

**OUTER  
NORTH  
EAST  
LEARN  
LOCAL**



**RETHINK.  
REVIVE.  
RESKILL.  
RECONNECT.  
RESHAPE.**



**RESULT.**

We offer training programs that can help you get a job, return to study, improve your reading and writing or financial and digital literacy skills.



**WWW.LEARN  
LOCAL.ORG.AU**

# Do you want to gain valuable employment skills to help you enter the workforce, change careers or undertake further studies?

## What is a Learn Local?

Learn Locals are independent community based organisations. They are all not-for-profit businesses that are established to meet the needs of their local communities.

In addition to education and training programs, many Learn Locals also deliver a range of other services for their communities including employment services, childcare and community development activities.

## Why study in a Learn Local?

The Victorian Government, through the Adult, Community and Further Education Board (ACFEB), funds a network of 15 Learn Locals across Outer East Metro Region that can help eligible adult learners develop the skills to find a job or successfully undertake further studies.

Learn Locals can help you gain the confidence and the skills you need to take the next step in reaching your potential. Wherever you live across Outer East Metro area, there is a Learn Local nearby offering a wide range of courses.

Each year, over 28,000 Victorians choose to undertake government subsidised training through a Learn Local provider. These students come from a wide range of backgrounds and choose to study with a Learn Local because it is close to home, and offers a friendly environment with teachers who are focused on helping them to succeed.

## What's in it for you?

Learn Locals are friendly and welcoming, with qualified tutors who are focused on helping you to succeed.

Across Outer Eastern Metro Region, there are 15 Learn Locals located in 3 Local Government Areas. 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 math skills
- › Access English language classes
- › Improve your financial literacy skills
- › Return to study and gain a qualification
- › Get started with a pre-accredited program

## How and when can you enroll?

Enrolment requirements vary across Learn Local providers. You might need to enroll in person, or you may be able to enroll over the phone, online or by mail.

You can find information on all Learn Local providers in Victoria at [www.learnlocal.org.au](http://www.learnlocal.org.au)

## Fees and Costs

Learn Locals provide access to government subsidised training. Course fees are kept low and concessions apply. Contact the Learn Local directly to get further information.

## Learn Locals can also provide customised training solutions to a wide range of businesses.

Learn Local providers can deliver courses that will upgrade the employment skills of both your existing and new workforce.

## Programs can include:

- › Industry specific training across a wide range of sectors (including health, disability, retail, tourism, hospitality, construction, trades, business, horticulture, beauty plus many more)
- › Digital literacy training
- › Language, literacy and numeracy assistance
- › English language classes
- › Financial literacy assistance
- › Employability skills
- › Occupational Health and Safety

**If you would like to find out more about how your business can work with Learn Locals to deliver training programs please contact [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au).**

**EMAIL [TRAINING.PARTICIPATION@EDUMAIL.VIC.GOV.AU](mailto:TRAINING.PARTICIPATION@EDUMAIL.VIC.GOV.AU)**  
**WEBSITE [WWW.LEARNLOCAL.ORG.AU](http://WWW.LEARNLOCAL.ORG.AU) FACEBOOK [@LEARNLOCAL](https://www.facebook.com/LEARNLOCAL)**

**"A pre-accredited program specifically addressing skills identified and co-designed with local manufacturers in Wangaratta, resulted in a 80% employment outcome for participants."**

– Felicity Williams  
CEO, The Centre for Continuing Education

**"I'm excited to be finishing the course. I have made some great friends and have been lucky enough to secure a full time position in disability support where I completed my work placement. All round this course was exactly what I needed to get me to where I am today."**

– Michelle

**"I saw this as a good opportunity for me to do something different in an area that will hopefully lead to more job security. I haven't been to school for over 30 years and was not sure how I would go, but the teachers were all very helpful and supportive."**

– Wayne

**"For me it was really good because I was a stay-at-home mum for 10 years and I had lost my confidence. The eight weeks of building your skills back up and knowing that I do have those skills and that I can get back into the workforce was invaluable."**

