



**The
Community
College**

by weaCO



Course Guide

Work Skills Training

January - July 2026

Term 1 & 2



The Community College

The College 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.



How to Enrol



Online

For short courses, book online anytime to confirm your place immediately. You can use the search function to find your course or use the Explore Courses button to see what is available.



Phone

Enrol over the phone by calling The Community College for short courses or to make an appointment regarding course options for full qualifications.



In-person

Enrol in person at The Community College.

Website

www.communitycollege.com.au

Address

Wollongong Campus
50-56 Auburn Street,
Wollongong, 2500

Phone

(02) 4226 1622

Email

info@weaillawarra.com.au

Office Hours

Mon - Fri, 9am-4:30 pm

Social

f [thecommunitycollege](https://www.facebook.com/thecommunitycollege)
@ [the.communitycollege](https://www.instagram.com/thecommunitycollege)

*Please note that classes start on various days and times. *Terms and Conditions of enrolment can be found on our website.

Important Enrolment and Cancellation Information

To ensure our classes run smoothly, **please enrol at least 5 days in advance.**

This helps us avoid cancellations due to low enrolments. If you need to cancel, please submit a written application at least **48 hours prior** to the class to be eligible for a refund or credit. A medical certificate must be provided to process your refund or credit. 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.

Thank you for your understanding and support in helping us deliver a great learning experience!

*All information provided is correct at the time of printing and is subject to change without notice.

Qualifications and Traineeships

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

Units covered

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



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

Your Choice Class Schedule

Tuesday

9:30am-1:30pm

Business Management,
Finance & Retail
Qualifications

9am-2pm

Foundation Skills

Wednesday

9am-1pm

Finance Qualifications

Thursday

9am-1pm

Business & Technology
Qualifications.

How are qualifications delivered?

Qualifications at The Community College 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 The Community College'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:

(02) 4226 1662 or email info@weaillawarra.com.au

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.

WORD / Level 1 / Fee-Free*

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.

Units covered

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



Days

Mondays (weekly)

Dates

Term 1 / Starts 2 Feb
Term 2 / Starts 20 Apr

Time

9am-11:30am

Duration

6 weeks

Excel / Level 1 / Fee-Free*

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.

Units covered

- **Pathway:** Computer Foundations
- **FSKDIG002:** Use digital technology for routine and simple workplace tasks.
- **FSKNUM013:** Construct simple tables and graphs for work.



Days

Mondays (weekly)

Dates

Term 1 / Starts 2 Feb
Term 2 / Starts 20 April

Time

12-2pm

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

/ 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 / Fee-Free*

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

Units covered

- **Pathway:** Microsoft Office 365
- **BSBTEC201:** Use business software applications
- **BSBTEC202:** Use digital technologies to communicate in a work environment



- 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

Days

Mondays and Tuesdays
(weekly)

Dates

Term 1 / Starts 16 Mar
Term 2 / Starts 15 Jun

Time

9:30am-2:30pm

Duration

3 weeks

Intermediate Computers

/ Level 3



These courses are 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 / Fee-Free*

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..

Units covered

- **BSBWRT311:** Write simple documents
- **BSBTEC301:** Design and produce business documents

Days

Thursdays and Fridays

Dates

Term 1 / Starts 5 Mar
Term 2 / Starts 28 May

Time

9:30am-1:30pm

Duration

4 weeks

Excel / Level 3 / Fee-Free*

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

Units covered

- **BSBTEC302:** Design and produce spreadsheets

Days

Mondays (weekly)

Dates

Term 1 / Starts 9 Mar
Term 2 / Starts 15 Jun

Time

9:30am-2:30pm

Duration

3 weeks

PowerPoint / Fee-Free*

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

Units covered

- **BSBTEC303:** Create electronic presentations

- 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

Days

Mondays (weekly)

Dates

Term 1 / Starts 2 Feb
Term 2 / Starts 4 May

Time

9:30am-1:30pm

Duration

4 weeks

Finance

Short courses



Xero / Fee-Free*

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.

- This course is non-accredited
- Statement of completion is available upon request

Days

Wednesdays (weekly)

Dates

Term 1 / Starts 11 Mar

Term 2 / TBC

Time

9am-2pm

Duration

2 weeks

Introductory Skillset Finance and Bookkeeping

/ Fee-Free*

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

Units covered

- **FNSACC314:** Conduct business activities using a computerised accounting system
- **FNSACC321:** Process financial transactions and extract interim reports
- **FNSACC323:** Perform financial calculations



Days

Wednesdays (weekly)

Dates

Term 1 / Starts 4 Feb

Term 2 / TBC

Time

9am-3pm

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

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.

