

Outer 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

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.



Outer North East Learn Local 2020 Course Guide

KNOX

Coonara Community House	2020 TERMS
Employability through Social Enterprise	① ② ③ ④
Digital Storytelling	① ② ③ ④
Introduction to Mental Health	② ④
Preparation for Employment in Hospitality	① ② ③ ④
English Conversation and Australian Culture	① ② ③ ④
Pathway to Rural Operations	② ③ ④
Preparation for Community Services Work	① ② ③ ④
Return to Study Skills	① ③
Introduction to Professional Creative Writing	② ③
Crafting a Career: Designing and Constructing with Textiles	① ② ③ ④
Preparation for working with tools	① ② ③ ④
Computers the Next Step	② ③
Introduction to Visual Arts	② ③

Glen Park Community Centre	2020 TERMS
Communication Skills for Work and Community	② ④

K.Y.M (Victoria) Inc	2020 TERMS
Pathways to Life: Literacy and Numeracy for People with a Disability	① ② ③ ④
Introduction to Hair and Beauty	① ② ③ ④
Hangin with the Boys: Employability Skills	① ② ③ ④
Get Going with Computers	① ② ③ ④
English for Migrants: Beginners, Intermediate and Advanced	① ② ③ ④

Mountain District Learning Centre	2020 TERMS
Learn Microsoft Excel	② ③
Learn MYOB	② ③ ④
Brainworks: The Training Program	① ② ③ ④
Pathway Options through the Well Being Program	① ② ③ ④
Basic Bookkeeping	① ② ③
Learn Computers Skills: WorkReady Skills for Employment	① ② ③ ④
Read Write Now	① ② ③ ④
Youth Literacy	①
Health and Financial Literacy	① ② ③ ④

Orana Neighbourhood House	2020 TERMS
Computer Basics: Email and Internet	① ③
Computer Basics: Next Level	②
Students Choice: Employability Skills	④
Introduction to Culinary Arts	① ② ③ ④
Open Learning Computers	① ② ③ ④
Multimedia: Introduction to Digital Technology Tools	① ② ③ ④
Ready for Work Skills	③
Creating a Wellness Garden: Part 1&2	① ②
Introductions to Hospitality: Part 1&2	① ② ③ ④
iPad and Tablet Technology: Introduction	① ② ③ ④
iPad and Tablet Technology: Advanced	① ② ③ ④
Volunteering as a Pathway to Employment	① ② ③ ④
Introduction to Everyday English	① ② ③ ④
Introduction to Horticulture	① ② ③ ④
Budgeting Basics	②

KNOX (CONT.)

Rowville Neighbourhood Learning Centre	2020 TERMS
Introduction to Computers and the Latest Technology	① ② ③ ④
XERO Accounting	① ② ③ ④
Professional Resume and Career Search	① ② ③ ④
Social Media Marketing	① ③
Introduction to Medical Reception and Pracsoft	① ② ③ ④
Introduction to Event Management	① ③
MYOB	① ② ③ ④
Introduction to Starting Your Small Business	② ③
Introduction to Floristry	① ③ ④
Updating Your Skills for Returning to the Workforce	① ② ③ ④
Introduction to Office Administration	① ② ③ ④
Introduction to Creating Websites	② ④
Transition from Industry to Training	② ③

The Basin Community House	2020 TERMS
Beginners Computers	① ② ③ ④
Beginners Computers: Next Step	② ③ ④
Learn Excel	① ② ③ ④
Learn Word	② ③ ④
Learn Internet and Email	② ③ ④
iPads and Tablets	① ② ③ ④
iPads and Tablets: Advanced	② ③ ④
Digital Photography: Part 1&2	① ② ③ ④
Digital Photography: Advanced	② ③ ④
Aboriginal Literacy	① ②
Skills for Reception and Administration	① ② ③ ④
Introduction to Real Estate and Property Management	① ② ③ ④
Volunteer Pathways to Employment	① ② ③ ④
Introduction to Hospitality	① ② ③ ④

MAROONDAH

AMES Australia	2020 TERMS
English and Learning Skills Program: Community Centre	② ③ ④

