



PHILLIP ISLAND COMMUNITY AND LEARNING CENTRE INC.

Course Guide: Term 2, 2024

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



Job Ready Hospitality Courses

POS Retail and Hospitality

NEW

with Diana

This course focuses on the digital skills you need to work in retail & hospitality. Learn about transitioning to simple digital options for payment & inventory systems. This course will cover topics such as:

- Point of sale systems for retail
- Hotel Management systems for hospitality
- The Square POS - Devices, Website & app

Time: 10am-3pm 2 Sessions Thursdays

Session Dates: May 23rd & 30th

Fee: Full: \$ 30 Member & Concessions: \$15

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

Responsible Service of Alcohol

With Frank Fazio

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

Monday May 27 Time: 1pm - 5pm

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)



Food Safety Supervision

With Frank Fazio

Food Safety Supervision is a nationally recognised course and gives participants the qualifications required to be appointed as a Food Safety Supervisor under the National Food Standard 3.2.2A, which applies to all Food Service industries.

Monday June 3 Time: 9.00am - 2.30pm

Location: PICAL - 16 Warley Ave, Cowes

Fee: Full \$ 140 or Members & concession \$130

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



Food Safety Level 1 (Food Handling)

With Frank Fazio

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

Monday May 27 Time: 8.30am - 12.30pm

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)



Digital Skills & Technology



Digital Literacy

NEW

with Diana

If you are looking to build on your basic computer office skills then this is the course for you. Will suit anyone looking to work in an office environment or those who are looking to upgrade their skills. Topics covered will include:

- How to navigate Microsoft windows & keep up to date with version updates & changes
- How to use powerpoint to create presentations
- How to use excel to create invoices & budgets
- Learn to use keyboard shortcuts
- File Storage & Management Systems

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

Session Dates: From April 23rd to May 14th

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

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



Digital Essentials Lvl 2

NEW

with Diana

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:

- How to get the best out of your email systems
- How to stay safe online & recognise scams
- Learn to use social media to create & manage groups for events & volunteer groups
- Use Microsoft word basics to create a simple letter, memos & brochures
- Managing files - locate, organise & retrieve files easily
- How to locate & connect to other devices

Time: 10am-3pm 3 Sessions Weekly: Thursdays

Session Dates: June 6th, 13th & 20th

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

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



Introduction to CANVA

NEW

with Diana

Canva is a free & easy to use online graphic design tool. Come along & learn how to use Canva in a fun workshop environment.

- Wk 1: Learn how to use the Canva Basics
- Wk2: How to design & create professional looking flyers and brochures
- Wk 3: How to design & create social media posts

Time: 10am-2pm 3 Sessions Weekly: Thursdays

Session Dates: May 2nd, 9th & 16th

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

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



Office Skills 2

NEW

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-2pm 6 weeks Weekly: Tuesdays

Session Dates: From May 21st to June 25th

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

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

Community Fun & Interaction

NEW

CHESS for Beginners

With Fred Warren

The class will introduce sequentially the moves and powers of the pieces. We will start with kings and pawns and build up quickly to games played with all pieces.

Starts: Wednesday April 17 Time: 10am 6 weeks

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

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



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: March 30, April 26, 27, June 10, Aug 11, Nov 16 & Dec 27

Fee: \$ 150

Bookings & Register your interest direct with Barry at: cheesewithbarry@gmail.com



Girls on Tools

With Mick in the shed

Scott Cam's in town & he has competition. Are you looking to build your confidence & knowledge working on the tools? Or maybe you have a few DIY projects that you would like to tackle. Come along & join other like minded woman & Mick (Scott Cam level Knowledge) in the Shed! This event is popular & books out quickly so don't wait.

Every Thursday for 6 weeks Time: 1pm-3pm

Starting: 2nd of May

Location: PICAL Community Garden: Blue Gum Reserve
(121-135 Settlement Road, Cowes)

Note: Please wear closed shoes

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

[Click to Register your interest](#) or call PICAL on [5952 1131](tel:59521131)



Community Living & Sustainability

NEW

Bicycle Maintenance Program

The Phillip Island cycling community invites you to a Bicycle Maintenance course to improve your skills. The two sessions are hands-on, activity based with passionate cyclists present to demonstrate skills, and mentor participants. Bring your bike. If you don't yet have a bike, let us know & we can help with that.

