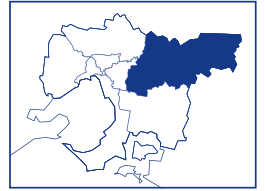


2023

Learn Local Course Guide.

OUTER EASTERN
MELBOURNE



Knox, Maroondah
& Yarra Ranges

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.



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.

Knox

Coonara Community House	2023 TERMS
Crafting a Career: Designing and Constructing with Textiles	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	② ③ ④
Digital Marketing and Advertising	② ④
Digital Story Telling	① ② ③ ④
Employment Skills through Social Enterprise	① ③
Exploring a Career in the Creative Industries	① ② ③ ④
Getting Ready for Professional Writing and Publications	① ② ③ ④
Getting your Small or Micro Business Started	① ② ③ ④
Introduction to Bookkeeping and Accounting Software	① ② ③ ④
Introduction to Customer Service	① ③
Introduction to Food Preparation and Services	① ② ③ ④
Introduction to Logistics and Warehousing	② ③ ④
Introduction to new Technology Skills for Work and Life	① ② ③ ④
Introduction to Professional Writing	① ② ③ ④
Introduction to Try a Trade	② ③
Intro to Understanding your Strength and Skills for Return to Work	② ③
Introduction to Urban Farming and Pathway to Rural Operations	② ③
Introduction to working in Mental Health Industries	① ② ③
Working with Tools Taster	② ③ ④
Introduction to Working with Tools	① ② ③ ④
Jumpstart – Literacy Program for Parents – (Playgroup Model)	① ② ③ ④
Life Planning Skills for Women	① ② ③ ④

Coonara Community House	2023 TERMS
Managing Stress: Work/Life Balance and Resilience	① ② ③ ④
Pathway to Rural Operations: Self Sufficient Gardening	② ③
Preparation for Community Services Work	① ② ③ ④
Return to Work Skills for Job Seekers	① ② ③ ④
Understanding Strengths and Skills for work	② ④

KYM (Victoria)	2023 TERMS
English as a Secondary Language – Beginners, Intermediate and Advanced	① ② ③ ④
Get Going with Computers	① ② ③ ④
Introduction to Hair and Beauty	① ② ③ ④
Introduction to National Disability Insurance Scheme – Support Coordination	① ② ③ ④
Pathways to Life – Beginners	① ②
Pathways to Life – Post Beginners	③ ④
Pathways to Life – Pre Intermediate	① ② ③ ④
Pathways to Life – Skills to Work	① ② ③ ④

Mountain District Women's Co-operative	2023 TERMS
Digital Essentials Level I	① ② ③ ④
English Conversation	① ② ③ ④
English for Living and Working in Australia	① ② ③ ④
Health and Financial Wellbeing	① ② ③ ④
Introduction to Microsoft Excel	② ③
Leap into Literacy	② ③
Read Write Now	① ② ③ ④

Knox (Continued)

Orana Neighbourhood House	2023 TERMS
Advanced iPads and Technology	① ② ③ ④
Digital Essentials Level 1	① ③
Digital Essentials Level 2	② ④
English Conversation	① ② ③ ④
Introduction to Aged Care for Domestic Roles	② ③
Introduction to Culinary Arts	① ③
Introduction to Food Preparation and Service	② ③
Introduction to Horticulture	① ③
Introduction to Hospitality Level 1	① ③
Introduction to Hospitality Level 2	③ ④
Introduction to iPads and Tablet	① ② ③ ④
Introduction to Life Writing	① ② ③ ④
Introduction to Multimedia	① ③
Kick Start Ready for Work Skills	② ③
Social Media for Small Business	① ② ③ ④
Volunteering as a Pathway to Employment	① ② ③ ④

Rowville Neighbourhood Learning Centre	2023 TERMS
Creative Art for Engagement	① ② ③ ④
Digital Essential Levels 1 and 2	① ② ③ ④
Introduction to Floristry	① ② ③ ④
Introduction to Medical Reception (including Pracsoft)	① ② ③ ④
Introduction to Online Accounting Software	① ② ③ ④
Introduction to Starting Your Small Business	② ④
Literacy and Numeracy Skills for Everyday Life	① ② ③ ④
Skills to Work in Reception and Administration	① ③
Update Your Digital Skills For Returning to the Workforce	① ② ③ ④
Visual Arts for Employability	① ② ③ ④

