-6 hours per week. Participants may complete earlier than this. Unlimited support by email and phone is available. Course Units: BSBPMG501A Manage application of project integrative processes, BSBPMG502A Manage project scope, BSBPMG503A Manage project time, BSBPMG504A Manage project costs, BSBPMG505A Manage project quality, BSBPMG506A Manage project human resources, BSBPMG507A Manage project communications, BSBPMG508A Manage project risk, BSBPMG509A Manage project procurement ##

## Denotes that individual clusters are available from each of the courses listed and can be viewed at [www.weaillawarra.com.au](http://www.weaillawarra.com.au)

\*\* Certificates are issued by Distance Learning Australia Pty Ltd

## **RPL / RCC** **Recognition of Prior Learning /** **Recognition of Current Competency**

RPL is offered to all participants who enrol in a course. If you feel you have the skills and knowledge equivalent to a course we offer, a recognition process is available. Successful applicants receive the same qualification as those who study the course.

You must apply before enrolment by phoning Kerrie Smith on (02) 4226 1622 or email [kerriewea@tpg.com.au](mailto:kerriewea@tpg.com.au) to assess your suitability for RPL. If you are suitable you then submit a portfolio of evidence. Any units where you cannot provide evidence of your knowledge and skills can be studied individually. Prices on application.

Contact Kerrie Smith on **4226 1622** for more information.

## **Customised Training** **For Your Business**

(in house or at WEA and also Training Courses for individuals)

With over 100 experienced trainers and quick response time, the WEA already provides training for many organisations either in-house or at one of our two WEA owned centres. The WEA is a quality endorsed VETAB Registered Training Organisation. Its experience and service is unequalled.

Ring Kerrie Smith, WEA Business Service Unit on 4226 1622 or email: [kerriewea@tpg.com.au](mailto:kerriewea@tpg.com.au)

## **NEW Courses and Tutors WANTED!**

Have you ever wanted to do a particular course but no one offered it?

Speak to WEA, we may be able to help

OR

Do you have a passion for teaching others in your area of expertise?

Send your CV and a brief course description to Kerrie Smith

Email: [kerriewea@tpg.com.au](mailto:kerriewea@tpg.com.au)

OR

Post to: PO Box 1472, Wollongong NSW, 2500

# Lifestyle Courses

ed2go Online Learning

More courses to choose from!

ed2go are instructor-facilitated online courses which are informative, fun, convenient and highly interactive. Most courses run for 6 weeks (with a 10 day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. For any computer classes you must have the software loaded onto your computer.

## Introduction to Microsoft Visio 2003 or 2007

Get the training you need to create professional-looking flowcharts and diagrams using one of the most popular flowcharting programs on the market, Microsoft Visio 2007.

\*\* Microsoft Visio 2003

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29016X

\*\* Microsoft Visio 2007

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29015X

## Introduction to Microsoft FrontPage 2003

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29014X

## Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29013X

## Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29012X

## Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29011X

## Introduction to CorelDRAW X3

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29010X

## Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2909X

## Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2906X

## Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29017X

## Write Fiction Like A Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29022X

## Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29020X

## The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2902X

## Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2905X

## Romance Writing Secrets

Learn how to write and sell romance novels from a veteran romance author.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29019X

## Where Does All My Money Go?

Learn how to get control of your money once and for all.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29021X

## Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29024X

## Introduction To Microsoft Project 2003 or 2007

Experienced project manager reveals how to use the world's most popular tool for planning, implementing, and controlling projects.

\*\* Microsoft Project 2003

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2908X

\*\* Microsoft Project 2007

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2907X

## Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN29018X

## Wow, What A Great Event

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2900X

## A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2901X

## Learn To Buy and Sell On Ebay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2904X

## Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

Starts: Thu 21 May \$160  
12 sessions (6 weeks x 2 sessions per week) CN2903X

# Lifestyle Courses

## Language and Culture

### Express Languages

The express language courses are for complete beginners and are suitable for travel, business, leisure or just for fun. Course topics may include: greetings, food, numbers, alphabet, colours, also how to make enquiries, telling the time, eating out and visiting the sights.

#### Indonesian Express

Starts: Thu 21 May \$139  
6.30 pm for 2 hrs CN2206  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Alison Watts BA, Dip Ed Grad Dip Ed ESL

#### Spanish Express

Starts: Wed 20 May \$139  
6.30 pm for 2 hrs CN2202  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Hector Labra MEd (Tesol) MBA

#### French Express

Starts: Mon 11 May \$139  
6.30 pm for 2 hrs CN2201  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Brian Horan BA (Hons) Dip Ed, Grad Dip (Arts)

#### Italian Express

Starts: Mon 11 May \$139  
6.30 pm for 2 hrs CN2203  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Margaret Lobmayr BA Dip Ed

#### Japanese Express

Starts: Mon 11 May \$139  
6.30 pm for 2 hrs CN2205  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Yuki Oe Dip Ed (Japanese and ESL Methods)

#### Russian Express

Starts: Thu 21 May \$139  
6.30 pm for 2 hrs CN2204  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Anna Fitzgerald Cert IV Comm Serv Work

#### German Express

Starts: Wed 20 May \$139  
6.30 pm for 2 hrs CN2209  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Suzanne Byrnes Dip Teaching (German) BEd, MEd (Tesol)

## Culture

Students will experience the art and culture of Chinese Brush painting through watercolour painting.

### Chinese Brush Painting **NEW**

In this course, students will learn various methods of brush painting and how to use ink and colour to create a painting in the style of Chinese Brush Painting. Course fees include the cost of materials.

Starts: Wed 20 May \$97  
9 am for 2hrs CN2612R  
3 sessions WEA, Auburn Street, Wollongong  
Tutor: Shao-Ping Yeh Cert IV TAA

Kit included in the price of course!

## Seniors Card Welcome Here!



10% discount on all non-accredited courses to Seniors Card holders  
Only one type of discount can be used per course

## First Aid

### Senior First Aid - Flexible Delivery

The Senior First Aid Course is approved by the WorkCover Authority (FA04151) and delivers the essential principles, skills and knowledge for you to manage emergency first aid situations until professional medical support is available. You will learn: The principles of first aid, managing emergency situations, cardiopulmonary resuscitation, treatment of infection, shock, fractures, bleeding and burns, emergencies due to lack of oxygen, excess heat or cold, management of common medical emergencies, treatment of poisoning and envenomation. The flexible delivery course in First Aid combines classroom-based training with either online (must have access to the internet) or independent workbook learning.

