Term 1, 2016

Why go further, it’s all in your own backyard!

COURSE BROCHURE
Please take your free copy

Tomaree Community College
Ph 4984 1011 | Fax 4984 3501
tom.ace@hunterlink.net.au | www.tomareecc.nsw.edu.au
Welcome to Tomaree Community College, to a New Year and an exciting program of both general leisure and work related training.

This is my last message, as after 28 years of being head of this wonderful College, I have decided that it is time for me to fold my keyboard away and retire.

When I first began duties with the College I worked from home coordinating leisure programs such as leatherwork, yoga and pottery.

We ran about four courses per term. I have followed the growth of the College through a variety of different funding environments which depended mostly on what government was in power at the time to the present day where we have purchased the freehold of our own College and have a great future ahead of us.

The College now mostly offers work related legislated programs, which are Nationally Accredited, as well as a variety of Certificate III training through to Diploma in Children's Services. We still however try to keep our ear to the ground and offer leisure programs which are of interest to this community.

So farewell my much loved Tomaree Community College, staff, tutors, students and a very supportive Management Committee. I wish you all well for the future and for a very prosperous and productive 2016.

Look up our website www.tomareecc.nsw.edu.au for additional information and any changes applicable. The college has a wide variety of general interest courses this term.

Call into our College or log onto our website or phone 4984 1011 for more information or to enrol.

Our brochure is available from our office or at many local outlets, so I’m sure you will find just the course you’ve always been looking for.

Ella Clarke
Executive Officer

Tomaree Community College Management Committee

PRESIDENT: Mr Warwick Mathieson  VICE PRESIDENT: Mr Don Whatham
SECRETARY: Mr Henk Tobbe  TREASURER: Mr Peter Buckley
COMMITTEE: Mr John Stuhmcke, Mr Doug Bairstowe, Dr Gordon Treble, Mrs Helen Ryan, Mr Bob Westbury

OUR MISSION is to strive to provide a wide range of accessible, quality educational activities which meet current adult community needs.

The aim of the College is to provide adult members of the community with the opportunity to participate in a quality student centred learning program, enabling them to improve their quality of life and that of the community. These programs will be devised in consultation with the target group and will focus on local community needs.

Tomaree Community College (TCC) is an approved registered training provider for nationally recognised qualifications.

Tomaree Community College is supported by:

COVER STORY: The cover picture was taken by local photographer, Henk Tobbe last June while onboard Moonshadow cruises (Explorer) and the seals are basking on Cabbage Tree Island, off the Port Stephen heads.
ENROLMENT INFORMATION

By Mail: Tomaree Community College, P.O. Box 352, Nelson Bay 2315
By Phone: 02 4984 1011
On-line: www.tomareecc.nsw.edu.au
By Fax: Complete and sign your enrolment form including credit card details and fax to 4984 3501
In Person: Tomaree Community College
7 Government Road, Nelson Bay, 2315 (opposite Nelson Bay Police Station)

Tomaree Community College is a Registered Training Organisation, No. 90348, accordingly this organisation operates under a Code of Practice that incorporates the following policies. These policies are available to all students on request.

- WHS Policy, as per the WHS Act
- Grievance Policy
- Access and Equity Policy. This policy states that TCC will ensure that all persons have access to our education programs regardless of age, gender, sexuality, race, ethnic origin, political belief, religious belief, disability or disadvantage.
- RPL Policy.
- Assessment Policy. Assessments for accredited courses will be carried out in accordance with the National Principles against the stated learning outcomes or competencies in the Training Package.

Please contact a staff member if you would like to view these documents.

- For domestic full fee paying students, TCC will accept payment of no more than $1000 from each individual student prior to the commencement of the course. Following course commencement, TCC may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed $1,500.
- Students enrolling and paying on the day of their course commencement, will incur a 10% late fee.
- Refunds In addition the Refund Policy of TCC states: - Please choose carefully, refunds in full will only be given for classes cancelled by TCC. Once a course has started funds are committed and cannot be refunded or transferred. TCC requires students to give 7 days notice of intention to withdraw from a class. If a course has not commenced and you must withdraw, then a credit voucher may be obtained for any future course to be used within the calender year. (Conditions apply) OR, apply in writing to the Committee for a refund. If approved, a $30.00 administration fee will be deducted.
- Recognition of Prior Learning or Recognition of Current Competencies. (RPL/RCC) – Recognises that individuals gain skills and knowledge from a variety of sources. Previous training programs, life experience and work experience all contribute to prior learning. It is possible to apply for RPL/RCC through Tomaree Community College Inc, for ASQA accredited courses we are offering. An RPL information package can be requested from our office prior to the commencement of the courses.
- Extra Course Requirements. Please note that some courses may have pre-requisites or specific entry requirements. These will be discussed with you when you enrol. There may be some additional costs for materials and equipment for some classes.
- Smart & Skilled Funding. Smart & Skilled funding is available and this training is subsidised by the NSW Government.

NB: If you have special needs please talk to us when you enrol.

ALL PRICES INCLUDE GST WHERE APPLICABLE

PLEASE NOTE: All classes need a minimum number of students to go ahead.
Enrolment is confirmed by FULL PAYMENT ONLY, all tentative telephone bookings are held for two (2) working days only, without payment.
If your course does not have enough students it will be cancelled and you will be informed. Courses are cancelled, when necessary; prior to the scheduled start date.
Please be aware that you may be informed of a cancellation and/or change via SMS or E-mail.
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**Provide First Aid & CPR Certificate**

Christine Klum, Tutor

This course is delivered in partnership and under the auspice of Allen’s Training Pty Ltd RTO 90909

HLTAID003 Provide First Aid & HLTAID001 Provide Cardiopulmonary Resuscitation.

This is a Work, Health, Safety accredited certificate, required for the workplace and the course requires you to complete an online assessment prior to the commencement of the course, as well as take a test on the day.

