

**OUTER
SOUTH
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 72 Learn Locals across South Western Victoria 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 South Western Victoria 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 South Western Victoria, there are 72 Learn Locals located in over 29 regional towns and the western suburbs of Melbourne. 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

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

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

"It was a really wonderful experience for me studying at my Learn Local. I had flexibility to learn and earn while I was studying and the staff were very supportive. It was also close to where I was living which made it really convenient."

— Amanvir

"The course was well structured and delivered in a meaningful, supportive and insightful manner with good balance between theoretical and practical lessons. I felt that I had grown not only in my ability to perform the wide range of duties with more skill but personally too, in acknowledging my strengths and weaknesses."

— Joan

"I had a lot of fun doing this course! The hospitality industry is big in our region and this course, and the great tutors gave me the confidence to apply for work at coffee shops, cafes or coffee vans, opening my eyes to job opportunities I never thought I had before."

— Molly

"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.



BRIMBANK

Australian Vietnamese Women's Association	2019 Terms
English For Work	② ④
English For Daily Activities	① ③
Introduction to Childcare	① ④
Using Internet and Email	② ④
Produce Simple Word Processed Documents	② ④
Job Search: Resume Building and Interview Preparation	④
Introduction to Aged Care	① ③

Comm Unity Plus Services	2019 Terms
My Career	① ② ③
Knowledge to Enter the Workplace	① ② ③
Workplace Safety	① ② ③
Intel Easy Steps: Basic Computers	① ② ③
Computer for Beginners	① ② ③
Intermediate Computer Skills	① ③ ④
Learn Basic Legal Rights	① ② ③ ④
English for Beginners	① ② ③ ④
Conversational English	① ② ③ ④
Develop Successful Job Interview Skills	① ② ③ ④
English for Work	① ③
Support Women to Enter the Workforce	① ③
Introduction to General Office Administration	① ③
Introduction to Cleaning Industry	① ③

Djerriwarrh Community and Education Services	2019 Terms
Career Development	① ② ③ ④

Duke Street Community House	2019 Terms
Beginner Computers	① ②
Digital Inclusion: Level 1	① ②
English as a Second Language: Digital Literacy Level 1	① ② ③ ④
English for Work	① ② ③ ④
Film Making Foundations	① ②
Internet and Email: Level 1	③ ④
Literacy for All Abilities	③
Pre-English as a Second Language: Literacy	① ② ③ ④
Reading and Writing: Level 1	① ② ③ ④
Settlement English: Level 1	① ②
Settlement English: Level 2	③ ④
Settlement English: Level 3	①
Settlement English: Level 4	③
Settlement English: Level 5	④
Settlement English: Level 6	④
Start Your Own Business	② ④
Visual Arts: Level 1	① ②
Visual Arts: Level 2	②
Work in a Café: Level 1	②
Work Preparation	③

Jesuit Community College	2019 Terms
Language for Life	① ② ③ ④

Migrant Resource Centre NW Region	2019 Terms
Language and Literacy: Employment and Careers	① ② ③ ④
Language and Literacy: Vocational Education	① ② ③ ④

BRIMBANK (CONT.)

Westgate Community Initiatives Group	2019 Terms
Intel Learn Easy Steps: Basic Skills for IT and Digital Media	① ② ③ ④
Intel Learn Easy Steps: Step Forward for Work	① ② ③ ④
Financial Literacy	① ② ③ ④
Stepping Forward: Preparation for Work	① ② ③ ④
Language, Literacy and Numeracy: For Further Study or Work	① ② ③ ④

Yooralla	2019 Terms
Preparation for Work: Academic Skills	① ② ③ ④
Preparation for Work: Life Skills	① ② ③ ④
Preparation for Work: Personal Skills	① ② ③ ④

YouthNow	2019 Terms
BizE Centre Civics	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
BizE Digital Literacy: Orientation	① ② ③ ④
BizE Digital Literacy: Transition	① ② ③ ④
BizE Career Exploration: Orientation	① ② ③ ④
BizE Career Exploration: Transition	① ② ③ ④
BizE Employability Skills	① ② ③ ④
BizE Industry Exploration	① ② ③ ④
BizE Customer Service: Orientation	① ② ③ ④
BizE Customer Service: Transition	① ② ③ ④
BizE Work Futures	① ② ③ ④
Alumni	① ② ③ ④
Innovation Lab	① ② ③ ④
Jobs Club	① ② ③ ④
My Business	① ② ③ ④
Pass IT on: Part 1	① ② ③ ④
Pass IT on: Part 2	① ② ③ ④
Innovation Project	① ② ③ ④
Futures in STEM	① ② ③ ④
Presenting for Interviews	① ② ③ ④

MELTON

Djerriwarrh Employment and Education Services	2019 Terms
English for Everyone	① ② ③ ④
English for Community Services	① ② ③ ④
English for Life Skills	① ② ③ ④
Computers for English	① ② ③ ④
Introduction to Café Skills	① ② ③ ④
Introduction to Office Administration	① ② ③ ④
Introduction to Computers	① ② ③ ④
Intermediate Computers	② ③ ④
Advanced Computers	③ ④
English in the Kitchen	① ② ③ ④
Healthy Cooking on a Budget	① ② ③ ④
Introduction to Community Services	① ② ③ ④
Career Development	① ② ③ ④

Westgate Community Initiatives Group	2019 Terms
Intel Learn Easy Steps: Basic Skills for IT and Digital Media	① ② ③ ④
Intel Learn Easy Steps: Step Forward for Work	① ② ③ ④
Stepping Forward: Preparation for Work	① ② ③ ④

MELTON (CONT.)

