

Inner South 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

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."

– Nooroo



"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 South East Learn Local 2020 Course Guide

FRANKSTON

Belvedere	2020 TERMS
Adult Literacy: Reading and Writing	① ② ③ ④
English as an Additional Language: Foundation and Intermediate	① ② ③ ④
Computer Skills	① ② ③ ④
Introduction to Medical Reception	② ④

Brotherhood of St Laurence	2020 TERMS
Healthy Body Healthy Mind	③ ④

Frankston North / South Community Centres	2020 TERMS
Frankston Sth Café Creations: Basic Hospitality	① ② ③ ④
Frankston Sth Coffee Creators: Barista Skills	① ② ③ ④
Frankston Nth Introduction to Hospitality	① ② ③ ④

Jesuit Social Services	2020 TERMS
Language for Life	① ② ③ ④
Fix the Garden: Basic Horticulture	① ②

Langwarrin Community Centre	2020 TERMS
Reading and Writing: Level 1 & 2	① ② ③ ④
MiLife Educational Program: Employability Skills: Level 1 & 2	① ② ③ ④
Computers: Beginners, Intermediate and Advanced	① ② ③ ④
Growing Skills: Horticulture	① ② ③ ④
MYOB: Computerised Accounts and Payroll	① ② ③ ④

Lyrebird Community Centre	2020 TERMS
English For Everyday Life	① ② ③ ④
Computer Basics	① ②
Exploring Professional Photography	① ② ③ ④
Become a Professional Cleaner	① ②
Introduction to Medical Reception	① ③
Step into Early Childhood Education	① ②
Introduction to Hospitality	① ② ③
Start Your Own Business	② ③
Introduction to Hair and Makeup	① ② ③ ④
G-Suite for the Workplace: Cloud Based Tools	②

MiLife	2020 TERMS
What is Work: Work Preparation	① ② ③ ④
Work Readiness: Introduction	① ② ③ ④
Working in Car Detailing	① ② ③ ④
Working in Horticulture and Nurseries	① ② ③ ④
Working in Hospitality	① ② ③ ④
Working in Administration	① ② ③ ④
Working in Warehousing and Distribution: Factory Hand	① ② ③ ④
Working in Hair and Beauty: Salon Hair and Nail Assistant	① ② ③ ④
Working in the Retail Industry: Shop Assistant	① ② ③ ④

SkillsPlus	2020 TERMS
Kickstarter Program: Literacy and Numeracy	① ② ③ ④
Independent Living: Youth Program	④
Community Spirit: Preparing for Next Steps	②
Learning for Life: Preparing for Study	③
Ready Set Go: Preparing for Study or Employment	①

Taskforce Community Agency	2020 TERMS
Work Readiness	① ② ③ ④

MORNINGTON PENINSULA

Advance	2020 TERMS
Kickstart Your Career: Employment Preparation	① ② ③ ④
Computers Made Easy	① ② ③ ④
Achieve Your Goal	① ② ③ ④
Planning, Preparation, Pathways: Hospitality	② ③ ④

Jesuit Social Services	2020 TERMS
Fix the Garden: Introduction to Horticulture	① ② ③ ④

MiLife Victoria	2020 TERMS
Working in the Horse Industry	① ② ③ ④
Working in Retail: Shop Assistant	① ② ③ ④

BAYSIDE

Sandybeach Centre	2020 TERMS
Writing and Communication Skills	① ② ③ ④
STEP: Hospitality	① ③
STEP: Independent Living Skills	① ③
STEP: Introduction to Technology	① ③
STEP: Community Access and Volunteering	① ③
STEP: Literacy and Numeracy	① ③
Computer Job Skills	① ② ③ ④
Computer Skills Using MS Office	① ② ③ ④
Community and Health Sector: Addressing the Gaps	① ② ③ ④
English as a Second Language: Conversation Intermediate Level	① ③
Writing and Communication: Skills Workshop	① ② ③ ④