**Booking Code:** 116FaidDay

**Cost:** Full course $135.00, CPR $65.00, No concession

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**NIGHT COURSE (conducted over two nights):**

Christine Klum, Tutor

HLTAID003 Provide First Aid & HLTAID001 Provide Cardiopulmonary Resuscitation.

This is a Work, Health, Safety accredited certificate, required for the workplace and the course requires you to complete an online assessment prior to the commencement of the course, as well as take a test on the day.

**Booking Code:** 116FaidNight

**Cost:** Full course $135.00, CPR Only $65.00, No concession

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**RSA Provide Responsible Service of Alcohol**

Tina Smith, Tutor

SITHFAB201 Responsible Service of Alcohol

This unit represents the OLGA approved industry standard and will greatly assist with job applications. The tutor deals with the skill and knowledge needed to satisfy the requirements of employers and various government bodies.

Legislation requires anyone who is involved in the sale and service of alcohol in NSW to hold a current RSA certificate. This includes volunteers at fundraising and community events, where alcohol is served or sold.

**Booking Code:** 116RSA

**Cost:** Full course $135.00, No concession

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**RCG Provide Responsible Gambling Services**

Tina Smith, Tutor

SITHGAM006 Provide Responsible Gambling Services

Any staff working within gaming areas of hotels and registered clubs are required to undergo the NSW Responsible Conduct of Gambling course before they can commence working within that area.

This course is OLGR approved training.

**Booking Code:** 116RCG

**Cost:** $95.00, No concession

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<td>1 x Thur 24th Mar</td>
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**Childcare First Aid, CPR, Emergency Asthma Management & Management of Anaphylaxis**

Christine Klum, Tutor

This course is delivered in partnership and under the auspice of Allen’s Training Pty Ltd RTO 90909.

HLTAID004 Provide an emergency first aid response in an education and care setting.

This unit of competency satisfies the requirements for CPR, First Aid, Asthma and Anaphylaxis for those working in an education or care setting. The unit covers the skills and knowledge required to provide a first aid response to infants, children and adults. It applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

Students are required to complete workbooks online prior to the training, which is conducted over two 5 hr days.

**Booking Code:** 116ChildFaidDay

**Cost:** $225.00, No concession

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<td>AND 1 x Wed 23rd Mar</td>
<td>9.30am-2.30pm</td>
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CHC30212 Certificate III in Aged Care
Tutor - Trish Walker, Bachelor of Nursing
Train for a career in Aged Care work from the Community Services Training Package CHC08.
This 16 week course is designed to lead into employment in the local industry.
This certificate enables you to choose a workforce pathway, but not necessarily pin you to an Aged Care facility eg. Home care.
Delivered face to face, in the training room on Thursdays & Fridays, as well as work experience, this course gives the student a great foundation to the skills and knowledge which are required to work within this field.
Register your interest with the college.
Booking Code: 116Aged
Cost: $2,500.00
Commencing Thur 18th Feb x 16 weeks 9.30am-3.30pm
Smart & Skilled funding is available and is subsidised by the NSW Government.

CHC30113 Certificate III in Early Childhood Education & Care
Tutor - Louise Healy, Bachelor of Education (Early Childhood)
CHC 30113 Certificate III in Children’s Services from the Community Services Training Package CHC08.
This Certificate III level of training is the entry level to work in a Child Care Centre.
The course is delivered over 18 weeks on Mondays and Thursdays as a combination of face to face teaching and on the job work experience. This training is the first step in your journey to work with children and is your pathway to a higher qualification in this field ie. Diploma, Degree in Early Childhood and Early Childhood Teacher. Please note class attendance during school holidays maybe required. Booking Code: 116Child
Cost: $2,750.00
Commencing Mon 8th Feb x 18 weeks 9am-3pm
Smart & Skilled funding is available and is subsidised by the NSW Government.

Barista
Prepare & Serve Espresso Coffee
Tina Smith, Hospitality Tutor
Statement of Attainment from SIT30713 Certificate III in Hospitality Unit SITHFAB204 Prepare and Serve Espresso Coffee
The standard of coffee preparation in cafés today is rising. There are so many myths about how to extract that perfect cup. Variables are beans, equipment, the Barista and finally individual taste.
This practical session will dispel the myths and teach the necessary skills to work in cafés, bars, and restaurants or for home use covering:
History, Origins, Beans, Grinding, Extracting, Texturising milk, Coffee Styles and Machinery.
Essential pre-course reading supplied on enrolment.
The pre-requisite for barista courses is that you hold a SITXFSA101 Use hygienic practices for food safety certificate.
If required, the hygiene courses can be done online, through your own research or at our college prior.

Note only 3 people per session
Booking Code: 116CoffeeDay
Cost: $149.00, No concession
1 x Mon 15th Feb 9.30am-12.30pm
OR 2pm-5pm
1 x Mon 14th Mar 9.30am-12.30pm
OR 2pm-5pm

Barista Prepare & Serve Espresso Coffee Night Course
Tina Smith, Hospitality Tutor
Booking Code: 116CoffeeNight
Cost: $149.00, No concession
1 x Mon 22nd Feb 6pm-9pm
1 x Mon 21st Mar 6pm-9pm
CHC40312 Certificate IV in Disability
Tutor – Catrina Thompson
Dip. Of Community Services

This qualification is for those who are working with people with disabilities in residential group homes, at training resource centres, day respite centres and open employment services, other community settings and clients' homes, who want to upgrade their qualifications to Certificate IV.

These workers:
- Apply knowledge and skills gained through qualifications and/or previous experience to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation.
- They report to service managers and may liaise with health professionals and other service agencies. They also may work without direct supervision and may be required to supervise and/or coordinate a limited number of lower classified workers.
- If you are seeking to enrol in this course you are required to complete a First Aid unit of competency such as HLTAID003 Apply First Aid.

Either email us or bring your Transcript into the college for assessment and we will advise you on a cost or advise how to complete this qualification.

