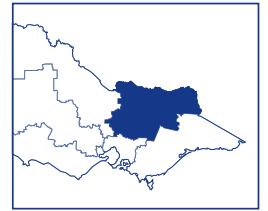


2023

Learn Local  
Course Guide.

HUME



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



# 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.

## Alexandra

Alexandra Community Hub	2023 TERMS	
Barista Basics – Introduction to Coffee Making	②	④
Career Planning	②	④
Digital Essentials Level 1	①	③
Digital Essentials Level 2	②	④
Prepare for Study	①	③

## Benalla

The Centre for Continuing Education	2023 TERMS			
Digital Essentials Level 1	①	②	③	④
Digital Essentials Level 2	①	②	③	④
I Am – Self Awareness and Identifying Strengths	①	②	③	④
Microsoft Office: Intensive	①			④
Step Up to Getting There: Literacy and Numeracy	①			④
Success4U – Study Preparation	①	②	③	④
You and Customer Service	①	②	③	④

## Cobram

Cobram Community House	2023 TERMS	
Barista Basics – Introduction to Coffee Making	②	③
Digital Essentials Level 2	②	③
Digital Skills		③
Employability Skills Bootcamp: Hospitality		③ ④
Kitchen Confidence: Building Numeracy Skills in the Kitchen	①	
Language Literacy and Numeracy 4 Life	①	②
Microsoft Applications: Digital Literacy	①	②
Slice, Dice and Chop: Kitchen Skills		②

## Euroa

Mansfield Adult Continuing Education	2023 TERMS			
Digital Essentials Level 1	②	③	④	
Digital Essentials Level 2		③	④	
Employment Preparation		②	③	
Leap Into Your Future	①	②	③	④

## Kinglake Ranges

Kinglake Ranges Neighbourhood House	2023 TERMS	
Auslan for Beginners	②	③
Introduction to Horticulture	①	
Continuing with Horticulture	②	
Permaculture Design Course		③ ④
Introduction to Xero	②	③

## Mansfield

Mansfield Adult Continuing Education	2023 TERMS
Adult Literacy and Numeracy	① ② ③ ④
Adult Reading and Writing	① ② ③ ④
Constructional Welding	② ③ ④
Digital Essentials Level 1	① ② ③
Digital Essentials Level 2	② ③ ④
Digital for Micro-businesses	② ③ ④
Digital Skills for Employability Media Development	① ② ③ ④
Employability Wellbeing	① ② ③ ④
Introduction to Welding	② ③ ④
Introduction to Woodwork	② ④
iPad-iPhone Introduction	① ② ③ ④
Lifeskills for People with a Disability	① ② ③ ④
Literacy and Getting Your Licence	② ④
Literacy and Numeracy: Beekeeping	① ④
Microsoft Office: Intensive	① ② ③ ④
Ready for Hospitality	① ② ③ ④
Reboot Your Employability Skills	① ② ③ ④
SFWS Health Services	① ② ③ ④
Success4U – Study Preparation	① ② ③ ④
Workshop Safety Induction and Best Practice	① ② ③ ④

## Mount Beauty

Mount Beauty Neighbourhood Centre	2023 TERMS
Barista Basics – Introduction to Coffee Making	① ② ③ ④
Cheese Making	② ③
Computer Skills Set	② ③
Digital Essential Level 1	① ③
Digital Online Comms Platforms	① ④
Digital Online Communication	① ② ③
Digital SLR Photography	①
Horticulture Basics	① ② ③ ④
Hospitality Skills Set	① ② ③ ④
Photoediting	② ③
Snow Sports Technician	②
Textile Skills	① ② ③ ④

## Moyhu

King Valley Learning Exchange	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Digital Marketing	① ② ③ ④
Excel	② ③ ④
Horticulture Basics	① ② ④
Introduction to Kitchen Skills	① ② ④
Introduction to Sustainability	① ② ④
Introduction to Welding	② ③ ④
Literacy and Numeracy	① ② ③ ④

