

# COURSE GUIDE

**WEA**  
ILLAWARRA  
RTO ID: 90297

**VOCATIONAL TRAINING**



**TERMS 3 & 4 | JULY - DECEMBER 2025**



PH: 02 4226 1622 • 50 - 56 AUBURN ST WOLLONGONG • [WWW.WEAILLAWARRA.COM](http://WWW.WEAILLAWARRA.COM)



# WEA ILLAWARRA

WEA Illawarra has been operating continuously since 1913, proudly offering the Illawarra community quality adult education and leisure courses, work skills training, accredited training and foundation skills services.

## Wollongong Campus

50-56 Auburn Street, Wollongong, 2500

P: (02) 4226 1622

E: [info@weaillawarra.com.au](mailto:info@weaillawarra.com.au)



[www.weaillawarra.com.au](http://www.weaillawarra.com.au)



[www.facebook.com/weaillawarraRTO/](https://www.facebook.com/weaillawarraRTO/)



[www.instagram.com/weaillawarra/](https://www.instagram.com/weaillawarra/)

## TERM DATES

### TERM 3

Start: Monday 21st July

Finish: Friday 26th September

Total - 10 weeks

### TERM 4

Start: Monday 13th October

Finish: Friday 12th December

Total - 9 weeks



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All information provided is correct at the time of printing and is subject to change without notice. Images included in this booklet are stock images by Canva or from WEA Illawarra Tutors.

# Qualifications and Traineeships

The below full qualifications are available under **Smart and Skilled**:

<b>BSB10120</b>	Certificate I in Workplace Skills*
<b>BSB20120</b>	Certificate II in Workplace Skills
<b>BSB30120</b>	Certificate III in Business
<b>BSB30220</b>	Certificate III in Entrepreneurship and New Business*
<b>BSB40120</b>	Certificate IV in Business
<b>BSB40520</b>	Certificate IV in Leadership and Management
<b>BSB50420</b>	Diploma of Leadership and Management
<b>SIR20216</b>	Certificate II in Retail Services
<b>SIR30216</b>	Certificate III in Retail
<b>FNS30322</b>	Certificate III in Accounts Administration
<b>FNS40222</b>	Certificate IV in Accounting and Bookkeeping



\*This Training may be subsidised by the NSW Government. Not available for Traineeships

## Your Choice Class Schedule

### Monday

**3 - 7 pm**  
Foundation Skills

### Tuesday

**9.30 - 1.30 pm**  
Business Management,  
Finance & Retail  
Qualifications.

**9 - 1 pm**  
Foundation Skills

### Wednesday

**9 - 1 pm**  
Finance  
Qualifications.

### Thursday

**9 - 1 pm**  
Business &  
Technology  
Qualifications.

### How are qualifications delivered?

Qualifications at WEA Illawarra can be completed face-to-face, independently with trainer support, or through study at home.

This delivery method, known as Your Choice, allows students to work at their own pace alongside others pursuing similar qualifications. Qualified Trainers are present to provide assistance with learning resources and assessments. Students will have access to WEA Illawarra's facilities and technology to complete their individual study schedules. Some traditional face-to-face classes are also available, and workplace trainees have the option to attend classes or have a trainer visit their workplace.

For more information on available classes, please contact our staff - **4226 1662**  
or email [info@weaillawarra.com.au](mailto:info@weaillawarra.com.au)



Fee-Free\*

## WORD

Students will begin with learning how to navigate the computer, change basic settings, enhance their mouse & keyboard skills. They will then explore the fundamental aspects of Microsoft Word, such as creating, formatting and saving basic documents.



Fee-free\*

## EXCEL

This course is geared towards Excel newcomers, you'll learn the basics but also discover handy shortcuts, learn to create, calculate, format, and print spreadsheets.

# Computer Foundations Level 1

These courses in Computer Foundations, are focused on Word and Excel, and are tailor-made for complete beginners, designed for those with MINIMAL to NO prior experience using a computer.