– Trish



**CONTACT  
YOUR  
LEARN  
LOCAL.**

# PICK A PLACE. PICK A LEARN LOCAL. PICK A NEW SKILL.



## YARRA RANGES

CIRE Services	2019 Terms
Kitchen Kaos Business Enterprise	① ② ③ ④
Tech HUB Business Enterprise	① ② ③ ④
Trade Trailer	① ② ③ ④
Be Work Ready	① ② ③ ④
English 101	① ② ③ ④
English 102	① ② ③ ④
Smart Money	① ② ③ ④
Computers for the Workplace	① ② ③ ④
Small Business	① ② ③ ④
Be TAFE Ready	① ② ③ ④
Blokes on Board: Social Activities and Workshops for Men and Dads	① ② ③ ④
Crash Through!	① ② ③ ④

Healesville Living and Learning Centre Inc	2019 Terms
Computer Basics	① ② ③ ④
Intro to Microsoft Office	②
Basic Education Skills	① ② ③ ④
Advanced Computing	① ② ③ ④
Bush Tucker Program	① ② ③ ④
Work Ready Program	① ② ③ ④
Creative Writing	① ② ③ ④
Intro to Floristry	① ② ③ ④
Intro to Permaculture	① ③
Intro to Digital Media	① ③
Introduction to Carpentry	① ② ③ ④
Setting Up Your Online Business	① ③

Glen Park Community Centre	2019 Terms
Communication Skills for Work and Community	① ②
How to be a Valuable Volunteer	③ ④

Japara Neighbourhood House Inc.	2019 Terms
Building a Future for Women	①
Building a Better Future for Women: Advanced	②
Valuable Volunteering	② ③
Job Ready Admin Skills	②
iPad and Other Digital Devices for Business Skills	①
Grow Your Own Business	④

Mountain District Learning Centre	2019 Terms
Basic Computers at the Mustard Tree	① ② ③ ④
Conquering Confidence at The Mustard Tree	① ② ③ ④

Selby Community House	2019 Terms
Flexible Computer Training	① ② ③ ④
iPads and Tablets for Beginners	① ② ③ ④
Web Design	③
Basic Bookkeeping	②
Job Ready	① ③
Social Media Savvy	① ② ④

The Basin Community House	2019 Terms
Introduction to Hospitality	① ② ③ ④

## KNOX

Coonara Community House	2019 Terms
Employability Through Social Enterprise	① ② ③ ④
Job Club	① ③
Developing a Personal Action Plan for a Confident and Effective You	① ② ③ ④
Preparation for Hospitality	① ② ③ ④
English Conversation and Australian Culture	① ② ③ ④
Pathway to Rural Operations	② ④
Preparation for Landscaping and Horticulture	① ③
Introduction to Working in Community Services	②
Ready for Work	① ② ③
Return to Study Skills	① ③
Introduction to Professional Creative Writing	② ④
Professional Writing and Editing: Getting Published	① ③
Crafting a Career: Designing and Constructing with Textiles	① ② ③ ④
Jump Start: Literacy for Parents and Pre-Schoolers	① ② ③ ④
Preparation for Working with Tools	① ③
Computers: The Next Step	② ④
Computers and Digital Literacy for the Beginner	① ② ③ ④

Mountain District Learning Centre	2019 Terms
Introduction to Microsoft Excel	① ② ③ ④
MYOB	② ③
Career Development for School Leavers	② ④
Arts and Design	② ④
Bookkeeping	① ② ③ ④
Learn Computers Skills: WorkReady Skills for Employment	① ② ③ ④
Culinary Chaos Education for Disability	① ② ③ ④
Introduction to Business Administration	① ② ③
Read Write Now	① ② ③ ④