Starts: Sat 23 May \$140  
9 am for 6 hrs CN21718X  
1 session WEA, Auburn Street, Wollongong  
Tutor: Stuart Massey Cert IV TAA, Senior First Aid Facilitator for Surf Lifesaving NSW, Life Saver

### Senior First Aid - Refresher

The Surf Life Saving NSW Refresher course in Senior First Aid (WorkCover Authority approval FA041510) is designed to refresh your knowledge on the essential principles, skills and knowledge to manage emergency first aid situations until professional medical support is available. Note: This course should be completed at least 6 weeks prior to the expiry date of the current first aid qualification. (If the qualification has expired you must complete the full course again). Participants will receive a manual on the day of the course.

Starts: Sat 23 May \$140  
9 am for 6 hrs CN21719X  
1 session WEA, Auburn Street, Wollongong  
Tutor: Stuart Massey Cert IV TAA, Senior First Aid Facilitator for Surf Lifesaving NSW, Life Saver

### Child Care First Aid

This course is designed specifically for the care and treatment of infants and children. Learn the care and treatment of anaphylaxis, asthma and food allergies; accident prevention strategies; specific cardiopulmonary resuscitation, epileptic seizures and infantile convulsions, treatment of infection, shock, fractures, bleeding and burns, excess heat or cold and more. This course meets the NSW DOCS guidelines for first aid courses for Child Care workers and is based upon the policies and standards of the Australian Resuscitation Council.

Starts: Thu 11 Jun \$120  
9 am for 6 hrs CN21717X  
1 session WEA, Auburn Street, Wollongong  
Tutor: Stuart Massey Cert IV TAA, Senior First Aid Facilitator for Surf Lifesaving NSW, Life Saver

## Retirement Planning

### Retirement Planning

This FREE course is run in conjunction with Clearview Retirement solutions. A \$15 charge to cover the cost of the workbook provided. This course has been designed to provide you with the knowledge and skill to begin the important task of planning retirement yourself. Learn to set goals for retirement; relationship between investment risk and return; where your income can come from and how to maximise it; how Centrelink benefits are calculated and getting the right advice.

Starts: Thu 11 Jun \$15  
6.30 pm for 3 hrs CN21700  
3 sessions WEA, Auburn Street, Wollongong  
Tutor: Paul Yeoman B Commerce, Dip Financial Planning, Financial Advisor

## Film

### Film - The Liveliest Art

Each film is introduced in its historical and cultural perspective. Films to be screened include: Mother Kuster's Ascent to Heaven, Before the Revolution, Tol' Able David and the Boat, William Shakespeare's Romeo and Juliet, Modern Times, Twenty Four Eyes, Gold Diggers of 1933, Oyster Farmer

Starts: Wed 27 May \$43  
7.30 pm for 2.5 hrs CN22100  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Kevin Barr BSc, M Ed

# Lifestyle Courses

## Music and Dance

### Tap Dancing for Fun and Fitness **NEW**

This course is for all those people who want to learn how to tap in a fun and friendly environment. It is not necessary to have tap shoes, just about any shoe is fine as long as it is comfortable and the sole is not too rubbery or grips the floor. Lower heels are also recommended if it's a first time. Age is no barrier in this beginners gentle tap class, seniors very welcome! Come along and gently tap your way to a healthier you and enjoy yourself along the way!

Starts: Tue 19 May \$89  
3 pm for 1 hr CN2508R  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Dennise Richards Tap Instructor

### Belly Dancing For Fun!

This short course is designed as an introduction to the diverse movement and sounds of modern belly dance. You will learn to use your hips, chest, arms and stomach to create soft flowing movements as well as sharp, fast percussive moves. Benefits include increased coordination, balance and flexibility. Low impact, fun dance form that is suitable for women of all ages shapes and sizes.

Starts: Mon 11 May \$99  
6 pm for 1.25 hrs CN2509R  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Edith Castro Belly Dance Instructor

### Ballroom - Learn to Dance Like the Stars **NEW 15%**

Here is your opportunity to not only learn a wide variety of dancing styles but to also meet new people and get fit! Sweeping you off your feet will be dance styles such as Modern Ballroom (Waltz, Quickstep, Foxtrot,) Latin American (Cha Cha Cha, Samba, Jive), New Vogue/Old time. Make dancing your night of the week to unwind and have fun - enrol now!

Starts: Wed 20 May \$89  
6 pm for 1 hr CN2501  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Dance World Tutor

### African Drumming - Oak Flats

Find Your Groove!

InRhythm drumming workshops allow you to know and "feel" the rhythms through a variety of powerful techniques that support the many varied ways we all learn. You'll build confidence whilst exploring the fundamentals of: good groove, technique, etiquette, phrasing, listening and dynamics. There's also facilitated open jams for free expression so you can explore your unique sense of rhythm and enjoy the good vibes of jamming with a big crew of people! At the end of longer courses students can perform at Riddim' Fest and other great events! Africa is blessed with 1000's of rhythms. We are always introducing new traditional rhythms to keep it fresh! Free drum hire or BYO.

Starts: Tue 19 May \$195  
7 pm for 1.5 hrs CN2507XR  
8 sessions WEA, Oak Flats  
Tutor: Yani Socratous

### African Drumming Workshop

As seen on Sydney Weekender!

If you are looking to find your rhythm, unwind, meet new people, get away or just feel completely liberated then check out this one day workshop.

Free drum hire for use in class.

Starts: Sat 11 Jul \$59  
12 pm for 3.5 hrs CN2505X  
1 session WEA, Auburn Street, Wollongong  
Tutor: Yani Socratous

### Learn How To Play The Chromatic Harmonica **NEW**

Find out what that magic button is for! When to touch it and when to leave it alone. Using the key of C learn about accidentals and naturals, how to play off the music and tabulate for your self and how to play in other keys and a bit more. Students will need to bring their own harmonica in the key of C.

Starts: Sat 30 May \$99  
9 am for 7 hrs CN2506R  
1 session WEA, Auburn Street, Wollongong  
Tutor: Kenneth Gates

## Conservatorium of Music, Wollongong

*WEA is pleased to acknowledge a partnership agreement with the Conservatorium of Music - bringing more opportunities to the people of the Illawarra.*



### Sing for Fun Choir **NEW**

Have you ever wanted to sing in choir, but thought you needed to take singing lessons? Think again! The Wollongong Conservatorium of Music Sing for Fun Choir will find the inner Pavarotti in all of us. This 1.5 hour class will meet once a week during term time and in addition to singing together as a choir will give students the chance to explore your vocal range with a series of group exercises, techniques and training.

The choir, conducted by international singer and educator Lisa Nolan will be a chance for all participants to share their love of singing in a range of styles and will have the chance to perform at various Conservatorium events. **NO EXPERIENCE NECESSARY!**

Starts: Tue 28 Apr \$120  
6.30 pm for 1.5 hrs CN2504XR  
9 sessions Conservatorium of Music, Wollongong  
Tutor: Lisa Nolan Certificate of Teaching (Singing), LTCL Diploma

### Keyboard for Leisure **NEW**

Are you one of the many people who have an electronic keyboard around the house that you never quite got around to learning to play? Well this course is for you.

