



**The
Community
College**

by weaCO



Course Guide

Work Skills Training

July - December 2026

Term 3 & 4



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

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@weaco.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 3 / Starts 20 July
Term 4 / Starts 12 Oct

Time

9.30am-12pm

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 3 / Starts 20 July
Term 4 / Starts 12 Oct

Time

12:30pm-2:30pm

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 3 / Starts 31 Aug
Term 4 / Starts 23 Nov

Time

9:30am-2:30pm

Duration

4 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 3 / Starts 23 July
Term 4 / Starts 15 Oct

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 3 / Starts 24 Aug
Term 4 / Starts 16 Nov

Time

9:30am-2:30pm

Duration

4 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

Days

Mondays (weekly)

Dates

Term 3 / Starts 27 July
Term 4 / Starts 19 Oct

Time

9:30am-1:30pm

Duration

4 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

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

Fridays (weekly)

Dates

Term 4 / Starts 13 Nov

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

Fridays (weekly)

Dates

Term 3 / Starts 21 Aug

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

Mondays or Tuesdays

Dates

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

Time

Mon 3pm-7pm

Tues 9am-2pm

Duration

Flexible attendance

Delivery

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



Training in Retail and Customer Service



Start Your Retail Career with Confidence

These nationally recognised qualifications give you the skills and confidence to succeed and grow, it doesn't just make you employable, it equips you with the skills to thrive.

SIR20216 Certificate II in Retail

Build a strong foundation in customer service, safety, and teamwork.

SIR30216 Certificate III in Retail Services

Step into leadership with advanced product knowledge, operations, and supervisory skills.

- **Flexible Study Options**
- Complete a **full Certificate**, or
- Choose up to 7 individual **Units of Competency**

Build practical, job-ready skills with highly sought-after training, including:

- **SIRXCEG008 – Manage Disrespectful, Aggressive, and Abusive Customers**

Gain the confidence and capability to handle challenging customer situations professionally and effectively, a critical skill for today's retail environment.

Why choose retail, it isn't just a job, it's Australia's largest private sector employer and a \$44 billion industry. Over 1.4 million Australians work in retail, and 64% of us have a personal connection to it.

Contact

Call 4226 1622
to enquire about
up-coming classes



- 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.

Get To Know Your iPhone / 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 3 & 4

Thurs 23 July, 9:30am-12pm
Thurs 15 Oct, 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 3 & 4

Fri 24 July, 9:30am-12pm
Fri 16 Oct, 9:30am-12pm

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 3 & 4

Mon 27 July, 9:30am-12:30pm
Mon 12 Oct, 9:30am-12:30pm

Microsoft 365 Cloud / Fee-Free*

Learn how to access and use Microsoft apps such as Word, Excel, PowerPoint, OneDrive (cloud storage), Outlook (email), Clipchamp (video editing), Copilot (AI) and more from the Microsoft 365 Cloud. You may use your own laptop, tablet or phone but please ensure they are charged and ready for use before attending.

Classes

1 Day / 5 Hour Session

Term 3 & 4

Wed 29 July, 9:30am- 2:30pm
Wed 21 Oct, 9:30am- 2:30pm

Get to Know Your 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 3 & 4

Thurs 30 July, 9:30am-12pm
Thurs 22 Oct, 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 3 & 4

Fri 31 July, 9:30am-12pm
Fri 23 Oct, 9:30am-12pm

Digital Pathways for seniors / Continued

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 3 & 4

Thurs 6 Aug, 9:30am-12pm
Thurs 29 Oct, 9:30am-12pm

Introduction to the 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 3 & 4

Fri 7 Aug, 9:30am-12pm
Fri 30 Oct, 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 / 2.5 Hour Session

Term 3 & 4

Mon 10 Aug, 9:30am-12pm
Mon 26 Oct, 9:30am-12pm

YouTube: Start Your Channel Today / Fee-Free*

This beginner-friendly course shows you how to set up and use a YouTube channel. Learn how to create your account, personalise your channel, upload videos, add titles and descriptions, and share your creations with family, friends, or a wider audience. You may use your own laptop, tablet or phone.

Classes

1 Day / 3 Hour Session

Term 3 & 4

Wed 12 Aug, 9:30am-12:30pm
Wed 4 Nov, 9:30am-12:30pm

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 3 & 4

Fri 14 Aug, 9:30am-12pm
Fri 6 Nov, 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 / 2.5 Hour Session

Term 3 & 4

Mon 17 Aug, 9:30am-12pm
Mon 2 Nov, 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 3 & 4

Fri 21 Aug, 9:30am-12pm

Fri 13 Nov, 9:30am-12pm

Google Drive, Docs and Forms Advanced / Fee-Free*

In this advanced session, you'll explore deeper features of Google Drive, including navigating the left-menu layout, switching between list and grid views, adjusting settings, and managing storage. Learn how to upload and convert files, organise your Drive with folders, and work confidently with version history and activity tracking.

