

**OUTER  
NORTH  
WEST  
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 17 Learn Locals across the outer north-west 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 north-west, 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 focussed on helping you to succeed.

Across Victoria's outer north-west there are 17 Learn Locals who 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
- › Return to study and gain a qualification
- › Get started with a pre-accredited program

## How and when can you enrol?

Enrolment requirements vary across Learn Local providers. You might need to enrol in person, or you may be able to enrol 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)**

**"I started a course at my Learn Local when I was unemployed and wasn't sure what career I wanted. I wasn't overly confident and at times, struggled with anxiety and believing in myself. The course gave me the confidence and skills to be job ready. I went on to further studying and completed my Certificate III in Individual Support and began working in the Aged Care Industry."**

– Taylah

**"The course was so much more than I expected, because I thought barista would be easy, but I gained so many skills like how to communicate with customers and how to serve them."**

– Mary

**"I learnt information about the communication and customer service skills to get a job. Everyone's friendly and my teacher is really supportive. She helps everyone and explains everything. We went to local businesses and learned about different jobs and the skills they require."**

– Marzena

**"Doing this course showed me that I can do more than I thought I could."**

– James



**CONTACT  
YOUR  
LEARN  
LOCAL.**

Disclaimer: Information contained within this publication is correct at March 2019 and is subject to change without notification.

Designed by The View From Here.

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



## WHITTLESEA

| Lalor Living and Learning Centre       | 2019 Terms |
|--|------------|
| English and Literacy for the Workplace | ① ② ③ ④    |
| Literacy for Learning                  | ① ② ③ ④    |
| Communication for the Workplace        | ① ② ③ ④    |
| Numeracy for the Workplace             | ① ② ③ ④    |
| Computers for the Workplace            | ① ② ③ ④    |
| Internet for the Workplace             | ① ② ③ ④    |
| Spelling, Reading and Writing          | ① ② ③ ④    |
| Computers and Technology               | ① ② ③ ④    |
| Get into Grammar                       | ① ② ③ ④    |

| Mill Park Community House                          | 2019 Terms |
|--|------------|
| Medical Administration and Accounts                | ② ③ ④      |
| Bookkeeping, MYOB and Microsoft Excel Spreadsheets | ② ③ ④      |
| Word Processing in Microsoft Word                  | ② ③ ④      |
| Textiles and Machines                              | ② ③ ④      |
| Adult Literacy for Disability                      | ② ③ ④      |
| Numeracy for Disability                            | ② ③ ④      |
| Computers for Disability                           | ② ③ ④      |

| Brotherhood of St Laurence                   | 2019 Terms |
|--|------------|
| Prepare for Work                             | ① ② ③ ④    |
| Digital Literacy                             | ① ② ③ ④    |
| Career Pathways Program                      | ② ④        |
| Introduction to Home and Community Care Work | ②          |

| Jesuit Social Services           | 2019 Terms |
|----------------------------------|------------|
| Ready Set Entry-Level Employment | ① ②        |
| Language for Life                | ③ ④        |
| Ready Set Barista                | ②          |

| Preston Reservoir Adult Community Education | 2019 Terms |
|---|------------|
| Computer for Beginners                      | ① ③        |
| Work Directions                             | ① ②        |
| Technology for Seniors                      | ① ②        |

## HUME

| Banksia Gardens Community Centre | 2019 Terms |
|----------------------------------|------------|
| English as Additional Language   | ② ③ ④      |
| Conversational English           | ② ③ ④      |
| Introduction to Administration   | ② ③ ④      |
| Retail and Customer Service      | ② ③ ④      |
| Sewing for Life                  | ② ③ ④      |
| Get Set to Work                  | ② ③ ④      |
| Computers for Beginners          | ② ③ ④      |
| Digital Literacy and Smart Tech  | ② ③ ④      |
| Intro to Gardening               | ② ③ ④      |
| Hands on Hospitality             | ② ③ ④      |

| Craigieburn Education and Community Centre                          | 2019 Terms |
|---|------------|
| Communication Skills and Techniques                                 | ① ② ③ ④    |
| Give and Follow: Simple Directions                                  | ① ② ③ ④    |
| Read and Write: Simple Text and Phrases                             | ① ② ③ ④    |
| Complete Simple Forms   | ① ② ③ ④    |
| Count and Use Numbers in a Simple Format                            | ① ② ③ ④    |
| Recognise and Interpret Signs: Times and Basic Mathematical Symbols | ① ② ③ ④    |
| Use Simple Metric Weights and Measures                              | ① ② ③ ④    |
| Computer Skills   | ① ② ③ ④    |

| Dallas Neighbourhood House | 2019 Terms |
|----------------------------|------------|
| English Class              | ② ③ ④      |
| Sewing                     | ② ③ ④      |
| Conversation and Grammar   | ② ③ ④      |
| Computers                  | ② ③ ④      |
| Cooking                    | ② ③ ④      |
| Gardening                  | ② ③ ④      |

| commUnity+                            | 2019 Terms |
|---------------------------------------|------------|
| My Career                             | ① ② ③ ④    |
| Computer for Beginners                | ① ② ③ ④    |
| Introduction to the Cleaning Industry | ② ③        |
| Financial Literacy                    | ① ② ③ ④    |
| Job Search Skills: Using Technology   | ③ ④        |
| Workplace Safety                      | ① ② ③      |

