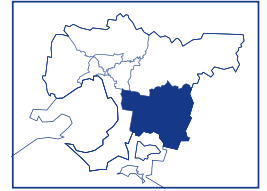


2023

Learn Local Course Guide.

OUTER SOUTHERN
MELBOURNE



Cardinia, Casey &
Greater Dandenong

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.

Cardinia

Access Australia Group	2023 TERMS
Everyday Words and Numbers	④
Budgeting and Money Management	③
Introduction to Digital Literacy	②

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

Emerald Community House	2023 TERMS
Adult Literacy and Numeracy for Adults with a Disability	① ② ③ ④
Build Confidence to Return to Employment While Doing Ceramics	① ② ③ ④
Develop a Market Garden: Employability Skills/Small Business	③ ④
Developing a Community Newspaper: Literacy and Numeracy	① ② ③ ④
Developing your Writing Skills	① ② ③ ④
Learn Literacy and Numeracy Through Cooking	① ② ③ ④
Permaculture Design Course – Part 1 and 2	① ②

Living and Learning Pakenham	2023 TERMS
English for Living and Working in Australia – Levels 1 – 3	① ② ③ ④
Essential Computer Skills for Beginners	① ②
Essential Microsoft Office Skills for Beginners	③ ④
Financial Literacy	② ③ ④
Introduction to Permaculture	① ② ③ ④
Language Skills for CALD Mums	① ② ③ ④
Developing Employability Skills Through Art Therapy: Literacy and Numeracy	① ② ③ ④
Start, Run and Succeed in Business for CALD	②
Two Cultures Many Careers	① ② ③ ④
Visual Arts: Employment Skills	① ② ③ ④

Outlook Aust Ltd	2023 TERMS
A Better You: Job Preparation	③
Computer Maintenance and Internet Safety	② ③
Digital Essentials – Level 1 and 2	① ② ③ ④
Effective Customer Service Skills	③ ④
Gaining the Edge: Digital Literacy	①
Gaining the Edge: Employability and Placement	① ②
Building Resilience	③ ④
Intermediate iPads	③ ④
Introduction to Computers	① ②
Introduction to MS Outlook and Email	① ②
Introduction to MS Word and Excel	③ ④
Introduction to Xero	② ③ ④
iPads for Beginners	① ②
Marketing with Canva: Online Designs	② ③
Numeracy and Literacy	① ② ③ ④
Numeracy and Literacy – Skills in the Kitchen	① ② ③ ④
Online Communication: Digital Skills for Job Seekers	③ ④
Real Life Money Skills	① ② ③ ④

Task Force Community Agency	2023 TERMS
Introduction to Art Skills	① ② ③ ④
Introduction to Gardening	① ② ③ ④
Random Acts of Kindness: Pathway Program	① ② ③ ④

Wellsprings For Women	2023 TERMS
Introduction to Working in Arboriculture	④

Casey

AMES Australia	2023 TERMS
English Learning Skills Program – Post Beginner	③ ④

Cranbourne Community House	2023 TERMS
Digital Essentials – Level 1 and 2	① ② ③ ④
English as a Second Language	① ② ③ ④

Doveton Neighbourhood Learning Centre	2023 TERMS
Computers for Beginners	① ② ③ ④
Computers for the Workplace	② ③
Getting Ready for Citizenship Test	② ③
Introduction to Creative Writing	① ② ③ ④
Introduction to Horticulture: Landscaping	① ② ③ ④
Introduction to Hospitality – Level 1 and 2	① ② ③ ④
Introduction to Living Independently	② ③
Introduction to NDIS, Disability Support and Community Services	③
Literacy and Numeracy for the Workplace	① ② ③ ④
Working in IT	① ② ③ ④

Foundation Learning Centre	2023 TERMS
Be A Rockstar Call Centre Agent	① ② ③ ④
English for Citizenship – Beginners	① ② ③ ④
Build Your Office and Business Skills	① ② ③ ④
Cake Baking and Decorating Skills	① ② ③ ④
Digital Essentials – Level 1	① ② ③ ④
Digital Interview Skills	① ② ③ ④
Digital Job Search	① ② ③ ④
Digital Online Apps	① ② ③ ④
English Conversation Class	① ② ③ ④
English for Beginners	① ② ③ ④
English for Parents	① ② ③ ④
English for Study	① ② ③ ④
Learning to Learn	①
Building Resilience	① ② ③ ④
How to Find Your Perfect Role	① ② ③ ④
Introduction to Barista Training	② ③
Introduction to Caravan Manufacturing	① ② ③ ④
Introduction to MS Word and Excel	① ② ③ ④
Power Up: Prepare for Adult Education	④
The Keys to Customer Service: Industry Specific	② ③
Use Your Skills to Find Your New Career	① ② ③ ④
Vogue – Braiding and Buns (Hairdressing)	① ② ③ ④
Vogue – Straightening and Curling (Hairdressing)	① ② ③ ④
Vogue – Washing and Drying (Hairdressing)	① ② ③ ④