### Computer Foundations WORD (Level 1)

#### Units covered:

- Pathway: Computer Foundations
- FSKDIG001 Use digital technology for short and basic workplace tasks.
- FSKWTG005 Write simple workplace formatted texts.

**Days:** Tuesdays (weekly)

**Dates:** Term 3 - Starts 22 July  
Term 4 - Starts 14 October

**Time:** 9 am - 11.30 am

**Duration:** 6 weeks

### Computer Foundations EXCEL (Level 1)

#### Units covered:

- FSKDIG002 Use digital technology for routine and simple workplace tasks.
- FSKNUM013 Construct simple tables and graphs for work.

**Days:** Tuesdays (weekly)

**Dates:** Term 3 - Starts 22 July  
Term 4 - Starts 14 October

**Time:** 12 pm - 2 pm

**Duration:** 6 weeks



- This training is funded by the NSW Government for those who meet eligibility requirements..
- You may receive an accredited Statement of Attainment on successful completion



## Computer Essentials

This course may suit individuals looking to elevate their Windows 11 and Microsoft Office skills.



## Xero Software

Learn to use Xero software for basic bookkeeping and financial tasks. This non-accredited course builds practical, job-ready accounting skills.

# Computer Essentials Level 2

Students will learn how to navigate the computer, enhance their mouse & keyboard skills, the basics of using Microsoft 365, and will explore features and functions of Microsoft, Excel and PowerPoint. Students will also learn important aspects of using digital communication in the workplace.

### Computer Essentials (Level 2)

**Units covered:**

- BSBTEC201 Use business software applications
- BSBTEC202 Use digital technologies to communicate in a work environment

Pathway: Microsoft Office 365

Days: Mondays and Tuesdays (weekly)

Dates: Term 3 - Starts 1 September  
Term 4 - Starts 24 November

Time: 9.30 am - 2.30 pm

Duration: 4 weeks

- This training is funded by the NSW Government for those who meet eligibility requirements.
- You may receive an accredited Statement of Attainment on successful completion

### XERO

Learn XERO accounting software – the course will make you confident in using XERO software, whether it is for your personal skills, for your business or for your work. Fundamental accounting skills are required for this course.

Dates: Term 3 - Starts 25 July  
Term 4 - Starts 17 October

Time: 9 am - 1 pm

Duration: 2 weeks

- Statement of completion is available upon request





Fee-Free\*

## WORD

This course will explore a range of functions and features to create polished and professional looking documents, including using tables, pictures, mail-merge and more..



Fee-Free\*

## EXCEL

Learners will build techniques to create professional spreadsheets, including time saving functions, shortcuts, formatting, and powerful charting.

# Intermediate Computers Level 3

This course is designed for regular users of these Microsoft applications. Learners must be able to do basic formatting including fonts, sizing, numbers and simple formulas using cells.

### WORD (Level 3)

**Units covered:**

BSBWRT311 Write simple documents

BSBTEC301 Design and produce business documents

**Days:** Thursday and Fridays (weekly)

**Dates:** Term 3 - Starts 24 July

Term 4 - Starts 20 November

**Time:** 9.30 am - 1.30 pm

**Duration:** 4 weeks

### EXCEL (Level 3)

**Units covered:**

BSBTEC302 Design and produce spreadsheets

**Days:** Mondays (weekly)

**Dates:** Term 3 - Starts 18 August

Term 4 - Starts 24 November

**Time:** 9.30 pm - 2.30 pm

**Duration:** 3 weeks



- This training is funded by the NSW Government for those who meet eligibility requirements.
- You may receive an accredited Statement of Attainment on successful completion



## PowerPoint Level 3

Master advanced PowerPoint skills in this accredited course. Learn to create dynamic electronic presentations with professional design, animations, and interactivity.