Orana Neighbourhood House	2019 Terms
Computer Basics: Email and Internet	① ③
Computer Basics: Next Level	②
Student's Choice	② ④
Intro to Culinary Arts	① ② ③ ④
Open Learning Computers	① ② ③ ④
Multimedia	① ② ③ ④
Ready for Work Skills	③
Learn to Create a Therapeutic Garden: Part 1-2	① ② ③ ④
Introductions to Hospitality: Part 1-2	① ② ③ ④
Introduction to iPad and Tablet Technology	① ② ③ ④
Introduction to Communication Skills	① ② ③ ④
Volunteering as a Pathway to Employment	① ② ③ ④
Introduction to Everyday English	① ② ③ ④
Introduction to Horticulture	① ② ③ ④

Rowville Neighbourhood Learning Centre	2019 Terms
Basic Introduction to Computers	① ② ③ ④
XERO	① ② ③ ④
Resume and Career Search	① ② ③ ④
Social Media Marketing	② ③
Women's Leadership	②
Introduction to Event Management	① ③
MYOB	① ③ ④
Introduction to Small Business	① ③
Introduction to Medical Reception Including Pracsoft	① ② ③ ④
Updating Your Skills for Returning to the Workforce	① ② ③ ④
Introduction to Office Administration	① ② ③ ④
Introduction to Digital SLR	① ③
Language, Literacy and Numeracy for Tradies	① ③

## KNOX (CONT.)

The Basin Community House	2019 Terms
Beginners Computers	① ② ③ ④
Next Step: Beginners Computing	① ② ③ ④
Learn Excel	② ③ ④
Learn Word	① ② ③ ④
Learn Internet and Email	① ② ③ ④
Learn Digital Media: PowerPoint	② ③ ④
iPads and Tablets	① ② ③ ④
iPads and Tablets: Advanced	② ③ ④
Digital Photography: Part 1	① ② ③ ④
Introduction to Community Services Work	① ② ③
Skills for Reception and Administration	② ③ ④
Introduction to Hospitality	① ② ③ ④

K.Y.M (Victoria) Inc	2019 Terms
Pathways to Life	① ② ③ ④
Introduction to Hair and Beauty	① ② ③ ④
Hangin with the Boys: Pathways and Self Discovery for Male Learners	① ② ③ ④
Get Going with Computers	① ② ③ ④
English for Migrants: Beginners, Intermediate and Advanced	① ② ③ ④

## MAROONDAH

Arrabri Community House	2019 Terms
Microsoft Office Skills	① ② ③ ④
Building Skills Through Drama	③ ④
Basic Bookkeeping	① ② ③ ④
Literacy and Creative Writing for Beginners	① ② ③ ④
Introduction to Desktop Publishing	① ③
Advanced Desktop Publishing	② ④
Introduction to Business Administration	① ② ③ ④
Introduction to Computers	① ② ③ ④
Intermediate Computers	① ② ③ ④
Introduction to Excel	① ② ③ ④
Excel Intermediate	② ④
Bring Your Own Device: Introduction	① ② ③ ④
Bring Your Own Device: Advanced	① ② ③ ④
Job Ready	① ② ③ ④
XERO	① ② ③ ④
MYOB Plus Payroll V19	① ③
MYOB Advanced	② ④

Central Ringwood Community Centre	2019 Terms
Basic Computer Training Package	① ② ③ ④
Developing Skills for the Workforce	① ② ③ ④
Sew, Talk and Learn	① ② ③ ④
In the Garden	① ③
English for Jobseekers	① ② ③ ④

CIRE Services	2019 Terms
Try a Trade	① ② ③ ④

Glen Park Community Centre	2019 Terms
Communication Skills for Work and Community	① ② ③ ④
Introduction to Event Marketing and Enterprise	③ ④
Introduction to Hospitality Skills	① ② ③ ④
Microbusiness Skills	① ② ③ ④
Stepping Stones to Further Education or Employment	②
Woodwork: Levels 1-2	① ②
Carpentry: Beginners and Intermediate	③ ④
Music Literacy: Levels 1-2	① ② ③ ④