Booking Code: 116DisIV
Contact our college for further information

Smart & Skilled funding is available and is subsidised by the NSW Government.

What is Smart and Skilled
Smart and Skilled is a reform of the NSW vocational education and training system. It's helping people get the skills they need to find a job and advance their careers.

From 1 January 2015, Smart and Skilled provides eligible students with:
- an entitlement to government-subsidised training up to and including Certificate III
- government funding for higher-level courses (Certificate IV and above) in targeted priority areas.
- The Smart & Skilled website is [www.training.nsw.gov.au](http://www.training.nsw.gov.au)

Typing Tests
Linda Drake, Examiner
Tests for speed and accuracy to Australian Standard AS 2708-2001, cost includes your certificate.

Contact the college to make a booking.
Booking Code: 116Type
Cost: $30.00
Book your test through Reception

Hygiene for Food Handlers
Patrick Power, Executive Chef
Statement of Attainment from SIT30713

Certificate III in Hospitality
Unit – SITXFSA101 Use hygienic practices for food safety. This course is for any person involved in the preparation, storage or service of food or beverages or coffee preparation.

Booking Code: 116Food
Cost: $87.00, No concession

1 x Fri 26th Feb 9am-1.45pm
1 x Fri 8th Apr 9am-1.45pm

Food Safety Supervisor
Patrick Power, Executive Chef
Statement of Attainment from SIT30713

Certificate III in Hospitality (Kitchen Operations)
Unit – SITXFSA101 – Use hygienic practices for food safety.
Unit – SITXFSA201 – Participate in safe food handling practices. This course is for those people who are supervising food operations in the Hospitality and Retail food industries.

Please note: Some students are required to participate in further assessment on the job, depends on your work situation.
(Reading material is handed out at time of enrolment and must be read prior to course.)

Note: Cost includes Certificate & all learning materials.
Booking Code: 116FSS
Cost: $220.00, No concession

1 x Fri 26th Feb 9am-4.30pm
1 x Fri 8th Apr 9am-4.30pm

TO UPGRADE TO FSS FOR THOSE WHO ALREADY HOLD THE SITXFSA101, the cost is $165.00.

Students attending for the upgrade only, are required to present at the college between 1.45pm – 4.30pm

Port Stephens Veterans & Citizens Aged Care Ltd is a much appreciated supporter of our College. They not only provide venues for the training of our students, but are very happy with the quality of our training and regularly offer full time and part time employment to many, once the student training has been completed.

Thank you PSVCAC Board, Management & Staff.
Xero Accounting System

Fin Adnam, Tutor

Would you like to learn how to use Xero the system that has over 250,000 users in Australia?

Welcome to Xero Cloud accounting Software, in this workshop you will learn all you need to know about doing business online.

Whether you are a small business, accountant or bookkeeper, this workshop will teach you how to use Xero and the benefit from working in the cloud.

You will experience the freedom to effortlessly connecting to your business finances, via any devise and at anytime.

The workshop covers System Setup, Bank Reconciliation, Accounts Payable, Accounts Receivable, Chart of Account, Payroll and Reporting.

Booking Code: 116Xero
Cost: $105.00
3 x Wed 2nd Mar 6pm-8pm

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Excel At EXCEL

Fin Adnam, Tutor

Microsoft Excel is one of the most used software applications of all time.

What you will learn:

- Open Excel Starter and take a look around
- Create a new workbook
- Save a workbook
- Enter data
- Make it look right
- Copy, move, or delete data
- Change the order
- Filter out extra information
- Calculate data with formulas
- Chart your data
- Tips Tricks and Shortcuts

Booking Code: 116Excel
Cost: $98.00
1 x Mon 22nd Feb 9am-3pm

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TAE40110 Certificate IV in Training & Assessment (ONLINE COURSE)

Linda Woodrow, Tutor,
Instructional Designer

Do you have current experience teaching adults? Perhaps you have the now superseded Certificate IV in Assessment & Workplace Training (TAA). This course is for those people who have experience and wish to upgrade to the current qualification for VET training TAE40110. It is an online class that will fill in the gaps, in particular those relating to VET systems and enable you to share your experiences, reflections and ideas with other trainers.

The course is conducted online, so there are no attendance requirements, but is facilitated so that there is a real live trainer at the end of the internet connection. In the process of participating in discussion forums, responding to questions, researching information about the VET Quality Framework and critiquing training and assessment strategies along with your peers, you will build up a portfolio of evidence that will be used to assess you for the Certificate IV in Training & Assessment.

This course is conducted in partnership with ACE Community Colleges, Lismore, RTO Code 90032.

Booking Code: 116TAE
Cost: $1,300.00
New courses commence each Monday, duration 12 weeks

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iPad for Art

John Moretti, Tutor

Have you always wanted to draw, but don't think you have any artistic ability. Now using the power of the iPad you can create amazing art work following simple and easy techniques. You will be amazed at what you can create using your iPad and a few simple tools.

If you are already good with art you can take it to the next level with the many enhanced techniques available through your iPad and its special drawing applications. Learn how to create "posterized" drawings, comic drawings and many of these enhanced drawing techniques.

All welcome, no experience needed, just the desire to unleash your creative abilities.

Bring your fully charged iPad. You will also need to know your Apple ID and Apple Password so you can download Apps from the Apple App Store.

Booking Code: 116iPadArt
Cost: $125.00
4 x Thur 24th Mar 6.30pm-8.30pm

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Basic Introduction to Web Design

Tracy Archer, Tutor

Tracy will take you through the steps to create your own webpage. She will demonstrate all the tools you need to build your own website, in these lessons. Enjoy the freedom to import and place your own images into your chosen template and build your dream site.

You will learn how to purchase a domain name and construct and manage your own website, suitable for small businesses or personal interest, your clients, family and friends will be most impressed with your ability to make and manage a website.