## Myrtleford

Myrtleford Neighbourhood Centre	2023 TERMS
Horticulture Basics	① ② ③ ④
Barista Skills	② ③ ④
Customer Service	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
Excel	② ③
Introduction to Kitchen Skills	① ② ③
Literacy and Numeracy	① ② ③ ④
Skills for Work and Study: Food Processing	② ③ ④

## Numurkah

Numurkah Community Learning Centre	2023 TERMS
Beekeeping for Beginners	① ②
Design with Canva	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	② ③ ④
From Volunteer to Employee	② ③ ④
Google Apps for Work	① ② ③ ④
Succeed with Online Learning	① ② ③ ④

## Seymour

The Centre for Continuing Education	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Gaining the Edge	① ② ③ ④
I Am - Self Awareness and Identifying Strengths	① ② ③ ④
Microsoft Office: Intensive	① ④
Pathways to TAFE – Employable Me	① ② ③ ④
Pathways to TAFE – Moving On	① ② ③ ④
Step Up to Getting There: Literacy and Numeracy	① ④
Success4U – Study Preparation	① ② ③ ④
You and Customer Service	① ② ③ ④

## Shepparton

N/Shepparton Community and Learning Centre	2023 TERMS
Beginners Computers	① ②
Beginners Music	③
Intermediate Computers	② ③
MS Office 2013	④
Tools for Trade	① ② ③ ④
Using Zoom	④

Shepparton Access	2023 TERMS
Eco Café Part 1	① ②
Eco Café Part 2	③ ④
Hospitality – Health and Safety	① ②
Hospitality – What's for Diner	③ ④
Introduction to Gardening	① ②
Language and Literacy in the Community 1	① ②
Language and Literacy in the Community 2	③ ④
Life Skills – Language and Literacy 1	① ②
Life Skills – Language and Literacy 2	③ ④

South Shepparton Community Centre	2023 TERMS
Computers and Devices	① ② ③ ④
Develop Your Job Skills	① ② ③ ④

## Shepparton (Continued)

The Centre for Continuing Education	2023 TERMS
Community Work – Placement Preparation Program	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Gaining the Edge	① ② ③ ④
I Am – Self Awareness and Identifying Strengths	① ② ③ ④
Microsoft Office: Intensive	① ④
Pathways to TAFE – Employable Me	① ② ③ ④
Pathways to TAFE – Moving On	① ② ③ ④
Step Up to Getting There: Literacy and Numeracy	① ④
You and Customer Service	① ② ③ ④

## Tatura

Tatura Community House	2023 TERMS
Digital Essentials Level 1	③
Digital Essentials Level 2	①
Learn English	① ② ③ ④
Pathways To TAFE: Employable Me	②

## Wallan

Preston/Reservoir Adult Community Ed.	2023 TERMS
Barista and Café Operations	①
Civil Construction	①
Pathways to Community Services	① ③
Literacy Online	① ③



# Wangaratta

Open Door Neighbourhood House	2023 TERMS
Beginner Computers	① ② ③ ④
Intermediate Computers	② ③ ④

The Centre for Continuing Education	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Gaining the Edge	① ② ③ ④
I Am – Self Awareness and Identifying Strengths	① ② ③ ④
Microsoft Office: Intensive	① ④
Pathways to TAFE: Employable Me	① ② ③ ④
Pathways to TAFE: Moving On	① ② ③ ④
Step Up to Getting There: Literacy & Numeracy	① ④
Success4U – Study Preparation	① ② ③ ④
You and Customer Service	① ② ③ ④

# Yarrawonga

Yarrawonga Neighbourhood House	2023 TERMS
Introduction to Barista Basics	① ② ③ ④
Creative Photography	① ④
Digital Essentials Level 1	① ③
Digital Essentials Level 2	② ④
Digital MS Outlook and Email	② ③
Digital MS Word and Excel	① ② ③ ④
Digital Online Apps	② ④
Literacy for Life	③
Prepare for Study	① ② ③ ④
Skills for Work and Study: Health Services	②

# Wodonga

Albury Wodonga Community College	2023 TERMS
Literacy and Numeracy: Foundation Skills for Work	② ③ ④

