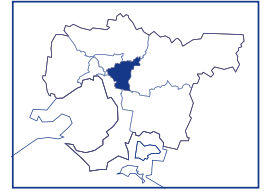


2023

Learn Local Course Guide.

INNER EASTERN
MELBOURNE



Boroondara, Manningham,
Monash & Whitehorse

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

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

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

Email

learnlocal@education.vic.gov.au

Facebook & Twitter

@LearnLocal

Download a digital version of this Course Guide at

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 or scan the QR code.

Monash

Bestchance Training	2023 TERMS
Conversational English	① ② ③ ④
Prepare for Employment	① ② ③ ④
Study Skills	① ② ③ ④

Kerrie Neighbourhood House	2023 TERMS
Advanced Android Phones and Tablets	② ④
Advanced iPhone and iPad	② ④
Everyday Computer Skills	① ③
Everyday Computer Skills – Next Steps	② ④
Getting Started with your Android Phone and Tablet	① ③
Getting Started with your iPhone and iPad	① ③

Waverley Community Learning Centre	2023 TERMS
English for Migrants Level 0 Thurs AM P2	③ ④
English for Migrants Level 0 Thurs AM P1	① ②
English for Migrants Level 1 Wed AM P1	① ②
English for Migrants Level 1 Wed AM P2	③ ④
English for Migrants Level 2 Tue AM P1	① ②
English for Migrants Level 2 Tue AM P2	③ ④
English for Migrants Level 2 Fri PM P1	① ②
English for Migrants Level 2 Fri PM P2	③ ④
English for Migrants Level 3 Fri AM P1	① ②
English for Migrants Level 3 Fri AM P2	③ ④
English for Migrants Level 3 Thurs PM P1	① ②
English for Migrants Level 3 Thurs PM P2	③ ④
English for Migrants Level 3 Wed PM P1	① ②
ICT Essentials Mon PM	① ② ③ ④

JobCo Employment Services	2023 TERMS
Delivery Essentials Level 1	① ② ③ ④
Delivery Essentials Level 2	① ② ③ ④
Digital Skills for Employability – Digital Skills for Job Seekers	① ② ③ ④
Get That Job	① ② ③ ④
The Next Step	① ② ③ ④

MiCare	2023 TERMS
Multicultural Learning Group	① ② ③ ④

Manningham

Living & Learning at Ajani	2023 TERMS
Barista Skills	① ② ③ ④
Digital Essentials Levels 1 & 2	① ② ③ ④
Food Safety Skills	① ② ③ ④
Horticulture	① ② ③ ④
Hospitality Level 2	① ② ③ ④
Intro to Digital Essentials	① ② ③ ④
Intro to Hospitality	① ② ③ ④
Office Essentials	① ② ③ ④

Park Orchards Community House	2023 TERMS
Auslan Level 1	③ ④
Conversational English	① ② ③ ④
Digital Essentials Level 1	①
Digital Essentials Level 2	②
Digital for Micro-businesses	②
Digital Literacy for all abilities	① ② ③ ④
Digital Skills for Jobseekers	④
Floristry level 1	③ ④
Introduction to floristry	① ②
Introduction to Auslan	① ②
Introduction to Bookkeeping	① ②
Introduction to Creative Industries for all Abilities	① ② ③ ④
Introduction to Xero	② ③
Leap into Work	④
Literacy through cooking	② ③
Microsoft Office Skills	③

The Kevin Heinze Garden Centre	2023 TERMS
Beginner Horticulture	① ② ③ ④
Digital Essentials Level 1	② ③
Digital Job Search	② ③
Literacy and Communication	① ② ③ ④

The Onemda Association	2023 TERMS
Adult Literacy & Numeracy	① ② ③ ④
Commercial Cookery	① ② ③ ④
Digital Literacy	① ② ③ ④
Introduction to Horticulture	① ② ③ ④
Ready for Work	① ② ③ ④
Steps To Employment	① ② ③ ④
XTEND CAFÉ A & B	① ② ③ ④