### Computers Advanced POWERPOINT (Level 3)

**Units covered:**

**BSBTEC303** Create electronic presentations

**Days:** Mondays (weekly)

**Dates:** Term 3 - Starts 28 July

Term 4 - Starts 20 October

**Time:** 9.30 am - 1.30 pm

**Duration:** 3 weeks



- This training is funded by the NSW Government for those who meet eligibility requirements.
- You may receive an accredited Statement of Attainment on successful completion

## Introductory Skillset Finance and Bookkeeping

Learn essential finance and bookkeeping skills - perfect for beginners. Build confidence in transaction processing, financial calculations for real-world business applications and more.



### Finance and Bookkeeping Skillset

**Units covered:**

**FNSACC314** Conduct business activities using a computerised accounting system

**FNSACC321** Process financial transactions and extract interim reports

**FNSACC323** Perform financial calculations

**Days:** Fridays (weekly)

**Dates:** Term 3 - Starts 22 August

**Time:** 9 am - 2 pm

**Duration:** 5 weeks



- This training is funded by the NSW Government for those who meet eligibility requirements.
- You may receive an accredited Statement of Attainment on successful completion



# Training in Retail and Customer Service

Are you ready to dive into a career that's all about connecting with people and making their day better?

Our **SIR30216 Certificate III Retail** training program is not just about ringing up sales: it's about gaining skills that will serve you for life, no matter where your career path leads.

## Units include:

SIRXCEG003 Build customer relationships and Loyalty  
SIRRMER001 Produce visual merchandise displays  
SIRRMER003 Coordinate visual merchandising activities  
SIRXIND001 Work effectively in a service environment  
SIRXIND003 Organise personal work requirements  
SIRXRSK001 Identify and respond to security risks  
SIRXIND002 Organise and maintain the store environment  
And MORE!

## Flexible Start Times

Jump in when it suits you best!  
With our rolling starts, there's no need to wait for a new semester to begin your journey.

## Catch up sessions

Get help with mastering Office 365, crafting standout resumes and cover letters, and nailing those interviews.

<b>Days:</b>	Every Thursday and Friday (weekly)
<b>Dates:</b>	Start at any time, induction will be held prior to commencement
<b>Time:</b>	9.30 am - 2.30 pm
<b>Duration:</b>	16 weeks
<b>Delivery:</b>	Face to face classes, and self-directed ... learning at home for rest of week.
<b>Location:</b>	WEA Illawarra, 50-56 Auburn Street, Wollongong 2500

This training is subsidised by the NSW Government. Enrolment fees may apply, please contact us for a formal quote.



NATIONALLY RECOGNISED  
TRAINING



**TO ENROL OR  
ENQUIRE  
PLEASE CALL US  
ON 4226 1622**





# Foundation Skills Training and Qualifications

Our basic skills program helps students learn reading, writing, and math to get ready for more advanced learning and work. Classes will include personalised support for each person, teamwork activities, and the opportunity to work alone on certain tasks.

Participants have the choice of completing individual subjects (units of competency), or a number of subjects. They can also choose to work towards a full qualification.

### Program delivery:

Face to Face – Monday evenings (3 - 7 pm) and Tuesdays (9 am - 1 pm)

### Full qualification programs include:

- FSK10119** Certificate I in Access to Vocational Pathways
- FSK10219** Certificate I in Skills for Vocational Pathways
- FSK20119** Certificate II in Skills for Work and Vocational Pathways
- BSB10120** Certificate I in Workplace Skills

If you would like professional advice about what training option is the right fit for you call **4226 2622**

Learn to read, write and respond to simple workplace information



Communicate effectively in a workplace environment



Apply basic math to simple workplace tasks



Use digital technology for workplace tasks



# Digital Pathways for the over 60's



WEA Illawarra offers a variety of courses tailored for over 60's focusing on improving their skills in technology and computers.