KINGSTON

Access Australia Group	2020 TERMS
Steps for Success: Employment Program	② ③

Cheltenham Community Centre	2020 TERMS
Grammar, Conversation and Writing	① ② ③ ④
Conversation: Beginners, Intermediate and Advanced	① ② ③ ④
Improve your Reading and Writing	① ② ③ ④
Literacy for Living	① ② ③ ④
Money Matters: Numeracy Support	① ② ③ ④
Wise Program: Youth Employment Support	① ② ③ ④

Dingley Village Neighbourhood Centre	2020 TERMS
English: Beginners, Level 1 & 2	① ② ③ ④
Get Ready for Work	③ ④
Practical Computing Skills	① ② ③ ④

Jesuit Social Services	2020 TERMS
Language for Life	①

Jobco Training	2020 TERMS
Get the Job: Employment Preparation	① ② ③ ④
Next Steps: Employment Preparation	① ② ③ ④

Longbeach PLACE	2020 TERMS
English: Communication, Beginners and Intermediate	① ② ③ ④
English: Communication and Learning with Technology	① ② ③ ④
Numeracy and Literacy for Adults with Special Needs	① ② ③ ④
Literacy, Numeracy, Job Skills: Adults with Special Needs	① ② ③ ④
Introduction to Computers using Windows 10: Level 1 & 2	① ②
Microsoft Office Applications: Level 1 & 2	③ ④
Xero Accounting	② ④
Introduction to Coding and Robotics	② ④

Mordialloc Neighbourhood House	2020 TERMS
English as a Second Language	① ② ③ ④
Enjoying your Devices and Computer: Novice	① ② ③ ④
Basic Bookkeeping	① ② ③ ④
MYOB Beginners: Bookkeeping	① ② ③ ④
Future Pathways: Employment or Study	② ④
Introduction to Hospitality	② ③
Introduction to Auslan	② ③ ④

TaskForce Community Agency	2020 TERMS
Introduction to Art Skills for Youth	① ② ③ ④
Random Acts of Creative Kindness: Pathways Preparation	① ② ③ ④
Work Readiness for Youth	① ② ③ ④
Introduction to Hospitality and Barista	① ② ③ ④



STONNINGTON

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

Inclusion Melbourne	2020 TERMS
Work Wise	① ② ③ ④
Game On	① ② ③ ④
Health and Hygiene	③ ④
iPads for Learners	③ ④
Job Readiness	③ ④

Prahran Community Learning Centre	2020 TERMS
Literacy through Budget Cooking	① ② ③ ④
Inclusive Arts: Level 1&2	① ② ③ ④
Studio Arts 1: Introduction to Art	① ② ③
Studio Arts 2: Developmental Arts	① ② ③
Studio Arts 3: Advanced Fine Arts	② ③ ④
Studio Arts 4: Design Concepts	② ③ ④
Learn English: Level 1	① ②
Learn English: Level 2&3	③ ④
Health and Wellbeing	① ②
Introduction to Computers: Level 1&2	① ② ③ ④
Entry to Retail Services	③ ④
Getting Ready for Employment	③ ④
Success 4 U: Study Skills	③ ④
Kick Start your Career in Customer Service: Call Centre Operations	②

Uniting	2020 TERMS
Successful Job Search: Market Your Skills	① ② ③ ④

PORT PHILLIP

Elwood + St Kilda Neighbourhood Learning Centre	2020 TERMS
Beginners Computers	① ② ③ ④
Get That Job: Intermediate Computers	① ② ③ ④
English as an Additional Language: Computers for Employment and Further Education	① ② ③ ④
English as an Additional Language	① ② ③ ④
Creative Writing Workshops for Roomers	① ② ③ ④

Inner Melbourne VET Cluster	2020 TERMS
What the Job: Employment Program	① ③ ④
Runway Ready: Beauty Industry Employment	② ③

Ngwala Willumbong	2020 TERMS
Education and Employment Pathways	① ② ③ ④
Living in Community: Employment Program	① ② ③ ④