Warrandyte Neighbourhood House	2023 TERMS
Community Storytelling	③
Digital Essentials Level 2	④
Websites for Small Business	② ③

Pines Learning	2023 TERMS
All Abilities Essential Skills for Work	① ② ③ ④
Australian Life and Culture	① ② ③ ④
Bookkeeping Basics	① ③
Business Admin Plus	④
Business Administration Skills	① ② ③
Computer for Beginners Level 1	① ③
Computer for Beginners Level 2	② ④
Cyber Safety Basics	② ③
Digital Design Basics Using Canva	① ③
English as an Additional Language Taster	② ④
English through Cooking	② ④
Excellence in Customer Service	② ④
Improve your Grammar for work	② ③
Intro to Medical Terminology Online	② ④
Moving on with English	① ② ③ ④
MYOB Basics	④
Pathways to TAFE: Aged Care	① ② ③ ④
Pathways to TAFE: Early Childhood Education	① ② ③ ④
Pathways to TAFE: Ready for Hospitality	① ③
Reading & Writing for further study	① ② ③ ④
Skills for Work and Study: Aged Care	① ② ③ ④
Skills for Work and Study: Early Childhood Education	① ② ③ ④
Speak Up	① ② ③ ④
Speaking English	① ② ③ ④
Starting out with English	① ② ③ ④

Wonga Park Community Cottage	2023 TERMS
Desktop Publishing with Canva Software – Level 1	① ③
Desktop Publishing with Canva Software – Level 2	② ④
Digital for Micro-businesses	① ④
Digital Google Docs and Sheets	② ③
Digital Online Communication	② ③
Resume Writing	② ③ ④
Zoom to Job Ready	①

Boroondara

Alamein Neighbourhood & Learning Centre	2023 TERMS
Customer Service Essentials	① ③
Digital Essentials Level 1	①
Digital Essentials Level 2	②
Digital for Micro-businesses	③
Digital Gig Economy	③
Digital Google Docs and Sheets	② ④
Digital Interview Skills	① ②
Digital Online Comms Platforms	① ③
Digital Online Communication	① ③
English Communication Skills	① ② ③ ④
English for Work and Study	① ② ③ ④
Essential Life and Workforce Skills	① ② ③ ④
Financial Wellbeing Basics	② ④
Gaining The Edge: Employability and Placement	②
Introduction to Carpentry and Beyond	②
Introduction to Digital Personal Branding	① ③
Introduction to Horticulture	① ② ③ ④
Introduction to Trello for Event and Project Management	①
Introduction to Voice Recognition Technology	②
Introduction to Volunteering and Beyond	① ② ③ ④
Leap into Digital Skills	① ② ③ ④
Leap into Financial Wellbeing	① ③
Leap into Literacy	① ② ③ ④
Leap into Negotiation Skills	① ② ③ ④
Leap into Resilience	② ③
Leap into Study	② ③
Leap into Volunteering	① ③
Literacy for Practical Purposes	① ② ③ ④
Literacy Through Computers	① ② ③ ④
Microsoft Skills	③
Pathway to TAFE: Aged Care	①
Pathway to TAFE: Community Services	②
Pathways to Employment	②
Rejuvenate Your Resume Online	①