**Fee-Free\***

COURSE	DESCRIPTION	DETAILS						
<b>Intro to Basic Computing</b> (Windows ONLY)	This course teaches the essentials of computer use, including hardware basics, navigating the desktop, managing files, internet browsing, email skills, and creating, saving, and editing documents efficiently.	<b>4 WEEKS / 2.5 HOUR SESSIONS</b>  <table border="0"> <tr> <td><b>TERM 3</b></td> <td><b>TERM 4</b></td> </tr> <tr> <td>MON 21 JULY</td> <td>MON 13 OCT</td> </tr> <tr> <td>9.30 AM</td> <td>9.30 AM</td> </tr> </table>	<b>TERM 3</b>	<b>TERM 4</b>	MON 21 JULY	MON 13 OCT	9.30 AM	9.30 AM
<b>TERM 3</b>	<b>TERM 4</b>							
MON 21 JULY	MON 13 OCT							
9.30 AM	9.30 AM							
<b>Basic iPhones</b>	Students will learn iPhone basics, including software updates, app management, Wi-Fi connection, and basic navigation. The course also covers customising settings with practical examples for a personalised experience.	<b>1 DAY / 2.5 HOUR SESSIONS</b>  <table border="0"> <tr> <td><b>TERM 3</b></td> <td><b>TERM 4</b></td> </tr> <tr> <td>THURS 24 JULY</td> <td>THURS 16 OCT</td> </tr> <tr> <td>9.30 AM</td> <td>9.30 AM</td> </tr> </table>	<b>TERM 3</b>	<b>TERM 4</b>	THURS 24 JULY	THURS 16 OCT	9.30 AM	9.30 AM
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THURS 24 JULY	THURS 16 OCT							
9.30 AM	9.30 AM							
<b>Beginners Smart Phones</b>	This course teaches essential phone skills, including making calls, texting, internet browsing, app management, adjusting settings, saving contacts, and taking photos, providing a comprehensive introduction to smartphone use.	<b>1 DAY / 2.5 HOUR SESSION</b>  <table border="0"> <tr> <td><b>TERM 3</b></td> <td><b>TERM 4</b></td> </tr> <tr> <td>FRI 25 JULY</td> <td>FRI 17 OCT</td> </tr> <tr> <td>9.30 AM</td> <td>9.30 AM</td> </tr> </table>	<b>TERM 3</b>	<b>TERM 4</b>	FRI 25 JULY	FRI 17 OCT	9.30 AM	9.30 AM
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FRI 25 JULY	FRI 17 OCT							
9.30 AM	9.30 AM							
<b>Organise Digital Photos</b> (Apple devices ONLY)	This course will cover how to make the most of your iPhone's camera features, from shooting modes to composition techniques. You'll also learn how to transfer photos to your iPad/computer, organise them into albums, and edit them using the Photos app for a seamless digital photo experience.	<b>1 DAY / 2.5 HOUR SESSION</b>  <table border="0"> <tr> <td><b>TERM 3</b></td> <td><b>TERM 4</b></td> </tr> <tr> <td>THURS 31 JULY</td> <td>THURS 23 OCT</td> </tr> <tr> <td>9.30 AM</td> <td>9.30 AM</td> </tr> </table>	<b>TERM 3</b>	<b>TERM 4</b>	THURS 31 JULY	THURS 23 OCT	9.30 AM	9.30 AM
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THURS 31 JULY	THURS 23 OCT							
9.30 AM	9.30 AM							
<b>Intermediate Smart Phones</b>	This course covers essential smartphone skills, including changing settings, using common apps, organising icons, browsing the internet, sharing links, sending emails, using Google Maps, hotspotting, and editing and sharing photos.	<b>1 DAY / 2.5 HOUR SESSION</b>  <table border="0"> <tr> <td><b>TERM 3</b></td> <td><b>TERM 4</b></td> </tr> <tr> <td>FRI 1 AUG</td> <td>FRI 24 OCT</td> </tr> <tr> <td>9.30 AM</td> <td>9.30 AM</td> </tr> </table>	<b>TERM 3</b>	<b>TERM 4</b>	FRI 1 AUG	FRI 24 OCT	9.30 AM	9.30 AM
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9.30 AM	9.30 AM							