Booking Code: 116Web
Cost: $145.00
6 x Mon 22nd Feb 6pm-8pm
COMPUTER COURSES

iPad Essentials for Beginners
John Moretti, Tutor
Don’t get left behind. The Apple iPad is the most successful Tablet ever. In this course you will learn the essentials of how to use this amazing device. No previous experience is assumed. We start with the basics so you develop a good understanding of how to use your iPad. The course will cover many of the built-in Applications that come with the iPad so you can be using it from the first class. 
Bring your iPad with the latest version of iOS installed.
Booking Code: 116iPad
Cost: $125.00
4 x Tue 23rd Feb 10am-12noon

Apple iPad Advanced
John Moretti, Tutor
This course is for iPad users who have completed the Apple iPad Essentials Course or have a good understanding of the Apple iPad. In this course we will review some of the major functions of the iPad. This course will extend the knowledge you already have about your iPad so you can use it to do more. In addition, we will cover how to best use Siri, that amazing personal assistant built into your iPad. Also learn all about the new keyboards for your iPad and some time saving keyboard shortcuts. We look at how to purchase ebooks from Amazon where you can save money on all your books and a lot more.
Bring your iPad with the latest version of iOS installed.
Booking Code: 116iPadAdv
Cost: $125.00
4 x Tue 22nd Mar 6.30pm-8.30pm

Intro to Buying and Selling Online
Sue Hamilton, Tutor
Online Buying & Selling is a passion of Sue’s, she knows her content, so this course is not just about eBay, it also shows you other internet sites to buy and sell on, such as Gumtree and Facebook. She will discuss how to keep your money safe and secure and to make sure you receive your items. Selling will be discussed and you will then be able to list your unwanted gear for sale.
Booking Code: 116Buying
Cost: $55.00
1 x Tue 22nd Mar 9am-1pm

Computer Training to Enter the Workforce
Doug Honeyman, Tutor
Are you being left behind simply because you require more advanced skills in using a computer? This is an easy introduction to get you up and running and enable you to apply for work in an office or small business environment. Topics covered will be: Advanced File management, MS Office software and more. You will no longer feel like a beginner! You will use Windows 10 operating system and Office 2010. Basic use of a computer will be assumed to start this training.
Booking Code: 116Re-enterComp
Cost: $75.00, Concession $70.00
2 x Mon 23rd Mar 9.30am-12.30pm

SENIORS COMPUTER COURSES

Seniors Computing using Windows 10
Doug Honeyman, Tutor
This course is for seniors who have a basic knowledge of computers and need to learn more and understand how to navigate through Windows 10. (Windows 10 is a little different to Windows 7 or 8) You will learn to customise your PC settings, install new software, easily manage and quickly find your documents and files. This course will help you sort out any issues you may have encountered and get you on track.
Booking Code: 116Wind10
Cost: $162.00, Concession $157.00
5 x Mon 29th Feb 9:30am to 12:30pm

Ancestry and Family History
Doug Honeyman, Tutor
Trace your ancestors and create a Family Tree or enhance your existing Family Tree. Learn how to use the many different websites available to discover the facts.
This course will allow you to develop advanced skills and research techniques and introduces an ever increasing range of internet and other resources. Using the internet, you can bring your family tree online to share with people across the world, who can share information and family history photos. (Included is a comprehensive list of internet research sites to assist you). Booking Code: 116Ancestry
Cost: $78.00, Concession $73.00
2 x Wed 2nd Mar 9.30am-12.30pm

PHOTOGRAPHY

Photography using your SLR Digital Camera
Henk Tobbe, Photographer
Learn the features of your digital SLR and how best to use its settings. Henk will demystify your camera and give you the knowledge to enhance your photos and make your photographic experience more interesting and rewarding. This course will include a mixture of classroom sessions and field excursions (TBA). The course will cover:
- Understanding aperture, Lens choice, Histograms
- Mastering aperture priority and shutter priority
- Working in manual mode
- Image recording quality, Exposure compensation
- Some photo processing and raw conversion,
- Composition and much, much more.
Henk will assist you in maximising the use of your camera and your powers of creativity.
Booking Code: 116SLR
Cost: $180.00, Concession: $175.00
6 x Wed 17th Feb 6.30pm – 9pm
Tech Savvy Seniors, or TS, is an initiative sponsored by Telstra, the Department of Family and Community Services and State Training and the Department of Education and Communities. Supported by the NSW Government, it provides seniors (over the age of 60) with affordable training in overcoming their fears of accessing computer technology. These are beginner’s courses only.

**Tech Savvy – Creating a Spreadsheet (EXCEL)**

**Doug Honeyman, Trainer**

Learn how to use this popular spreadsheet software and acquire the skills to track your household budget or build a basic spreadsheet for your club or charity. You can even track your shares by using the many available aspects within the program. You must know how to use a computer to do this course.

*Booking Code: 116TSXL*

*Cost: $10.00*

*1 x Thur 3rd Mar 9.30am-1.30pm*

**Tech Savvy – Understanding Microsoft Word**

**Doug Honeyman, Trainer**

Learn how to use this popular word processing software and gain the ability to produce letters or reports for leisure, or for your club or charity. This course focuses on basic document production and is designed to give you a sound understanding of how documents are created, formatted and printed. You must know how to use a computer to do this course.

*Booking Code: 116Word*

*Cost: $10.00*

*1 x Thur 10th Mar 9.30am-1.30pm*

**Tech Savvy - Email, File Management & Attachments**

**Doug Honeyman Trainer**

Learn some tricks about emailing. This course will show you how to capture your emails onto your computer and manage them by grouping them into sub-folders, so they can be easily found. You will also be shown how to attach files or photos, as well as copying page links from the internet. Use our computers or use your smart phone, laptop or tablet and know your Email password.

*Booking Code: 116TSEmail*

*Cost: $10.00*

*1 x Thur 17th Mar 9.30am-1.30pm*

**Tech Savvy – Snap Fish**

**Doug Honeyman, Trainer**

Celebrate your most important memories with your own photobooks from Snap Fish. Learn how to get creative and personalize your photobook on every single page. Add your own photos and captions in one of our stylish designs and choose from a range of photo layouts for each page.