Kew Neighbourhood Learning Centre	2023 TERMS
Development for Online Study	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Digital Gig Economy	① ② ③ ④
Digital Google Docs and Sheets	① ② ③ ④
Digital MS Word and Excel	① ② ③ ④
English as an Additional Language through Digital Skills	① ② ③ ④
E-Business and Digital Literacy	① ② ③ ④
Effective Writing	① ② ③ ④
English Language Advanced	① ② ③ ④
English Language Beginner	① ② ③ ④
English Language Intermediate	① ② ③ ④
Everyday English Language Skills	① ② ③ ④
Introduction to Creative Industries	① ② ③ ④
Introduction to Workplace Technologies and Admin practices	① ② ③ ④
Leap into Industry	① ② ③ ④
Small Business Skills	① ② ③ ④
Social Media Marketing	① ② ③ ④
Taster in Barista	① ② ③ ④
Taster in Beauty and Wellness	① ② ③ ④
Taster in Customer Service	① ② ③ ④
Taster in Event Management	① ② ③ ④
Taster in Floristry	② ④
Taster in Horticulture	① ② ③ ④
Taster in Hospitality	① ② ③ ④
Taster in Kitchen Hand and Barista	① ② ③ ④
Taster in Sport and Recreation	① ② ③ ④
Taster in Textiles and Fashion	① ② ③ ④
Taster in Trades	① ② ③ ④
Transition to Employment	① ② ③ ④
Work Ready: Resume and Interview	① ② ③ ④

HELM Youth Services	2023 TERMS
Career Planning	②
Jump on Board	③
Making Alternatives Possible	②

Jesuit Social Services	2023 TERMS
Ready Set Barista	② ③
Be Connected	② ③

Whitehorse

AMES Australia	2023 TERMS
English Learning Skills: Beginner	① ②
English Learning Skills: Post Beginner	③ ④
Community Agency	① ② ③ ④

Avenue Neighbourhood House at Eley	2023 TERMS
Creative Minds Art Mondays: Employability Skills	① ② ③ ④
Creative Minds Art Wednesdays: Employability Skills	① ② ③ ④
Computer Coding	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Hospitality: Eley Café	① ② ③ ④
Intermediate Computers	① ② ③ ④
iPad Skills	① ② ③ ④
Let's Cook Monday: Literacy and Numeracy	① ② ③ ④
Let's Cook Thursday: Literacy and Numeracy	① ② ③ ④
Let's Cook Wednesday: Literacy and Numeracy	① ② ③ ④
The Smart Program: Design	④
The Smart Program: Food	②
The Smart Program: Science	①
The Smart Program: Sport	③

Centre for Adult Education	2023 TERMS
Hospitality Hot Spot	② ③
New Pathways	② ③ ④
Communication in the Australian Workplace	① ② ③ ④
Introduction to XERO cloud accounting software	② ③
Teacher Transition Program	② ③

Clota Cottage Neighbourhood House	2023 TERMS
Introduction to Computers	③
Digital Essentials Level 1	② ④
Digital Essentials Level 2	①
Improve your Conversational English	② ③

Mitcham Community House	2023 TERMS
Auslan for Beginners	① ②
Auslan Intermediate	③ ④
Digital Essentials Level 2	③ ④
English for Beginners	① ② ③ ④
Intro to Google docs and Google Sheets	①
Intro to Trello	②
Pathways to Work in the Aged Care Sector	④
Prepare to Work in Early Childhood Education and Care	②
Steps to Job Success	③

Rejoice Christian Chinese Communication Centre	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	② ③ ④
Improve English Skills	② ③
Introduction to NDIS	① ② ③ ④
Preparing to work in NDIS as a Disability Support Worker	① ② ③ ④

Vermont South Community House	2023 TERMS
Cloud Based Programs for the Workplace	③
Community Teaching with Adults	① ③
Creating and Sharing Digital Media	①
Developing Employability Skills through Art	② ③
Digital Solutions for Gig Economy Workers	②
Digital Point of Sale (POS) for Retail and Hospitality	① ②
Digital Essentials Level 2	① ③
English for Everyday Living	① ② ③ ④
Everyday Literacy and Numeracy with Cooking	② ④
Exploring Accounting Apps and Software	①
Exploring Microsoft Excel	② ④
Get Back Into It: Employability Skills	② ④
Introduction to Accounting Software	②
Introduction to Barista and Coffee Making	① ② ③ ④
Introduction to Customer Service	① ③
Introduction to Hospitality	① ③
Introduction to Microsoft Outlook and Email	③
Introduction to Microsoft Office Suite	① ③
Introduction to Trello for Event and Project Management	① ③
Introduction to Voice-Recognition Technology	② ④
Pathways to TAFE: Community Services	① ③
Pathways to Community Services: Early Childhood Education and Care	①
Pathways to Health Services Work	①
Pathways to Work in the Aged Care Sector	① ③
Practical Training in Reception and Administration	① ③
Project Management for Events	② ④
Smart Phone Photography for the Workplace	①
Start Your Own Business	① ③
Touch Typing 101	① ②
Try a Trade	②