# Digital Pathways for the over 60's



**Fee-Free\***

COURSE	DESCRIPTION	DETAILS	
<b>Introduction to Internet</b>	This is a beginner-friendly course covering the basics of the digital world. Learn about web browsers, search engines, email, social media, and online safety. Gain essential skills to navigate and utilise the Internet effectively, making it a valuable tool in your daily life.	<b>1 DAY / 2.5 HOUR SESSION</b>	
		<b>TERM 3</b> FRI 8 AUG 9.30 AM	<b>TERM 4</b> FRI 31 OCT 9.30 AM
<b>Intro to iPad</b>	Get to know your iPad for new users or those that want a refresher session. Students will learn some easy tips & tricks to apply to their iPad. We will look into SETTINGS to see how you can best customise your iPad and download some handy apps from the APP store.	<b>1 DAY / 2.5 HOUR SESSION</b>	
		<b>TERM 3</b> THURS 7 AUG 9.30 AM	<b>TERM 4</b> THURS 30 OCT 9.30 AM
<b>Intro to Email using Gmail</b>	Learn how to use your Gmail account to access many apps and services (such as YouTube, Google Drive, Docs, PlayStore), and discover the benefits this can provide you. (Windows Only) Students must have an Gmail email account, and know the password to login in.	<b>1 DAY / 2.5 HOUR SESSION</b>	
		<b>TERM 3</b> FRI 15 AUG 9.30 AM	<b>TERM 4</b> FRI 7 NOV 9.30 AM
<b>Your iEntertainment Hub</b>	Learn how to use your iPhone or iPad to watch free-to-air TV or streaming services. Use free library apps, podcasts, YouTube, listen to music, etc.	<b>1 DAY / 2.5 HOUR SESSION</b>	
		<b>TERM 3</b> THURS 21 AUG 9.30 AM	<b>TERM 4</b> THURS 13 NOV 9.30 AM
<b>Cyber Safety</b>	The course will look at the risks that come with using the internet and how to implement some simple rules and behaviours to better protect yourself and help keep yourself safe online.	<b>1 DAY / 2.5 HOUR SESSION</b>	
		<b>TERM 3</b> FRI 22 AUG 9.30 AM	<b>TERM 4</b> FRI 14 NOV 9.30 AM

\*This training is funded by the NSW Government.

\*Funding may be available for those under 60 years of age, or Aboriginal and Torres Strait Islanders over 50 years, if they meet eligibility requirements.

Please call our office for more information - 4226 1622

# Digital Pathways for the over 60's



**Fee-Free\***

COURSE	DESCRIPTION	DETAILS	
<b>MacBook Basics</b>	This course covers essential skills for using a MacBook, including opening and closing applications, organising files, customising your desktop with pictures, widgets, and appearance settings. You will learn how to manage applications, save and search files, and download, email, and search for documents.	<b>2 WEEKS / 2.5 HOUR SESSIONS</b>	
		<b>TERM 3</b> MON 18 AUG 9.30 AM	<b>TERM 4</b> MON 10 NOV 9.30 AM
<b>Intro to Apple Watch</b>	This course will teach students how to navigate the device's buttons, gestures, and settings while exploring key features like health tracking, emergency functions, and customizing the watch. Participants will also learn to use the Workout App	<b>1 DAY / 2.5 HOUR SESSION</b>	
		<b>TERM 3</b> THURS 28 AUG 9.30 AM	<b>TERM 4</b> THURS 20 NOV 9.30 AM
<b>Organise Digital Photos</b> (Android devices ONLY)	This course teaches how to transfer photos from a phone or tablet to a computer via USB, create and organise folders, and share photos efficiently for better photo management.	<b>1 DAY / 2.5 HOUR SESSION</b>	
		<b>TERM 3</b> FRI 29 AUG 9.30 AM	<b>TERM 4</b> FRI 21 NOV 9.30 AM
<b>Basic Computer Pathways</b>	Learn how to boot up & shutdown computer, enhance your mouse & keyboard skills, customise your computer, organise and save files, create folders, search the internet more effectively, send/receive and organise emails.	<b>3 WEEKS / 2.5 HOUR SESSIONS</b>	
		<b>TERM 3</b> FRI 5 SEPT 9.30 AM	<b>TERM 4</b> FRI 28 NOV 9.30 AM
<b>Canva Basics</b>	In this course, students will create a Canva account, explore and design with templates, use editing options, create and edit videos, and manage projects for future use, including printing.	<b>1 DAY / 2.5 HOUR SESSION</b>	
		<b>TERM 3</b> MON 8 SEPT 9.30 AM	<b>TERM 4</b> MON 1 DEC 9.30 AM

