

**OUTER  
SOUTH  
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 26 Learn Locals across Outer South East 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 South East, 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 Outer South East, there are 26 Learn Locals located across 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 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)**

**"After spending five years at home raising three children, I completed a computer course at my Learn Local. It was flexible and I could come in at any time which was great. The course gave me the skills and confidence to go on and complete a diploma qualification. It was really hard work but I could not have achieved any of this without the friendly support provided by my Learn Local. I now have my "Dream Job" as a Volunteer Coordinator in a busy Community Centre."**

– Nooroo

**"Undertaking the course helped me decide what I wanted to do. I gained first-hand exposure to lots of areas within the hospital such as nursing, administration, food services, personal care and cleaning."**

– Aymee

**"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.



## CARDINIA

Emerald Community House	2019 Terms
Permaculture Design Course	① ②
Everyday Literacy Through Cooking: Group 1-2	① ② ③ ④
Adult Literacy	① ② ③ ④
Developing Your Skills for the Workplace: Group 1-2	① ② ③ ④
Developing Your Writing Skills	① ② ③ ④
Workshop for Writers	① ② ③ ④
Computers	① ② ③ ④
Introduction to Travel and Tourism	③ ④
Introduction to Sustainable Design Practices	③
Introduction to Working in the Wine Industry	③ ④

Living and Learning Pakenham	2019 Terms
English Language for Living and Working in Australia: Level Pre	① ② ③ ④
English Language for Living and Working in Australia: Level 1-3	① ② ③ ④
The Couch Project: Youth	① ② ③ ④
The Kinder Project: Reading for Life	② ③
Two Cultures Many Careers	③ ④

Outlook	2019 Terms
Create and Manage Your Own Website or Blog	② ④
The Power in You: Employment	① ③
Introduction to Xero: Accounting	① ② ③ ④
Introduction to Microsoft Excel	① ③
Intermediate Microsoft Excel	② ④
MYOB for Beginners	① ③
Building Resilience for Study and the Workplace	② ④
Communication for Success	① ② ③
Numeracy and Literacy	① ③
The Employability Mindset	② ③ ④
Introduction to Computers	① ② ③ ④
Intermediate Microsoft Word	② ④
Develop a Professional Profile	③
Preparing for Your Driving Test	④
iPads for Beginners	① ② ③
Introduction to Microsoft Office	② ④

Upper Beaconsfield Community Centre	2019 Terms
Beginners Computers: Level 1	① ② ③ ④
Intermediate Computers: Level 2	② ④
Building Your Own Website	① ② ③ ④
MYOB for Beginners	① ②
Introducing New Technology: Digital Literacy	① ② ③ ④
Introduction to Event Management and Event Design	① ③

## CASEY

Cranbourne Community House	2019 Terms
English as a Second Language	① ② ③ ④
Computers	②

Doveton Neighbourhood House	2019 Terms
Introduction to Horticulture: Landscaping	① ② ③ ④
Intermediate Computers: Introduction to Microsoft Office	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Literacy and Numeracy for the Workplace	① ② ③ ④
Getting Ready for Citizenship Test	① ② ③ ④
Computers for the Workplace	① ② ③ ④
Intel Easy Steps: Computer Basics	① ② ③ ④

## CASEY (CONT.)

Endeavour Hills Neighbourhood Centre	2019 Terms
English as an Additional Language: Conversational English	① ② ③ ④
English as an Additional Language: Written English	① ② ③ ④
English as an Additional Language: Technology	① ② ③ ④
Job Ready	① ④
English Conversation Int	① ② ③ ④
Intro to Employment	②

Hallam Community Learning Centre	2019 Terms
Afghani Women's Literacy	① ② ③ ④
Conversation Plus	① ② ③ ④

Hampton Park Care Group	2019 Terms
Job Ready	① ② ③ ④
Flexible Computers	① ② ③ ④
Employment Skills	① ② ③ ④
Women's Leadership Training	④
Conversational English	② ③ ④

Merinda Park Learning and Community Centre	2019 Terms
Connection: Youth	① ② ③ ④
Introduction to Computers	① ② ③ ④
Microsoft Suite	① ② ③ ④
MYOB and Manual	① ② ③ ④
Conversational English: Day and Night	① ② ③ ④
Intel Learn Easy Steps	① ② ③ ④

Narre Community Learning Centre	2019 Terms
Reading, Writing and Communication Skills: Introduction	①
Reading, Writing and Communication Skills: 1	②
Reading, Writing and Communication Skills: Establishing	③
Reading, Writing and Communication Skills: Revise	④
Literacy for Special Needs: Life Skills for Community Living	① ② ③ ④
Reading Writing and Communication Skills Group 2	① ② ③ ④
Reading Writing and Communication Skills Group 1	① ② ③ ④
Basic Admin Skills	① ② ③ ④
Computer Foundation Skills: Level 1	① ② ③ ④
Computer Foundation Skills: Level 2	① ② ③ ④
Job Seeking Online	③ ④
Work Related Skills	① ②
Salon Placement Course	② ③ ④
Young Parents Preparing for Work	① ② ③ ④
Work Related Skills	③ ④

