

**Inner North East**  
**Learn Local**  
**2020 Course Guide**



**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.

## What is a Learn Local provider?

Learn Local providers 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 Local providers also deliver a range of other services for their communities including employment services, childcare and community development activities.

## Why study with a Learn Local provider?

The Victorian Government, through the Adult, Community and Further Education (ACFE) Board, funds a network of Learn Local providers across the State. Learn Local providers can help eligible adult learners develop the skills to find a job or successfully undertake further studies.

Each year, over 28,000 Victorians choose to undertake government subsidised training through a Learn Local provider. Learn Local providers can help you gain the confidence and the skills you need to take the next step in reaching your potential. Wherever you live across Victoria, there is a Learn Local provider nearby offering a wide range of courses.

## What's in it for you?

Learn Local providers are friendly and welcoming, with qualified tutors who are focused on helping you to succeed. Across Victoria, there are a network of 278 Learn Local providers. 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 more information on all Learn Local providers in Victoria at [www.learnlocal.org.au](http://www.learnlocal.org.au)

## Fees and Costs

The Learn Local sector provides access to government subsidised training. Course fees are kept low and concessions apply. Contact the Learn Local provider directly to get further information.

## Learn Local providers can also develop customised training solutions for 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, call centres, horticulture plus many more)
- › Digital literacy training
- › Language, literacy and numeracy assistance
- › English language classes
- › Financial literacy assistance
- › Employability skills
- › Occupational Health and Safety

**For more information on Learn Local courses please contact the TAFE and Training Line on 131 823, a Victorian government service offering help and free advice about training courses, qualifications and training providers.**



**"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 was not sure how I would go, but the teachers were all very helpful and supportive."**

– Wayne



**"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 around this course was exactly what I needed to get me where I am today."**

– Michelle



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

– James

**"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 teachers. I now have my 'Dream Job' as a Volunteer Coordinator in a busy Community Centre."**

– Nooroa



**"The course taught me about the importance of communication and customer service skills in getting a job. Everyone was friendly and my teacher was really supportive. She was very helpful and explained things clearly. We went to local businesses and learned about different jobs and the skills they require."**

– Marzena



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



## Inner North East Learn Local 2020 Course Guide



### BOROONDARA

Alamein Neighbourhood and Learning Centre	2020 TERMS
Introduction to Computers	① ③
Introduction to Word and Excel	② ③
Marketing Through Digital Media	①
Communicating in the Digital Age	②
Pathways to Employment	① ③
Literacy and English as an Additional Language through Computers	① ② ③ ④
English Communication Skills	① ② ③ ④
English for Work and Study	① ② ③ ④
Living English: English as an Additional Language: Foundation Skills	① ② ③ ④
Basic Literacy and Numeracy	① ② ③ ④
Literacy for Practical Purposes	① ② ③ ④
Introduction to Event Management	④
Introduction to Office Skills	②
English for Future Pathways	③ ④
Introduction to Running Your Own Business	③
Microsoft Office Skills	③
Introduction to English as an Additional Language: Tutor Support	②
Introduction to Technology Today: Coding, Drones, VR and 3D Printing	② ③
Introduction to Volunteering and Beyond	③

Kew Neighbourhood Learning Centre	2020 TERMS
Beginner English	① ② ③ ④
English for Everyday Purposes: 2 & 3	① ② ③ ④
Taster in Sport and Recreation	① ② ③ ④
Taster in Hospitality	① ② ③ ④
Everyday English Language Skills	① ② ③ ④
Digital Literacy for English as an Additional Language.	① ② ③ ④
Effective Writing for English as an Additional Language	① ② ③ ④
Introduction to Creative Industries	① ② ③ ④
Taster in Horticulture	① ② ③ ④
Taster in Carpentry	① ② ③ ④
Taster in Floristry	② ④
Taster in Barista	① ② ③ ④
Workplace Technology	① ② ③ ④
Small Business Start Up	① ② ③ ④
Taster in Beauty Services Industry	② ④
Transition to Employment	① ② ③ ④
Social Media Marketing for Small Business	② ④
Taster in Fashion Industry	② ④
Taster in Customer Service	① ② ③ ④