The Basin Community House	2023 TERMS
Beginners Computers	① ② ③ ④
Digital Photography: Advanced	③ ④
Digital Photography: Level 1 and 2	① ② ③ ④
Employment Skills Pathways	① ② ③ ④
Introduction to Horticulture	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Introduction to Social Media Marketing	① ② ③ ④
iPads and Tablets	① ② ③ ④
iPads and Tablets: Advanced	② ③ ④
Learn Excel	① ② ③
Learn Internet and Email	① ② ③ ④
Learn Lightroom: Preparation for Cert 1 in Photography	② ③
Learn Word	② ③ ④
Next Step to Beginners Computers	② ③ ④
Read Write Now: Literacy and Numeracy	① ② ③ ④
Skills for Reception and Administration	② ③

Maroondah

Arrabri Community House	2023 TERMS
Advanced Bring Your Own Device	① ② ③ ④
Basic Bookkeeping	② ④
Business Administration Skills	② ③
Digital Skills Taster	① ② ③ ④
Excel Level 1	②
Excel Level 2	③
Financial Literacy	① ② ③ ④
Health Literacy	② ③
Introduction to Event and Project Management using Trello	② ④
Intermediate Computers	① ② ③ ④
Introduction to Bring Your Own Device	①
Introduction to Computers	① ② ③ ④
Introduction to Desktop Publishing	③
Introduction to Early Childhood Education	② ③ ④
Introduction to Personal Branding	②
Introduction to Voice Activated Technology using Google Home	① ③
Literacy and Creative Writing for Beginners	① ② ③ ④
MS Office Skills	① ② ③ ④
Online Skills for Microbusinesses	① ③
Pathways in Health Services	② ④
Pathways to Aged Care Work	② ④
Pathways to Employment – Effective Communication Strategies	② ③
Pathways to Employment: Goal Setting	① ④
Pathways to Employment: Managing Stress and Priorities	① ④
Pathways to Employment: Self Care and Resilience	② ③
Point of Sale Systems for Microbusinesses	① ③
Try a Trade	④
Xero	① ② ③ ④

Central Ringwood Community Centre	2023 TERMS
Australian Society and Culture	① ② ③ ④
Developing Skills for the Workplace	① ② ③ ④
Horticulture: In the Garden	① ② ③ ④
Hospitality: Barista for migrants	① ② ③ ④
Sew Talk and Learn	① ② ③ ④
Talking and Learning	① ② ③ ④
Teach me Tech: Levels 1 and 2	① ② ③ ④
Teach me Tech: Stories of Us	① ② ③ ④

CIRE Services	2023 TERMS
Kitchen Kaos	① ② ③ ④

Glen Park Community Centre	2023 TERMS
Carpentry for Beginners	③
Carpentry Intermediate	④
Catering 4 Success	③ ④
Communication Skills for Work and Community	① ② ③ ④
Employable ME: Trade and Industry Taster	① ② ③ ④
How to be a Valuable Volunteer	① ② ③ ④
Hungry 4 Success	① ② ③ ④
Introduction to Hospitality	① ②
Introduction to Microsoft Outlook and Email	①
Introduction to Microsoft Word and Excel	②
Job Ready Skills: Advanced	① ② ③ ④
Learning 4 Life Pathway Plan	① ②
Online Applications	③
Online Communication Platforms	③
Online Platforms for Learning	① ② ③ ④
Personal Branding	① ② ③ ④
Phone and Video Interview Skills	④
Point of Sale Retail and Hospitality	②
Stepping Stones for Further Education and Employment	① ② ③ ④
Woodwork Level I	①
Woodwork Level II	②

JobCo	2023 TERMS
Pathways to Childcare	③
Big Skills for Big Build	① ② ③ ④
The Next Step	① ② ③ ④
Get That Job	① ② ③ ④
Delivery Essentials Level I	① ② ③ ④
Delivery Essentials Level 2	① ② ③ ④
Digital Skills for Jobseekers	① ② ③ ④

KYM (Victoria)	2023 TERMS
Introduction to Hospitality	① ② ③ ④

Mountain District Women's Co-operative	2023 TERMS
Digital Essentials Level I	① ② ③ ④
Health and Financial Wellbeing	① ② ③ ④

Maroondah (Continued)

North Ringwood Community House	2023 TERMS
Advanced Excel	③ ④
Basic Computer Skills	① ② ③ ④
Beyond Basic Computers	① ② ③ ④
Digital Google Docs and Sheets	② ④
English Language Education Support	① ② ③ ④
Introduction to Bring Your Own Device	① ② ③ ④
Introduction to the Aged Care Industry	① ② ③ ④
Online applications	① ② ③ ④
Professional Creative Writing	① ② ③ ④
Resume Writing	① ② ③ ④
Skills for Work	② ④
Word and Excel	② ③ ④

Orana Neighbourhood House	2023 TERMS
Introduction to Visual Arts	① ③

The Basin Community House	2023 TERMS
Employment Skills Pathways	① ② ③ ④

The Onemda Association	2023 TERMS
Digital Literacy	① ② ③ ④

Yarrunga Community Centre	2023 TERMS
Barista Skills	① ③
Communication Skills for Work and Community	① ③
Enterprise Skills	① ③
Introduction to Computers	① ② ③ ④
Introduction to Hospitality	① ② ③ ④