Melton South Community Centre	2019 Terms
Microsoft Office Skills	① ② ③ ④
Absolute Beginners	① ② ③ ④
MYOB Including Payroll	① ② ③ ④
Wonder Women	① ② ③ ④
Manual Bookkeeping	① ② ③ ④
Introduction to Beauty	① ② ③ ④
Introduction to Sewing	① ② ③ ④
Introduction to Floristry	① ③
Auslan Program	① ③
Introduction to Fashion Design	① ③
Introduction to Pastry and Baking	① ③
iPad for Beginners	② ④
Android for Beginners	① ③
Build Your Own Website	① ③
Customer Service and Sales	② ④
Email, Internet and Social Media Communications	① ③

YouthNow	2019 Terms
Alumni	① ② ③ ④
Help Desk	① ② ③ ④
Jobs Club	① ② ③ ④
My Business	① ② ③ ④
Futures in STEM: Science, Technology, Engineering and Mathematics	① ② ③ ④
Presenting for Interviews	① ② ③ ④

WYNDHAM

Gateway Community Services	2019 Terms
Skills for a Healthy Sustainable Life	① ② ③ ④

genU	2019 Terms
I Have Confidence in Me	① ② ③ ④
Ready Set Work	① ② ③ ④
Digital Literacy	① ② ③ ④
Intermediate Computer Skills for Work	① ② ③ ④
Customer Service Skills	① ② ③ ④
Work and Career	① ② ③ ④
Workplace Health and Safety	① ② ③ ④
Employment Planning	① ② ③ ④
Employment Seeking	① ② ③ ④
Literacy For Life	③
Numeracy for Life	① ③
Learner Education	① ② ③ ④
Personal Development	③
Serve it Up	① ③

Inner Melbourne VET Cluster	2019 Terms
Career Planning	② ③
Work Readiness	④
Research and Report Writing	① ② ③ ④
Pathway Planning	① ② ③ ④
Maths for Life	① ② ③ ④
Introduction to Event Management	① ② ③ ④

MiCare	2019 Terms
Multicultural Learning: English as a Second Language	① ② ③ ④

WYNDHAM (CONT.)

Quantin Binnah Community Centre	2019 Terms
Barista School	② ③ ④

Westgate Community Initiatives Group	2019 Terms
Intel Learn Easy Steps: Basic Skills for IT and Digital Media	① ② ③ ④
Stepping Forward: Preparation for Work	① ② ③ ④

Wyndham Community and Education Centre	2019 Terms
Conversation Skills	① ② ③ ④
Conversation English Language Skills	① ② ③ ④
Computer Skills: First Steps	① ② ③ ④
Computer Skills: Next Steps	① ② ③ ④
Computer Skills: Advanced	① ② ③ ④
Introduction to Microsoft Excel	① ③
Developing Microsoft Office Skills	②
Advanced Microsoft Excel	② ④
Introduction to MYOB	① ② ③ ④
Manual Bookkeeping	① ② ③ ④
Better Reading and Writing	① ② ③ ④
Hospitality: Front of House	① ② ③ ④
Hospitality: Back of House	① ② ③ ④
Supporting Learners in Early Childhood Education and Care	① ② ③ ④
So & Sew: Introduction to the Textile Industry	① ② ③ ④
Next Stitch	① ② ③ ④
All Sewn Up	① ② ③ ④
Preparation for Further Study	① ② ③ ④
Study Support	① ② ③ ④
Digital Youth Magazine	② ③
Steps to Success	②
Pattern Draping	② ④
Work Preparation	② ④
Work Skills Development	②
Living and Working in Australia	②
Upholstery Skills	② ④

YouthNow	2019 Terms
Jobs Club	① ② ③ ④
Presenting for Interviews	① ② ③ ④



FLIP ME
OVER &
CONTACT
YOUR
LEARN
LOCAL.





CONTACT YOUR LEARN LOCAL.

**Australian
Vietnamese
Women's
Association**
7/6-12 South Rd
Braybrook VIC 3019
(03) 9396 1922

**Comm Unity Plus
Services**
Level 1:
358 Main Rd W
St Albans VIC 3021
1800 266 675

Concern Australia
8 Scotland St
Braybrook VIC 3019
(03) 9470 2972

**Djerriwarrh
Community and
Education Services**
239 Station Rd
Melton VIC 3337
(03) 8746 1000

**Duke Street
Community House**
27 Duke St
Sunshine VIC 3020
(03) 9311 9973

**Gateway Community
Services**
43 Paxton St
South Kingsville
VIC 3015
(03) 9399 3511

genU
Suite 6:
2-14 Station Pl
Werribee VIC 3030
(03) 5249 6390

**Inner Melbourne
VET Cluster**
Level 1:
71 Palmerston Cres
South Melbourne
VIC 3205
(03) 9686 2354

**Jesuit Community
College**
1 Langridge St
Collingwood VIC 3066
(03) 9415 8700

**Melton South
Community Centre**
41 Exford Rd
Melton South VIC 3338
(03) 9747 8576

MiCare
736 Mt Dandenong Rd
Kilsyth VIC 3137
(03) 9728 5299

**Migrant
Resource Centre**
20 Victoria Cres
St Albans VIC 3021
(03) 9367 6044

**Quantin Binnah
Community Centre**
61 Thames Blvd
Werribee VIC 3030
(03) 9742 5040

**Westgate
Community
Initiatives Group**
4-8 Parker St
Footscray VIC 3011
(03) 9689 3437

**Wyndham
Community and
Education Centre**
20 Synnot St
Werribee VIC 3030
(03) 9742 4013

Yooralla
Level 14:
595 Collins St
Melbourne VIC 3000
(03) 9666 4500

YouthNow
80B Harvester Rd
Sunshine VIC 3020
(03) 8311 5800

