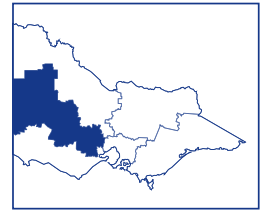


2023

Learn Local  
Course Guide.

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GRAMPIANS



Get the skills  
you need for  
study, work  
and life.

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# Get the skills you need for study, work and life.

## Learn Local courses

Learn Local courses are short courses at low or no cost to eligible adult Victorians.

This course guide has information about a wide range of courses available in 2023 in your area, including:

- Digital literacy training
- Language, literacy and numeracy skills
- English language classes
- Financial literacy skills
- Employability skills
- Occupational Health and Safety
- Industry specific training across a wide range of sectors (including health, disability, retail, tourism, hospitality, construction, trades, business, call centres, horticulture plus many more)

These courses can help you at any stage of your learning and can be a pathway to work.

Learn Local courses are flexible and can be tailored to suit your needs. You can learn at the pace that you choose in a classroom, online or hybrid. Class sizes are often small. Training is delivered by experienced professionals in a relaxed environment.

The Learn Local courses in this guide are a sample of the range of courses on offer. New courses are continually being developed and offered across Victoria. Details about new courses can be found at [www.learnlocal.org.au](http://www.learnlocal.org.au)

Courses are usually between 20 and 60 hours. Many Learn Local providers also offer shorter courses, designed to re-engage learners.

## Learn Local locations

Around 240 not-for-profit community organisations across Victoria that offer Learn Local courses. These organisations are known as Learn Local providers. They are registered and funded by the Victorian Government, via the Adult, Community and Further Education Board.

## Learn Local providers

Learn Local providers are friendly and welcoming, with highly capable and professional trainers. They are focused on helping you to achieve your goals. Learn Local providers know their local communities well and they can help you:

- Undertake a pre-employment course to help you find a job
- Improve your digital literacy and computer skills

- Improve your reading, writing and maths skills
- Access English language classes › Improve your financial literacy skills
- Go on to further study or gain a qualification at a TAFE or other training provider
- Build your confidence and learn something new.

You can find more information about the Learn Local providers near you, including their locations, at [www.learnlocal.org.au](http://www.learnlocal.org.au)

## Enrol

You can enrol in a Learn Local courses throughout the year. Enrolment requirements vary, you might need to enrol in person, or you may be able to enrol over the phone, online or by mail.

## Cost

Learn Local courses are government subsidised and are offered at no or low cost to eligible adult Victorians. Contact the Learn Local provider directly for more information.

## Learn local and local business

Learn Local providers are agile and can develop or co-design customised Learn Local courses for a wide range of businesses.

## TAFE & Training Line

Call 131 823

## Website

[www.learnlocal.org.au](http://www.learnlocal.org.au)

## Email

[learnlocal@education.vic.gov.au](mailto:learnlocal@education.vic.gov.au)

## Facebook & Twitter

@LearnLocal

## Download a digital version of this Course Guide at

[www.learnlocal.org.au/course-guides](http://www.learnlocal.org.au/course-guides)



Enrolling in the Kickstart Your Career in Health course helped me practice my English and grow my confidence. ”

**Zunera**

Community College Gippsland

My writing is better than when I first started my course – and that has given me the confidence and motivation to go for an interview or apply for a job. ”

**Alan**

The Centre for Continuing Education in Wangaratta



Before I started conversation class I was scared to speak. I hesitated. Now I never do. ”

**Omer**

Sunraysia Mallee Ethnic Communities Council

The Women's Warehouse Program and First Impressions Clothing Exchange helped me discover my creativity and also helped me back into the workforce. ”

**Maria**

CIRE Training



# Choose a new skill. Choose a Learn Local.



For the most up-to-date information or courses in a different area, visit [www.learnlocal.org.au](http://www.learnlocal.org.au) or scan the QR code.

