

**Inner South West**  
**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 South West Learn Local 2020 Course Guide

### MOONEE VALLEY

Jesuit Community College	2020 TERMS
Language for Life	① ② ③ ④

Farnham Street Neighbourhood Learning Centre	2020 TERMS
Language and Literacy for Employability	① ② ③ ④
Pathways	① ② ③ ④
Literacy for Further Learning	① ② ③ ④
Job Talk	① ② ③ ④
Mindworks	① ② ③ ④
Computers: Basics	① ② ③ ④
Computers: Beyond the Basics	① ② ③ ④
Working with Digital Media	① ② ③ ④
Computers for Work	① ② ③ ④
Volunteer Pathways	① ② ③ ④
Fluency in Speaking	① ② ③ ④
Fluency in Writing	① ② ③ ④
Work in Aged Care	① ②

Westgate Community Initiatives Group	2020 TERMS
Language Literacy and Numeracy for Further Study or Work	① ② ③ ④

Wingate Avenue Community Centre	2020 TERMS
Cross Cultural Communication in the Workplace	① ② ③ ④
Job Readiness Writing Skills	① ② ③ ④
Computer Pathways to Work: Basic Skills English as an Additional Language	① ② ③ ④
Computer Fundamentals	① ② ③ ④
Advanced Computers	① ② ③ ④
Working in Hospitality: Basic Cooking Skills	① ② ③ ④
Pathway to Hospitality: Health Cooking	① ② ③ ④
Introduction to Horticulture	①
Getting Financially Fit	① ② ③ ④
Bookkeeping and MYOB	② ④
Job Seeking Skills	② ③
Barista Basics	③
Introduction to Office Administration	① ② ③
Community Development and Project Management	③
Lets Get to Work	
Introduction to Cleaning Industry	① ② ④

### MARIBYRNONG

AMES Australia	2020 TERMS
English for Parents	② ③ ④
Basic Computer Literacy	① ② ③ ④
Communication and Transactional English	① ② ③

Angliss Neighbourhood House	2020 TERMS
Reconnect, Recycle, Reinvent and Repackage	② ③ ④
Digital Skills in Practice	① ②
Introduction to Social Media	④
English as a Second Language: Book Club	② ③
Communicate with Confidence	① ②
Computers and Internet	① ② ③
Online Learning	③ ④
Learn for Life: The 4 Rs	① ② ④
Starting Out with Computers	② ③

Australian Croatian Community Services	2020 TERMS
Communication and Computers	① ② ③ ④

Australian Multicultural Community Services	2020 TERMS
Multicultural Leadership Course	③
Employment Pathways	① ② ③
Introduction to MYOB	② ③ ④
Navigating Microsoft Office	② ③ ④

### MARIBYRNONG (CONT.)

Australian Vietnamese Women's Association	2020 TERMS
Job Search: Resume Building and Interview Preparation	② ③
Using the Internet: Create and Retrieve Email	② ④

Concern Australia	2020 TERMS
Job Search: Resume Building and Interview Preparation	② ③
Using the Internet: Create and Retrieve Email	② ④

Expression Australia	2020 TERMS
Work Wise	① ② ③ ④

Footscray Community Arts	2020 TERMS
Arts Project Management	③ ④
Community Arts Worker Training	③ ④
Women in Tech	③ ④

Jesuit Community College	2020 TERMS
Ready Set Barista	②
Ready Set Entry Level Employment	② ④

MiCare	2020 TERMS
Skills for the Workforce	② ③ ④

Westgate Community Initiatives Group	2020 TERMS
Basic Skills for IT and Digital Media: Intel Learn Easy Steps	① ② ③ ④
Step Forward for Work: Intel Learn Easy Steps	① ② ③ ④
Financial Literacy	① ② ③ ④
Stepping Forward: Preparation for Work	① ② ③ ④

