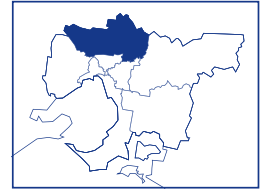


2023

Learn Local Course Guide.

OUTER NORTHERN
MELBOURNE



Hume, Nillumbik
& Whittlesea

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.

Hume

Banksia Gardens Community Services	2023 TERMS
Admin Skills	② ③ ④
Be Handy	① ② ③ ④
Computer for Beginners	① ② ③ ④
Computer Intermediate	① ② ③ ④
Computers Advanced	① ② ③ ④
Customer Service	② ③ ④
Digital Literacy and Safety Online	② ③ ④
English for Employment	① ② ③ ④
English for Work and Life	① ② ③ ④
Everything Online	② ③ ④
Functional English	① ② ③ ④
Get Set to Work	① ② ③ ④
Google Office Suite	② ③ ④
Introduction to English as an Additional Language	① ② ③ ④
Introduction to Ms Outlook and Email	① ② ③ ④
Introduction to Ms Word and Excel	① ② ③ ④
Job Search	① ② ③ ④
MyGov	① ② ③ ④
Online Applications	② ③ ④
Online Communication Platforms	② ③ ④
Phone and Video Interviews	② ③ ④
Sewing for Life	① ② ③ ④

Brite Institute	2023 TERMS
Digital Point of Sale	① ② ③ ④
Gaining The Edge – Digital Literacy	① ②
Gaining The Edge – Employability and Placement	① ②
Gaining The Edge – Learning to Learn	① ②
Gaining The Edge – Resilience	① ②
My Journey to Employment – Part A and Part B	① ② ③ ④
P2T Employable Me	① ②
P2T Moving On	① ②
P2T Ready for Hospitality	① ② ③ ④
Skills for Work and Study – Warehousing	② ③

Comm Unity Plus Services	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Introduction to Working in Australia	① ② ③ ④

Hume (Continued)

Craigieburn Education and Community Centre Inc	2023 TERMS
Recognise and Locate Simple Numerical Information In Short, Simple Highly Familiar Texts	④
Digital Essentials Level 1 and Level 2	① ② ③ ④
Digital Google Docs and Sheets	② ③ ④
Digital MS Outlook and Email	② ③ ④
Digital MS Word and Excel	② ③
Digital Online Apps	② ③ ④
Digital Online Communication	② ③ ④
Give and Respond to Basic Information and Instructions	②
Orally Communicate Basic Personal Details and Needs	①
Read and Write Short Basic Messages and Forms	③
Read and Write Simple Text and Phrases	③
Recognise Measurements in Simple, Highly Familiar Situations	①
Recognise Numbers and Money in Simple, Highly Familiar Situations	④
Recognise, Give and Follow Simple Directions	②

Dallas Neighbourhood House	2023 TERMS
Basic English	① ② ③ ④
Digital Essentials 1	① ② ③
Digital Essentials 2	② ③ ④
Digital Solutions for Gig Economy Workers	④
English Conversation (St Dominics)	① ② ③ ④
English for Vietnamese	① ② ③ ④
Intermediate English	① ② ③ ④
Intermediate English (Campbellfield Heights)	① ② ③ ④
Introduction to Gardening and Maintenance (Broadmeadows Valley)	① ② ③ ④
Introduction to Gardening and Maintenance (Meadows)	① ② ③ ④
Introduction to Gardening and Maintenance (St Dominics)	② ③ ④
Introduction to Google Docs and Google Sheets	③
Introduction to Hospitality (Holy Child)	① ② ③ ④
Introduction to Hospitality (Roxburgh Rise)	① ② ③ ④
Introduction to Microsoft Outlook and email	①
Introduction to Microsoft Word and Excel	②
Learn to Sew	① ② ③ ④
Learn to Sew (Broadmeadows Valley)	① ② ③ ④
Online Communication	②
Online skills for Micro Businesses	③
Point of sale for retail and hospitality	③

