

# Inverell

## Office & Main Training:

42 - 44 Campbell St (PO Box 1184), Inverell, 2360

## Office Hours:

Monday - Friday 9:30am - 3pm Hours may vary during school holidays.

**Phone:** 6721 3656

**Fax:** 6721 3660

## Email:

[inverell@communitycollegenl.nsw.edu.au](mailto:inverell@communitycollegenl.nsw.edu.au)

*All courses will be held at the Community College unless otherwise noted.*

For accredited courses in Inverell refer to Accredited Courses section at the front of the guide

**Please remember to bring your USI for all vocational training. Leisure courses do not require a USI. If you are unsure, please ask our staff**

## Wanted:

**Business Administration Trainer / Assessor**

**Must have TAE40110 CIV Training and Assessment and relevant Industry qualifications and experience**

**Send Resume to Inverell Campus or email to [eo@communitycollegenl.nsw.edu.au](mailto:eo@communitycollegenl.nsw.edu.au)**

## Computer Courses

### MYOB – Basic Payroll

This short course is perfect if you have already completed our MYOB Basics course or have the basic skills

you need, but want some more in depth training when using the payroll aspect of the program. Please bring a notebook and pen.

**Tutor:** Jillian Hall

**When:** Wednesday 10<sup>th</sup> November, 9:30am – 12:30pm

**Cost:** \$100 includes manual (Min 5, Max 10)



### Testimonial – Tech Savvy Seniors

"I recommend the Tech Savvy Seniors Computer course at the Inverell Community College to anyone fortunate enough to have the opportunity to do it.

The staff both administrative and teachers are exemplary in every aspect – efficient, hardworking dedicated and highly skilled whilst also showing warmth, friendliness and caring for the students attending. They all bend over backwards to help you and make the course not only interesting & informative, but fun as well"

Mrs D Kearsley, M.A.P.A, M.S.M.A, DipPhys (Hons), Cr.McTh, DMT, JP



### Tech Savvy Seniors

We have 2 rounds of Tech Savvy Seniors on offer this term to ensure we have a date and time to suit you.

This course is offered with the support of the NSW Government and is aimed at assisting seniors\* in the community to become more 'Tech Savvy'. It will include basic operation of the PC, how to set up an email address, internet browsing, how to upload, store and attach digital photos, online shopping and banking and using the internet. Numbers Limited.

*\*Seniors are those aged 60 years and above or Aboriginal Seniors aged from 50 years.*



### Round 1:

**When:** 4 sessions Fridays 28<sup>th</sup> October, 4<sup>th</sup>, 11<sup>th</sup> & 18<sup>th</sup> of November 10am – 1pm

**Cost:** \$10 covers all lessons

### iPad and iPhone for beginners

Learn to use your iPad or iPhone and all its core apps in this practical hands-on workshop

This hands-on beginner's course is for those with no or little experience with the fundamentals of an iPad or iPhone. Even if you know a few of the basics this course will give you a good understanding of how it works. An initial demonstration session will be held on the basics of the device then the focus

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will be on using the iPad and iPhone apps and how your device works (students will need to bring their own iPad or iPhone to class and know or obtain their Apple ID).

**When:** Friday 28<sup>th</sup> of October 2pm – 4pm

**Cost:** \$40pp

## Social Media for Business

Learn which social media platforms are right for your business and how to use social media effectively to build your brand and promote your business.

You will learn about the five most popular social channels in Australia for business: Facebook, Instagram, Twitter, Pinterest and LinkedIn; how to effectively use each platform and how to create engaging content to reach your customers.

**When:** Tuesdays 22<sup>nd</sup> & 29<sup>th</sup> of November & 6<sup>th</sup> of December 5:30pm – 7:30pm

**Cost:** \$90

## Personalised Computer Training

The College Computer Room is available for bookings by small groups or individuals who wish to undertake specific tuition on programs or applications. You set the agenda, we provide the training whether it's navigating Windows 8.1, using Publisher, Excel, Word, MYOB and other programs or even using the internet. You can arrange one, or as many lessons as you need. Bookings are essential.

**When:** Flexible - we can negotiate to suit

**Where:** Inverell Community College PC lab or your workplace

**Cost:** \$65 per hour includes free initial meeting and appraisal of your needs in order to meet your specific requirements, aimed at individuals or small groups of up to 4 people.

## Health & Wellbeing

### Standard Mental Health First Aid (SMHFA) Course

*The MHFA course teaches members of the public how to assist someone who is developing a mental health problem or in a mental health crisis.*

#### Developing mental health problems covered:

- Depression
- Anxiety problems
- Psychosis
- Substance use problems

#### Mental health crises covered:

- Suicidal thoughts and behaviours
- Non-suicidal self-injury

Accredited to deliver MHFA Courses by MHFA Australia



- Panic attacks
- Traumatic events
- Severe psychotic states
- Severe effects from alcohol or other drug misuse
- Aggressive behaviours

**Participants will learn the signs and symptoms of these mental health problems, where and how to get help and what sort of help has been shown by research to be effective**

Monday & Tuesday 24<sup>th</sup> & 25<sup>th</sup> October, 2016

Cost is FREE

## Accidental Counselling

This workshop provides participants with the necessary skills and tools to be able to respond appropriately, empathetically and effectively to others in crisis including team members and clients. Participants will learn general counselling techniques including different questioning frameworks for use in different situations, how to de-escalate a situation and engage in self-care post the situation.

**Tutor:** David Maddigan

**When:** Friday 18<sup>th</sup> October, 10am – 1pm

**Cost:** \$65

## Hobbies / Leisure

### Photography – Landscapes in Lavender

A great interactive Photography excursion to Wyoming Lavender to explore Landscape Photography. Course fee includes entry fee, an Introduction to the Farm, a Browse through the Lavender Shop and a Lavender Taste Plate with Coffee, Tea or Lavender Tea. Cold refreshments will also be available.

Requirements for the course: DSLR camera, tripod / monopod & Camera manual where possible. We will be travelling to the farm on the day.

**Tutor:** Nicolette Bronkhorst

**When:** Saturday 19<sup>th</sup> November, 3pm – 7pm

**Cost:** \$80

### Wine Tasting and Pairing Course

This course covers basic wine education through wine tasting paired with 4 cheeses and a chocolate pairing. You will get a wine glass to take home. Don't miss out on the fun!

You have to be over 18 to join this course.

**Tutor:** Sam Watson (The VinoGeek)

**When:** Friday 28<sup>th</sup> October, 6pm – 7:30pm

**Cost:** \$50 per person (min 15)



THE VINO  
GEEK