Outlook	2019 Terms
The Power in You: Job Search	① ②
Building Independence - Goal Setting and Personal Management Skills	① ② ③
OHS in the Workplace	③
Introduction to Work Skills	③ ④
Communication and Technology for the Workplace	③ ④

Southern Migrant and Refugee Centre	2019 Terms
Three Steps to Employment	① ② ③ ④

Springvale Learning and Activities Centre	2019 Terms
English for Citizenship	① ② ③ ④
Everyday English	① ② ③ ④

Upper Beaconsfield Community Centre	2019 Terms
Introducing New Technology: Digital Literacy	① ② ③ ④
Beginners Computers: Level 1	① ② ③ ④

## GREATER DANDENONG

Australian Croatian Community Services	2019 Terms
Communication and Computers	① ② ③ ④
Introduction to Digital Literacy and Beyond	① ② ③ ④

Australian Vietnamese Women's Association	2019 Terms
English For Work	②

Best Chance	2019 Terms
Prepare for Employment	① ② ③ ④

Concern Australia	2019 Terms
Hand Break Turn: 7 Week Program	① ② ③ ④

Dandenong Neighbourhood House	2019 Terms
English as a Second Language: Level 1	① ② ③ ④
English as a Second Language: Level 2	① ② ③ ④
Advanced Literacy	① ② ③ ④
Workplace English Language and Literacy Skills	① ② ③ ④
Basic Computer Skills	① ② ③ ④
Beyond Basic Computer Skills	① ② ③ ④
Introduction to Coding and Robotic Skills	① ② ③ ④
Barista Skills	① ② ③ ④
Introduction to the Hospitality Industry	① ② ③ ④
Basic Furniture-Making Skills	① ② ③ ④
Construction Skills	① ② ③ ④
Landscaping Basics	① ② ③ ④
Future Pathways	② ④
3D Modelling and Printing	② ④

Hallam Community Learning Centre	2019 Terms
Practical Skills for Work, Life and Study	① ②
Introduction to Employment Skills	① ② ③ ④

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

Keysborough Learning Centre	2019 Terms
Literacy and Numeracy	① ② ③ ④
English for the Australian Workplace: Introduction	① ② ③ ④
English for the Australian Workplace: Advanced	① ② ③ ④
Intel Learn: Easy Steps Program	① ② ③ ④
Develop an Art Portfolio	① ② ③ ④
Introduction to Food Preparation	① ② ③ ④

Link Health and Community	2019 Terms
Working Effectively in a Modern Workplace	① ② ③ ④
4 Day Customer Service Workshop	① ② ③ ④
Job Search Portfolio: Pathway to Employment	① ② ③ ④

Noble Park Community Centre	2019 Terms
Introduction to Gardening	① ②
Introduction to Hospitality	③ ④

Springvale Indo-Chinese Mutual Assistance Association	2019 Terms
Bi-Lingual Support C: Beginners English	① ② ③ ④
Bi-Lingual Support C: Beginners Next Step	① ② ③ ④
Bi-Lingual Support A: Post-Beginners English	① ② ③ ④
Bi-Lingual Support A: Post-Beginners Next Step	① ② ③ ④
Bi-Lingual Support B: Intermediate and Advanced English	① ② ③ ④
Bi-Lingual Support B: Intermediate and Advanced Next Step	① ② ③ ④

Southern Migrant and Refugee Centre	2019 Terms
Lets Talk	① ② ③ ④
Taste of Volunteering	① ② ③ ④

## GREATER DANDENONG (CONT.)

SkillsPlus	2019 Terms
Kickstarter Program	① ② ③ ④
Independent Living	④
Community Spirit	②
Learning for Life	③

Springvale Learning and Activities Centre	2019 Terms
Everyday English	① ② ③ ④
English for Citizenship	① ② ③ ④
Career Support Program	② ③
Digital Literacy: Level 1	① ② ③ ④
Digital Literacy: Level 2	① ② ③ ④
Sewing Alteration: Business Skills	① ② ③
Bridge to Business: Customer Service and Handling Complaints	① ② ③ ④
Bridge to Community Services Work	① ② ③ ④
English Language Writing Skills: Level 1	① ② ③ ④