Southport Community Centre	2020 TERMS
ARCS: Customer Service Training	① ② ③ ④
Speaking Out: Communication for Employment	② ③
Verbal Literacy and Communication Skills	① ② ③ ④
Stories of The SouthSide: Employment	① ② ③ ④
Make Your Mark: Building Employment Skills	① ② ③ ④
Verbal Literacy and Communication Skills	① ② ③ ④
Reading and Writing	① ② ③ ④
Waterfront Welcomers: Customer Service and Tourism Skills	④

Port Phillip Community Group	2020 TERMS
Computers at ARCH: Preparation for Employment	① ② ③ ④
Wild at Heart: Music Industry: Employment Skills	① ② ③ ④
SHIP to PORT: Media Industry: Employment Skills	① ② ③ ④
Get Connected with Computers	① ② ③ ④
Access Hospitality	① ② ③ ④
Access Digital Communication	① ② ③ ④
Galiamble Computers and Communication: Indigenous Learners Program	① ② ③ ④
Uniting Employment Pathways	① ② ③ ④
Aspect Digital Communication	① ② ③ ④
Art Attack at ARCH: Employment Program	① ②
Introduction to Hospitality	② ④

GLEN EIRA

Glen Eira Adult Learning Centre	2020 TERMS
Beginners English	① ② ③ ④
English as an Additional Language	① ② ③ ④
Improve Our Writing	① ② ③ ④
Language for Living: Essential English 1-3	① ②
Get to Know Windows 10: Basic Computer Skills	① ② ③ ④
Developing Your Digital Skills: Levels 1-3	① ② ③ ④
Introduction to Medical Reception	① ② ③ ④
MYOB 1 & 2: Workplace Computer Skills	① ② ③ ④
Bookkeeping	① ③

Godfrey Street Community House	2020 TERMS
Literacy and Writing	① ② ③ ④
Computers for Beginners	②
Internet and Email	③

Jewish Care	2020 TERMS
Getting Started: Setting up a Small Business for Women	① ③
Work it Out! Employment program.	②
Pathway to Employment	③

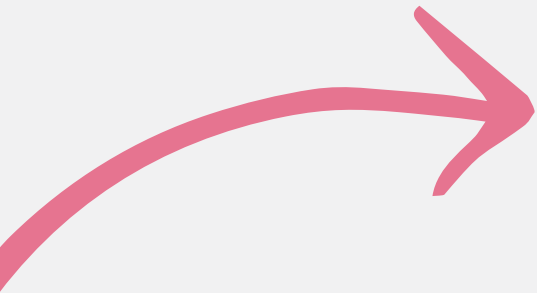
MiCare	2020 TERMS
Multicultural Learning Group: English as a Second Language	① ② ③ ④

Moongala Women's Collective	2020 TERMS
Sewing Skills Program: Small Business or Employment: Levels 1-3	① ② ③ ④
Computer Skills: MS Office and Windows 10	① ② ③ ④

TaskForce Community Agency	2020 TERMS
Introduction to Art Skills	① ② ③ ④
Introduction to Hospitality	① ② ③ ④



FLIP ME OVER
& CONTACT
YOUR LEARN
LOCAL.



CONTACT YOUR LEARN LOCAL.

Access Australia Group
18-20 St Andrews Ave
Bendigo VIC 3550
Call 1800 268 549
www.aag.org.au

**Advance
Community College**
1/16 Henry Wilson Drive
Rosebud West VIC 3939
Call (03) 5986 4623
www.advance.vic.edu.au

**Belvedere
Community Centre**
36 Belvedere Road
Seaford VIC 3198
Call (03) 9776 8922
www.belvedere.org.au

**Brotherhood
of St Laurence**
38 Playne Street
Frankston VIC 3199
Call 1300 275 634
www.bsl.org.au

**Cheltenham
Community Centre**
8 Chesterville Road
Cheltenham VIC 3192
Call (03) 9583 0095
www.chelt.com.au

**Dingley Village
Neighbourhood Centre**
31b Marcus Road
Dingley Village VIC 3172
Call (03) 9558 1866
www.dvnc.com.au

**Elwood + St Kilda
Neighbourhood
Learning Centre**
87 Tennyson Street
Elwood VIC 3184
Call (03) 9531 1954
www.esnlc.com.au