Endeavour Hills Neighbourhood Centre	2023 TERMS
Conversational English	① ② ③ ④
Employable Me: Job Preparation	③ ④
English and Learning Skills Program	① ② ③ ④
English: Technology	① ② ③ ④
Written English	① ② ③ ④

Hallam Community Learning Centre	2023 TERMS
Auslan	② ③
Bookkeeping and Finance	② ③
Customer Service: Call Centre Training	① ②
Digital Skills for Business	② ③
Introduction to Computers – Level 1 and 2	① ② ③ ④
Introduction to MYOB – Level 1 and 2	② ③ ④
Learn English – Level 1 and 2	① ② ③ ④

Hampton Park Community House	2023 TERMS
Afghan Women's Literacy	① ② ③ ④
English as an Additional Language (EAL)	① ② ③ ④
English for Life	① ② ③ ④
Flexible Computers	① ② ③ ④
Work Ready: Employability Skills Training	② ③
Introduction to Small Business: You're The Boss	③ ④

Jesuit Social Services	2023 TERMS
Ready Set Barista	① ② ③ ④
Language for Life	① ②
Money for Life	② ③

Merinda Park Learning and Community Centre	2023 TERMS
Introduction to Computers	②
Computers for CALD Learners	① ②
Digital Essentials: Word	① ②
Building your Digital Skills	① ②
Everyday English Computers for Life and Work – Level 1 and 2	① ② ③ ④
Introduction to MYOB	② ④

Outlook Aust Ltd	2023 TERMS
Introduction to Community Services	③ ④
Preparing for Employment	② ③
Building Resilience	① ②
Introduction to Hospitality	②

Casey (Continued)

Springvale Learning and Activities Centre	2023 TERMS
English for Citizenship Test Preparation – Level 1 and 2	① ② ③ ④
English for Independence	① ② ③ ④
Learning about Traditions and Values of Australia	① ② ③ ④
Learn and Live in Australia	① ② ③ ④

Task Force Community Agency	2023 TERMS
Digital Skills for Jobseekers	① ③
Digital Skills for the Workplace	② ④
Skills for Work and Study: Community Services	②
Work Readiness: Youth	① ② ③ ④

Wellsprings For Women	2023 TERMS
English as an Additional Language – Level 1 and 2	① ② ③ ④
English for Citizenship	① ② ③ ④
Introduction to Working in Hospitality	③

Greater Dandenong

AMES Australia	2023 TERMS
Discover your Goals – Skills, Qualifications, Jobs for CALD Women	① ② ③ ④
English Learning Skills Program – Beginner, Post Beginner and Community	① ② ③ ④
Horticulture	① ② ③ ④

Australian Croatian Community Services	2023 TERMS
Work Systems and Communication	② ③

Australian Vietnamese Women's Association Inc.	2023 TERMS
English for Work	③
Introduction to Aged Care	②
Job Search, Resume Building and Interview Preparation	④

Concern Australia Welfare	2023 TERMS
Hand Brake Turn: Pre-Vocational Automotive	① ② ③ ④

Greater Dandenong (Continued)

Dandenong Community and Learning Centre	2023 TERMS
Barista Skills	① ② ③ ④
Digital Design and Technology for Employment	① ② ③ ④
Digital Skills Level – 1 and 2	① ② ③ ④
Employment Preparation Skills	① ② ③ ④
Employment Skills	① ② ③ ④
English as an Additional Language – Preliminary, Level 1 and 2	① ② ③ ④
Hospitality for Employment	① ② ③ ④
Introduction to Community Services	① ② ③ ④
Introduction to Construction and Woodwork Skills	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Literacy and Numeracy Skills	① ② ③ ④

Jesuit Social Services	2023 TERMS
Ready Set Barista	① ② ③ ④
Money for Life	② ③ ④
Community Leadership and Development	②
Zero Waste	② ④

