



# TERM 3 COURSE GUIDE

PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

16 Warley Avenue Cowes | [5952 1131](tel:59521131) | [reception@pical.org.au](mailto:reception@pical.org.au)



See  
inside  
for detail

# Job Ready Hospitality Courses



## Barista Basics

*With Alana Hamilton*

An excellent starting point for the budding barista. Using a full-size commercial machine, you will learn how to:

- Consistently extract a great espresso
- Correctly adjust coffee grinders
- Steam milk to perfection
- Correct cleaning and maintenance of the machine.

**Friday 26th of July, Friday 23rd of Aug ( One day course)**

**Time: 9.30am - 2.00pm**

Location: PICAL - 16 Warley Ave, Cowes

Fee: Full \$ \$80 or Members & concession \$70

[Click to Book](#) or call PICAL reception on [5952 1131](tel:59521131)



## Food Safety Level 1 (Food Handling)

*With Melissa Harrison*

Accredited program for everyone handling food for public consumption—cafés, clubs, school canteens, milk bars. Includes practical exercises.

Lunch is included. Unit code: SITXFSA005

Presented by Bass Coast Adult Learning, RTO 3720

**Wednesday Sep 11 Time: 10.00am - 2.00pm**

Location: PICAL - 16 Warley Ave, Cowes

Fee: Full \$ 130 or Members & concession \$120

[Click to Book](#) or call PICAL reception on [5952 1131](tel:59521131)



## Responsible Service of Alcohol

*With Lyn Dunne*

Accredited Responsible Service of Alcohol (RSA) program giving participants the knowledge and skills to work in a safe and enjoyable environment in licensed premises. Unit code: SITHFAB021

Presented by Bass Coast Adult Learning, RTO 3720

**Thursday Sep 12 Time: 9am - 1pm**

Location: PICAL - 16 Warley Ave, Cowes

Fee: Full \$105 or Members & concession \$95

[Click to Book](#) or call PICAL reception on [5952 1131](tel:59521131)



# Digital Skills & Technology



## Digital Essentials Lvl 1

with Pepi

This course is for anyone who is looking to build their skills in using digital technology to do everyday things with confidence. Topics covered will include:

- Getting closer to your mobile phone and its features
- Understanding the basics of using a computer for day to day activities
- Exploring how the Internet can add positively to your life
- How to get the best out of your email systems
- An introduction to social media, including creating and managing groups
- How to stay safe online



NEW

**Time: 9.30am-12.30pm 8 Sessions Weekly: Friday**

**Session Dates: July 19, 26 Aug 2, 9, 16 Sep 6, 13, 20**

**Fee: Full: \$30 Member & Concession: \$15**

[Click to Book](#) or call PICAL reception on [5952 1131](tel:59521131)

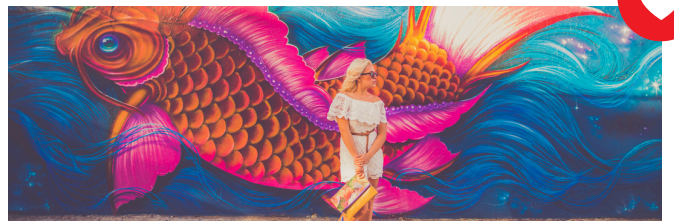


## CANVA Basics

with Diana

Canva is a fun, free & easy to use online graphic design tool. Best for those who need to create printed & online communications such as flyers, brochures, posters, newsletters, social media posts & more. Learn how to use Canva in a fun workshop environment. Participants are welcome to bring along any projects they are working on.

- Wk 1: Introduction to Canva functions & features
- Wk 2: Design & create professional looking material
- Wk 3: Design & create social media posts



**Time: 10am-2pm 3 Sessions Weekly: Wednesday**

**Session Dates: July 17th, 24th, & 31st**

**Fee: Full: \$30 Member & Concession: \$15**

[Click to Book](#) or call PICAL reception on [5952 1131](tel:59521131)



## Digital Literacy

with Diana

Build on your basic computer skills or upgrade your current skills. Will suit anyone looking to work in an office environment or those who are looking for a refresher. Topics covered will include:

- How to navigate microsoft windows & keep up to date with version updates & changes
- How to use digital apps to stay organised
- How to store & manage your files effectively
- How to use microsoft word to create documents
- How to use powerpoint to create presentations
- How to use excel to create a simple budget



**Time: 10am-3pm 4 Sessions Weekly: Tuesdays**

**Session Dates: From July 16 to Aug 6**

**Fee: Full: \$30 Member & Concession: \$15**

[Click to Book](#) or call PICAL reception on [5952 1131](tel:59521131)



## Office Skills 2

with Diana

This course will suit anyone looking to upgrade their computer skills. Topics include:

- How to set up & manage your work calendar
- How to create & manage large groups using your email system & calendar
- How to write business emails
- Create Simple Invoices using Excel
- Learn to Touch Type & use keyboard shortcuts
- Learn to participate in meetings effectively
- How to participate in an online meetings



**Time: 10am-3pm 6 weeks Weekly: Tuesdays**

**Session Dates: From Aug 13th to Sep 17th**

**Fee: Full: \$30 Member & Concession: \$15**

[Click to Book](#) or call PICAL reception on [5952 1131](tel:59521131)



# Support Workshops

## Tech Support & Digital Assistance

With volunteer trainers

Do you need help setting up a phone? Is your laptop running slow? Come and see our technology expert William for a free and friendly tech support consultation.

