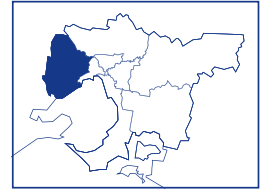


2023

Learn Local Course Guide.

OUTER WESTERN
MELBOURNE



Brimbank, Melton
& Wyndham

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.

Brimbank

Australian Multicultural Community Services	2023 TERMS
Careers in Aged Care	① ② ③ ④
Digital Essentials 1	① ② ③ ④
Digital Essentials 2	① ② ③ ④
Introduction to MYOB Software	① ② ③ ④
Multicultural Leadership Course	① ② ③ ④
Navigating Microsoft Office	① ② ③ ④
Skills for Work and Study	① ② ③ ④

Australian Vietnamese Women's Association	2023 TERMS
English for Daily Activities	②
English for Work	② ③
Introduction to Aged Care	①
Introduction to Childcare	③
Job Search, Resume Building and Interview Preparation	④
Produce Simple Word-Processed Documents	③ ④
Use Internet, Create and Retrieve Email Using Webbrowser	③ ④

Comm Unity Plus Services	2023 TERMS
Advance Your Career	① ② ③ ④
Apply for Employment	① ② ③ ④
Balance Career and Caring	① ② ③ ④
Basic Computer Skills	① ② ③ ④
Conversational English Advanced	① ② ③ ④
Conversational English Intermediate	① ② ③ ④
Conversational English Introduction	① ② ③ ④
Develop Your Career	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
eLearning English	① ② ③ ④
Introduction to General Office Administration	① ② ③ ④
Introduction to Working in Australia	① ② ③ ④
Learn Basic Legal Rights	① ② ③ ④
Microsoft Office Intermediate	① ② ③ ④
Microsoft Office Introduction	① ② ③ ④
Prepare for a Cleaning Career	① ② ③ ④
Prepare for Interviews	① ② ③ ④
Stay Safe Online	① ② ③ ④
Transition to Employment	① ② ③ ④
Workplace Safety	① ② ③ ④

Djerriwarrh Employment and Education Services	2023 TERMS
Fast Track Your Career in Community Services	① ② ③ ④

Brimbank (Continued)

Duke Street Community House	2023 TERMS
Conversational English	① ② ③ ④
Digital Essentials	① ② ③ ④
Digital Skills for Employment	① ② ③ ④
English for Work and Life	① ② ③ ④
Everyday English	① ② ③ ④
Gardening 101	① ② ③ ④
Job Ready Skills	① ② ③ ④
Reading and Writing	① ② ③ ④
Visual Arts	① ② ③ ④

Jesuit Social Services	2023 TERMS
Be Connected	④
Ready Set Digital Employment	④

Migrant Resource Centre NW Region	2023 TERMS
Literacy and Numeracy	① ② ③ ④

Westgate Community Initiatives Group	2023 TERMS
Digital Essentials Level 1	① ③
Digital Essentials Level 2	① ③
Digital Literacy for Job Seekers	② ④
English for Work	② ④
Introduction to Retail	②
MyGov	② ④
Ready for Hospitality	③
Skills for Work and Study – Building and Construction	②
Stepping Forward for Work	① ③

YouthNow	2023 TERMS
Alumni 23	① ② ③ ④
BizE Career Exploration: Orientation	① ② ③ ④
BizE Career Exploration: Transition	① ② ③ ④
BizE Centre Civics: Orientation	① ② ③ ④
BizE Customer Service: Orientation	① ② ③ ④
BizE Customer Service: Transition	① ② ③ ④
BizE Digital Literacy: Orientation	① ② ③ ④
BizE Digital Literacy: Transition	① ② ③ ④
BizE Employability Skills	① ② ③ ④
BizE Industry Exploration Skills	① ② ③ ④
BizE Work Futures: Transition	① ② ③ ④
BizE Workplace Literacy: Orientation	① ② ③ ④
BizE Workplace Literacy: Transition	① ② ③ ④
BizE Workplace Numeracy: Orientation	① ② ③ ④
Futures in STEM	① ② ③ ④
Hang Out Day	① ② ③ ④
Helpdesk	① ② ③ ④
Jobs Club Suite	① ② ③ ④
Just Resumes	① ② ③ ④
Learn Local Study Support	① ② ③ ④
Licences for Work	① ② ③ ④
Me and You	① ② ③ ④
My Business	① ② ③ ④
Not Sure Yet	① ② ③ ④
Pass IT on 1	① ② ③ ④
Pass IT on 2	① ② ③ ④
Pass IT on 3	① ② ③ ④
PeepsLTS – Parent Support Program 1	① ② ③ ④
PeepsLTS – Parent Support Program 2	① ② ③ ④
Skills for Work and Study – Building and Construction	① ② ③ ④
Skills for Work and Study – Early Childhood	① ② ③ ④