Keysborough Learning Centre	2023 TERMS
Digital Essentials – Level 1 and 2	① ② ③ ④
Digital Google Docs and Sheets	① ② ③ ④
Digital MS Outlook and Email	① ② ③ ④
Digital MS Word and Excel	① ② ③ ④
Digital Skills for Employability	② ③
English For Absolute Beginners	① ② ③ ④
English For Australian Life and Work	① ② ③ ④
English for Study Work and Life	① ② ③ ④
English for the Australian Workplace and Study Pathways	① ② ③ ④
Everyday English For Life and Employment	① ② ③ ④
Professional Communication in Aged Care	① ② ③ ④
Orientation to Aged Care	② ③
Orientation to Safe Food Handling	① ② ③ ④
Pathways to TAFE: Aged Care	② ③
Skills for Work and Study: Aged Care	②
Skills for Work and Study: Food Processing	②
Work Ready: Job Preparation	② ③

Greater Dandenong (Continued)

Micare	2023 TERMS
English as an Additional Language: Multicultural Learning Group	① ② ③ ④

Southern Migrant and Refugee Centre	2023 TERMS
Computers for Work	② ③
Conversational English	① ② ③ ④
Fitting Into Work: Employment Program	① ② ③ ④
Introduction to Bicultural Work	② ③
Introduction to Computers	① ③
Introduction to Makeup, Hair and Beauty	② ④
Read and Write English	① ② ③ ④

Springvale Indo-Chinese Mutual Assist. Assoc	2023 TERMS
English: Bi-Lingual Support: Beginners/Next Step/Intermediate	① ② ③ ④

Springvale Learning and Activities Centre	2023 TERMS
Aged Care Basics	① ② ③ ④
Children Services Basics	① ② ③ ④
Cyber Safety	① ② ③ ④
Digital Essentials – Level 1 and 2	① ② ③ ④
English for Citizenship Test Preparation – Level 1 and 2	① ② ③ ④
English for Customer Service	① ② ③ ④
English for Health	① ② ③ ④
English for Independence	① ② ③ ④
English for Safe Work	① ② ③ ④
Everyday English – Level 1 and 2	① ② ③ ④
Functional English – Level 1 and 2	① ② ③ ④
Learning about the Traditions and Values of Australia	① ② ③ ④
Learn, Live and Work in Australia	① ② ③ ④
Pathways to Literacy	① ② ③ ④
Skills for Work and Study: Community Services	① ② ③ ④

Springvale Neighbourhood House	2023 TERMS
Skills for Work and Study: Early Childhood Education	① ② ③ ④
Be Work Ready in 8 Weeks	① ② ③ ④
Communication and Workplace Skills for Volunteers	② ③ ④
Dari to English for Asylum Seekers	① ② ③ ④
Digital Essentials – Level 1 and 2	① ② ③ ④
English Communication Skills for Parents	① ② ③ ④
English for Life Skills: Citizenship	① ② ③ ④
English for Life Skills: Driving	① ② ③ ④
English for Life Skills: Numeracy	① ② ③ ④
English for Study, Work and Life – Level 1 and 2	① ② ③ ④
Introduction to Google Docs and Google Sheets	① ② ③ ④

Springvale Neighbourhood House	2023 TERMS
Introduction to MS Outlook and Email	② ③
Introduction to MS Word and Excel	① ② ③ ④
Kick Start Your Customer Service Skills	① ② ③ ④
Learn English for Study, Work and Life – Beginner and Post Beginner	① ② ③ ④
Learn Sewing Skills for Work and Life	① ② ③ ④
Learn Zoom for Study, Work and Life	① ② ③ ④
MS Office and E-Learning for Work and Study	① ② ③ ④
Online Communication: Digital Skills for Job Seekers	① ② ③ ④
Point of Sale for Retail and Hospitality: Digital Skills for Job Seekers	① ② ③ ④
Skills for Work and Study: Health Services	① ② ③ ④

Uniting (Victoria and Tasmania)	2023 TERMS
Advancing Me: Job Preparation	① ② ③ ④
Digital Skills for Jobseekers	① ② ③ ④
Succesful Job Search: Market Your Skills	① ② ③ ④