Designed specifically with the enthusiastic amateur in mind, this course will teach you to read music, play the keyboard and perhaps most importantly teach you what all those buttons do! Wollongong Conservatorium of Music will provide the keyboards (but you are welcome to bring your own) for use in the classes and the tutor, renowned local musician John Spence, will guide you through an enjoyable program of musical styles.

Starts: Mon 27 Apr \$170  
8 pm for 1 hr CN2510XR  
9 sessions Conservatorium of Music, Wollongong  
Tutor: John Spence Freelance Composer

### Insights into Jazz **NEW**

This class delves into the absorbing and colourful world of the jazz musician.

From its humble beginning in the Southern States of the USA, jazz has influenced all forms of popular music. This course, taught by one of Australia's most in demand jazz musicians Alex Masso, will give you a more informed appreciation of this most eclectic of musical genres.

The class meets one evening a week during term time for listening, watching, understanding and discussing the music of the jazz greats from Louis Armstrong to Charlie Parker and everything in between!

Starts: Tue 28 Apr \$170  
6.30 pm for 1.5 hrs CN2503XR  
9 sessions Conservatorium of Music, Wollongong  
Tutor: Alex Masso Bachelor of Music (Jazz Performance)

### Insights into Great Classical Music **NEW**

Join this fascinating class where no musical knowledge is required, just a love of the greatest music ever written and a desire to know more about it!

Taught by respected Australian composer John Spence, this music appreciation class has been running successfully at the Wollongong Conservatorium of Music for a number of years.

The class meets one evening a week during term time for listening, watching, understanding and discussing the music of the great composers.

Starts: Wed 29 Apr \$170  
7.30 pm for 1.5 hrs CN2502XR  
9 sessions Conservatorium of Music, Wollongong  
Tutor: John Spence Freelance Composer



*"Musical choices to suit everyone's taste!"*

# Lifestyle Courses

## Photography

### Digital Camera Workshop

Come along to our digital camera workshop, learn how to improve your picture taking ability and get the best quality out of your digital camera. If yours is a consumer model or a digital SLR most modern camera features are covered. The course is designed to unravel the mysteries so you can take full advantage of the new technology. Subjects covered include: Digital camera features, exposure modes, the use of camera supports, image sizes and quality, white balance, exposure modes, exposure sensitivity, image storage, printing and working with images. Learners with early model or small image cameras may not fully benefit from this course as these cameras may lack the features of larger or more modern cameras.

Starts: Sun 14 Jun \$143  
 9 am for 8 hrs CN2604XR  
 1 session WEA, Auburn Street, Wollongong  
 OR  
 Thu 14 May \$143  
 Starts: 7 pm for 2 hrs CN2600XR  
 4 sessions WEA, Auburn Street, Wollongong  
 Tutor: Alex Ball Cert IV AWT

### Photography Essentials MD15%

If you have a SLR camera this course is for you. Learn how to take control of your camera. Learn how to use camera functions such as shutter and aperture and use accessories such as flash, light meter and filters. Learn elements of composition. You need an SLR with manual option. One 3hr field excursion is included, dates and times decided at the class. Suitable for both film and digital SLR cameras.

Starts: Tue 16 Jun \$123  
 6.30 pm for 3 hrs CN2603R  
 4 sessions WEA, Auburn Street, Wollongong  
 Tutor: Rick Benson Dip Business (Marketing)

## Photo Editing Using Your Computer

### Retouching Photos

Come along to this course and learn how to disguise the flaws and imperfections in your photographs using Photoshop software. Discover how easy it is to give your photos that professional edge by learning how to improve contrast, remove blemishes, whiten eyes and teeth, repair large areas and much, much more. Poor photos will be a thing of the past as you learn the tricks of the trade in touching them up.

Starts: Sat 30 May \$47  
 9.30 am for 3 hrs CN21805X  
 1 session WEA, Auburn Street, Wollongong  
 Tutor: Janet Graham Cert IV TAA

## Seniors - Non Accredited Computers

### Basic Computing Skills

Launch yourself into the world of computers as you acquire new skills in the Windows and Microsoft environment. Every novice will enjoy this course.

Starts: Mon 11 May \$125  
 3 pm for 2 hrs CN21901R  
 8 sessions WEA, Auburn Street, Wollongong  
 \*\*VISTA Operating System only at this session  
 Tutor: John Robertson Cert IV AWT

OR  
 Starts: Fri 5 June \$139  
 9.30 am for 3 hrs CN21904R  
 6 sessions WEA, Oak Flats  
 \*\* Windows XP Operating System only at this session Tutor: Angela Tasevski MBA M.Ed

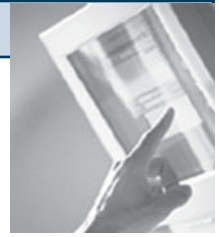
## Life Writing Class

### Turning Memories into Memoirs NEW

Come along and we will provide you with the tools and techniques for creating a writing plan. You will be able to create a memoir to show future generations "your story". No previous writing skills required.

Starts: Thu 4 Jun \$198  
 2 pm for 2 hrs CN2402  
 6 sessions South Coast City Church, Thirroul  
 Tutor: Diane Barkas MA MITS

## Computers in General



### Create A Digital Slide Show NEW

Learn how to create great digital slide shows using simple free software. You will discover better ways to organise the images and prepare them for slideshows, edit images for impact, how to use transitions, blends and special effects, how to select, prepare and add music and importantly what you need to know to make your slideshows universally compatible. Easy to follow even if you have little digital photography experience

Starts: Sun 21 Jun \$137  
 9.30 am for 7 hrs CN21803R  
 1 session WEA, Auburn Street, Wollongong  
 Tutor: Brad Nichol Cert IV AWT, Dip Teach

### The Great iPod and MP3 and Computer Music Workshop

The iPod MP3 revolution is here and now you can learn all about it. This exciting workshop covers how iPods and MP3 players really work. Music download and library programs, accessories, podcast, free music options, burning CDs and backups. How to get better sound from your computer, novel uses for your iPod and MP3 player and how to set up your MP3 in your home sound system.

Starts: Sat 23 May \$157  
 9.30 am for 7 hrs CN21809XR  
 1 session WEA, Auburn Street, Wollongong  
 Tutor: Brad Nichol Cert IV AWT, Dip Teach

### Get First Hand Experience Using Vista Operating System

You'll soon become comfortable with the new look and layout and you'll learn how to use the important features. A one off three hour session to save you time and frustration when crossing over to Vista.