# Digital Pathways for the over 60's



**Fee-Free\***

COURSE	DESCRIPTION	DETAILS		
<b>MacBook Intermediate</b>	Take your MacBook skills to the next level with this intermediate course designed for learners who have completed MacBook Basics.	<p><b>1 DAY / 2.5 HOUR SESSION</b></p> <table border="0"> <tr> <td><b>TERM 3</b> MON 1 SEPT 9.30 AM</td> <td><b>TERM 4</b> MON 24 NOV 9.30 AM</td> </tr> </table>	<b>TERM 3</b> MON 1 SEPT 9.30 AM	<b>TERM 4</b> MON 24 NOV 9.30 AM
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<b>iPads Lets Go Deeper</b>	Over these 2 sessions students will get to look deeper into the uses of their iPad. Whether you like to organise photos, recipes, browse the internet, read books or listen to Podcasts, there will be an APP to help you. Find out which ones are best for you. This is a great course for new users or the more advanced users.	<p><b>2 WEEKS / 2.5 HOUR SESSIONS</b></p> <table border="0"> <tr> <td><b>TERM 3</b> THURS 11 SEPT 9.30 AM</td> <td><b>TERM 4</b> THURS 4 DEC 9.30 AM</td> </tr> </table>	<b>TERM 3</b> THURS 11 SEPT 9.30 AM	<b>TERM 4</b> THURS 4 DEC 9.30 AM
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<b>Canva Intermediate</b>	This course teaches how to create folded cards, presentations with recordings and photos, bookmarks, and explore dimensions, measurements, elements, and text to enhance your design projects.	<p><b>1 DAY / 2.5 HOUR SESSION</b></p> <table border="0"> <tr> <td><b>TERM 3</b> MON 15 SEPT 9.30 AM</td> <td><b>TERM 4</b> MON 8 DEC 9.30 AM</td> </tr> </table>	<b>TERM 3</b> MON 15 SEPT 9.30 AM	<b>TERM 4</b> MON 8 DEC 9.30 AM
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<b>Canva Advanced</b>	In this class learners who have finished both the basics and intermediate classes will expand on their Canva knowledge with the opportunity to continue with what they have learnt.	<p><b>1 DAY / 2.5 HOUR SESSION</b></p> <p><b>TERM 3</b> MON 22 SEPT 9.30 AM</p>		

\*This training is funded by the NSW Government.

\*Funding may be available for those under 60 years of age, or Aboriginal and Torres Strait Islanders over 50 years, if they meet eligibility requirements.

Please call our office for more information - 4226 1622

# SEEKING TRAINERS

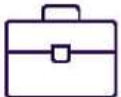
- ◆ Are you an accredited Trainer and Assessor with a heart for working with people at transition points in their life?
- ◆ Are you looking for ways to really make an impact through the vocational training you provide?
- ◆ Do you believe that every learner, no matter what has come before, deserves the opportunity to succeed, and that they can with your support?
- ◆ Would you like to be part of a values and purpose driven organisation where your contribution is celebrated?