## Ararat

Ararat Neighbourhood House	2023 TERMS
Computer Studies	① ② ③ ④
iPads for Beginners	① ② ③ ④

## Bacchus Marsh

Laurels Education and Training	2023 TERMS
Barista Training	② ③
Basic English and Numeracy	② ③ ④
Basic Office and Administration	② ③
Commercial Cleaning Essentials	②
Computers Next Steps	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Digital Skills for Employability	① ② ③ ④
Digital Skills for the Workplace: Online skills for Microbusinesses	① ② ③ ④
First Aid for New Parents	② ③ ④
Floristry Taster	④
Introduction to Floristry	① ② ③ ④
Kickstart Your Career	② ③
Money Wise	① ② ③ ④
Preparing to Study and Learn	① ② ③ ④
Resumes Cover Letters and Job Applications	② ③ ④
Using your Mobile Device	① ② ③ ④

## Ballan

Ballan and District Community House	2023 TERMS
Administration Office Skills Volunteering	① ③
Computers - Microsoft Office Suite – Excel Spreadsheets	② ④
Computers – MicrosoftWord Skills	② ④
Computers for Beginners	① ③
Foundations and Language of Visual Art	① ②
Volunteer Training General Retail	① ② ③ ④

## Beaufort

Beaufort Community House and Learning Centre	2023 TERMS
Changing that Space – Interior Design	② ③ ④
Digital Essentials	① ② ③ ④
Digital Skills for Employability	① ② ③ ④
Introduction to Chainsaw Operations	② ③
Introduction to Hairdressing	② ③ ④

## Beulah

Beulah Historical Learning and Progress Association	2023 TERMS
Ready for Hospitality	① ② ③ ④

# Ballarat

Ballarat Neighbourhood Centre	2023 TERMS
Baking with Language	① ② ③ ④
Basic Computers and Beyond	① ② ③ ④
Basic Computers in a Digital Age	① ② ③ ④
Become a Barista	① ② ③ ④
Become Work Ready	① ② ③ ④
Business Administration Skills	① ② ③ ④
Commercial Kitchen Skills	① ② ③ ④
Cooking for the Community	① ② ③ ④
Cooking Up Jobs	① ② ③ ④
Customer Service Skills	① ② ③ ④
English as a Second Language Level 1	① ② ③ ④
English as a Second Language Level 2	① ② ③ ④
Find a Job: Aged Care	① ② ③ ④
Find a Job: Cleaning	① ② ③ ④
Find a Job: Hospitality	① ② ③ ④
Find a Job: Retail	① ② ③ ④
Find a Job: Trades	① ② ③ ④
Front of House	① ② ③ ④
Independent Living Skills – Cooking	① ② ③ ④
Independent Living Skills – Digital Literacy	① ② ③ ④
Independent Living Skills – Financial Literacy	① ② ③ ④
Independent Living Skills – Gardens	① ② ③ ④
Intermediate Computers	① ② ③ ④
Introduction to the Internet	① ② ③ ④
Knitting for Beginners	① ② ③ ④
Literacy Through Community Gardening	① ② ③ ④
Making a Change	① ② ③ ④
Making a Plan	① ② ③ ④
Multimedia Advanced	① ② ③ ④
Multimedia Beginners	① ② ③ ④
MYOB – Beginners	① ② ③ ④
MYOB – Intermediate	① ② ③ ④
Navigating Digital Technology – COMPASS	① ② ③ ④
One Life Many Careers	① ② ③ ④
Online Learning Support	① ② ③ ④
Practical Literacy and Numeracy	① ② ③ ④
Prepare Food Safely	① ② ③ ④
Prepare for International English Testing System	① ② ③ ④
Prepare for Study Skills	① ② ③ ④
Sewing for Beginners	① ② ③ ④
Sewing for Intermediate	① ② ③ ④
Volunteer Induction	① ② ③ ④
Work Ready Youth	① ② ③ ④
Writing Community Newsletters	① ② ③ ④
Xero	① ② ③ ④

Ballarat Group Training	2023 TERMS
Prepare to Drive	① ② ③ ④
Prepare to Work	① ② ③ ④

genU	2023 TERMS
Digital Literacy	① ② ③ ④
I Have Confidence In Me	① ② ③ ④
Intermediate Computer Skills For Work	① ② ③ ④
Ready Set Work	① ② ③ ④