Starts: Thu 21 May \$47  
 6.30 pm for 3 hrs CN21810  
 1 session WEA, Auburn Street, Wollongong  
 Tutor: Oriana Castelli Assoc. Dip. Computer Applications, Cert IV TAA

### A Quick Tour of Word NEW

Where did they all go? How do I do this now? Take the confusion out of upgrading to Word 2007 and let Janet familiarise you with the tools that you used to use in previous versions and demystify the latest upgrade to Microsoft Word.

Starts: Sat 13 Jun \$47  
 9.30 am for 3 hrs CN21802  
 1 session WEA, Auburn Street, Wollongong  
 Tutor: Janet Graham Cert IV TAA

### Set Your Conversations Free With Skype

We all love something for nothing! With Skype's free software you can chat away with free Skype-to-Skype calls and never worry about cost, time or distance. Contact your friends both locally, interstate and internationally to download Skype so you can talk, chat or make video calls for nothing! Compatible with all internet connections Skype software makes it easy to stay in touch.

Starts: Sat 27 Jun \$47  
 9.30 am for 3 hrs CN21801  
 1 session WEA, Auburn Street, Wollongong  
 Tutor: Janet Graham Cert IV TAA

## Desktop Publishing - Design and Layout

### Design and Layout Using Photoshop NEW

Do you want to design like a professional? Learn how to effectively create stunning design and page layout for print and website from the ground up. Students will begin by understanding and implementing the foundations of design along with colour and typography and will work through the actions of putting creative design together using Photoshop. Pre requisite: Basic computer skills and file management. Knowledge of Photoshop is NOT required.

Starts: Mon 25 May \$225  
 6.30 pm for 3 hrs CN21902R  
 6 sessions WEA, Auburn Street, Wollongong  
 Tutor: Kazi Dolezal BA Journalism Dip Composition and Design

# Lifestyle Courses

## Health and Fitness

### Detoxify Your Life

Do you feel like your life is spinning out of control? Are you lacking direction, motivation and drive? Are you confused by the myriad of diets, gadgets and fads? This interactive and informative course will empower you to separate the facts from the fiction when it comes to your health and wellbeing. Learn simple, practical and effective techniques for detoxifying your body and mind, managing stress and balancing your life. Discover the new 3 R's of wellness and Reboot, Recharge and Revitalise! Pack a pen and a healthy lunch.

Starts: Sat 23 May \$99  
11 am for 4.5 hrs CN2703R  
2 sessions WEA, Auburn Street, Wollongong  
Tutor: Kylie Morrison Cert IV - Fitness (FIA)

### Supa Hoola Hoop Exercise Class

Hoola is a dynamic, creative and funky way to exercise your body. The Supa Hoola Hooper class includes a warm up and cool down that incorporates appropriate body work, stretches and conditioning. We will travel through various techniques of hooping and an array of mind boggling skills that are unbelievably achievable! This class also incorporates choreographic techniques within each session. This class is appropriate for beginners and returning (intermediate) students. Adult size hoops are available to purchase at the first class for \$30.00 each. Please order when enrolling.

Starts: Tue 19 May \$99  
5.30 pm for 1.5 hrs CN2708R  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Heidi Hillier, Hoola Hoop Instructor

### Remedial Massage

Remedial massage targets problem areas. You will learn massage techniques to alleviate discomfort and pain in the entire musculo-skeletal system. By learning some basic anatomy of the major muscle groups, you will be able to locate and dissolve muscle tension and spasm in muscles relevant to certain sports and activities. Wear comfortable loose clothing and swimmers.

Starts: Sat 23 May \$179  
9.30 am for 7hrs CN2702R  
2 sessions WEA, Auburn Street, Wollongong  
Tutor: Helen Ferrington B.Nurs; Dip.Remed Mas; Dip.Sports Med

### Tai Chi

Tai Chi is a gentle flowing exercise used to build strength through softness. It is great as a daily exercise to relax and energise. We will learn some physical postures, practice some natural breathing exercises, and explore the benefits of Tai Chi as a moving meditation. Wear loose comfortable clothes and flat shoes.

Starts: Thu 21 May \$86  
7.15 pm for 1 hr CN2707R  
7 sessions WEA, Auburn Street, Wollongong  
Tutor: Patrick McGowan BA (Hons), Tai Chi Instructor

### Dru Yoga

Dru Yoga is a unique form of Yoga designed in 21st Century yet deep seated in the Ancient Yogic Tradition. Dru involves gentle flowing postures (Asanas), movement sequences, breath awareness, visualisation, relaxation, meditation and affirmations.

Starts: Thu 21 May \$91  
5.30 pm for 1.5 hrs CN2705R  
7 sessions WEA, Auburn Street, Wollongong  
Tutor: Frances Braiding LFSTA(Dru) IYTA YFHA

### Dru Yoga - Winter Warmers

Dru Yoga winter warmers class is the perfect continuation class for existing students or a "taster" to Dru Yoga classes for new students. Involving gentle flowing postures (Asanas), movement sequences, breath awareness, visualisation, relaxation, meditation and affirmations this is the ideal way to relax into winter.

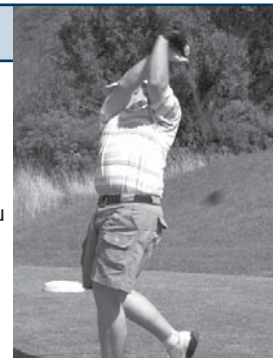
Starts: Thu 9 Jul \$78  
5.30 pm for 1.5 hrs CN2701R  
6 sessions WEA, Auburn Street, Wollongong  
Tutor: Frances Braiding LFSTA(Dru) IYTA YFHA

## Outdoors

### Introduction to Golf at Wollongong

Learn the basics of this popular if frequently frustrating sport. Covering demonstrations, drills and swing techniques. These sessions will have you on the golf course in no time. Professional golf players will show you how.

Starts: Tue 19 May \$142  
10 am for 1.5 hrs CN21505XR  
4 sessions  
Wollongong Golf Course, Corrimal Street, Wollongong  
Tutor: Robert Anderson



### Dog Training

The most recalcitrant dog can be trained and this course will show you how and why. BYO dog, at least six months old, and with necessary vaccinations. NB: Course will proceed irrespective of weather conditions on first day.

Starts: Sat 23 May \$82  
9 am for 1.5 hrs CN21502R  
6 sessions Horsley Boarding Kennels West Dapto  
Tutor: George Bartolo

### Essential Car Maintenance

Come along to this course and learn how to perform routine and preventative car maintenance to keep your car in tip top condition. The instructor will guide you on how to identify potential mechanical problems, work safely around tyre changing, fluid levels, light globe replacements and guide you in emergency breakdown procedures and possible temporary repairs.