K.Y.M. (Victoria) Inc	2020 TERMS
Getting Going with Computers	① ② ③ ④

Inner Melbourne Vet Cluster	2020 TERMS
Making Alternatives Possible: Employment Skills for Youth	④
Runway Ready: Preparation for Work	① ② ③ ④

### MANNINGHAM

Living and Learning @ Ajani	2020 TERMS
Job Skills for Employment	① ② ③ ④
Café Skills: Levels 1 & 2	① ② ③ ④
Community Gardening	① ② ③ ④
Business Technology Skills for Employment and Home Business	② ③ ④

The Kevin Heinze Garden Centre	2020 TERMS
Gardening for Beginners: All Abilities	① ② ③ ④
Improving Literacy and Communication	③ ④
Improving Numeracy Skills	① ② ③ ④

The Onemda Association	2020 TERMS
Adult Literacy and Numeracy	① ② ③ ④
Ready For Work	① ② ③ ④
Hospitality: Xtend Cafe A	① ② ③ ④
Hospitality: Xtend Cafe B	① ② ③ ④
Digital Literacy	① ② ③ ④
Steps to Employment	① ② ③ ④
Commercial Cookery	① ② ③ ④
Introduction to Horticulture	① ② ③ ④

Park Orchards Community House and Learning Centre	2020 TERMS
Digital Literacy for all Abilities	① ② ③ ④
Introduction and Intermediate Auslan	① ② ③ ④
Introduction to Floristry	① ③
Introduction to Permaculture	②
Introduction to Hospitality	② ④
Introduction to Bookkeeping	②
Bookkeeping XERO	③
Kick Start Your Career in the Disability Sector	② ③

Pines Learning	2020 TERMS
Australian Life and Culture	① ② ③ ④
Taster: English As Second Language	② ④
Improve Your Grammar for Work	② ④
Starting Out with English	① ② ③ ④
Moving on with English: Intermediate	① ② ③ ④
Reading and Writing for Further Study	① ② ③ ④
Speaking English	① ② ③ ④
Speak Up: Advanced English for CALD	① ② ③ ④
Multicultural Kitchen	② ③
Computers for Beginners: Levels 1 & 2	① ② ③ ④
Business Administration Skills	① ② ③
All Abilities: Essential Skills for Work	① ② ③ ④
MYOB for Beginners	②
Business Administration: Refresher	④

Warrandyte Neighbourhood House	2020 TERMS
Introduction to Project and Event Management	① ② ③ ④
Websites for Small Business	① ② ③ ④

Wonga Park Community Cottage	2020 TERMS
Personal Project Practices: Employability Skills	②
Writing for Business	① ③
Hospitality: Home Cooking Boot Camp	① ④

### WHITEHORSE

Avenue Neighbourhood House @ Eley	2020 TERMS
Computer Skills for Work and Study	① ② ③ ④
MACV: Steps to Job Success	③
MACV: Career Skills	②
Career Taster: Working in the Community	②
Pathways into the Workforce	① ② ③ ④
Hospitality: Eley Café	① ② ③ ④
Let's Cook	① ② ③ ④
Creative Minds Art	① ② ③ ④

AMES Australia	2020 TERMS
Language and Literacy for Beginners	① ② ③ ④

Centre for Adult Education	2020 TERMS
Ability Performing Arts: Foundation and Intermediate	① ③
Introduction to the Healthcare Industry	②

Clota Cottage Neighbourhood House	2020 TERMS
Introduction to Computers	① ② ③ ④
Introduction to Office Administration	② ③
Introduction to English	① ③
Digital Devices: Extend your skills	② ④

Inner Melbourne Vet Cluster	2020 TERMS
Career Planning	② ③

Mitcham Community House	2020 TERMS
English as an Additional Language: Beginner	① ②
English as an Additional Language: Intermediate	③ ④
Auslan: Beginner and Intermediate	① ② ③
Get Back into it: Employability Skills	①
MACV: Workplace Survivor	④