## HUME (CONT.)

| Jesuit Social Services | 2019 Terms |
|------------------------|------------|
| Ready Set Barista      | ② ③ ④      |

| Homestead Community and Learning Centre | 2019 Terms |
|---|------------|
| English                                 | ① ② ③ ④    |
| Conversational English                  | ① ② ③ ④    |
| Introduction to Makeup Artistry         | ① ④        |

| Macedon Ranges Further Education Centre    | 2019 Terms |
|--|------------|
| Office Basics with Intel: Learn Easy Steps | ① ③        |
| Computers and Technology                   | ② ④        |
| Microsoft Word for Beginners               | ① ③        |
| Microsoft Excel for Beginners              | ② ④        |
| Learn to Write: Everyday English           | ① ② ③ ④    |
| Manual Bookkeeping                         | ② ④        |
| Skills for Employment                      | ①          |

| Meadow Heights Learning Shop                        | 2019 Terms |
|---|------------|
| Parents at School                                   | ① ② ③ ④    |
| Volunteering to Employment                          | ① ② ③ ④    |
| Oral and Written Communication Skills               | ① ② ③ ④    |
| English in Schools                                  | ① ② ③ ④    |
| Intro to Education Support                          | ① ② ③ ④    |
| Australian Citizenship, Rights and Responsibilities | ① ② ③ ④    |
| Sewing for CALD Learners                            | ① ② ③ ④    |
| Overseas Qualified Pathways                         | ① ② ③ ④    |
| Interview Skills                                    | ① ② ③ ④    |
| Learn Easy Steps                                    | ① ② ③ ④    |

| Victorian Vocational Rehabilitation Association                 | 2019 Terms |
|---|------------|
| My Journey into Employment: Introduction to the World of Work   | ① ② ③ ④    |
| My Journey into Employment: Preparation for Work and Work Trial | ① ② ③ ④    |

| VICSEG New Futures | 2019 Terms |
|--------------------|------------|
| Learning Together  | ① ② ③ ④    |

## NILLUMBIK

| Nillumbik Living and Learning Centre | 2019 Terms |
|--------------------------------------|------------|
| Introduction to Horticulture         | ① ② ③ ④    |

| Jesuit Social Services | 2019 Terms |
|------------------------|------------|
| Ready Set Barista      | ① ② ③ ④    |



FLIP ME  
OVER &  
CONTACT  
YOUR  
LEARN  
LOCAL.





# CONTACT YOUR LEARN LOCAL.

**Banksia Gardens  
Community Centre**  
71-81 Pearcedale Pde  
Broadmeadows  
VIC 3047  
(03) 9309 8531

**Brotherhood  
of St Laurence**  
95 Brunswick St  
Fitzroy VIC 3065  
(03) 9288 9947

**Carringbush  
Adult Education**  
415 Church St  
Richmond VIC 3121  
(03) 9421 2392

**Craigieburn  
Education and  
Community  
Centre**  
20 Selwyn Ave  
Craigieburn VIC 3064  
(03) 9308 1477

**commUnity+  
Services**  
811 Ballarat Rd  
Deer Park VIC 3023  
(03) 9363 1811

**Dallas  
Neighbourhood  
House**  
180-182 Widford St  
Broadmeadows 3047  
(03) 9302 2131

**Homestead  
Community and  
Learning Centre**  
30 Wiltshire Dr  
Roxburgh Park 3064  
(03) 9205 2760

**Jesuit Social  
Services**  
1 Langridge St  
Collingwood VIC 3066  
(03) 9415 8700

**Lalor Living and  
Learning Centre**  
47A French St  
Lalor VIC 3075  
(03) 9465 6409

**Macedon Ranges  
Further Education  
Centre**  
12 Hamilton St  
Gisbourne VIC 3437  
(03) 5428 3799

**Mill Park  
Community House**  
68 Mill Park Dr  
Mill Park VIC 3082  
(03) 9404 4565

**Meadow Heights  
Learning Shop**  
3-13 Hudson Cct  
Meadow Heights  
VIC 3048  
(03) 9301 9200

**Nilumbik Living and  
Learning Centre**  
739 Main Rd  
Eltham VIC 3095  
(03) 9433 3744

**Preston Reservoir  
Adult Community  
Education**  
35 Sturdee St  
Reservoir VIC 3073  
(03) 9462 6077

**Rosanna Fire  
Station Community  
House**  
232 Lower Plenty Rd  
Rosanna VIC 3084  
(03) 9458 1935

**VICSEG New Futures**  
11 Munro St  
Coburg VIC 3058  
(03) 9093 5181

**Victorian Vocational  
Rehabilitation  
Association**  
463 High St  
Northcote VIC 3070  
(03) 9481 6422