Djerriwarrh Employment Education Services	2023 TERMS
Civil Construction Work Skills	① ② ③ ④

Hume City Council (Homestead Community and Learning Centre)	2023 TERMS
English for Beginners	① ② ③ ④
English for Beginners – Community Centres	① ② ③ ④
English Intermediate Learners	① ② ③ ④

Meadow Heights Education Centre	2023 TERMS
Australian Citizenship, Rights and Responsibilities	① ② ③ ④
Digital Essentials Level 1 and level 2	① ② ③ ④
Job interview skills for CALD Learners	① ② ③ ④
Oral and Written Communication Skills	① ② ③ ④
Parents at School	① ② ③ ④
Sewing for Culturally and Linguistically Diverse Learners	① ② ③ ④
Volunteering to Employment	① ② ③ ④

Sussex Neighbourhood House	2023 TERMS
English (English as an Additional Language) at St Dominic's Primary	① ② ③ ④

VICSEG New Futures	2023 TERMS
Digital Essentials 1 and 2	② ③ ④
Learning Together – 1 and 2	① ② ③ ④

Westgate Community Initiatives Group	2023 TERMS
Digital Essentials Level 2	③
Digital Literacy for Job Seekers	① ②

Nillumbik

Jesuit Social Services	2023 TERMS
Ready Set Barista	② ③ ④
Money for Life	② ③

Living and Learning Nillumbik (Nillumbik Shire Council)	2023 TERMS
Creative Industries	① ② ③
Daily Grind – Hospitality	② ④
Freelance Photography	② ④
Intro to Permaculture	① ② ③
Introduction to Horticulture	① ④
Introduction to Horticulture All Abilities	① ③
Tools of the Trade	① ② ③
Urban Food Gardening	② ③

Whittlesea

Bubup Wilam Aboriginal Child and Family Centre	2023 TERMS
Introduction to Early Childhood Education and Care	② ③ ④

Jesuit Social Services	2023 TERMS
Ready Set Barista	① ② ③ ④

Lalor Neighbourhood House Inc	2023 TERMS
Building English Skills in Living and Learning 1A, 1B and 2A, 2B	① ② ③ ④
Cooking Healthy Food on a Budget	② ③
Digital Essential Level 1 and 2	① ③
English Conversation Through Developing Artist Skills	① ② ③ ④
English Conversation Through Traditional Skills Exchange	② ③
English for Living and Working In Australia 1A and 1B and 2A and 2B	① ② ③ ④
English for the Workplace 1A and 1B and 2A and 2B	① ② ③ ④
Intermediate Computers	② ③ ④
Introduction to Community Leadership	②
Using Internet Devices	③ ④
Using Social Media	③ ④
Welcome to Computers	① ② ③ ④

Mill Park Community Services Group	2023 TERMS
Advanced Literacy	① ② ③ ④
Basic Food Preparation Skills	① ② ③ ④
Basic Machining Skills	① ② ③ ④
Digital Literacy for Employability	① ② ③ ④
Food Safety Program	① ② ③ ④
Introduction to Computers	① ② ③ ④
Literacy and Numeracy	① ② ③ ④
Medical Accounts Course	① ② ③ ④
Medical Administration Course	① ② ③ ④
MYOB Course	① ② ③ ④
Spreadsheet Applications	① ② ③ ④

PRACE	2023 TERMS
Barista and Café Operations	② ④
Civil Construction	② ③ ④
English Conversation at Mernda Community House	① ③
Introduction to Basic Bookkeeping and MYOB	① ③
Play, Learn Connect	① ③
Small Business Management	① ③
Xero – Business Accounting	②

VICSEG New Futures	2023 TERMS
Digital Essentials 1	②
Digital Essentials 2	③

Westgate Community Initiatives Group	2023 TERMS
Digital Literacy for Job Seekers	① ③
Digital Literacy for the Workplace: MS Word and MS Excel	① ③