Starts: Wed 10 Jun \$125  
6.30 pm for 3hrs CN21507R  
4 sessions WEA, Auburn Street, Wollongong  
Tutor: Glenn Stocker

### Mountain Bike Maintenance

This course is aimed at the serious social riders and competitive riders who already carry out basic maintenance but would like to learn more about their bikes, such as fine tuning their forks and shocks, adjusting gears, replace bottom brackets and headstems and service their brakes and bearings. This course will suit keen mountain bikers who not only want to keep their bikes in good condition but would like to know how to fix things whilst they are out on the trail.


Starts: Wed 10 Jun \$59  
6.30 pm for 3hrs CN21506R  
2 sessions Spearman Cycles, Princes Highway, Figtree  
Tutor: Spearman Cycles

### Classical Archery (Olympic)

The aim of this three week programme is to serve as an introduction to the sport of archery where safety, etiquette and equipment explanation is the focus. Experienced coaches conduct the classes. Membership of The Illawarra Archery Club is an option on satisfactory completion of this course. (No enrolments will be accepted after 15 May 2009.)

Starts: Sat 30 May \$105  
9 am for 3 hrs CN21501XR  
3 sessions Archery Range, Mt Keira Rd Mt Keira  
Tutor: Robyn McGarva

## WEA Discounts

WEA Members receive \$7 off all lifestyle and nonaccredited courses or 15% off certain courses indicated by 

Seniors, Concession card holders and Partner Organisations receive a 10% discount on Lifestyle and Non Accredited Courses that are not indicated by an X

**Only one discount can be used per course**

**Discounts do not apply to Accredited, Online or Distance courses or to any course indicated by an X in the course number**

# Lifestyle Courses

## Sewing and Textiles

### Maximise Your Sewing Skills!

Come along to this class and learn how to customise patterns to your individual size and requirements, perfect garment alterations and create new projects from start to finish. From evening wear to day wear, from cushions to curtains, this course is for anyone who wants to give their sewing project that professional edge.

BYO sewing machine.

Starts: Thu 4 Jun \$147  
6.30 pm for 3 hrs CN21301R  
6 sessions WEA, Auburn Street, Wollongong  
Tutor: Jovanka Kanaris Fas.Tech.High.Cert

## Garden Crafts

### Garden Sculptures and Mosaics

Learn to make a sculpture using Hebel block (air-rated concrete) and either mosaicing the sculpture, or leaving as is. If you prefer you can learn to do a mosaic for outdoors, but will need to supply the piece you are to work on.

Starts: Thu 21 May \$163  
12:30 pm for 3 hrs CN21208R  
8 sessions WEA, Auburn street, Wollongong  
Tutor: Susan McDonald Cert IV Community Welfare

### Wire and Tin Work for the Garden

This course is for beginners and learners with a basic knowledge of working with wire and tin. You will learn how to make a utility shelf for the garden, wire vegetable basket, garden lantern and a punched tin planter. All wire materials are included in the cost of the course.

Starts: Wed 3 Jun \$175  
6.30 pm for 3 hrs CN21204R  
4 sessions WEA, Oak Flats  
Tutor: Kate Blackburn BA (Hons) Textile Design/Surface Pattern

Wire materials included in the price of course!

## Kid's Art at WEA

*NEW to WEA is the commencement of Kid's Art classes. Open to children between the ages of 9 - 13, these courses aim to interest and challenge children in art and craft activities in a fun and creative environment. A separate requirements sheet outlining the items to bring along to these courses is available from WEA.*



### Mixed Media Workshop **NEW**

Hey Kids, come along for a fun day of drawing, painting and sculpting in this three hour workshop. You will be taught basic drawing, painting and sculpting skills based around a simple still life. Bring along a special object from home to help compose the still life. Lots to learn and lots of fun!!!

Starts: Sat 23 May \$37  
9 am for 3 hrs CN2814R  
1 session WEA, Auburn Street, Wollongong  
Tutor: Gail Wistow Adv Dip Fine Arts, Cert IV TAA

### Unmessy Mono-Prints **NEW**

Bring in your favourite toy, knick knack or photo and make a beautiful print of it. Create your own professional looking prints without any mess! This three hour workshop offers basic drawing and printing skills without the need for a printing press. Using non toxic materials the drying time is minimal, so there is no waiting to finish the print. A small framing demonstration at the end will complement your masterpiece so you can hang it as soon as you get home!

Starts: Sat 11 Jul \$37  
9 am for 3 hrs CN2813R  
1 session WEA, Auburn Street, Wollongong  
Tutor: Gail Wistow Adv Dip Fine Arts, Cert IV TAA

### Indonesian Shadow Puppets **NEW**

Come along and have a fun packed morning making your own traditional Indonesian paper shadow puppets. At the end of the workshop you can show off your puppets and create your own puppet show!

Starts: Sat 27 Jun \$37  
10 am for 2.5 hrs CN2812R  
1 session WEA, Auburn Street, Wollongong  
Tutor: Kate Blackburn BA (Hons) Textile Design/Surface Pattern

## Barista

### Coffee Appreciation

The appreciation of coffee in its many forms is as important in modern society as an understanding of food itself. Trained by a nationally recognised barista, Tristan Creswick, this course provides an introduction to the production of coffee from farm to espresso, as well as a comprehensive, hands-on approach to coffee making using both commercial and domestic equipment. Tristan came 2nd in the Australian Pura Latte Art Competition in 2006 and 1st in Sydney Latte Art competition in 2007.

Starts: Tue 19 May \$83  
6.30 pm for 3 hrs CN21130XR  
2 sessions Delano's Coffee, Jardine Street, Fairy Meadow  
Tutor: Tristan Creswick Cert III Hosp. Ops., Cert IV AWT, Nationally Accredited Barista

### Latte Art

Prerequisite:

Must have completed the Coffee Appreciation course or have 40 hours experience making coffees using the Espresso machine.

Starts: Tue 2 Jun \$39  
6.30 pm for 3 hrs CN21131XR  
1 session Delano's Coffee, Jardine Street, Fairy Meadow  
Tristan Creswick Cert III Hosp. Ops., Cert IV AWT, Nationally Accredited Barista

## Tarot Reading

### Tarot Card Reading for Beginners **NEW**

Always wanted to learn to read Tarot Cards? In this course you will get a good basic understanding of the Tarot. You will do readings from day one in a fun, creative and interactive environment. Cards are read for personal meaning, derived from exploring symbolism in the cards and supported by current interpretation. We will use the widely used Rider-Waite deck in this course (which can be bought in class for an additional \$33). Please order when enrolling.

Note: no clairvoyance abilities are required.