Melton

Australian Multicultural Community Services	2023 TERMS
Careers in Aged Care	① ② ③ ④
Digital Essentials 1	① ② ③ ④
Digital Essentials 2	① ② ③ ④
Introduction to MYOB Software	① ② ③ ④
Multicultural Leadership Course	① ② ③ ④
Navigating Microsoft Office	① ② ③ ④
Skills for Work and Study	① ② ③ ④

Djerriwarrh Employment and Education Services	2023 TERMS
Assessment Support	② ③ ④
Career Development	① ② ③ ④
Conversational English	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Digital Essentials	① ② ③ ④
Digital Skills for Employability	① ② ③ ④
English for Everyone	① ② ③ ④
English for Life Skills	① ② ③ ④
Financial Workshop	① ② ③ ④
Introduction to Automotive Repair	① ② ③ ④
Introduction to Café Skills	① ② ③ ④
Introduction to Commercial Cleaning	① ② ③ ④
Introduction to Commercial Cookery	① ② ③ ④
Introduction to Community Services	① ② ③ ④
Introduction to Health Services	① ② ③ ④
Skills for Work in Office Administration	① ② ③ ④
Small Business Start Up	① ② ③ ④

Jesuit Social Services	2023 TERMS
Be Connected	②
Ready Set Digital Employment	②

Melton South Community Centre	2023 TERMS
Absolute Beginners Computers	① ② ③ ④
Build Your Own Website	① ② ③ ④
Editing Images	① ②
Email Internet and Social Comms	① ②
How to be a YouTuber	③ ④
Introduction to Beauty	① ③
Introduction to Floristry	① ② ③ ④
Introduction to Pastry	① ③
Introduction to Sewing	① ② ③ ④
Manual Bookkeeping	① ② ③ ④
Microsoft Office	① ② ③ ④
Microsoft Office – Excel	① ② ③ ④
Microsoft Office – Word	① ② ③ ④
Microsoft Office for the Workplace	① ② ③ ④
Multimedia Made Easy	① ② ③ ④
MYOB	① ② ③ ④
Programming with Scratch	① ② ③ ④
Sewing Advanced	① ② ③ ④
Sewing Intermediate	① ② ③ ④
Start Your Business Online	① ②

Westgate Community Initiatives Group	2023 TERMS
Digital Literacy for Job Seekers	② ④
Financial Literacy	③
MyGov	① ④
Skills for Work and Study – Warehousing and Distribution	②
Speaking Skillfully to Gain Employment	② ④
Stepping Forward for Work	① ③ ④

YouthNow	2023 TERMS
Alumni 23	① ② ③ ④
Helpdesk	① ② ③ ④
Jobs Club Suite	① ② ③ ④
Licences for Work	① ② ③ ④

Wyndham

AMES Australia	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Digital Essentials Level 2	① ② ③ ④
Digital Literacy for Beginners	① ② ③ ④
Digital Literacy for Post Beginners	① ② ③ ④
English Learning Skills Beginner – Community	① ②
English Learning Skills Post Beginner	③ ④
Language and Literacy Prep for Accredited	① ② ③ ④
Preparation for Cleaning	① ②
Preparation for Whitecard	① ②
Preparation for Work Health and Safety	① ②
Pronunciation and Conversation Intermediate	① ② ③ ④
Pronunciation and Conversation for Beginners	① ② ③ ④
Pronunciation and Conversation for Post Beginners	① ② ③ ④

Australian Multicultural Community Services	2023 TERMS
Digital Essentials 1	① ② ③ ④
Digital Essentials 2	① ② ③ ④

Encompass Community Services	2023 TERMS
Community Services Level 2 Pathway to TAFE	② ④
Digital Essentials 1	① ③
Digital Essentials 2	② ④
Steps To Employment	① ③

GenU	2023 TERMS
Digital Literacy	① ② ③ ④
I Have Confidence In Me	① ② ③ ④
Intermediate Computer Skills For Work	① ② ③ ④
Ready Set Work	① ② ③ ④
Starting Point For Aged Care	① ② ③ ④

Jesuit Social Services	2023 TERMS
Be Connected	① ②
Ready Set Digital Employment	② ③

Micare	2023 TERMS
Multicultural Learning Group – English as a Second Language	① ② ③ ④
Skills for the Workforce	② ③ ④