*Booking Code: 116TSSnap*

*Cost: $10.00*

*1 x Thur 24th Mar 9.30am-1.30pm*

**Writers & Readers Circle**

This is a self-led discussion group is for people who are currently writing. You will receive constructive criticism and ideas on where to go and how to have your work published.

*Booking Code: 116Circle*

**Writing Your Life Story/Memoirs**

**Christine Gregory, Author and Screenwriter**

Thinking of writing your life story/memoirs and don’t know where to start? This course is your chance to start a journey of discovery. Perhaps you think you have nothing interesting to write about. Be surprised, you have! Follow a few simple rules and enjoy being the main character as your story unfolds.

*Booking Code: 116Memoirs*

*Cost: $95.00*

*5 x Mon 22nd Feb 10am-12noon*

**An Introduction to Public Speaking**

**Conducted by Port Stephens Toastmasters**

What can Speechcraft do for you?

Speechcraft programs are short courses in public speaking that are offered by Toastmasters. The course is intended for anybody, however employers and employees alike, who need to quickly enhance their presentation skills and at the same time boost self-confidence are recommended to attend. It will also benefit those who have to make a speech at a function such as a wedding, or as a committee member of a club.

In this Public Speaking program you will:

- Improve your communication skills so that you are more confident to talk in front of people
- Prepare a number of speeches in quick succession
- Find that your improved presentation skills will win you the respect and admiration of your colleagues
- Benefit, because your participation in Speechcraft will increase your management potential.

Speechcraft is high quality training at a price that every business can afford and is recommended to business owners for their staff members. The course is run over 6 weeks.

*Booking Code: 116Speech*

*Cost: $195.00*

*Commencing Mon 29th Feb 7pm-9pm*
**BOAT BUILDING**

Geoff Farrar, Boat Builder.

Tutor Geoff Farrar learned his trade with Adelaide Boat Builder, David Binks and later moved onto Halvorsen Boats at Bobbin Head.

The course will be conducted over 12 weeks, commencing in February, 2016, at a local venue. During this time the class will construct a small plywood dinghy, suitable to be a tender for a large yacht.

You will learn the basic method of setting out, through to completion and paint finish, down to making a set of oars.

The boat will be constructed of marine ply and local hardwood timber, finished with marine coating.

It is intended that the dinghy will be raffled upon construction, with all proceeds being donated to the Yacaaba Centre Women’s Refuge in Nelson Bay.

**Booking Code:** 116Boat

**Cost:** $350.00

Date to be confirmed upon discussion with students.

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**LANGUAGES**

**Beginners Italian**

Melina Nardi, Tutor

This course is aimed at travellers or anyone interested in learning Italian. The course provides an introduction to the Italian language. Topics covered include greetings, family, food and drink, numbers, directions and travel, and time. Basic grammar is also covered. There is a strong focus on food and culture.

**Booking Code:** 116itl

**Cost:** $132.00, Concession: $127.00

7 x Tue 16th Feb

6pm–8pm

**Advanced Italian**

Veronica Masciantonio, Tutor

Teaching Degree University of Macerata, Italy,

This course will accommodate students who have already completed the beginners course, as well as intermediate level students.

Italian for specific purposes, covering essential knowledge and phrasal construction for contexts, including shopping, travelling, ordering in a restaurant, emergencies and more.

**Booking Code:** 116Advtl

**Cost:** $132.00, Concession $127.00

7 x Mon 15th Feb

6.30pm-8.30pm

**Beginners French**

Jenny Parker, Tutor

Join this course and begin your journey into a most interesting culture and learn the language of France. It is ideal for those people wishing to travel, as there are over 30 countries where French has official or semi-official status.

A Collins French Pocket Dictionary for Travellers is recommended.

**Booking Code:** 116FrenchB

**Cost:** $132.00, Concession $127.00

7 x Mon 15th Feb

6.30pm-8.30pm

**French Continuation**

Jenny Parker, Tutor

This course is designed for those with some prior knowledge of the French language. It builds on and extends your current skills and experience through a variety of fun, engaging and cooperative-learning activities in a group situation. By practising your French-speaking skills within an informal group setting, your confidence will also improve noticeably.

**Booking Code:** 116FrenchC

**Cost:** $132.00, Concession $127.00

7 x Tue 23rd Feb

6.30pm-8.30pm

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Enrolment in our courses is easy, log on to our website, complete the form and pay by credit card at:

www.tomareecc.nsw.edu.au

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**Kate Washington, Member for Port Stephens**

I am a passionate supporter of the vibrant and beautiful community of Port Stephens. As your state member, I am actively engaged with a wide range of issues including Health, Dental, Education, Land & Water Management, Primary Industries, Industrial Relations and Transport.

Please let me know if I can help with issues or community events in your area.

**Mail:** Port Stephens Electorate Office, 82 Port Stephens Street, Raymond Terrace NSW 2324

**Phone:** (02) 4987 4455  **Fax:** (02) 4987 4466

**Email:** portstephens@parliament.nsw.gov.au

**Facebook:** fb.com/KateRWashington  **Twitter:** twitter.com/KateRWashington
HEALTH & WELLBEING

Hatha Yoga – Night
Margaret Sullivan, Yoga Teacher
Stretch out your stress, practice yoga in a relaxed comfortable atmosphere. This time old discipline will work towards keeping mind and body supple. Learn correct breathing practices, meditation and flexibility.
Finish with full body and mind relaxation.
Booking Code: 116HathaYoga
Fee: $96.00, Concession $91.00
8 x Tues 16th Feb 6pm-7.30pm