Starts: Fri 12 Jun \$149  
6 pm for 3 hrs CN2104R  
4 sessions WEA, Auburn Street, Wollongong  
Tutor: Sabine Mascarenhas Professional Member of the Tarot Guild of Australia

## Makeup and Beauty

### Let's Get Glam!

Every girl loves to pamper themselves so now is the time to get the know-how on makeup application. In this course explore your face and eye shapes and where to put colour or even what to highlight. Also we look at little tricks of the trade to gain the edge on your friends with your total new look. 'BYO' makeup course, so come along, and LET'S GET GLAMOROUS!

Starts: Thu 4 Jun \$99  
6.30 pm for 3 hrs CN21405XR  
3 sessions WEA, Oak Flats  
Tutor: Aiden Collins Cert IV in MakeUp

## Makeup and Theatre

### The Effects Say It All **NEW**

This fantastic course explores the areas of special effects makeup. Learn how to apply putty for bullet holes and scars, ageing with latex, applying latex to skin to create a toxic look, working with stage blood, creating weeping wounds and much more! The price of the course includes the purchase of an exciting kit consisting of putty, stage blood, latex and much more to the value of \$130. This is a chance to see how the movies create the effects and is also a great course for fancy dress parties and to give someone a fright! **(Please note that orders for kit purchase must be finalised by Friday 1 May)**

Starts: Thu 14 May \$229  
6 pm for 3 hrs CN21404XR  
3 sessions WEA, Auburn Street, Wollongong  
Tutor: Aiden Collins Cert IV in MakeUp



Kit included in the price of course!

# Lifestyle Courses

## Crafts

### Beautiful Bows for Every Occasion!

Have you ever wanted to give your gift wrapping that special edge and did not know how? Well this course is for you! Christmas presents, birthday presents, floral arrangements, weddings and party occasions can all be given that professional touch with a beautifully made bow. Come along to this course and discover how easy and cheaply it is to wrap and present your gifts in style.

Starts: Thu 28 May \$41  
9.30 am for 3 hrs CN21211XR  
1 session South Coast City Church, Thirroul  
Tutor: Jovanka Kanaris Fas.Tech.High.Cert

### Felt and Wire Taster Workshop

Would you like to learn how to make jewellery from felt? How about making a decorative wire hanging basket for the garden? Come along and enjoy a whole day of creating some wonderful pieces of work. No experience necessary! Course fee includes the cost of all materials required.

Starts: Sat 23 May \$112  
10 am for 6 hrs CN21210R  
1 session South Coast City Church, Thirroul  
Tutor: Kate Blackburn BA (Hons) Textile Design/Surface Pattern

*Kit included in the price of course!*

### Mosaic Projects

Make a mosaiced mirror, photo frame, table or make mosaic and ceramic garden sculptures. They can be partly or fully mosaiced.

Starts: Mon 11 May \$163  
6.30 pm for 3 hrs CN21201R  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Susan McDonald Cert IV Community Welfare

### Pottery Projects WD 15%

Learn the basic pottery techniques and complete 3-4 pieces using a variety of methods including hand-building and wheel-throwing. Basic tools provided. Clay and glazes provided for a \$30 fee.

Starts: Wed 3 Jun \$129  
6.30 pm for 3 hrs CN21205R  
4 sessions WEA, Auburn Street, Wollongong  
Tutor: Mary Monteleone B CrArts

### Silver Jewellery for Beginners

Learn the basic techniques for making silver jewellery; designing, cutting, polishing, filing, soldering etc. Firstly working with copper then progressing to silver to make a silver ring and pendant or earrings. Kit available from tutor at first lesson at a cost of approx. \$30.

Starts: Thu 21 May \$199  
6.30 pm for 3 hrs CN21202R  
8 sessions WEA, Auburn street, Wollongong  
Tutor: Nina Manahan B Ed

### Felt Making NEW

Felt making is a traditional craft and a wonderful material to work with. On this course students have the opportunity to make felt jewellery, flowers, bags, slippers and an abstract wall hanging. Price includes kit from tutor.

Starts: Fri 12 Jun \$189  
10 am for 3 hrs CN21203R  
4 sessions WEA, Auburn Street, Wollongong  
Tutor: Kate Blackburn BA (Hons) Textile Design/Surface Pattern

*Kit included in the price of course!*

### Wedding Bouquets and Accessories

Save money - organise the wedding flowers for yourself, family member or friend. This course covers bouquets, corsages, buttonholes, baskets, veils, pew decorations and table arrangements. Please bring \$5 to first class to cover materials purchased by tutor.

Starts: Wed 3 Jun \$86  
12.30 pm for 2.5 hrs CN21206  
6 sessions WEA, Auburn Street, Wollongong  
Tutor: Robyn Thompson

## Art



### Beginners Art Class NEW

Are you interested in painting but do not know where to start? Come along to this course and let Vasko show you how to get started on your artwork and guide you along the way.

Starts: Sat 4 Jun \$126  
9.30 am for 5 hrs CN2618XR  
2 sessions South Coast City Church, Thirroul  
Tutor: Vasko Kocovski Ass Dip. Fine Arts

### Drawing in Oils NEW

Explore drawing and mark making techniques to create line, mass and tone before adding oil paint to your work of Art. Let the marking become the subject of the Painting. Beginners welcome!

Starts: Sat 20 Jun \$68  
10 am for 5 hrs CN2620R  
1 session WEA, Auburn Street, Wollongong  
Tutor: Keith Rutherford Degree in Fine Arts

### Abstract Painting in Oils

Painting for those who want to experiment with Abstraction. Students will be encouraged to explore techniques and interpretations of the different schools of Abstraction.

Starts: Mon 15 Jun \$97  
10 am for 3 hrs CN2615R  
4 sessions WEA, Auburn Street, Wollongong  
Tutor: Keith Rutherford Degree in Fine Arts

### Life Drawing

A practical approach to drawing the human form with live models provided at each session - both male and female forms. Beginners welcome!

Starts: Tue 19 May \$249  
6.30 pm for 3 hrs CN2616XR  
8 sessions WEA, Auburn Street, Wollongong  
Tutor: Keith Rutherford Degree in Fine Arts

*Course fee includes model fee!*

### Drawing for Beginners

Learn the basic principles and elements of drawing. You will learn how to turn simple shapes into a picture using easy to follow techniques such as shading, perspective and composition to name a few.

Starts: Thu 4 Jun \$97  
6.30 pm for 3 hrs CN2611R  
4 sessions WEA, Oak Flats  
Tutor: Faith Cunningham Adv Dip Fine Arts, Cert IV AWT

### Beginners Watercolour

A relaxing and rewarding experience which will guide you through information and techniques such as paper type and choice, types of brushes and qualities of paint. Prepare your work surface, work with watercolours and their properties; brush control and graded wash. Students can choose to purchase a kit from the tutor on the night for \$60 or bring in their own materials.