Yarra Ranges

Centre for Adult Education	2023 TERMS
Hospitality Hot Spot	② ③
Introduction to Bike Maintenance	② ③ ④
Region of Choice	③ ④
Introduction to Horticulture	② ③

Healesville Living and Learning Centre	2023 TERMS
Basic Computers	① ② ③ ④
Bush Tucker	① ② ③ ④
Introduction to Carpentry	① ② ③ ④
Introduction to Permaculture	② ③
Learn Auslan	① ② ③ ④
Writing with a Purpose	① ② ③ ④

Yarra Ranges (Continued)

CIRE Services	2023 TERMS
Be Study Ready	① ② ③ ④
Be Work Ready	① ② ③ ④
Blokes on Board: Employability Skills	① ② ③ ④
English 101 and 102	① ② ③ ④
Future4Me! Improve your Employability Skills	① ② ③ ④
Industry Taster	① ② ③ ④
Kitchen Kaos	① ② ③ ④
Skills for Work and Study: Aged Care	① ② ③ ④
Skills for Work and Study: Community Services	① ② ③ ④
Smart Money	① ② ③ ④
Tech Hub: Digital Literacy	① ② ③ ④
Women's Warehouse: Employability Skills	① ② ③ ④

Japara Neighbourhood House	2023 TERMS
Conversation Café	② ③ ④
Digital Storytelling	②
English Conversation	② ③ ④
Intro to Working with Tools for Women	④
Marketing and Advertising platforms for small businesses	② ③ ④
Sustainable Gardening – Floristry	③
Working the Garden for future sustainability and employment	① ② ③ ④

Mountain District Women's Co-operative	2023 TERMS
Digital Essentials Level I	① ② ③ ④
English Conversation	① ② ③ ④
Health and Financial Wellbeing	① ② ③ ④

Selby Community House	2023 TERMS
Computer Assisted Design – CAD	② ④
Digital Essentials Level 1	① ③
Digital Essentials Level 2	② ④
Introduction to Indigenous Gardening and Environmental and Sustainable Practices	① ② ③
Introduction to Life Writing	① ③
iPads / Tablets for Beginners	① ③
iPads / Tablets for Intermediate	② ④

The Basin Community House	2023 TERMS
Introduction to Hospitality	① ② ③ ④

Contact your Learn Local.

**Arrabri Community House**

42 Allambanan Drive
Bayswater North 3153
03 9720 0877
www.arrabri.org

**Central Ringwood
Community Centre**

Rosewarne Lane,
Bedford Park (via Bedford Road)
Ringwood 3134
03 9870 2602
www.crccinc.org.au

Centre for Adult Education

Jarlo Drive
Lilydale 3140
www.cae.edu.au

CIRE Services

7-9 John Street
Lilydale 3140
1300 835 235
www.cire.org.au

Coonara Community House

22 Willow Road
Upper Ferntree Gully 3156
03 9758 7081
www.coonarahouse.org.au

Glen Park Community Centre

30 Glen Park Road
Bayswater North 3153
03 9720 5097
www.glenparkcc.com.au

**Healesville Living and
Learning Centre**

1 Badger Creek Road
Healesville 3777
03 5962 5982
hlhc.org.au

Japara Neighbourhood House

54 – 58 Durham Road
Kilsyth 3137
03 9728 3587
www.japarahouse.com.au

JobCo Training

95 Albert Street
Brunswick 3056
03 9326 0322
www.jobco.com.au

K.Y.M (Victoria)

673 Mountain Highway
Bayswater 3153
03 9722 5777
www.kym.com.au

**Mountain District
Learning Centre**

13 – 15 The Avenue
Ferntree Gully 3156
03 9758 7859
www.mdlc.com.au

**North Ringwood
Community House**

35-39 Tortice Drive
North Ringwood 3134
03 9876 3421
www.nrhc.org.au

Orana Neighbourhood House

62 Coleman Road
Wantirna South 3152
03 9801 1895
www.orananh.org.au

**Rowville Neighbourhood
Learning Centre**

40 Fulham Road
Rowville 3178
03 9764 1166
www.communitylc.org.au

Selby Community House

2/1 Minak Road
Selby 3159
03 9754 2039
www.selbyhouse.com.au

The Basin Community House

21 Liverpool Road
The Basin 3154
03 9761 0209
www.thebasincommunityhouse.org.au

Yarrunga Community Centre

76-86 Croydon Hills Drive
Croydon Hills 3136
03 9722 8942
www.yarrunga.org.au

Disclaimer

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