

### Course Guide 2024

#### **A taste of hospitality:** (Terms 1,2,3,4)

Develop your confidence in the kitchen. Course includes, working with others, planning healthy meals, health & safety in the kitchen, safe food handling.

*(10 weekly sessions from 10am – 2pm)*

#### **Becoming a Barista:** (Term 1,2,3,4)

One-day short course to gain skills & knowledge in customer service, basic coffee making including different coffee styles like cafe latte, cappuccino, & machine maintenance.

*(1 session from 10am– 2pm)*

#### **Digital Courses:** (Terms 1,2,3,4)

This course is for anyone who wants to learn the basics of living in a digital world. Flexible learning including downloading digital content, Zoom, online study & shopping. Learn about your devices, connect to Wi-Fi & Bluetooth, set up online accounts & online safety.

*(6 weekly sessions for 1 hr)*

#### **Introduction to floristry (Level 1) :** (Term 1&3)

Would you like to learn how to create hand tied posies & stunning centre pieces? Start your career in floristry? Course includes flower identification & storage, basic flower handling & use of floristry tools.

*(7 weekly sessions from 10am – 2pm)*

#### **Working in Floristry (Level 2):** (Term 2&4)

A direct follow on from Introduction to Floristry, this course will enhance your skills & knowledge. Learn how design & apply floral art for corporate events, weddings & funerals. Includes fascinators for race days.

*(7 weekly sessions from 10am – 2pm)*

#### **Get ready to work** (Term 1,3)

This course will give you the confidence to impress future employers. Course includes introduction to computers, job interview skills, resume writing, key selection criteria & cover letters.

*(10 weekly sessions from 9.00am – 1pm)*

#### **Grow with your garden:** (Term 1)

Learn in a fun garden environment. Course includes install irrigation systems, lay paving, plant trees & shrubs, garden safety, identify plants & propagate cuttings.

*(10 weekly sessions from 10am – 2pm)*

#### **Intro to construction & painting:** Term (2&4)

This project-based program will include plan & organise work, use of small hand tools, workplace safety, preparing surfaces for painting & staining.

*(10 weekly sessions from 10am – 2pm)*

#### **Next step in skills for work & study:** (Term 2,4)

This course will build on your basic computer skills. Course includes an introduction to Microsoft Office Word, Excel, Publisher & Power Point

*(10 weekly sessions from 9.00am – 1pm)*

#### **Book-keeping Basics using Xero:** (Term 3)

Course is designed to build confidence in using Xero. Customising dashboard, setting up bankfeeds, invoicing, reconciling & how to view reports. Includes payroll, superannuation & all things Tax.

*(10 weekly sessions from 10am – 1pm)*

#### **Introduction to hairdressing:** (Term 4)

Course includes OHS, teamwork & learning in a real-life salon environment. Preparing clients for shampooing, head massage, blow drying techniques & braiding.

*(10 weekly sessions from 10am – 2.00pm)*