Starts: Fri 12 Jun \$97  
6 pm for 3 hrs CN2802R  
4 sessions WEA, Auburn Street, Wollongong  
Tutor: Faith Cunningham Adv Dip Fine Arts, Cert IV AWT

### Explore Various Media

This varied class seeks to give students the confidence and skills necessary to explore different materials and to express their own individuality. Each week explore a new medium. Includes pastels, ink and wash, water colour and acrylic.

Starts: Tue 2 Jun \$137  
10 am for 3 hrs CN2613R  
4 sessions WEA, Auburn Street, Wollongong  
Tutor: Faith Cunningham Adv Dip Fine Arts, Cert IV AWT

*Materials included in the price of course!*

### "Open Art Class"

The "Open Art Class" will introduce students to the art medium of their choice ie drawing or painting. The class will have an emphasis on individual artwork.

Starts: Sat 30 May /13 June /4 July \$97  
9.30 am for 4 hrs CN2614XR  
3 sessions WEA, Auburn Street, Wollongong  
Tutor: Aleksandar Pajic Fine Arts Teacher

## FREE Language, Literacy and Numeracy Program (LLNP)



### Who is it for?

For Australian born adults who may have left school early and need to improve their reading, writing, computer and numeracy skills.

For adults born in a non English speaking country who want to improve their listening and speaking, reading and writing and computer skills.

### About the training

- You will be offered up to 800 hours of FREE training.
- A range of day time classes are offered at various levels.
- Training is between 10 and 20 hours each week.
- New students start every 4 weeks.
- Students have an initial interview to determine which class is appropriate.
- You can learn at your own pace and attend training as part of a friendly and supportive group.
- You will study accredited training courses which are recognised nation wide.
- All trainers are highly qualified.

### Am I eligible for the LLNP?

You may be eligible if you are:

- Aged 15-64 years
- Registered with Centrelink as unemployed
- Not a full time student

Other eligibility conditions also apply. Please contact your local Centrelink or Job Network Member.

### A recent audit of the WEA's LLNP found:

"This provider is outstanding in the care and attention they display in continually exploring new boundaries and devising interesting tasks that will meet the requirements of a varied clientele with a diverse range of needs." Linda Wyse and Associates 28 March 2007

This provider continually refines and redrafts materials and always takes onboard any verifier comments in order to continually achieve excellence.

Linda Wyse and Associates, 15 March 2008



This training is funded by DEEWR under the Language, Literacy and Numeracy Program

# Language and Literacy

## Workplace English Language and Literacy Program (WELL)

Do employees in your workplace need training in basic reading and writing, listening and speaking or numeracy skills?

Eligible organisations can apply for funding for up to 75% of the costs of WELL training. WEA can assist in writing the funding application.



For more information contact Lesley Mortimer on 4226 1622

This training is funded by DEEWR under the Workplace English Language and Literacy Program.

## FREE Adult Migrant English Program (AMEP)

for new arrivals to Australia conditions apply

- 510 hours of FREE English classes
- Students need an initial interview before commencing class
- Please bring your passport to the interview.
- Part time and full time training available
- New students start every 4 weeks
- Classes also available at Wollongong TAFE



Call WEA on 4226 1622

Funded by the Australian Government, Department of Immigration and Citizenship through the Adult Migrant English Program (AMEP)

## English for Temporary Residents

Visitors with temporary visas are welcome to join English classes and pay:

- \$30 for an initial interview
- \$9 per course contact hour of training.
- Training can vary between 5 to 15 hours a week.

## Short Courses

If your organisation has 10 or more people who would like to participate in training, contact the WEA to see if we can run a free course for your group.

For more information on courses please contact WEA.



The WEA Illawarra is pleased to acknowledge the financial support received from the NSW Government through the NSW Department of Education and Training (DET).

# Enrolment Form

(may be photocopied)

# WEA Illawarra

<p><b>By Mail</b> Complete the form below, enclose in an envelope with cheque, money order or visa or mastercard details and post to: <b>WEA Illawarra</b> <b>PO Box 1472</b> <b>Wollongong NSW 2500</b></p>	<p><b>By Phone</b> Have your enrolment details ready with your Visa or Mastercard. Phone between 9am-4.30pm Mon-Fri <b>Phone: 02 4226 1622</b></p>	<p><b>By Fax</b> Complete the form below and include your Visa or Mastercard details and Fax <b>Fax to: 4226 1156</b></p>	<p><b>In Person</b> Visit the WEA <b>50-52 Auburn Street,</b> <b>Wollongong</b> Cash, Cheque, Visa or Mastercard accepted <b>EFTPOS now available</b></p>	<p><b>By Internet</b> Visit our website at: <b>www.weaillawarra.com.au</b></p>
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## Course Details

Course Code <small>(eg: CN1711X)</small>	Course Name	Location	Start Time	Start Date	Fee

Concession card number: \_\_\_\_\_

less Concession/Member Discount\*: \_\_\_\_\_

Certificate - (optional) \$10.00 per course (Note: Certificate cost is included in the accredited course fee)

Are you a current WEA member? Yes / No please circle

\* WEA members receive \$7 off all lifestyle and non accredited courses or 15% off selected courses indicated by Membership Discount TOTAL: \$ \_\_\_\_\_

## Student Information

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address \_\_\_\_\_ (your email maybe used by WEA to communicate with you)

Male  Female Date of Birth Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

<p>In which country were you born? _____</p> <p>What language do you normally speak at home? _____</p> <p>Are you Aboriginal/Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is your highest COMPLETED school level? <input type="checkbox"/> Year 9 or lower <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12</p> <p>In which year did you complete that level? _____</p> <p>Do you consider yourself to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other please specify: _____</p> <p>Are you able to walk upstairs <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>What educational level have you reached?</p> <p><input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> Associate Degree Level <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Diploma Level <input type="checkbox"/> Certificate IV <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate 1 <input type="checkbox"/> Miscellaneous Education</p> <p>Which best describes your main reason for undertaking this course?</p> <p><input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self development <input type="checkbox"/> Other reason _____</p>	<p>Which of the following best describes your current employment?</p> <p><input type="checkbox"/> Full time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Self employed – not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Unemployed – seeking full time work <input type="checkbox"/> Unemployed – seeking part time work <input type="checkbox"/> Employed – unpaid worker in a family environment <input type="checkbox"/> Not employed – not seeking employment, student</p> <p>How did you hear about the WEA courses?</p> <p><input type="checkbox"/> Course booklet in mail <input type="checkbox"/> Web search <input type="checkbox"/> Personal recommendation <input type="checkbox"/> Returning student <input type="checkbox"/> Advertisement please specify _____ <input type="checkbox"/> Booklet picked up elsewhere please specify _____ <input type="checkbox"/> Other please specify _____</p> <p><small>The Federal Government requires all Colleges to collect the following statistics to help with their educational planning. Your personal details will remain confidential and will not be identified in any National collection. Thank you for taking the time to answer these brief questions.</small></p>
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## Payment Details

I understand and accept the WEA 'Enrolment Conditions' printed on page 19 Signed \_\_\_\_\_ Dated \_\_\_\_\_

Pay by Cash / Cheque / Mastercard / Visa

Card Number:

Cardholders Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Expiry date: \_\_\_\_\_ \ \_\_\_\_\_

## Enrolment Conditions

**Email it:** The WEA may use your email to communicate with you. Please indicate on the enrolment form if you do not wish to receive email communication from WEA.