- Computers, laptops, mobile phones, tablets, wifi
- Emails, security & passwords
- Assistance with online applications & documents
- Help with updates and storage management

**Weekly: Tuesday Time: 12pm to 3pm Starting: 16th July**

30 minute sessions

Please book an appointment at reception 5952 1131



## English Refresher & English as a Second Language

With Kylie Frowd

English as a Second Language course to help migrant residents improve their English for work, study or further engagement in their communities.

This course will cater for beginner, intermediate through to advanced levels in a friendly and casual setting.

Also suitable for English language users wanting to improve their confidence, skills and knowledge.

**Starts: Friday July 19th Time: 10am-12pm 7 weeks**

Fee: Full: \$20 Members & Concession: \$10

[Click to Book](#) or call PICAL reception on [5952 1131](#)



## First Aid & CPR Training

with Kasey Beattie

Enhanced online learning with short practical assessment. Choose from a variety of nationally accredited first aid courses online with face to face practical assessment. Training and Assessment Delivered on Behalf of Allens Training, RTO 90909

All enquiries to Kasey Beattie on 0417 111 600 or Book directly via the website:

**Bookings: [skillsforlifetraining.com.au/#](https://skillsforlifetraining.com.au/#)**



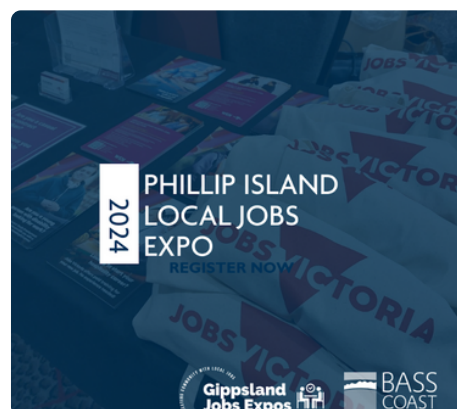
## Phillip Island Jobs Expo

Location: Berninneit

**Friday Sep 6th**

Time: 9.30m - 2.30pm

[Click here for more information](#)





# Community Living & Interaction

NEW



## 1,2 3 of Beginners Gardening

With Janine Ingles

Introduction to horticulture...garden basics. The 1, 2, 3's of growing your own vegetables, herbs and ornamental plants. Join our friendly PICAL community to learn about soil, weeds, propagation and planting, seeds and seedlings, planning a basic garden bed & safe garden habits.

Every Wednesday for 8 weeks      Time: 1pm - 3.30pm      Starting: 24th July

**Location: PICAL Warley Garden**

Term Fee: Full \$30      Members & Concession: \$15

[Click to Book](#) or call PICAL reception on 5952 1131



## Cheesemaking Workshops

With Barry the Beeman

Join us in Cheesemaking workshops. Come together & have fun while you learn from each other. Make a variety of Cheeses. Take home over 1kg of the cheese. Notes and all recipes included.

Dates: Aug 11, Sep 27,28,29

Fee: \$ 150

Bookings & Register your interest direct with Barry at:  
[cheesewithbarry@gmail.com](mailto:cheesewithbarry@gmail.com)



## Girls on Tools

With Mick & Mark

Scott Cam has left town but the word is that we still have Mick & Mark. If you are looking to build your confidence & skills on the tools or have DIY projects that you would like to tackle, then this workshop is perfect for you. Come along & join other minded woman & Mick & Mark (Scott Cam level Knowledge) in the Shed! This event is popular & books out quickly so don't wait.

Every Wednesday for 6 weeks      Time: 10pm-12pm      Starting: 17th of July  
Location: PICAL Community Garden: Blue Gum Reserve

Term Fee: Full \$50      Members & Concession: \$30

[Click to Register your interest](#) or call PICAL on 5952 1131

SOLD OUT

## Garden Gems Program - Free

These workshops are offered at the at the PICAL community garden as a part of the Garden Gems project. The Garden Gems project is a partnership between Bass Coast Shire Council, Bass Coast Adult Learning and community gardens across the region. Find out more about the program & further workshops across the region by visiting <https://thecap.com.au/garden-gems>



### Companion Planting

Learn about the plants that love to live together in this garden gems workshop.

Thursday 19th Sep

Time: 10.00am

**Location: PICAL Community Garden**

[Click to Book](#) or call PICAL reception on 5952 1131

### Natural Pest Management

Learn how to control pests without using hazardous chemicals. Using insects, birds, animals, plants and mechanical techniques for integrated pest management.

Saturday 24th August

Time: 10.00am

**Location: Phipp island Community Orchards**

<https://thecap.com.au/garden-gems>

# Community Events Calendar

Turn up & get involved



## Spinning

Come along & have a spin & a yarn with the wonderful Woolshed Spinners

Location: PICAL

**Contact: Robyn**  
**0429 700 492**

Every 2nd & 4th Thursday  
10 - 2pm

\$5 per person



## Crafting

Join the embroidery/craft group for some fun. They'll have you in stitches.