Wendouree Neighbourhood Centre	2023 TERMS
Online communication	② ③
Auslan	① ②
Building and Construction	①
Café Skills	① ③
Conversation Starters	①
Cooking Basics	① ③
Cooking for Community	① ③
Digital Essentials for Beginners	① ② ③ ④
Digital Skills for Jobseekers	① ② ③ ④
Employable Me	② ④
Gaining the Edge Learn to Learn	① ② ③ ④
Gaining the Edge Resilience	① ③
Getting Your Ls	① ②
Improve Your Maths	②
Introduction to Google Docs and Google Sheets	② ③
Introduction to MS Outlook and email	② ③
Introduction to MS Word and Excel	① ③
Learn How to Get Involved and Volunteer	① ② ③ ④
Learn How to Learn	① ② ③ ④
Learn Local at Your Neighbourhood House	① ② ③ ④
Live Learn Connect	②
Office Skills	②
Online Skills for Micro-business	① ③
Passport to the Workforce	① ③
Point of Sale for Retail and Hospitality	② ③
Reading and Writing	① ② ③ ④
Sustainable Options	②
Unlock Your Creative Skills	① ③
Woodworking Opportunities	① ② ③ ④



## Daylesford

Daylesford Neighbourhood Centre	2023 TERMS
Digital Essentials Level 1	①
Digital Skills for Job Seekers – Job Search	②
Digital Skills for Job Seekers – Online Applications	③
Introduction to Aromatherapy	④
Introduction to Auslan	①
Introduction to Chainsaw Maintenance and Safety	②
Introduction to Floristry	② ③
Introduction to Reflexology	② ③
Literacy through Art	③

## Haddon

Haddon Community Learning Centre	2023 TERMS
Digital Essentials Level 1	② ③
Digital Essentials Level 2	① ②
Digital Skills for Work	③ ④
Introduction to Conservation and Ecosystem Land Management – Orchid Cultivation	② ③
Introduction to Environmental Surveying	② ③ ④
Introduction to Fungi Identification	② ③
Introduction to Laboratory Techniques	① ② ③
Introduction to Land Management and Fungi Ecology	① ② ③
Introduction to Microscopy	① ②
Introduction to Mushroom Cultivation	② ③
Introduction to Plant Identification	② ③

## Horsham

Ballarat Neighbourhood Centre	2023 TERMS
Making a Change	① ③

Centre for Participation	2023 TERMS
Business Administration	① ② ③ ④
Computer Program	① ② ③ ④
Conversational English 1	① ②
Conversational English 2	③ ④
Creating a Microbusiness	① ② ③ ④
Customer Service	① ② ③ ④
English Language Program – Citizenship	① ② ③ ④
English Language Program – Karen 1	① ②
English Language Program – Karen 2	③ ④
English Language Program – Beginners and Intermediate 1	① ②
English Language Program – Beginners and Intermediate 2	③ ④
Entrée and Main – Hospitality Workforce Pathways	① ② ③ ④
General Education – Language Literacy and Numeracy for People with Disabilities 1	① ②
General Education – Language Literacy and Numeracy for People with Disabilities 2	③ ④
Introduction to Early Childhood Education and Care	① ② ③ ④
New Beginnings – A Women's Journey 1	① ②
New Beginnings – A Women's Journey 2	③ ④
Skills for Work and Study – Community Services	① ② ③ ④
Sustainable Gardening	① ② ③ ④
Taster – Hospitality Skills	① ② ③ ④

Horsham Neighbourhood House	2023 TERMS
Independent Pathways and Life Skills – Getting Independence	① ② ③ ④
Independent Pathways and Life Skills – What's Cooking	① ② ③ ④
Independent Pathways and Life Skills – Look After Yourself	① ② ③ ④
Independent Pathways and Life Skills – Getting Independent	① ② ③ ④

## Kaniva

LINK Neighbourhood House	2023 TERMS
Introduction to Basis Computer Skills	① ② ③ ④
Computer Skills	① ② ③ ④
West Wimmera Women in Agriculture	① ② ③ ④

## Nhill

Nhill Learning Centre	2023 TERMS
Conversational English	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Digital Skills for the Workplace	① ② ③ ④
English as an Additional Language	① ② ③ ④
English for Citizenship	① ② ③ ④
Working in Retail	① ② ③ ④
Working with Textiles	① ② ③ ④
Working with Textiles – The Next Step	① ② ③ ④
Working with Wildflowers	① ② ③ ④
Workplace Literacy and Numeracy	① ② ③ ④

## St. Arnaud

St. Arnaud Neighbourhood House	2023 TERMS
Introduction to the Internet	③
Skills for Life	② ③ ④