**Other charges:** Some courses have charges for materials used in those courses. Details under course description or on the requirement sheet.

**Changes:** Course descriptions are provided as a guide only and WEA Illawarra reserves the right to change them or class schedules or a tutor when circumstances deem necessary. Accredited courses follow the accredited curriculum/training packages and cannot be changed.

**Ages:** WEA Illawarra is committed to providing a diverse range of lifelong learning opportunities with a particular focus on adult education. Persons aged under 14 yrs and 9 mths may be permitted to enrol in a course if accompanied by an adult. Please contact the WEA office for further information.


**Public Holidays:** Courses do not run on public holidays unless otherwise stated.

**Unauthorised Statements:** No responsibility is accepted by WEA Illawarra for statements made by tutors or unauthorised agents of WEA Illawarra.

**Risk:** Participation in WEA Illawarra courses and clubs is entirely at participant's own risk. The WEA is not responsible for any vehicle or its contents parked at any WEA venue. Enrolment in a course is taken by the WEA Illawarra to indicate acceptance of these conditions.

**Refreshments:** At the Auburn Street Centre vending machines provide hot and cold drinks and snacks. The WEA does not receive any money from these machines. BYO lunch for all day workshops and when you feel you will need more than a snack. Boiling water is available at all WEA centres.

### Discounts:

15% discount - WEA Members special discount indicated by   
10% discount - Seniors card/Concessions card/ Partner organisations  
\$7 off all lifestyle and non-accredited courses for WEA Members  
Supporting evidence is required at the time of enrolment. Sorry no discounts on Accredited, Online and Distance courses, or those marked with an X. Only one discount can be used per course.

**Physical Access:** If you have any physical impediment affecting your mobility please advise when enrolling, including whether you can walk upstairs. Part of the Auburn Street Centre and the Balarang Centre have wheelchair access and disability facilities.

**Disability Access:** WEA recognises that access to learning for people with a disability requires the removal of obstacles. Where feasible and where resources permit WEA will assist participants with a disability or a special need.

**Receipts:** Please present your course receipt at the first course session.

**Refunds:** Once an enrolment has been processed, refunds are not made except when WEA cancels a course. A credit note may be issued if a replacement student can be found prior to the course commencing, or in the case of a serious illness if a written request is accompanied by a medical certificate. However requests for a credit note or refund on medical grounds must be lodged within the term in which you are enrolled. An administrative charge of 10% of course fees applies with a minimum fee of \$10. WEA cannot accept responsibility for changes in personal circumstances or work commitments or for books or materials purchased for a course. In some instances transfer between courses may be granted upon application by a student to the CEO. Final decisions on any refund, transfer or credit note issues remain with the CEO. \*WEA reserves the right to alter any of the published arrangements, either before or during a course, or to cancel or terminate a course. For Online courses there are no refunds after you have enrolled and received access to the course. \*Enrolment for Distance Learning students becomes effective once students receive details of the competencies of a course and an outline of distance learning study procedures. After this point no refund is payable. However, in cases of hardship credit transfers may be made to a later WEA course.

**Certificates:** For accredited courses, students who are deemed competent automatically receive a certificate. For all other courses, students who have attended at least 75% of sessions may obtain a Certificate of Attendance by a non-refundable payment of \$10 at the time of enrolment. Accredited Certificates are available for collection from the WEA office two weeks after outcomes are received from tutor. Non-accredited certificates will be posted at the end of term. Requests for certificates after the end of the term will incur an administrative fee of \$5.

## General Information

### WEA Centres

#### Wollongong

50-52 Auburn St, Wollongong

#### Oak Flats

In the grounds of Balarang Public School, Government Rd, Oak Flats

### About the WEA


Founded in NSW in 1913, the WEA is a not for profit, non government, community based organisation dedicated to the extension of lifelong learning. It recognises the value of a culturally diverse community and the importance of a tolerant society in which views are freely expressed and each member's fullest development is encouraged.

#### WEA Mission

The mission of the WEA Illawarra is to provide a diverse range of education, training and other services that promote life-long learning and enhance the social, lifestyle and employment prospects of individuals and of the community.

#### WEA Membership

Any person commencing an educational activity run by WEA Illawarra may apply to become a Member. Members are eligible to elect Directors to the WEA Illawarra Board and to attend and vote at special meetings of the WEA Illawarra. There is no cost to be a member, however persons applying for membership will be required to sign an application confirming their support of the objectives of the WEA Illawarra as set out in the Constitution. Members receive discounts for WEA courses.

 If you are a current WEA member you are entitled to 15% off selected courses. Where this icon appears in the program the discount applies.

\$7 off all lifestyle and non-accredited courses for WEA Members.  
Only one discount can be used per course.

#### English Language Support

Participants who have difficulty in achieving the required level of competency in accredited courses (i.e. non-English language) may be counselled and offered opportunities for remedial study (e.g. English language and/or referral to other agencies, additional course work or coaching). An appropriate fee may be applicable in these circumstances and will be established on a case-by-case basis in consultation between the participant and the tutor/English Language Program Manager. English Language assessment services are provided.

#### Mutual Recognition of Qualifications Issued by other RTOs

As a Registered Training Organisation (RTO) WEA Illawarra recognises the AQF qualification and Statements of Attainment issued by other Registered Training Organisations through the process of credit transfer.

#### Recognition of Prior Learning

Participants who believe that they already have the skills and knowledge required to meet the competency standards in an accredited course may apply for Recognition of Prior Learning.

#### Participant Handbook

The WEA has developed a Participant Handbook that is accessible in WEA Centres and on request. This details assessment procedures (for accredited courses), grievances, access and equity and code of practice



The name Community Colleges and the logo are trade-marked brands used by over 65 NSW Government funded adult learning agencies. The WEA is proud to be part of the NSW Community Colleges network. In 2007 Community Colleges Australia was formed and WEA Illawarra is a member of this peak national body.



The WEA Illawarra is pleased to acknowledge the financial support received from the NSW Government through the NSW Department of Education and Training (DET).