Location: PICAL

**Contact: Josie**  
**0409 955 109**

**Monthly**

Every 3rd Friday 10 - 2pm

\$5 per person



## Caring

Beata homecare is here to help you provide quality care at home

Location: PICAL

Contact: client relations  
manager  
**Gabby 0432 046 778**

**Bi Monthly**

1st and 3rd Monday  
1pm-2pm

no cost



## Connecting

"Voices Interests and Education of Women" Bringing women together in fun and friendship and making a difference

**Informal Chat**  
every 3rd Monday  
1.30pm at PICAL  
**No charge**

**Lunch Meeting & Speaker**  
every 4th Monday  
11.30am at San Remo Hotel  
**(own cost )**

**Contact:**  
Chris Sproson  
**0406 469 824**

**Register your**  
**Interest**

## SHARE YOUR IDEAS WITH US

Do you have a passion that you would like to share with others?  
Would you like to start a social group or take a class?

eg. language, auslan, asian/thai cooking, crochet grp, knitting grp, craft grp, book club etc

Let us know your ideas and we'll do our best to try and accommodate.

Register your idea by clicking on the "Register Interest" button, complete your details and add your suggestion to the additional info box.

# Community Events Calendar

Turn up & get involved



## Cooking

A cooking group for PICAL Volunteers contributing towards the food relief program

Location: PICAL Kitchen

Contact:  
PICAL reception  
on [5952 1131](tel:59521131)

**Fortnightly**

Wednesdays  
8.30am - 11.30am

Volunteers only  
[Join Now](#)



## Growing

A gardening group for PICAL Volunteers contributing towards the food relief program

Blue Gum Garden

Contact:  
PICAL reception  
on [5952 1131](tel:59521131)

**Weekly**

**Monday, Tuesday,  
Wednesday & Thursday**

9.30am - 12.30pm

Volunteers only  
[Join Now](#)



## Walking

Walk, talk & take in beautiful sceneries with this lovely bunch of keen walking ladies. Usually finished with lunch, wine & chatter.

Contact:

Patsy

[0409 506 461](tel:0409506461)

**Monthly**

Every 3rd Thursday

Various

Locations



## Language

Boost your self confidence with this Language of Love. Learn Spanish. Who knows when it will come in handy. Si?

Location: PICAL

Contact: Maria  
[5952 6247](tel:59526247)

**Monthly**

**Every 2nd Thursday  
10am - 11.30pm**

\$5.00 per person



## Mecwacare

Engaging and rewarding programs & activities

**Daily Groups available**

Contact us to find out more on

[0486 003 628](tel:0486003628)

Participants can be picked up from home for outing groups





## Introduction to Aromatherapy *with Susie Neal*

This course is designed to provide you with the knowledge and skills necessary to safely and creatively utilise aromatherapy expertise in using pure essential oils as a natural alternative for health remedies for yourself, your family, and friends. Learn about the safety and blending principles of essential oils for crafting sprays and massage oils. Explore the historical background and origins of aromatherapy, delve into the characteristics of 15 different pure essential oils, as well as various carrier oils and butters. Discover the appropriate dilution techniques for infants, children, adults, expectant mothers, and the elderly. Unleash your creativity by making custom sprays, massage oils, and employing aromatherapy techniques to produce beauty items, fragrances, and first aid solutions.

**Classes:** 6 weeks **Duration:** 3 hours includes theory & practice

**Dates TBA:** Course will run November - December 2024

**Location:** PICAL

**Cost:** \$150

[Register your Expression of Interest to book your spot](#)

**Check it  
out!**

## Support PICAL

### Volunteer

Become part of our team serving the community

### Membership

PICAL membership supports your connection to our community. It raises our profile by giving us a stronger voice

### Partner

Businesses and Community Groups can join with us for a mutually beneficial partnership

### Donate

Both monetary and food donations help support our services

## Room Hire

### **Suitable for**

**office space, workshops, cooking classes and social group meetings**

- Commercial and community rates
- Small, Medium and Large rooms
- Hourly, half day, full day and weekly rates
- Discounted rates for longer time periods
- Evening hire available
- Commercial kitchen available for hire
- Reasonable rates
- Printing, large screens and wifi available

### **Bookings & Enquiries**

Contact Eva or Denise

03 5952 1131

[picalroomhire@gmail.com](mailto:picalroomhire@gmail.com)

## Course bookings, cancellations & refunds

- Bookings can be made online or face to face at pical reception
- For online bookings, click on 'book now' under the course in the term guide or visit <https://www.pical.org.au/>
- To book face to face, visit our friendly staff at pical reception
- Courses may be cancelled if the required number of enrolments are not met for that course. Notice will be provided before the course commencement date & full refunds will be distributed.
- Course cancellations are accepted 7 days prior to course commencement with full refunds provided.
- Refunds for cancellations that occur after this time, will be considered under special circumstances
- For cancellations, please ensure you email [picalroomhire@gmail.com](mailto:picalroomhire@gmail.com)