Whittlesea Community Connections	2023 TERMS
Barista	① ③
Beginning with English	① ③
Computer Basics	① ② ③ ④
Digital Essentials 1 and 2	② ④
English for the Workplace	② ④
Introduction to Conservation	④
Introduction to Fashion Sewing	① ②
Introduction to Horticulture	① ② ③ ④
Introduction to Woodwork	① ② ③ ④
Micro Business-Sewing	④
P2T Ready for Hospitality	② ④
Sewing for Employment	③
Sustainable Gardening	① ② ③ ④

Whittlesea Community House	2023 TERMS
Catering for Community	① ② ③ ④
Digital Essentials 1	① ③
Digital Essentials 2	② ④
Machining for Beginners	②
Welding for Beginners	② ③ ④

Contact your Learn Local.



**Banksia Gardens
Community Services**
71-81 Pearcedale Parade
Broadmeadows 3047
03 9309 8531
www.banksiagardens.org.au

Brite Institute
1-7 Belfast Street
Broadmeadows 3047
03 9301 7300
www.brite.org.au

**Bubup Wilam Aboriginal
Child and Family Centre**
76 Main Street
Thomastown 3074
03 8459 4800
www.bubupwilam.org.au

Comm Unity Plus Services
90 Blair Street
Broadmeadows VIC 3047
1800 266 675
www.comm-unityplus.org.au

**Craigieburn Education and
Community Centre Inc**
20 Selwyn Avenue
Craigieburn 3064
03 9308 1477
www.craigieburn.org.au

Dallas Neighbourhood House
180-182 Widford Street
Broadmeadows 3047
03 9302 2131
www.dallasnh.org.au

**Djerriwarrh Employment
Education Services**
239 Station Road
Melton Victoria 3337
03 8746 1000
www.djerriwarrh.org.au

**Homestead Community
and Learning Centre**
30 Wiltshire Drive
Roxburgh Park 3064
03 9205 2760
www.hume.vic.gov.au/Residents/Community-Facilities/Community-Centres/Homestead-Community-and-Learning-Centre

Jesuit Community College
1 Langridge Street
Collingwood 3066
03 9415 8700
www.jesuitcommunitycollege.org.au
(email – courses@jss.org.au)

**Lalor Neighbourhood House Inc
formerly Lalor Living and
Learning Centre Inc**
47A French Street
Lalor 3075
03 9465 6409 and 03 9465 5162
www.lalornh.org.au
previously www.lalorllc.vic.edu.au

**Macedon Ranges Further
Education Centre**
12 Hamilton Street
Gisborne 3437
03 5428 3799
www.mrfec.net.au

**Meadow Heights
Education Centre**
Main office – 3-13 Hudson Circuit
Meadow Heights 3048
03 9301 9200
www.mhec.vic.edu.au

Mill Park Community Services
68 Mill Park Drive
Mill Park 3082
03 9404 4565
www.millparkcommunityhouse.com

Living and Learning Nillumbik
739 Main Road
Eltham 3095
03 9433 3744
www.livinglearningnillumbik.vic.gov.au

PRACE
35 Sturdee Street
Reservoir 3073
(main office)
03 9462 6077
www.prace.vic.edu.au

Sussex Neighbourhood House
7 Prospect St
Pascoe Vale 3044
03 9354 2210
www.sussexnh.org.au

VICSEG New Futures
11 Munro St
Coburg VIC 3058
03 9383 2533
www.vicsegnewfutures.org.au

**Westgate Community
Initiatives Group**
Head Office – Unit 4, 2B Parker Street
Footscray 3011
03 9689 3437
www.wcig.org.au

**Whittlesea Community
Connections**
Shop 111/ 571-583 High Street
Epping 3076
03 9401 6666
www.whittleseacommunityconnections.org.au

Whittlesea Community House
92A Church Street
Whittlesea 3757
03 97163361
www.wchi.com.au

Disclaimer

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