Quantin Binnah Community Centre	2023 TERMS
Barista@Work	① ② ③
Exploring a Career in Child Care	② ③

Westgate Community Initiatives Group	2023 TERMS
Digital Literacy for Job Seekers	① ③
Financial Literacy	③
Kick Start Your Life – Employability	③
MyGov	②
Stepping Forward for Work	① ③

Wyndham Community and Education Centre	2023 TERMS
Advanced Excel	① ② ③ ④
All Sewn Up – Advanced Sewing Course	① ② ③ ④
Better Reading and Writing	① ② ③ ④
Computer Skills – Advanced	① ② ③ ④
Computer Skills – First Steps	① ② ③ ④
Computer Skills – Next Steps	① ② ③ ④
Conversation Skills – Beginners	① ② ③ ④
First Aid for Computers	③ ④
Garment and Pattern Alterations	③
Growing Your Own Vegetable Garden	①
How to Get Your Learner's Permit	③ ④
Intermediate Excel	① ② ③ ④
Introduction to Coffee Making	③ ④
Introduction to Excel	① ② ③ ④
Introduction to Hospitality	①
Introduction to Image and Video Editing	② ③
Living and Working in Australia	① ② ③ ④
Manual Bookkeeping	③ ④
Mobile Devices	① ②
MYOB	① ②
Next Stitch – Intermediate Sewing Class	① ② ③ ④
Office Computing on the Web	④
Online Skills for Microbusiness	④
Skills for Work and Study – Building and Construction	② ③
Skills for Work and Study – Early Childhood Education	② ③
Skills for Work	③
So and Sew – Introduction to the Textile Industry	① ② ③ ④
Study Support – Early Childhood and Care	① ② ③ ④
Study Support – VCAL	① ② ③ ④
Webpage Design	① ②

YouthNow	2023 TERMS
Alumni 23	① ② ③ ④
Helpdesk	① ② ③ ④
Jobs Club Suite	① ② ③ ④
Learn Local Study Support	① ② ③ ④
Licences for Work	① ② ③ ④
Me and You	① ② ③ ④

Contact your Learn Local.



AMES Australia

16 Victoria Square
St Albans VIC 3021
132637
www.ames.net.au

Australian Multicultural Community Services

Suite 111/44-56
Hamstead Road
Maidstone VIC 3012
(03) 9689 9170
www.amcservices.org.au

Australian Vietnamese Women's Association

Unit 1/6-12 South Road
Braybrook VIC 3019
(03) 9396 1922
www.avwa.org.au/en

Comm Unity Plus Services

Level 1/358 Main Road
West St Albans VIC 3021
1800 266 675
www.comm-unityplus.org.au

Concern Australia

Unit 1, 668 Somerville Rd
Sunshine West VIC 3020
(03) 9470 2972
www.concernaustralia.org.au

Djerriwarrh Community and Education Services

239 Station Road
Melton VIC 3337
(03) 8746 1000
djerriwarrh.org.au

Duke Street Community House

27 Duke Street
Sunshine VIC 3020
(03) 9311 9973
www.dscho.org.au

Encompass Community Services

79 Gheringhap Street
Geelong VIC 3220
(03) 5222 2819
www.encompass-cs.org.au

genU

40 Synott Street
Werribee VIC 3030
(03) 9974 9600
www.genutraining.org.au

Jesuit Community College

1 Langridge Street
Collingwood VIC 3066
(03) 9415 8700
jss.org.au/what-we-do/education-training-and-employment/jesuit-community-college

Melton South Community Centre

41 Exford Road
Melton South VIC 3338
(03) 9747 8576
www.meltonsouth.org.au/

MiCare

20A Pickett Street
Footscray VIC 3011
(03) 9687 4500
www.micare.com.au

Migrant Resource Centre North West Region

20 Victoria Crescent
St Albans VIC 3021
(03) 9367 6044
www.mrcnorthwest.org.au

Quantin Binnah Community Centre

61 Thames Boulevard
Werribee VIC 3030
(03) 9742 5040
www.qbcc.org.au

Westgate Community Initiatives Group

Level 1/4-8 Parker Street
Footscray VIC 3011
(03) 9689 3437
www.wcig.org.au

Wyndham Community and Education Centre

20 Synnot Street
Werribee VIC 3030
(03) 9742 4013
www.wyndhamcec.org.au

YouthNow

80B Harvester Road
Sunshine VIC 3020
(03) 8311 5800
www.youthnow.org.au

Disclaimer

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