Wellsprings For Women	2023 TERMS
Building up Confidence for Studying and Working Online	① ② ③ ④
CANVA – Graphic Design – Level 1 and 2	② ④
Composite English as an Additional Language – Saturday Morning	① ② ③ ④
Computers – Beginners 1 and 2, Intermediate and Advanced	① ② ③ ④
Computers: Digital Essentials – Level 1 and 2	① ② ③ ④
English as an Additional language – Levels 1, 2 and 3	① ② ③ ④
English Conversation - Beginners, Intermediate and Advanced	① ② ③ ④
English for Citizenship	① ② ③ ④
English for Living – Level 1	① ② ③ ④
English for Sewing – Level 1 and 2	① ② ③ ④
English for the L Plate	① ② ③ ④
Introduction to Working in Community Services	①
Introduction to working in Hospitality	①
Introduction to Working in the Domestic and Family Violence Sector	③
Introduction to Working with People with Disabilities	②
Public Speaking – Level 1 and 2	②
Skills for Work and Study: Aged Care	②
Skills for Work and Study: Early Childhood	④
Using Apps for Study, Work and Everyday Life	① ② ③ ④

Contact your Learn Local.



Access Australia Group

Suite 9, Level 2/66 Victor Crescent
Narre Warren 3806
03 8769 5667
www.aag.org.au

AMES Australia

280 Thomas Street
Dandenong 3175
122-126 Springvale Road
Springvale 3171
60 Douglas Street
Noble Park 3174
13 26 37
www.ames.net.au/locations

Australian Croatian Community Service

Suite 3 57 Robinson Street
Dandenong 3175
03 9791 6000
www.accs.asn.au/index.php

Australian Vietnamese Women's Association

19/134 Springvale Rd Springvale 3171
03 9546 2699
www.avwa.org.au/en/

Best Chance Training

Ground Floor 48 John Street
Pakenham 3805
03 9132 6000
www.bestchance.org.au

Concern Australia

27 Station Street Dandenong 3175
03 9793 1466
www.concernaustralia.org.au

Cranbourne Community House

49 Valepark Crescent Cranbourne 3197
03 5996 2941
www.cranbournecommunityhouse.com

Dandenong Community and Learning Centre

34 King Street Dandenong 3175
03 9792 5298
www.dandenongclc.org.au

Doveton Neighbourhood Learning Centre

34 Oak Avenue Doveton 3177
03 9791 1449
www.dovetonnlc.net.au

Emerald Community House

356-358 Belgrave-Gembrook Road
Emerald 3782
03 5968 3881
www.emeraldcommunityhouse.org.au

Endeavour Hills Neighbourhood Centre

10 Raymond Blvd Endeavour Hills 3802
03 9700 3789
www.ehillsnc.org.au

Foundation Learning Centre

1 Malcolm Court Narre Warren 3805
03 9704 7388
www.foundation.vic.edu.au

Hallam Community Learning Centre

56 Kays Avenue Hallam 3803
03 9703 1688
www.hallamclc.com.au

Hampton Park Community House

16-20 Stuart Ave Hampton Park 3976
03 8768 8342
www.hamptonparkch.vic.edu.au

Jesuit Social Services

1 Magid Drive Narre Warren 3805
54 McCrae Street Dandenong 3175
03 9415 8700
www.jss.org.au

Keysborough Learning Centre

402 Corrigan Road Keysborough 3173
03 9798 7005
www.klckeys.com.au

Living and Learning Pakenham

6b Henry Street Pakenham 3810
03 5941 2389
www.livinglearning.org.au

Merinda Park Learning and Community Centre

141-147 Endeavour Drive
Cranbourne North 3977
03 5996 9056
www.merindapark.com.au

MiCare

180 Greville Street Prahran 3181
03 9510 5877
92 Bignell Road East Bentleigh 3165
03 9576 4038
www.micare.com.au

Outlook (Aust) Ltd

24 Toomuc Valley Road Pakenham 3810
03 5940 4728
www.outlookaust.org.au

Southern Migrant and Refugee Centre

39 Clow Street Dandenong 3175
03 9767 1900
www.smrc.org.au

Springvale Indo-Chinese Mutual Assistance Assoc.

11-13 Morwell Parade Springvale 3171
03 9547 6161
www.sicmaa.com

Springvale Learning and Activities Centre

1 Osborne Avenue Springvale 3171
03 9547 2647
www.springvalelac.org.au

Springvale Neighbourhood House

1 Lightwood Road Springvale 3171
03 9574 6399
www.snh.org.au

Taskforce

421-423 South Road Moorabbin 3204
03 9532 0811
www.taskforce.org.au

Uniting Vic and Tas

7/280 Thomas Street Dandenong 3175
1300 090 989
www.unitingvictas.org.au

Wellsprings For Women

79 Langhorne Street Dandenong 3175
03 9701 3740
www.wellspringsforwomen.com



Disclaimer

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