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**

Objectives

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

Days

Tuesdays

Dates

Start at any time, induction will be held prior to commencement

Time

Tues 9am-1pm

Duration

Flexible attendance

Delivery

Small face to face classes, with learning focused on individual needs



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.

Contact

Call 4226 1622
to enquire about
up-coming classes

Units covered

- **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



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.

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

Technology and Computers Short Courses for Seniors

The Community College offers a variety of courses tailored for seniors focusing on improving their skills in technology and computers.



- *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.

Intro to Basic Computing / Windows only / Fee-Free*

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.

Classes

2 Weeks / 3 Hour Sessions

Term 1 & 2

Mon 9 Feb, 9:30am-12:30pm
Mon 20 Apr, 9:30am-12:30pm

Basic iPhones / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Thurs 29 Jan, 9:30am-12pm
Thurs 23 Apr, 9:30am-12pm

Beginners Smart Phones / Android only / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Fri 30 Jan, 9:30am-12pm
Fri 24 Apr, 9:30am-12pm

Organise Digital Photos / Apple devices only / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Thurs 5 Feb, 9:30am-12pm
Thurs 30 Apr, 9:30am-12pm

Intermediate Smart Phones / Android only / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Fri 6 Feb, 9:30am-12pm
Fri 1 May, 9:30am-12pm

Introduction to Internet / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Fri 13 Feb, 9:30am-12pm
Fri 8 May, 9:30am-12pm

Intro to iPad / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Thurs 12 Feb, 9:30am-12pm
Thurs 7 May, 9:30am-12pm

Digital Pathways for seniors / Continued

Intro to Email using Gmail / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Fri 20 Feb, 9:30am-12pm

Fri 15 May, 9:30am-12pm

Google Drive, Docs and Forms / Fee-Free*

Learn to create, organise and share Google Docs and Forms, collaborate online, upload and convert files, and analyse responses in Google Sheets. Master templates, editing tools, and practical techniques for efficient digital workflows.

Classes

1 Day / 3 Hour Session

Term 1 & 2

Mon 23 Feb, 9:30am-12:30pm

Mon 11 May, 9:30am-12:30pm

Your iEntertainment Hub / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Thurs 26 Feb, 9:30am-12pm

Thurs 21 May, 9:30am-12pm

Cyber Safety / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Fri 27 Feb, 9:30am-12pm

Fri 22 May, 9:30am-12pm

Google Slide and Sheets / Fee-Free*

Get started with Google Slides and Sheets! Learn to design simple presentations, organise data, format cells, and add animations. Perfect for beginners wanting practical skills for work, study, or personal projects.

Classes

1 Day / 3 Hour Session

Term 1 & 2

Mon 2 Mar, 9:30am-12:30pm

Mon 18 May, 9:30am-12:30pm

Intro to Apple Watch / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Thurs 5 Mar, 9:30am-12pm

Thurs 28 May, 9:30am-12pm

Organise Digital Photos / Andriod devices only / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Fri 6 Mar, 9:30am-12pm

Fri 29 May, 9:30am-12pm

Canva Basics / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Mon 9 Mar, 9:30am-12pm

Mon 15 Jun, 9:30am-12pm

Understanding the Apple iCloud / Fee-Free*

New to iCloud? Learn how to set up your account, back up devices, access photos and files, manage storage, and keep everything secure across your Apple devices—simple and easy.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Mon 12 Mar, 9:30am-12pm

Mon 25 Jun, 9:30am-12pm

Beginners Android Tablets / Fee-Free*

New to Android tablets? Learn basic setup, Wi-Fi, apps, email, photos, and safe browsing. Get confident with settings, updates, and cloud backups—simple steps for everyday use at home or on the go

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Fri 13 Mar, 9:30am-12pm

Fri 5 Jun, 9:30am-12pm

Basic Computer Pathways / Fee-Free*

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.

Classes

2 Weeks / 4 Hour Sessions

Term 1 & 2

Fri 20 Mar, 9:30am-1:30pm

Fri 12 Jun, 9:30am-1:30pm

iPads Lets Go Deeper / Fee-Free*

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.

Classes

2 Weeks / 2.5 Hour Sessions

Term 1 & 2

Thurs 19 Mar, 9:30am-12pm

Thurs 11 Jun, 9:30am-12pm

Canva Intermediate / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 1 & 2

Mon 16 Mar, 9:30am-12pm

Mon 22 Jun, 9:30am-12pm

Canva Advanced / Fee-Free*

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.

Classes

1 Day / 2.5 Hour Session

Term 2

Mon 29 Jun, 9:30am-12pm