Springvale Neighbourhood House	2019 Terms
English For Study and Work: Part 1-2	① ② ③ ④
Parental Literacy: Chandler Primary	① ② ③ ④
Workplace Literacy for Migrants	① ② ③ ④
Learn English: First Steps	① ② ③ ④
Learn English: Next Step	① ② ③ ④
Intel Easy First Steps: Microsoft Word	① ② ③ ④
Intel Easy First Steps: Microsoft PowerPoint and Publisher	① ② ③ ④
Intel Easy First Steps: E-Learning	① ② ③ ④
Intel Next Steps: Microsoft Word, PowerPoint, Excel and E-Learning	① ② ③ ④
Intel Advanced Computer Skills: Microsoft Excel	① ② ③ ④
Intel Advanced Computer Skills: Microsoft Word, PowerPoint, Excel and E-Learning	① ② ③ ④
Intel Advanced Computer Skills: Microsoft PowerPoint and Publisher	① ② ③ ④
Intel Advanced Computer Skills: E-Learning	① ② ③ ④

Uniting	2019 Terms
Successful Job Search: Market Your Skills	① ② ③ ④

Wellsprings for Women	2019 Terms
English as an Additional Language: Level 1A-3	① ② ③ ④
Computer Beginners Level 1-2	① ② ③ ④
Computers Intermediate: Level 1-3	① ② ③ ④
Introduction to Working in the Community	② ④
Conversation English	① ② ③ ④
Sewing for English Skills	① ② ③ ④



FLIP ME  
OVER &  
CONTACT  
YOUR  
LEARN  
LOCAL.





# CONTACT YOUR LEARN LOCAL.

**Australian Croatian  
Community  
Services**  
Suite 3:  
57 Robinson St  
Dandenong VIC 3175  
(03) 9791 6000

**Australian  
Vietnamese  
Women's  
Association**  
30-32 Lennox St  
Richmond VIC 3121  
(03) 9428 9078

**Best Chance**  
2/254 Canterbury Rd  
Bayswater North  
VIC 3153  
(03) 9132 6000

**Cranbourne  
Community House**  
49 Valepark Cres  
Cranbourne VIC 3197  
(03) 5996 2941

**Dandenong  
Neighbourhood  
House**  
34 King St  
Dandenong VIC 3175  
(03) 9792 5298

**Doveton  
Neighbourhood  
Learning Centre**  
34 Oak Ave  
Doveton VIC 3177  
(03) 9791 1449

**Emerald  
Community House**  
356-358 Belgrave-  
Gembrook Rd  
Emerald VIC 3782  
(03) 5968 3881

**Endeavour Hills  
Neighbourhood  
Centre**  
10 Raymond Blvd  
Endeavour Hills  
VIC 3802  
(03) 9700 3789

**Hallam Community  
Learning Centre**  
56 Kays Ave  
Hallam VIC 3803  
(03) 9703 1688

**Hampton Park Care  
Group**  
16-20 Stuart Ave  
Hampton Park  
VIC 3976  
(03) 9799 0708

**Jesuit Social  
Services**  
326 Church St  
Richmond VIC 3121  
(03) 9421 7600

**Keysborough  
Learning Centre**  
402 Corrigan Rd  
Keysborough VIC 3173  
(03) 9798 7005

**Link Health  
and Community**  
1 Jacksons Rd  
Mulgrave VIC 3170  
(03) 9793 9766

**Living and Learning**  
6b Henry St  
Pakenham VIC 3810  
(03) 5941 2389 or  
0408722380

**Merinda Park  
Learning and  
Community Centre**  
141-147 Endeavour Dr  
Cranbourne North  
VIC 3977  
(03) 5996 9056

**Narre Community  
Learning Centre**  
1 Malcolm Crt  
Narre Warren  
VIC 3805  
(03) 9704 7388

**Noble Park  
Community Centre**  
Ross Reserve:  
9 Memorial Dr  
Noble Park VIC 3174  
(03) 9547 5801

**Outlook  
Community Centre**  
24 Toomuc Valley Rd  
Pakenham VIC 3810  
(03) 5941 1535

**SkillsPlus**  
Level 2:  
54-58 Wells St  
Frankston VIC 3199  
(03) 9781 3388

**Southern Migrant  
and Refugee Centre**  
39 Clow St  
Dandenong VIC 3175  
(03) 9767 1926

**Springvale  
Indo-Chinese  
Mutual Assistance  
Association**  
11-13 Morwell Pde  
Springvale VIC 3171  
(03) 9547 6161

**Springvale  
Learning and  
Activities Centre**  
1 Osborne Ave  
Springvale VIC 3171  
(03) 9547 2647

**Springvale  
Neighbourhood  
House**  
1 Lightwood Rd  
Springvale VIC 3171  
(03) 9574 6399

**Uniting**  
211 Chapel St  
Prahran VIC 3181  
(03) 9692 9526

**Upper Beaconsfield  
Community Centre**  
10-12 Salisbury Rd  
Upper Beaconsfield  
VIC 3808  
(03) 5944 3484

**Wellsprings  
for Women**  
79 Langhorne St  
Dandenong VIC 3175  
(03) 9701 3740