Yarraville Community Centre	2020 TERMS
EAL Literacy for Mature Job Seekers	① ③
Digital Literacy Skills for EAL	① ③
Communication and Literacy for People with a Disability	① ③
Beginners Computers	① ③
Intermediate Computing Skills	① ③
Digital Literacy for Women Returning to Work	① ③
Hospitality Skills for Youth	② ③ ④
Practical Work Pathways	① ③
Setting up a Small Business in Australia	②
Adult Reading and Writing	③
Hospitality Skills for the Unemployed	① ②
Preparing to Work in the Aged Care or Disability Sector	② ④
Preparing to Work in Horticulture	② ④

Yooralla	2020 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

### HOBSONS BAY

AMES Australia	2020 TERMS
English for Parents	① ② ③ ④

Williamstown Community and Education Centre	2020 TERMS
Beginners Reading	① ② ③ ④
Beginners Writing	① ② ③ ④
Speaking and Listening	① ② ③ ④
Intensive English for the Unemployed	① ② ③ ④
Conversation Class	① ② ③ ④
Reading and Writing Library	① ② ③ ④
Job Ready Program	① ② ③ ④
Introduction to Computers	① ② ③ ④
Communication Skills through Basic Literacy	① ② ③ ④
English as a Second Language through Drama	① ② ③ ④
Computer Skills for the Unemployed	① ② ③ ④

### HOBSONS BAY (CONT.)

Laverton Community Education Centre	2020 TERMS
Intensive English as an Additional Language for Jobseekers	① ② ③ ④
Digital Literacy and Cyber Safety	①
Preparing Yourself for Success in Work and Further Study	①
Kitchen Operations for Life and Work	③
Independence Building Skills for Life as an Adult Learner	② ③
Creative Work for Employment and Work Life Balance	③
Building Independence through Community Access	①
Vocational English	① ② ③ ④
Introduction to Horticulture	④
English as an Additional Language: Literacy	① ②
Get Ready for Work	② ③ ④
English for Workplace Health and Safety	③ ④
Exploring Work and Training in Disability	②

Outlets Co-operative Neighbourhood House	2020 TERMS
Sew for Education	② ③ ④
Introduction to Computers	② ③ ④
Preparation for Employment	① ② ③ ④
Conversational English	② ③
Digital Literacy: Computers	② ③ ④
Digital Literacy: Devices Equipment	

South Kingsville Community Centre	2020 TERMS
Basic Home Cooking	① ②
Introduction to Gardening	① ③
English and Numeracy Basics	① ②
Introduction to Food Preparation and Hygiene	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Computers and English	① ②

### MELBOURNE

AMES Australia	2020 TERMS
Skills for Further Study	① ② ③ ④
Language and Literacy for Beginners	① ② ③ ④
Digital Music Production	③
Live Music and Song Creation for Groups	③
Music Video Creation and Photography	③
Online Music Label and Website Creation	③

Australian Romanian Community Welfare	2020 TERMS
Conversational English	① ② ③ ④

Brotherhood of St Laurence	2020 TERMS
Vocational Taster: Concierge and Security Operations	②
Prepare for Work	① ③
Digital Literacy	① ③

Carlton Neighbourhood Learning Centre	2020 TERMS
Community Learning Champions	① ②
Language and Literacy for Employment	① ② ③ ④

Expression Australia	2020 TERMS
Basic Auslan and Introduction to Australian Society for Deaf Migrants	③ ④

Kensington Neighbourhood House	2020 TERMS
English and Work Skills	① ②
Prepare for Work Service Stars	① ② ③ ④
Reading and Writing For Work	① ② ③ ④

### MELBOURNE (CONT.)

Inner Melbourne VET Cluster	2020 TERMS
Work Readiness	① ② ③ ④

North Melbourne Language and Learning	2020 TERMS
Everybody's Business for Women	②
Everybody's Business for Men and Women	④
Community Learning Champions	②
Volunteering Pathway to Employment	②
Preparing for a Job Interview	① ④
General English	① ② ③ ④
Reading and Writing	① ② ③ ④
Digital Literacy	① ② ③ ④
Effective Volunteering for English as a Second Language	①
Working with Numbers	③ ④
Service Stars: Australian Workplace Culture	② ③
Connected Cultures: Pathway to Employment	② ③