**Frankston North /
South Community
Centres**
26 Mahogany Ave
Frankston Nth VIC 3200
Call (03) 9784 1764
fncc@frankston.vic.gov.au

**Glen Eira Adult
Learning Centre**
260 Booran Road
Ormond VIC 3204
Call (03) 9578 8996
www.gealc.org.au

**Godfrey Street
Community House**
9 Godfrey Street
Bentleigh VIC 3204
Call (03) 9557 9037
www.godfreystreet.org

Inclusion Melbourne
67 Sutherland Road
Armadale VIC 3143
Call (03) 9509 4266
www.inclusion.melbourne

**Inner Melbourne
VET Cluster**
1/71 Palmerston Cres
Sth Melbourne VIC 3205
Call (03) 9686 2354
www.imvc.com.au

Jesuit Social Services
326 Church Street
Richmond VIC 3121
Call (03) 9421 7600
www.jss.org.au

Jewish Care
619 St Kilda Road
Melbourne VIC 3004
Call (03) 8517 5999
www.jewishcare.org.au

Jobco Training
L2/1 Taylor Street
Moorabbin VIC 3189
Call (03) 9559 8888
www.jobco.com.au

**Langwarrin
Community Centre**
2-6 Lang Road
Langwarrin VIC 3910
Call (03) 9789 7653
www.langwarrincc.org.au

Longbeach Place
15 Chelsea Road
Chelsea VIC 3196
Call (03) 9776 1386
www.longbeachplace.org.au

**Lyrebird
Community Centre**
203-205 Lyrebird Dr
Carrum Downs VIC 3201
Call (03) 9782 0133
www.lyrebird.org.au

MiCare
736 Mt Dandenong Road
Kilsyth VIC 3137
Call (03) 9728 5299
www.micare.com.au

MiLife Victoria
Suite 1, Level 1, 108-120
Young Street
Frankston VIC 3199
Call (03) 9775 7333
www.milife-victoria.org.au

Moongala
824 Centre Road
Est Bentleigh VIC 3165
Call (03) 9570 3468
www.moongala.org.au

**Mordialloc
Neighbourhood House**
457 Main Street
Mordialloc VIC 3195
Call (03) 9587 4534
www.mordihouse.com.au

Ngwala Willumbong
93 Wellington Street
St Kilda VIC 3182
Call (03) 9510 3233
www.ngwala.org.au

**Port Phillip
Community Group**
161 Chapel Street
St Kilda VIC 3182
Call (03) 8598 6600
www.ppcg.org.au

**Prahran Community
Learning Centre**
40 Grattan Street
Prahran VIC 3181
Call (03) 9510 7052
www.pclcentre.org.au

Sandybeach Centre
Cnr Beach Rd & Sims St
Sandringham VIC 3191
Call (03) 9598 2155
www.sandybeach.org.au

SkillsPlus
31 Playne Street
Frankston VIC 3199
Call (03) 9781 3388
www.skillsplus.com.au

**Southport
Community Centre**
Cnr Nott & Liardet St
Port Melbourne VIC 3207
Call (03) 9645 1476
www.pmncc.org.au

**Taskforce
Community Agency**
421-423 South Road
Moorabbin VIC 3189
Call (03) 9532 0811
www.taskforce.org.au

Uniting
211 Chapel Street
Prahran VIC 3181
(03) 9692-9526
www.unitingprahran.org.au

Disclaimer
Information contained within
this publication is correct as
of January 2020 and is subject
to change without notification.

Design by
The View From Here