Rejoice Community Centre	2020 TERMS
Windows Operation and Internet Usage	① ② ③ ④
English: Conversation	① ② ③ ④
English: Writing Skills	② ③ ④

Vermont South Community House	2020 TERMS
Computers: Introduction and Intermediate	① ② ③ ④
Excel: Beginner and Intermediate	① ② ③ ④
Publisher and Powerpoint	③ ④
Digital Media	① ③ ④
Social Networking	② ③
Introduction to Accounting Software	① ② ③ ④
MYOB: Advanced	① ③
MYOB: Payroll	④
English as an Additional Language: Beginner	① ② ③ ④
English as an Additional Language: Conversation	① ② ③ ④
Office Administration	① ③ ④
Introduction to Hospitality	① ② ③ ④
Learning by Doing! Introducing Literacy and Numeracy through Cooking	① ② ③ ④
Excel Advanced: Programming in Excel	③ ④
Employability Skills through Art	① ② ③ ④
Start Your Own Business	③ ④
Hospitality: Basic Work Skills	① ② ③ ④

### MONASH

AMES Australia	2020 TERMS
English and Learning Skills Program: Libraries	① ② ③ ④

Best Chance Training	2020 TERMS
Prepare for Employment	① ② ③ ④
Conversational English	① ② ③ ④
Study Skills	① ② ③ ④
Digital Literacy	① ② ③ ④

Kerrie Neighbourhood House	2020 TERMS
Bookkeeping Basics	① ③
English Conversation	① ② ③ ④
Prepare for Work	② ④
Digital Literacy for the Workplace	① ③
English for Work and Study	① ② ③ ④

MiCare New Hope Foundation	2020 TERMS
Multicultural Learning Group: English as an Additional Language	① ② ③ ④

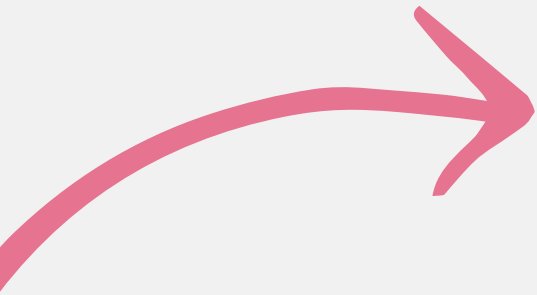
Waverley Adult Literacy Program	2020 TERMS
Pathway to Employment	① ② ③ ④
Basic Literacy, Numeracy and Conversation Skills.	① ② ③ ④

Waverley Community Learning Centre	2020 TERMS
Job Ready: Return to Work	② ④
English for Migrants: Level 1, Part 1 & 2	① ② ③ ④
English for Migrants: Level 2A, Part 1 & 2	① ② ③ ④
English for Migrants: Level 2B, Part 1 & 2	① ② ③ ④
English for Migrants: Conversation Level 3, Part 1 & 2	① ② ③ ④
English for Migrants: General English Level 3, Part 1 & 2	① ② ③ ④



FLIP ME OVER  
& CONTACT  
YOUR LEARN  
LOCAL.





# CONTACT YOUR LEARN LOCAL.

## **Alamein Neighbourhood and Learning Centre**

49 Ashburn Grove  
Ashburton VIC 3147  
Call (03) 9885 9401  
[www.alamein  
nlc.com.au](http://www.alamein<br/>nlc.com.au)

**AMES Australia**  
Call (03) 8535 9687  
[www.ames.net.au](http://www.ames.net.au)

**Avenue  
Neighbourhood  
House @ Eley**  
87 Eley Road  
Blackburn Sth VIC 3130  
Call (03) 9808 2000  
[www.theavenue.org.au](http://www.theavenue.org.au)

**Bestchance Training**  
583 Ferntree Gully Rd  
Glen Waverley VIC 3150  
Call (03) 8562 5179  
[www.best  
chance.org.au](http://www.best<br/>chance.org.au)