Reclaim Your Balance and Strength
Suzie Williams, Pain & Stress M’ment Specialist, Dru Yoga teacher, Reg Nurse, Bowen Therapist
A fun and easy to do program of gentle stretches and movements based on modifications to the gentle and flowing style of Dru Yoga. This program will help you feel calm and centred and much stronger in your feet, legs and body. Combining focused breathing and flowing movements, awareness of your posture and core muscles you will feel wonderful at the end of each class! Suitable for beginners and people of all ages. You are encouraged to proceed at your own pace, with no pressure or competition as everyone is an individual and needs to listen to their own body and achieve their own goals
Booking Code: 116Bal
Cost: $72.00
7 x Tue 16th Feb 9am-10am

Stress Less – Live More!
Suzie Williams, Pain & Stress M’ment Specialist, Dru Yoga teacher, Reg Nurse, Bowen Therapist
Practical Mindfulness & Meditation- a stress management course with a difference
We live in a stressful world so everyone needs to know how to recognise and manage the stressful events in their life - both the little daily things and the big situations that often feel overwhelming. There are many simple, easy to do methods that are also easy to learn and integrate into your life. Come and enjoy being in a supportive and encouraging environment where you will learn very practical skills so you can be calm and composed in any situation. You will also feel the benefits ripple into all areas of your life - better sleep, clearer mind, less pain, calmer responses - so you can enjoy an improved sense of well-being and happiness.
Great if you have anxiety, depression or feel overwhelmed and worn-out or if you are just interested in living a calmer, happier life and enjoying every day.
Booking Code: 116Stress
Cost: $88.00
4 x Thur 3rd Mar 10am-12noon

AROUND THE HOME

Termites, Trees and Your Home Safety
Peter Hill, Tree Surgeon, Australian Tree Care Centre
The current cost to remove active Termites from your home is $1,800-$2,200 plus the cost of any structural damage that needs to be repaired!
In this one day course you will learn the difference between the “good guys” and the “bad guys” and how to protect your home cheaply and efficiently, without resorting to costly Pest Controllers. Course tutor Peter Hill is a tree surgeon with over 40 years experience.
On course completion participants will be given access to the same termite bait supplies as used by professionals.
Please note an additional $27 is payable to the tutor on the day for the course manual.
Booking Code: 116Termite
Cost: $92.00, No concession
1 x Sat 9th April 9am-4pm

Dog Grooming
Vicki from Vicki’s Little Snippets
Does your dog have long hair? Knots? Find out how to keep your dog’s coat tamed, particularly for the summer months. Topics covered include: brushing, bathing, knot removal, and tools to help maintain your dog’s look between visits to the professional groomer. Bring a photo of your dog along and Vicki will advise you on tips specific to your breed.
Booking Code: 116Dog
Cost: $45.00
1 x Sat 27th Feb 9.30am –12.30pm

Mysteries of the Humble Honeybee
Gary Duckett, Apiarist
She is a builder without comparison in the natural or man-made world.
She is a tender nurse and carer unmatched by any school or hospital.
She is an Alchemist more amazing than any science fiction story.
She is a courageous defender of her kin that brings fear to the hearts of the most vicious foe.
More mysterious in her ways than any pagan sorceress.

She is Apis Mellifera, The Honeybee:
• Have you ever wondered about the lives of our little flying friends?
• What to do if there is a swarm in your yard?
• What to plant in your garden to attract them?
• What benefit to your health do bee products provide?
How do they live, communicate, build and much, much more.
Spend a few hours with us on the 2nd April 2016 and bee enlightened.
Booking Code: 116Bees
Cost: $55.00
1 x Sat 2nd Apr 9am-1pm
**COOKING**

**Bread Making**
Brian Benson, Baker, Pastry Chef, Chocolatier and Confectioner
Run over two evenings, this course will teach you how to make a basic white dough, from which you will shape some bread rolls and sandwich loaves. While you are waiting for the bread to prove and bake, Brian will teach the theory about ingredients and recipes.

The last thing you will do in session one, will be to mix up a long ferment dough for crusty continental bread.

By the next evening, the long ferment dough will have had suitable time fermenting, so you will learn about continental products. The evening will finish with a sweet dough for such products as hot cross buns, finger buns, teacakes, hamburger buns and raisin toast. You will be shown basic decoration of sweet products.

Course requirements list available at enrolment.

**Booking Code:** 116Bread1
**Cost:** $98.00

Wed 30th Mar & Thur 31st Mar  6pm-9pm

**Bread Making - The Next Step**
Brian Benson, Baker, Pastry Chef, Chocolatier and Confectioner
This course is also run over 2 nights and is intended for students who have already completed Brian’s basic home bread making course, as it is the next step in difficulty and complexity. You will learn multi grain and wholemeal products, brioche, and if you wish to provide your own culture (Brian does not have the timeframe to start one), a sourdough.

Course requirements list available at enrolment.

**Booking Code:** 116Bread2
**Cost:** $98.00

Wed 6th Apr & Thur 7th Apr  6pm-9pm

**Using Fresh Cheeses in Food Preparation**
Patrick Power, Executive Chef
What will be covered:
A demonstration of preparing cottage cheese, paneer cheese and labna.
Then we will prepare an antipasto platter using the fresh cheeses and you will be shown how to present the platter.

You will be shown how to prepare and present a risotto using mascarpone and parmesan, how to make a Tiramisu dessert with mascarpone cheese, as well as the preparation of bread using the by-product of cheese preparation. Bring containers to take home the finished product.

Requirements list on enrolment.

**Booking Code:** 116Cheese
**Cost:** $98.00

1 x Fri 18th Mar  10am-4pm

**ARTS & CRAFTS**

**Home Decorating Style, Ideas & Applications**
Coral Kearins, Decorator & Stylist
Coral grew up in a very modern household. Sewing, building, rearranging and reinventing furniture along with gardening are all part of her background. Travel fuelled a love of architecture and gardens. Farming on the Liverpool Plains and teaching colour and design at Coonabarabran, Dunedoo and Coolah helped during the drought years. Coral completed an upholstery course in 2005. Buying and decorating several properties have all added additional layers of knowledge and experience. Stylish restraint is how she would describe her work.