## Stawell

Ballarat Neighbourhood Centre	2023 TERMS
Making a Change	① ② ③ ④

Stawell Neighbourhood House	2023 TERMS
Developing Customer Service Skills	②
Introduction to Community Services	④
Introduction to Hospitality	③
Step into Success	②

## Warracknabeal

Warracknabeal Neighbourhood House and Learning Centre	2023 TERMS
Barista	① ② ③ ④
Digital Essentials 1	① ② ③ ④
Digital Essentials 2	① ② ③ ④
Food Processing	① ② ③ ④
Independent Pathways and Life Skills	① ② ③ ④

# Contact your Learn Local.



## **Ararat Neighbourhood House**

56 Campbell Street  
Ararat VIC 3377  
(03) 5352 1551  
[araratneighbourhoodhouse.com.au](http://araratneighbourhoodhouse.com.au)

## **Ballan and District Community House**

143 Inglis Street  
Ballan VIC 3342  
(03) 5368 1934  
[www.ballancommunityhouse.com.au](http://www.ballancommunityhouse.com.au)

## **Ballarat Neighbourhood Centre**

11 Tuppen Drive  
Sebastopol VIC 3356  
(03) 5329 3273  
[www.ballaratnc.org.au](http://www.ballaratnc.org.au)

## **Beaufort Community House and Learning Centre**

72 Neill Street  
Beaufort VIC 3373  
(03) 5349 3150  
[www.bchlc.org](http://www.bchlc.org)

## **Beulah Historical Learning and Progress Association**

77 Phillips Street  
Beulah VIC 3395  
(03) 5390 2200

## **BGT Jobs and Training**

25-39 Barkly Street  
Ballarat VIC 3350  
(03) 5333 8600  
[www.bgt.org.au](http://www.bgt.org.au)

## **Centre for Participation**

39 Urquhart Street  
Horsham VIC 3400  
(03) 5382 5607  
[centreforparticipation.org.au](http://centreforparticipation.org.au)

## **Daylesford Neighbourhood Centre**

13 Camp Street  
Daylesford VIC 3460  
(03) 5348 3569  
[www.dncentre.org.au](http://www.dncentre.org.au)

## **genU**

118-120 Armstrong Street  
South Ballarat VIC 3350  
(03) 4313 5600  
[www.genutraining.org.au/campuses/ballarat](http://www.genutraining.org.au/campuses/ballarat)

## **Haddon Community Learning Centre**

396 Sago Hill Road  
Haddon VIC 3351  
(03) 5342 7050  
[haddonlearning.org.au](http://haddonlearning.org.au)

## **Horsham Neighbourhood House**

13 Robin Street  
Horsham VIC 3400  
(03) 5382 5352  
Horsham Neighbourhood House  
([horshamnh.com.au](http://horshamnh.com.au))

## **Laurels Education and Training**

229 Main Street  
Bacchus Marsh VIC 3340  
(03) 5367 1061  
[www.thelaurels.org.au](http://www.thelaurels.org.au)

## **LINK Neighbourhood House**

50 Commercial Street  
Kaniva VIC 3419  
(03) 5392 2865  
[www.kanivanh.org.au](http://www.kanivanh.org.au)

## **Nhill Learning Centre**

80 MacPherson Street  
Nhill VIC 3418  
(03) 5387 9800  
[www.nnhlc.org.au](http://www.nnhlc.org.au)

## **St Arnaud Neighbourhood House**

34 Alma Street  
St Arnaud VIC 3478  
(03) 5495 3300  
[stanhi.wixsite.com/stanhi](http://stanhi.wixsite.com/stanhi)

## **Stawell Neighbourhood House**

42 Sloane Street  
Stawell VIC 3380  
(03) 5358 3500  
[www.snhlc.org.au](http://www.snhlc.org.au)

## **Warracknabeal Neighbourhood House and Learning Centre**

2 Cox Street  
Warracknabeal VIC 3393  
(03) 5396 1360  
[www.wnhlc.com.au](http://www.wnhlc.com.au)

## **Wendouree Neighbourhood Centre**

14 Violet Grove  
Wendouree VIC 3355  
(03) 5303 0507  
[www.wnc.org.au](http://www.wnc.org.au)

### **Disclaimer**

Information contained within this publication is correct as of January 2023 and is subject to change without notification