Classes

1 Day / 1.2 Hour Session

Term 3 & 4

Mon 24 Aug, 9:30am-12pm

Mon 9 Nov, 9:30am-12pm

Booking Travel Online / Fee-Free*

In this friendly, hands-on session, you'll learn how to search for flights, compare accommodation, explore transport options, and make safe, secure bookings online. You may use your own laptop, tablet or phone but please ensure they are charged and ready for use before attending.

Classes

1 Day / 3 Hour Session

Term 3 & 4

Wed 26 Aug, 9:30am-12:30pm

Wed 18 Nov, 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 3 & 4

Thurs 27 Aug, 9:30am-12pm

Thurs 5 Nov, 9:30am-12pm

Organise Digital Photos / Android 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 3 & 4

Fri 28 Aug, 9:30am-12pm

Fri 20 Nov, 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 3 & 4

Mon 31 Aug, 9:30am-12pm

Mon 16 Nov, 9:30am-12pm

Digital Pathways for seniors / Continued

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 3

Thurs 3 Sep, 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 3 & 4

Fri 4 Sep, 9:30am-12pm

Fri 27 Nov, 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 3 & 4

Mon 7 Sep, 9:30am-12pm

Mon 23 Nov, 9:30am-12pm

iPad Apps to Make Life Easier / 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 3 & 4

Thurs 10 Sep, 9:30am-12pm

Thurs 12 Nov, 9:30am-12pm

Basic Computer Pathways / Fee-Free*

Build confidence with your computer. Learn everyday computer skills that make life easier. We'll show you how to turn your computer on and off safely, use your mouse and keyboard comfortably, personalise your screen, save and organise your files, search the internet more effectively, and manage your emails with confidence.

Classes

2 Weeks / 4 Hour Sessions

Term 3 & 4

Fri 11 Sep, 9:30am-1:30pm

Fri 4 Dec, 9:30am-1:30pm

Apple Macbook Basics / Fee-Free*

This course introduces MacBook basics, including settings, connecting to Wi-Fi, desktop organisation, using the Control Panel, App Store, web browsers, managing files, email syncing, and maintaining optimal performance through regular restarts. You will need to bring your own MacBook for this class.

Classes

1 Day / 2.5 Hour Session

Term 3 & 4

Mon 14 Sep, 9:30am-12pm

Mon 30 Nov, 9:30am-12pm

Apple Macbook Intermediate / Fee-Free*

Take your MacBook skills to the next level with this intermediate course designed for learners who have completed MacBook Basics.

Classes

1 Day / 2.5 Hour Session

Term 3 & 4

Mon 21 Sep, 9:30am-12pm

Mon 7 Dec, 9:30am-12pm

Entertainment Apps for Apple / Fee-Free*

Learn how to use your tablet or phone to watch free-to-air TV or streaming services. Including music and podcasts. You may use your own tablet or phone but please ensure they are charged and ready for use before attending. Android devices only.

Classes

1 Day / 2.5 Hour Session

Term 4

Thurs 19 Nov, 9:30am-12pm

AI for Beginners / Fee-Free*

In the course you'll build a practical understanding of what AI is and how it behaves, including its strengths and limitations, so you know when its responses are useful and when to be cautious. You'll develop skills for asking better questions and giving clear instructions, helping you get more useful and relevant results. It will include safe and responsible use, such as protecting personal information and checking answers when accuracy matters.

Classes

1 Day / 2.5 Hour Session

Term 3 & 4

Fri 25 Sep, 9:30am-12pm

Wed 2 Dec, 9:30am-12pm

Stream TV from Your Phone or Tablet / Fee-Free*

Learn how to use your tablet or phone to watch free-to-air TV or streaming services. Including music and podcasts. You may use your own tablet or phone but please ensure they are charged and ready for use before attending. Android devices only.

Classes

1 Day / 2.5 Hour Session

Term 3

Wed 9 Sep, 9:30am-12pm

Seeking Trainers

- Are you an accredited Trainer and Assessor with a heart for working with people at transition points in their life?
- Are you looking for ways to really make an impact through the vocational training you provide?
- Do you believe that every learner, no matter what has come before, deserved the opportunity to succeed, and that they can with your support?
- Would you like to be part of values and purpose driven organisation where your contribution is celebrated?



We are seeking

Finance Trainer and Assessors

Retail Trainer and Assessors

Business Trainer and Assessors

**Foundations skills and LLN
Trainer and Assessors**

For all job-related enquires please see our website:
communitycollege.com.au or contact_training@weaco.com.au