K.Y.M (Victoria) Inc	2019 Terms
Introduction to Hospitality	① ② ③ ④

## MAROONDAH (CONT.)

Mountain District Learning Centre	2019 Terms
OutREACH Basic Computers with Confidence	① ② ③ ④

North Ringwood Community House Inc	2019 Terms
Pathway to Aged Care	① ② ③ ④
Pathway to Disability	① ② ③ ④
Pathway to Leisure and Health	① ② ③ ④
Basic Computer Skills for Beginners	① ② ③ ④
Return to Work	① ② ③ ④
Microsoft Word and Excel	① ② ③ ④
Introduction to Office Skills	① ② ③ ④
Professional Creative Writing	① ② ③ ④
Digital Literacy for Smart Devices	① ② ③ ④
English Language Education Support	① ② ③ ④
Beyond Basic Computer Skills	① ② ③ ④

Orana Neighbourhood House	2019 Terms
Introduction to Horticulture	① ② ③ ④

The Basin Community House	2019 terms
Beginners Computers	① ② ③ ④
Visual Arts for Employability	① ② ③ ④
Intro to Hospitality	① ② ③ ④

Yarra Community Centre	2019 Terms
Introduction to Hospitality	① ② ③ ④
Building Confidence with Communication	① ② ③ ④
Introduction to Event Management	① ② ③ ④
Money Management	① ② ③ ④
Enterprise Skills	① ② ③ ④
Web and Social Media for Business	① ② ③ ④
Introduction to Computers	① ② ③ ④
Practical Literacy and Communication	① ② ③ ④



FLIP ME  
OVER AND  
CONTACT  
YOUR  
LEARN  
LOCAL.





# CONTACT YOUR LEARN LOCAL.

**Coonara  
Community House**  
22 Willow Rd  
Upper Ferntree  
Gully VIC 3156  
(03) 9758 7081

**K.Y.M (Victoria) Inc**  
673 Mountain Hwy  
Bayswater VIC 3153  
(03) 9722 5777

**Mountain District  
Learning Centre**  
13-15 The Ave  
Ferntree Gully  
VIC 3156  
(03) 9758 7859

**Orana  
Neighbourhood  
House**  
62 Coleman Rd  
Wantirna South  
VIC 3152  
(03) 9801 1895

**Rowville  
Neighbourhood  
Learning Centre**  
Inside Rowville  
Community Centre:  
20 Fulham Rd  
Rowville VIC 3178  
(03) 9764 1166

**The Basin  
Community House**  
1221 Mountain Hwy  
The Basin VIC 3154  
(03) 9761 0209

**Arrabri  
Community House**  
42 Allambanan Dr  
Bayswater North  
VIC 3153  
(03) 9294 7531

**Healesville Living  
and Learning Centre**  
1 Badger Creek Rd  
Healesville VIC 3777  
(03) 5962 5982

**Central Ringwood  
Community Centre**  
Inside Bedford Park:  
Rosewarne Lane  
via Bedford Rd  
Ringwood VIC 3134  
(03) 9870 2602

**Glen Park  
Community Centre**  
30 Glen Park Rd  
Bayswater North  
VIC 3153  
(03) 9720 5097

**North Ringwood  
Community House**  
35-39 Tortice Dr  
North Ringwood  
VIC 3134  
(03) 9876 3421

**Yarrunga  
Community Centre**  
76-86 Croydon Hills Dr  
Croydon Hills VIC 3136  
(03) 9722 8942

**CIRE Services Inc.**  
20 Old Hereford Rd  
Mt Evelyn VIC 3796  
(03) 9736 1457

**Japara Living and  
Learning Centre**  
54-58 Durham Rd  
Kilsyth VIC 3137  
(03) 9728 3587

**Selby  
Community House**  
1 Minak Road  
via Charles St  
Selby VIC 3159  
(03) 9754 2039