Jesuit Social Services	2023 TERMS
Ready Set Digital Employment	②

Contact your Learn Local.



Alamein Neighbourhood & Learning Centre

49 Ashburn Grove
Ashburton 3147
03 9885 9401
www.alameinnlc.com.au

AMES Australia

30-32 Prospect Street
Box Hill 3128
13 26 37
<https://www.ames.net.au>

Avenue Neighbourhood House @ Eley

87 Eley Road
Blackburn South 3130
03 9808 2000
www.theavenue.org.au

Bestchance Training

16 Woodlea Drive
Glen Waverley 3150
1300 224 644
www.bestchance.org.au

Centre for Adult Education

465 Elgar Road
Box Hill 3128
03 9652 0611
www.cae.edu.au

Clota Cottage

Neighbourhood House

31 Clota Avenue
Box Hill 3128
03 9899 0062
www.clotacottage.org.au

HELM Youth Services

80 Market Street
South Melbourne 3205
03 9686 2354
www.imvc.com.au/

Jesuit Community College

1 Langridge Street
Collingwood 3066
03 9415 8700
www.jesuitcommunitycollege.org.au

JobCo Training

95 Albert Street
Brunswick 3056
03 9559 8888
www.jobco.com.au

Kerrie Neighbourhood House

36 Kincumber Drive
Glen Waverley 3150
03 9887 6226
www.knh.org.au

Kew Neighbourhood Learning Centre

2-12 Derby Street
Kew 3101
03 9853 3126
www.kewnlc.org.au

Kevin Heinze GROW

39 Wetherby Road
Doncaster 3108
03 9848 3695
<https://kevinheinzegrow.org.au>

Living and Learning @ Ajani

Ted Ajani Reserve,
2/284 Thompsons Road
Templestowe Lower 3107
03 9850 3687
www.livelearnajani.org.au

MiCare

1436A Dandenong Road
Oakleigh 3166
03 7001 2514
www.micare.com.au

Mitcham Community House

19 Brunswick Road
Mitcham 3132
03 9873 4587
www.mitchamcommunityhouse.org

Park Orchards Learning Centre

572 Park Road
Park Orchards 3114
03 9876 4381
www.parkorchards.org.au

Pines Learning

1/520 Blackburn Road
Doncaster East 3109
03 9842 6726
www.pineslearning.com.au

Rejoice Chinese Christian Communications Centre

Level 1, 1 Walker Street
Nunawading 3131
03 9888 7422

The Onemda Association

123 Andersons Creek Road
Doncaster East 3109
03 9842 1955
www.onemda.com.au

Vermont South Neighbourhood House

1 Karobran Drive
Vermont South 3133
03 9803 2335
www.vsnh.org.au

Warrandyte Neighbourhood House

Level 1, 168 Yarra Street
Warrandyte 3113
03 9844 1839
www.warrandyteneighbourhoodhouse.org.au

Waverley Community Learning Centre

5 Fleet Street
Mount Waverley 3149
03 9807 6011
www.wclc.org.au

Wonga Park Community Cottage

Unit 1, 9-13 Old Yarra Road
Wonga Park 3115
03 9722 1944
www.wongaparkcommunitycottage.org.au

Disclaimer

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