This course is designed to help you make the transition from O.K. to modern and glamorous, while still homely.

Understanding how colour and scale as well as function and texture work will give you the confidence to make the statement that you have always wanted. It can be achieved without breaking the bank!

Over four weeks we will unlock the secrets to adding the elements needed to make your home just how you want it to be.

If time permits we will look at pieces that you could reinvent to use elsewhere. We will learn to look at pieces in a different light.

**Booking Code:** 116Decor
**Cost:** $88.00  4 x Mon 7th Mar  6pm-8pm

**Crochet**
Pam Finnerty, Tutor
Learn a variety of different stitches which will enable you to crochet with either wool or cotton. These stitches can be used to make anything from a hat to a bag or you can just turn your sample pieces into a rug.

Pam is an experienced Tutor and can assist you in a range of patterns and techniques.

**Booking Code:** 116Crochet
**Cost:** $88.00

4 x 3rd Mar  5.30pm- 7.30pm

**WHAT IS CROCHET?**
Crochet is a process by which yarn or thread and a single hook of any size can be used to make fabric, lace, garments and toys.Crochet may also be used to make hats, bags and jewellery.

Crochet, as we say in the English Language, is derived from the French word croche, which literally means HOOK. Like knitting, crochet stitches are made by pulling the yard through an active loop.
## ARTS & CRAFTS

### Modern Art
**Willem van Zanten, Presenter**
The aim of this course is to open the eyes and hopefully the hearts of students. Over six lessons you will be given an outline of how modern art developed from 1900 till to-day. The course is designed for people interested in modern art; no prior knowledge is required, just a desire to learn. Each lesson consists of a theoretical introduction of a certain movement or development, and then the most important part will be looking at five to seven artworks, looking at the changes when the artists moved away from portraying ‘reality’. We will look at various elements or building blocks of art: composition, space/form, light/colour and subject.

**Booking Code: 116Draw**
**Cost: $135.00**

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<td>6 x Thur 25th Feb</td>
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### Drawing Landscapes
**Ileana Clarke, Artist, BA in Fine Art**
Moody, lyrical and creative landscapes will be explored by understanding the fundamentals of drawing. You will be taught the basis of composition, what is aerial perspective and translating colour into black and white. Different mediums and techniques will be shown step by step. Beginners are welcome and experienced artists will be challenged to extend their abilities at their own pace. Come and enjoy the company of like minded people.

**Booking Code: 116Draw**
**Cost: $128.00, Concession: $123.00**

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### Creative Acrylics
**Michelle King, Artist**
The ideal art course for those new to art or rediscovering their Artistic side, beginners are welcome! This is a structured course with step-by-step methods you will learn to paint a painting even in your first lesson! The more experienced painters will find this course refreshing with some surprising challenges. I hope this course inspires you and helps bring out your creative potential.

**Booking Code: 116Acryl**
**Cost: $145.00, Concession: $140.00**

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### Painting Landscapes with Watercolours
**Ileana Clarke, Artist, BA in Fine Art**
Watercolour is an ideal medium for landscape because of its translucent colours and flowing properties on paper. We will tackle aspects of the landscape, such as, water, clouds, and trees and see how this can be interpreted with mood and expression in your composition. There will be demonstrations on techniques and colour, with references from the masters. For on-going students there is always much more to learn while improving skills. The main aim is to enjoy the challenges at your own pace in relaxed company.

**Booking Code: 116Water**
**Cost: $128.00, Concession: $123.00**

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### Pastels – Beginners to Intermediate
**Michelle King, Artist**
You do not have to be an accomplished artist to do this course. Pastels are more about colour, lines and dots. The colours are soft and you learn smudging, reflections, tonal values and expression in colour. The course covers colour mixing and application, tone compositions, still life, abstract and expressionist painting. Michelle is an excellent botanical and landscape artist and is keen to pass on her knowledge.

**Booking Code: 116Past**
**Cost: $145.00, Concession: $140.00**

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### Card Making
**Sharon Carley**
Learn the art of handmade greeting cards.

We will be using equipment such as embossing folders, and punches to give your cards texture, stamps to give your creation body and embellishments to make your cards pop! All these elements together will give you a beautiful and unique card made by you.

**Booking Code: 116Cards**
**Cost: $38.00**

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### Fabulous Facades- Weekend of Patchwork
**International tutor, Gloria Loughman will be conducting this workshop at our college in May, 2016. Gloria Loughman is an internationally renowned quilt artist who has received numerous awards for her work. She is a hugely popular teacher and a judge for a number of major quilt exhibitions. Gloria is also the author of many books on patch working design.**

The word facade means the ‘face’ or outward appearance of a building. In this class we are going to recreate a facade of a building in fabric. The building can be modern or old, a public building, a private home, a shed, a skyscraper or a church. There are so many wonderful buildings to inspire us.

After looking at a number of colour schemes participants can then decide to use a very different palette or stay with the original colour scheme for their own design.

As part of the construction technique we will look at the layers of the building and construct each layer separately. Main features will be outlined with a thin dark line to create a more graphic image. The above picture is a sample of Gloria’s artistry and technique.

**Booking Code: 216Patch**
**Cost: $198.00**

**Sat 28th & Sun 29th May, 2016 9am-4pm**
**BOOK EARLY TO RESERVE YOUR PLACE**
DIGGINGS FROM OUR COMMUNITY GARDEN

Visiting students from Karingal Pre School at Nelson Bay harvesting fruit and vegetables from the garden.

During last term, we had a lovely morning when 45 parents & kids converged on the College grounds for a morning’s fun in the garden. It wasn't all fun & games though....there was work to be done. Jeanette from Karingal set out a questionnaire/activity sheet for the kids to fill in. The tasks included finding the ponds and discovering their inhabitants, locating the scarecrows and finding out their names and lots more.

Picking strawberries & mulberries was another important job to be done before the BBQ was fired up by one of the Dads. Rugs were laid out in the shade, and then snags & salads were devoured by the little hungry workers......the community gardeners were fed also.