**Centre for Adult  
Education**  
Call (03) 8892 1653  
[www.cae.edu.au](http://www.cae.edu.au)

## **Clota Cottage Neighbourhood House**

31 Clota Avenue  
Box Hill VIC 3128  
Call (03) 9899 0062  
[www.clota  
cottage.org.au](http://www.clota<br/>cottage.org.au)

**Glen Park  
Community Centre**  
30 Glen Park Road  
Bayswater Nth VIC 3135  
Call (03) 9720 5097  
[www.glenpark  
cc.com.au](http://www.glenpark<br/>cc.com.au)

**Inner Melbourne  
VET Cluster**  
Call (03) 9686 2354  
[www.imvc.com.au](http://www.imvc.com.au)

**Kevin Heinze GROW**  
39 Wetherby Road  
Doncaster VIC 3108  
Call (03) 9848 3695  
[www.kevinheinze  
grow.org.au](http://www.kevinheinze<br/>grow.org.au)

**Kew Neighbourhood  
Learning Centre**  
2-12 Derby Street  
Kew VIC 3101  
Call (03) 9853 3126  
[www.kewnclc.org.au](http://www.kewnclc.org.au)

**Kerrie  
Neighbourhood House**  
36 Kincumber Drive  
Glen Waverley VIC 3150  
Call (03) 9887 6226  
[www.knh.org.au](http://www.knh.org.au)

**K.Y.M. (Victoria) Inc**  
673 Mountain Hwy,  
Bayswater VIC 3153  
Call (03) 9722 5777  
[www.kym.com.au](http://www.kym.com.au)

**Living and  
Learning @ Ajani**  
Ted Ajani Reserve  
284 Thompsons Road  
Lower Templestowe  
VIC 3107  
Call (03) 9852 4613  
[www.livelearn  
ajani.org.au](http://www.livelearn<br/>ajani.org.au)

**MiCare New Hope  
Foundation**  
Call (03) 9448 8009  
[www.newhope.asn.au](http://www.newhope.asn.au)

**Mitcham  
Community  
House**  
19 Brunswick Road  
Mitcham VIC 3132  
Call (03) 9873 4587  
[www.mitcham  
communityhouse.org](http://www.mitcham<br/>communityhouse.org)

**Park Orchards  
Learning Centre**  
572 Park Road  
Park Orchards VIC 3114  
Call (03) 9876 4381  
[www.park  
orchards.org.au](http://www.park<br/>orchards.org.au)

**Pines Learning**  
1/520 Blackburn Road  
Doncaster Est VIC 3109  
Call (03) 9842 6726  
[www.pines  
learning.com.au](http://www.pines<br/>learning.com.au)

**Rejoice  
Community Centre**  
L1 / 1 Walker Road  
Nunawading VIC 3131  
Call (03) 9888 7199

**The Onemda  
Association**  
123 Andersons Creek  
Doncaster Est VIC 3109  
Call (03) 9842 1955  
[www.onemda.com.au](http://www.onemda.com.au)

**Vermont South  
Community House**  
Karobran Drive  
Vermont Sth VIC 3133  
Call (03) 9803 2335  
[www.vsch.org.au](http://www.vsch.org.au)

**Warrandyte  
Neighbourhood House**  
L1 / 168 Yarra Street  
Warrandyte VIC 3113  
Call (03) 9844 1839  
[www.warrandyte  
neighbourhood  
house.org.au](http://www.warrandyte<br/>neighbourhood<br/>house.org.au)

**Waverley Adult  
Literacy Program**  
34 Amaroo Street  
Chadstone VIC 3148  
Call (03) 9807 2322  
[www.waverley  
literacy.net](http://www.waverley<br/>literacy.net)

**Waverley Community  
Learning Centre**  
5 Fleet Street  
Mt Waverley VIC 3149  
Call (03) 9807 6011  
[www.wclc.org.au](http://www.wclc.org.au)

**Wonga Park  
Community Cottage**  
1/9 Old Yarra Road  
Wonga Park VIC 3115  
Call (03) 9722 1944  
[www.wongapark  
community  
cottage.org.au](http://www.wongapark<br/>community<br/>cottage.org.au)

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The View From Here