## WE ARE SEEKING:



**Finance Trainer and Assessors**



**Business Trainer and Assessors**



**Retail Trainer and Assessors**



**Foundation skills and LLN  
Trainer and Assessors**

For all job-related enquiries  
please see our website:

[www.weaillawarra.com](http://www.weaillawarra.com)

or contact

Dannelle Robson 0401 681 225



# WEA ILLAWARRA - ENROLMENT TERMS AND CONDITIONS

## EMAIL

WEA Illawarra 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 Illawarra.

## 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 18 yrs may be permitted to enrol in a course if accompanied by an adult. Please contact the WEA Illawarra 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 is entirely at participant's own risk. The WEA Illawarra is not responsible for any vehicle, or its contents parked at any WEA Illawarra venue. Enrolment in a course is taken by the WEA Illawarra to indicate acceptance of these conditions.

## REFRESHMENTS

There are NO vending machines at WEA Illawarra. BYO lunch for all day workshops and when you feel you will need a snack.

Boiling water is available at all WEA Illawarra centres to make tea/coffee.

## DISCOUNTS

**The Wea Illawarra is currently reviewing discounts on courses.**

Courses priced under \$200 are not eligible for discounts. In addition, any courses marked with an "X" are also excluded from discount offers. Please check the course details for eligibility before applying any promotions.

## 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 has wheelchair access and disability facilities.

## DISABILITY ACCESS

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

## RECEIPTS

Please present course receipt at first course session.

## REFUNDS

Once an enrolment has been processed, refunds and credit notes are not made except when WEA Illawarra cancels a course or for serious medical reasons. If you need to cancel, please submit a written application at least 48 hours prior to the class to be eligible for a credit note or refund. A medical certificate must be provided to process your credit note or refund. Change-of-mind cancellations will only be processed if a suitable replacement can be found, as this may impact the ability for the course to proceed. WEA Illawarra 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 Illawarra 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.

# WEA ILLAWARRA - ENROLMENT TERMS AND CONDITIONS

## CERTIFICATES

For accredited courses, students who are deemed competent automatically receive an appropriate Statement of Attainment or 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 Illawarra office two weeks after outcomes are received from trainer or can be mailed out on request. Non-accredited certificates will be posted at the end of term. Requests for certificates after the end of the term will incur an additional administrative fee of \$5.

## ABOUT THE WEA ILLAWARRA

Founded in NSW in 1913, the WEA Illawarra 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 ILLAWARRA VISION

Connected and thriving communities of lifelong learners

## LLN SUPPORT (including basic computing)

Participants who have difficulty in achieving the required level of competency in accredited courses may be eligible to receive assistance including coaching, remedial study or referral to other agencies. 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 Training and Operations Manager.

## 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. There will be a cost for assessment of portfolio of evidence.

## STUDENT HANDBOOK

WEA Illawarra has developed a Student Handbook that is accessible in WEA Illawarra Centres and on our web page. This details assessment procedures (for accredited courses), grievances, access, equity and code of practice.

The name Community Colleges and the logo are trademarked brands used by over 65 NSW Government funded adult learning agencies. WEA Illawarra 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.

## STUDENT EXCLUSIONS

WEA Illawarra may decline an enrolment or exclude a student if in the opinion of the WEA Illawarra, the student's welfare or that of other students or trainers may be at risk due to participation in a particular course. This includes, but is not limited to, medical conditions or disruptive or violent behaviour. An enrolment may also be declined if the student does not meet the stated requirements for the course, if numbers in the course are at a maximum or due to failure to pay the required course fee.

## HEALTH AND ILLNESS

If you have any cold and flu symptoms (like a fever, cough, sore/scratchy throat, shortness of breath, loss of smell or taste), you may put other people at risk. Please do not attend the college until you are feeling better. Courses are subject to current Public Health orders and restrictions. Either a full refund or a transfer to another course will be offered to participants if the course is cancelled.