Albury Wodonga Volunteer Resource Bureau	2023 TERMS
Basic Digital skills and Beyond	① ② ③ ④
Pathways to Work and Volunteering	① ② ③ ④
Way2Go: Volunteering Management	② ③

The Centre for Continuing Education	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Gaining the Edge	① ② ③ ④
Microsoft Office: Intensive	① ④
Pathways to TAFE: Employable Me	① ② ③ ④
Pathways to TAFE: Moving On	① ② ③ ④
Step Up to Getting There: Literacy and Numeracy	① ④
Success4U – Study Preparation	① ② ③ ④
You and Customer Service	① ② ③ ④

# Contact your Learn Local.



## **Albury Wodonga Community College**

63 High Street  
Wodonga 3689  
02 6043 8200  
[www.awcc.edu.au](http://www.awcc.edu.au)

## **Albury Wodonga Volunteer Resource Bureau**

Unit 7, 15 Thomas Mitchell Drive  
Wodonga 3689  
02 6021 0990  
[www.vrb.org.au](http://www.vrb.org.au)

## **Alexandra Community Hub**

38A Downey Street  
Alexandra 3714  
03 5772 1238  
[www.alexhub.com.au](http://www.alexhub.com.au)

## **Cobram Community House**

43-45 Punt Road  
Cobram 3644  
03 5872 2224  
[www.cch.vic.edu.au](http://www.cch.vic.edu.au)

## **Kinglake Ranges Neighbourhood House**

6 McMahon Road  
Kinglake 3763  
03 5786 1301  
[www.kinglakeranges.com.au](http://www.kinglakeranges.com.au)

## **King Valley Learning Exchange**

2533 Wangaratta – Whitfield Road  
Moyhu 3732  
03 5727 9548  
[www.kingvalleylearningexchange.org.au](http://www.kingvalleylearningexchange.org.au)

## **MACE**

145-147 High Street  
Mansfield 3722  
03 5775 2077  
[www.mace.vic.edu.au](http://www.mace.vic.edu.au)

## **Mount Beauty Neighbourhood Centre**

1 Tennis Court Avenue  
Mount Beauty 3699  
03 5754 1166  
[www.mountbeauty.org.au](http://www.mountbeauty.org.au)

## **Myrtleford Neighbourhood Centre**

156 Myrtle Street  
Myrtleford 3737  
03 5752 2775  
[www.myrtlefordnc.org.au](http://www.myrtlefordnc.org.au)

## **North Shepparton Community and Learning Centre**

10-14 Parkside Drive  
Shepparton 3630  
03 5821 5770  
[www.nslc.com.au](http://www.nslc.com.au)

## **Numurkah Community Learning Centre**

99 Melville Street  
Numurkah 3636  
03 5862 2249  
[www.nclcinc.vic.edu.au](http://www.nclcinc.vic.edu.au)

## **Open Door Neighbourhood House**

61 Burke Street  
Wangaratta 3677  
03 5721 9175  
[www.opendoornh.org.au](http://www.opendoornh.org.au)

## **Preston Reservoir Adult Community Education**

35 Sturdee Street  
Reservoir 3073  
03 9462 6077  
[www.prace.vic.edu.au](http://www.prace.vic.edu.au)

## **Shepparton Access**

227 Wyndham Street  
Shepparton 3630  
03 5831 6180  
[www.sheppaccess.com.au](http://www.sheppaccess.com.au)

## **South Shepparton Community Centre**

290 - 300 Archer Street  
Shepparton 3630  
03 5821 6172  
[www.southcom.org.au](http://www.southcom.org.au)

## **Tatura Community House**

12-16 Casey Street  
Tatura 3616  
03 5824 1315  
[www.tatcom.com.au](http://www.tatcom.com.au)

## **The Centre For Continuing Education**

17 Chisholm Street  
Wangaratta 3677  
3 Wallis Street  
Seymour 3660  
1300 843 236  
[www.thecentre.vic.edu.au](http://www.thecentre.vic.edu.au)

## **Yarrawonga Mulwala Community and Learning Centre**

1 Hargrave Court  
Yarrawonga 3730  
03 5744 3911  
[www.ymclc.edu.au](http://www.ymclc.edu.au)

### **Disclaimer**

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