Everyone took home a pot of marigolds, so they can continue gardening at home.

Jeanette said it is one of her favourite places to bring the families. It has now become an annual event on the Community Garden Calender.

Also, in last term’s brochure we asked did you know what the flower of an artichoke plant looked like? Well here it is what a beautiful specimen. We were not allowed to pick the vegetable until we got to see the flower and we all agreed it was worthwhile.

Garden members celebrated the festive season with a luncheon in the garden, each person created a dish using fresh garden vegies and a good time was had by all.

In March 2015, visiting British textile artist, Abigail Brown kindly designed this bird and gifted Timeless Textiles a bird pattern for International Women's Day 2016.

Our college is again hosting a free creative workshop and we will be creating birds - using some of the 2000 fabric tiles (from the ‘Letting Go’ celebrations: 2015 International Women’s Day) The birds will fly free amongst the Norfolk pines outside the gallery, in Hunter Street, Newcastle, attached by white ribbon to celebrate next International Women’s Day - Tuesday 8 March 2016).

The previous workshop was enjoyed by all who attended, we made many funky birds and laughed plenty, join us for this next course.

FREE WORKSHOP to be held at the college on

23rd February, 2016 10am – 1pm

You must contact the college to enrol for this project.

SENORS WEEK CELEBRATIONS 2016

Seniors Week will once again be celebrated in our College’s Community Garden on

Monday 4th April, 2016 with Art of the Garden.

This year’s theme is BE INSPIRED, it’s easy!!

Seniors (over 55s) who are interested in attending on the day are asked to register their names with our reception. The day will begin with a morning tea, tasting some of the herbal teas made from garden produce. Then guests are asked if they wish to participate in creating another mosaic art piece for the garden, otherwise there is potting or planting or just catching up for a chat. A barbecue lunch will be served.

NO COST if you are a senior, get your friends together and enrol now, last year it was a popular event.

FLYING FREE

In March 2015, visiting British textile artist, Abigail Brown kindly designed this bird and gifted Timeless Textiles a bird pattern for International Women’s Day 2016.

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The previous workshop was enjoyed by all who attended, we made many funky birds and laughed plenty, join us for this next course.

FREE WORKSHOP to be held at the college on

23rd February, 2016 10am – 1pm

You must contact the college to enrol for this project.

We invite participants to donate $5 towards morning tea, which will be supplied on the day and all proceeds will be sent to the Yaccaaba Centre, Women’s Refuge in Nelson Bay.
STUDENT DETAIL

Mr/Mrs/Ms/Miss/Other (please circle one)

First Name..............................................................................................................
Surname...................................................................................................................

USI (Unique Student Identifier) No:.................................................................
I give Tomaree Community College permission to access my USI records to verify the number I have provided

Date of Birth: / / □ MALE □ FEMALE
Postal Address:..............................................................................................................
Town:.........................................................................................................................Post code:.............................
Phone:(H)...........................................(W)...................................................(M)..........................................
Email address:..............................................................................................................
Concessions: Card type & number.............................................................................
Are you an Australian Citizen or Permanent Resident YES □ NO □
I am happy to receive information by email YES □ NO □
Do you require student support services to complete your course, mentor support, special access?
□ YES □ NO

How did you find out about Tomaree Community College Courses?...........................

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<th>COURSE NAME</th>
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<td>ASSOCIATE Membership (optional) $2.20 per year</td>
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<td>TOTAL AMOUNT PAYABLE</td>
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STUDENT DECLARATION: Information concerning students, including information submitted on this enrolment form will be used by TCC or other authorised organisations for the purpose of general student administration, communication, state & national reporting, program monitoring and evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or agency authorised to undertake surveys. The provision of this information is necessary for both enrolment and re-enrolment information. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting the college on PH: 4984 1011. I agree that information regarding disability/special needs may be given to the relevant tutor.

Signed:......................................................................................................................

REFUNDS: Refunds can only be considered when TCC cancels a course. Please choose your course carefully.
Requests for transfer or credit will only be considered up to 7 working days before the course start date and a $20 administration fee could be applicable. I have read and accept the refund & enrolment conditions.

PAYMENT METHOD

□ Cash □ Cheque □ Purchase Order □ MasterCard □ Visa □ Other.......................

Name on Card..............................................................................................................Expiry Date: / /

Card No:.........................................................................................................................CCV:

DATE ____________________________
RECEIPT NO____________________

Please complete the following information:

In which country were you born?
□ Australia □ Other, specify

Do you speak a language other than English at home?
□ No English only □ Yes, please specify

How well do you speak English?
□ Very well □ Not well □ Well □ Not at all

Are you of Aboriginal or Torres Strait Islander Origin?
□ No □ Yes Aboriginal □ Yes Torres Strait Islander

Do you have a permanent or significant disability or long term condition?
□ Yes □ No □ Hearing/Deaf □ Physical □ Vision □ Mental Illness □ Acquired Brain Injury □ Other

What is your highest level completed at school?
□ Are you attending school □ Yes □ No □ Completed Yr 12 □ Completed Yr 11 □ Completed Yr 10 □ Completed Yr 9 or lower □ Never

Have you successfully completed any of the following?
□ Bachelor Degree or higher □ Advanced Diploma or Associate Degree □ Diploma (or Associate Diploma) □ Certificate IV (or advanced Cert/Technician) □ Certificate III (or Trade Certificate) □ Certificate II □ Certificate I □ Certificate other than above

Which of the following would describe your current employment?
□ Full time employment □ Part time employment □ Self employed □ Employer □ Employed – unpaid in family business □ Unemployed seeking part time work □ Unemployed seeking full time employment □ Unemployed – not seeking work, Retired

Which best describes your reason for undertaking this course?
□ Get a job □ Develop existing business□ Start my own business □ Move careers □ Get a promotion □ Requirement of my job □ Extra skills for my job □ To move into another course □ Personal interest □ Other reason