Centre for Adult Education	2020 TERMS
Introduction to Computers	① ② ③ ④
Computers for Work: The Modern Office	① ② ③ ④
Websites and Blogs: Business Start Up	① ③
Websites and Blogs: Publishing	② ④
Talking English	①
General English	③ ④
English for Community Engagement	②
Writers Workshop	① ③
Healthy Me: Self Care and Relationships	① ② ③ ④
Grow, Cook & Go! Nutrition & Cooking	① ③
Grow, Cook & Go! Horticulture	② ④
Skills for Life and Work	① ② ③ ④
Prepare for Visual Arts: Drawing	① ③
Prepare for Visual Arts: Painting	② ④
Hospitality Training	① ② ③
English for Further Study	③ ④
Work in the Disability Industry	③
Maths Made Easy	①
New Pathways	① ③
VCE Ready to Study	①
Prepare for VCE Science	③
Prepare for VCE Maths Methods	③

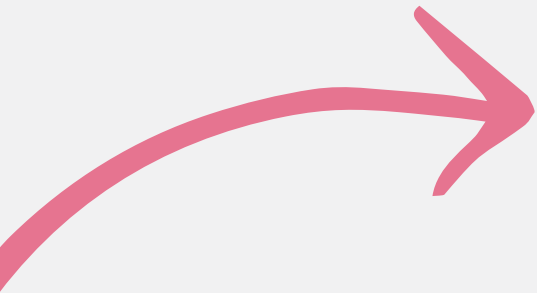
  

The Centre: Connecting North and West Melbourne	2020 TERMS
Prepare for Work: Foundation Skills	① ② ③ ④
Be Workwise and Money Wise	① ② ③ ④
Introduction to Customer Service	① ② ③ ④
Introduction to Accounting: Basic Bookkeeping	① ② ③ ④
Make it to Market Sit & Sew	① ② ③ ④



FLIP ME OVER  
& CONTACT  
YOUR LEARN  
LOCAL.





# CONTACT YOUR LEARN LOCAL.

**Angliss  
Neighbourhood House**  
2/11 Vipont Street  
Footscray VIC 3011  
Call (03) 9687 9908  
[www.anglissnh.net.au](http://www.anglissnh.net.au)

**Australian Croatian  
Community Services**  
GF/4-8 Parker St  
Footscray VIC 3011  
Call (03) 9791 6000  
[www.accs.asn.au](http://www.accs.asn.au)

**Australian Multicultural  
Community Services**  
111/44-56 Hamstead Rd  
Maidstone VIC 3012  
Call (03) 9689 9170  
[www.amcservices.org.au](http://www.amcservices.org.au)

**Australian Romanian  
Community Welfare  
Health and Services**  
55 Melrose Street  
Nth Melbourne VIC 8009  
Call (03) 9348 9066  
[arc@ausromwelfare.net.au](mailto:arc@ausromwelfare.net.au)

**Australian  
Vietnamese Women's  
Association**  
7/6-12 South Road  
Braybrook VIC 3019  
Call (03) 9396 1922  
[www.avwa.org.au](http://www.avwa.org.au)

**AMES Australia**  
L4-5/280 Thomas St  
Dandenong VIC 3175  
Call 13 26 37  
[www.ames.net.au](http://www.ames.net.au)

**Brotherhood  
of St Laurence**  
95 Brunswick Street  
Fitzroy VIC 3065  
Call (03) 9288 9900  
[www.bsl.org.au](http://www.bsl.org.au)

**Carlton  
Neighbourhood  
Learning Centre**  
20 Princes Street  
Carlton Nth VIC 3054  
Call (03) 9347 2739  
[www.cnlc.org.au](http://www.cnlc.org.au)