Workshops are 2 sessions long TIME: 2pm - 4pm

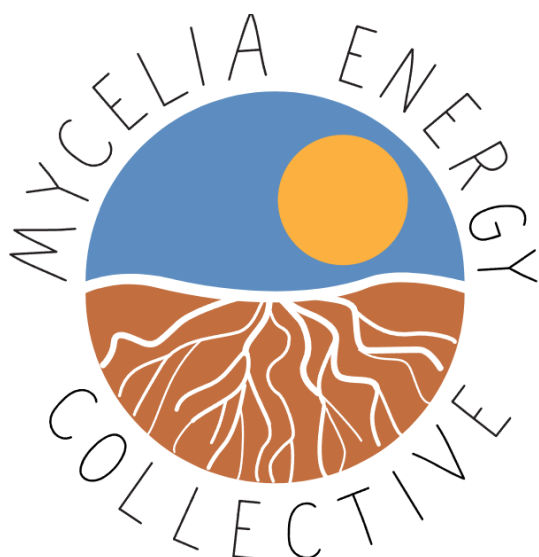
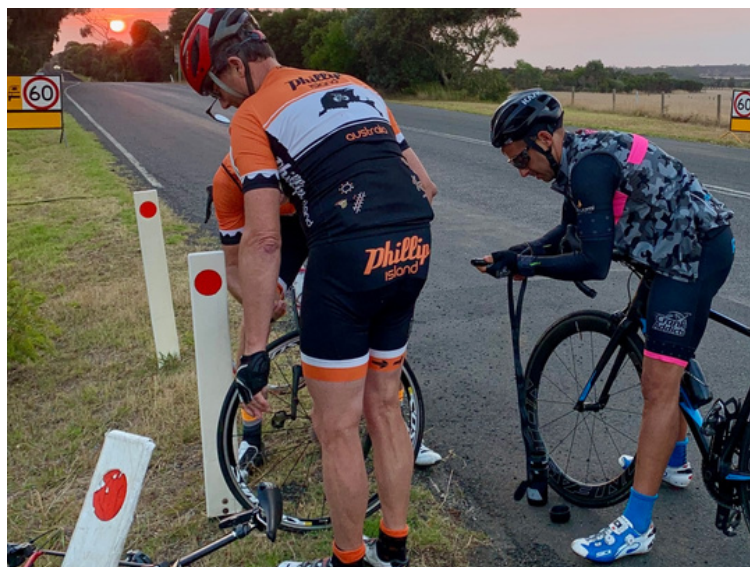
Wednesday Sessions: May 22 & 29 - [Click to Book](#)
or

Saturday Sessions: May 25 & June 1 - [Click to Book](#)

Fee: \$10 or BUG Members: Free (Tip : Join BUG below)

<https://www.phillipislandbicycleusergroup.com.au>

Location: PICAL Community Garden: Blue Gum Reserve
(121-135 Settlement Road, Cowes)



Mycelia Energy Program

NEW

This training is for anyone wanting to learn about energy efficiency and how you might, as a volunteer, support low income and vulnerable households to feel included in the transition to renewables through the Mycelia Home Energy Efficiency Upgrades Program.

Householders can save 20 – 40% on their power bills by implementing home energy efficiency

Time: 9.30am to 12 pm 4 sessions Tuesdays

Session dates: May 21st , 28th and June 4th ,11th

Location: PICAL - 16 Warley Ave, Cowes

Fee: Full: \$40 Members & Concession: \$20

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

NEW

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>

PICAL Community Garden Workshops

Gardening with Children

Growing a veggie patch is a fun family project. Join this engaging, all-ages session with your children.

Thursday April 4

Time: 10.00am

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



Healthy Soils

This workshop will show you what to do with what you've got – sand, clay, on a hill, in a bog. Measure the pH, switching to organics, reading your landscape. Bring your own samples for analysis.

Thursday April 18

Time: 10.00am

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

Community Care and Support



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/#



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 April 19th Time: 10am-12pm 7 weeks

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

[Click to Book](#) or call PICAL reception on [9521131](tel:9521131)



Small Group Tech Support

With Ajanta Judd

Tech Support for any type of tech, device, software or internet related problem. Including:

- computers, laptops, mobile phones, tablets and iPads
- phone plans, apps, ID, emailing & photos
- online security & passwords
- online applications & documents
- myGov, vax and birth certificates
- police checks & working with children checks
- energy saving bonus & more

Weekly: Monday Time: 11am - 1pm

1st Half : 5 wks Starts: April 8 to May 6 [Click to Book](#)

2nd Half : 5 wks Starts: May 13 to June 17 [Click to Book](#)

Full \$50 Members & Concession \$30

"Fee applies for each 5 or 6 week course"



Weekly: Wednesday Time: 11am-3pm

1st Half : 6 wks Starts: April 3 to May 8 [Click to Book](#)

2nd Half : 6 wks Starts: May 15 to June 19 [Click to Book](#)

Private appointments also available

For private bookings contact Ajanta directly on [0430 104 447](tel:0430104447)

Fee: \$40 per hour or \$20 per half hour

Community Events Calendar

Turn up & get involved

	ACTIVITY	DETAILS	CONTACT
	Blue Gum Garden for PICAL Volunteers (join Now)	Monday, Tuesday & Thursday 9.30am-12.30pm Blue Gum Garden	PICAL reception on 5952 1131
	Cooking Group for PICAL Volunteers (join Now)	Wednesday 8.30am-11.30am PICAL Kitchen	PICAL reception on 5952 1131
	VIEW “Voices Interests and Education of Women” Bringing women together in fun and friendship and making a difference	<ul style="list-style-type: none"> • Informal chat 3rd Monday of each month. 1.30pm at PICAL No charge • Meeting, lunch (own cost) & speaker 4th Monday of each month 11.30am at San Remo Hotel 	Chris Sproson 0406 469 824
	Woolshed Spinners	2nd & 4th Thursday Monthly 10am-2pm \$4 per person PICAL	Robyn 0429 700 492
	Ladybirds Women’s Walking Group	Second Thursday Monthly Various Locations	Patsy 0409 506 461
	Spanish	Every second Thursday 10am-11.30 PICAL	Maria 5952 6247
	Embroidery / Craft Group	Third Friday Monthly 10am-2pm \$4 per person PICAL	Josie 0409 955 109
	“My Aged Care” Accessing support & services for 65+/ First Nations 50+	1st and 3rd Monday each month 1- 2pm	Beata homecare client relations manager Gabby 0432 046 778 No cost