**Centre for  
Adult Education**  
253 Flinders Lane  
Melbourne VIC 3000  
Call (03) 8892 1653  
[www.cae.edu.au](http://www.cae.edu.au)

**Expression Australia**  
L4/340 Albert Street  
Est Melbourne VIC 3002  
Call (03) 9473 1130  
[www.expression.com.au](http://www.expression.com.au)

**Farnham Street  
Neighbourhood  
Learning Centre**  
28 Farnham Street  
Flemington VIC 3031  
Call (03) 9376 9088  
[farnhamst.fsnlc.net](http://farnhamst.fsnlc.net)

**Footscray  
Community Arts  
Centre**  
45 Moreland Street  
Footscray VIC 3011  
Call (03) 9362 8807  
[www.footscrayarts.com](http://www.footscrayarts.com)

**Inner Melbourne  
VET Cluster**  
L1/71 Palmerston Cres  
Sth Melbourne VIC 3205  
Call (03) 9686 2354  
[www.imvc.com.au](http://www.imvc.com.au)

**Jesuit Community  
College**  
1 Langridge Street  
Collingwood VIC 3066  
Call (03) 9415 8700  
[www.jss.org.au](http://www.jss.org.au)

**Kensington  
Neighbourhood  
House**  
89 McCracken Street  
Kensington VIC 3031  
Call (03) 9376 6366  
[www.kensingtonneighbourhoodhouse.com](http://www.kensingtonneighbourhoodhouse.com)

**Laverton Community  
Education Centre**  
12 Crown Street  
Laverton VIC 3028  
Call (03) 9369 2726  
[www.lcis.org.au](http://www.lcis.org.au)

**MiCare**  
20A Pickett Street  
Footscray VIC 3011  
Call (03) 9687 4500  
[www.micare.com.au](http://www.micare.com.au)

**North Melbourne  
Language and  
Learning**  
GF/33 Alfred Street  
Nth Melbourne VIC 3051  
Call (03) 9326 7447  
[www.nmll.org.au](http://www.nmll.org.au)

**Outlets  
Co-operative  
Neighbourhood  
House**  
43 Mason Street  
Newport VIC 3015  
Call (03) 9391 8504  
[www.outletscop.com.au](http://www.outletscop.com.au)

**South Kingsville  
Community Centre**  
43 Paxton Street  
Sth Kingsville VIC 3015  
Call (03) 93993000  
[www.skcc.net.au](http://www.skcc.net.au)

**The Centre:  
Connecting Community  
in North and West  
Melbourne**  
58 Errol Street  
Nth Melbourne VIC 3051  
Call (03) 9328 1126  
[www.centre.org.au](http://www.centre.org.au)

**Westgate  
Community  
Initiatives Group**  
L1/4-8 Parker Street  
Footscray VIC 3011  
Call (03) 9689 3437  
[www.wcig.org.au](http://www.wcig.org.au)

**Williamstown  
Community  
and Education  
Centre Inc**  
14 Thompson Street  
Williamstown VIC 3016  
Call (03) 9397 6168  
[www.williamstown-spotswoodcc.org.au](http://www.williamstown-spotswoodcc.org.au)

**Wingate Avenue  
Community Centre**  
13A Wingate Avenue  
Ascot Vale VIC 3032  
Call (03) 9376 5244  
[www.wingateave.com.au](http://www.wingateave.com.au)

**Yarraville  
Community Centre**  
59 Francis Street  
Yarraville VIC 3013  
Call (03) 9687 1560  
[www.ycc.net.au](http://www.ycc.net.au)

**Yooralla**  
L14/595 Collins Street  
Melbourne VIC 3000  
Call (03) 9666 4500  
[www.yooralla.com.au](http://www.yooralla.com.au)

**YouthNow**  
80B Harvester Road  
Sunshine VIC 3020  
Call (03) 8311 5800  
[www.youthnow.org.au](http://www.youthnow.org.au)

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