Arrabri Community House	2020 TERMS
MS Office Skills	① ② ③ ④
Building Skills through Drama	① ②
Basic Bookkeeping	① ② ③ ④
Literacy and Creative Writing for Beginners	① ② ③ ④
Desktop Publishing: Introduction and Intermediate	① ② ③ ④
Introduction to Hospitality	② ③ ④
Introduction to Business Administration	① ②
Computers: Introduction and Intermediate	① ② ③ ④
Introduction to Individual Support: Ageing, Home and Community	① ③
Excel: Introduction and Intermediate	① ② ③ ④
BYOD: Introduction and Intermediate	① ② ③ ④
Job Ready: Employability Skills	② ④
Learn XERO	① ② ③ ④
MYOB Plus Payroll V19	① ③

CIRE Services	2020 TERMS
Try a Trade	① ② ③ ④
Women's Warehouse	① ② ③ ④

MAROONDAH (CONT.)

Central Ringwood Community Centre	2020 TERMS
Basic Computer Training Package	① ② ③ ④
Developing Skills for the Workforce	① ② ③ ④
Sew, Talk and Learn	① ② ③ ④
Horticulture: In the Garden	③
English for Jobseekers	① ② ③ ④

Glen Park Community Centre	2020 TERMS
Communication Skills for Work and Community	① ② ③ ④
Introduction to Event Marketing and Enterprise	① ④
Introduction to Hospitality Skills	② ③
How to be a Valuable Volunteer	① ② ③ ④
Stepping Stones to Further Education or Employment	① ③
Woodwork: Level 1&2	① ②
Carpentry: Beginners and Intermediate	③ ④

K.Y.M (Victoria) Inc	2020 TERMS
Introduction to Hospitality	① ② ③ ④

Mountain District Learning Centre	2020 TERMS
OutREACH Basic Computers with Confidence	① ② ③ ④
Read Write Now Outreach	① ② ③ ④

North Ringwood Community House Inc	2020 TERMS
Introduction to the Aged Care and Disability Industry	② ④
Sewing for Employment	① ② ③ ④
Adult Literacy for Employment	① ② ③ ④
Basic Computer Skills for Beginners	① ② ③ ④
Skills for Work	② ④
Word and Excel	① ② ③ ④
MYOB with Payroll	① ② ③ ④
Professional Creative Writing	① ② ③ ④
Conversational English	① ② ③ ④
English Language Education Support	① ② ③ ④
Beyond Basic Computer Skills	① ② ③ ④

Orana Neighbourhood House	2020 TERMS
Introduction to Horticulture	① ② ③ ④

Yarrunga Community Centre	2020 TERMS
Introduction to Hospitality: Recipe to Success	① ② ③ ④
Communication Skills for Work and Community	① ② ③ ④
Introduction to Event Management	①
Enterprise Skills: Employment Skills	① ② ③ ④
Introduction to Computers	① ② ③ ④

YARRA RANGES

Healesville Living and Learning Centre Inc	2020 TERMS
Computer Basics	① ② ③ ④
Basic Education: Literacy Numeracy Skills	② ④
Advanced Computing	① ② ③ ④
Bush Tucker: Pathways to Employment	③ ④
Work Ready Program	② ④
Writing for a Purpose	① ② ③ ④
Intro to Permaculture	② ④
Intro to Digital Media	① ② ③ ④
Introduction to Carpentry	① ② ③ ④

YARRA RANGES (CONT.)

CIRE Services	2020 TERMS
Business Enterprise: Kitchen Kaos	① ② ③ ④
Business Enterprise: Tech HUB	① ② ③ ④
Womens Warehouse	① ② ③ ④
Be Work Ready	① ② ③ ④
English 101	① ② ③ ④
English 102	① ② ③ ④
Smart Money	① ② ③ ④
Computers for the Workplace	① ② ③ ④
Small Business: Start Up Skills	① ② ③ ④
Blokes on Board: Employability Skills	① ② ③ ④
Future 4 Me! Improve your Employability Skills	① ② ③ ④

Glen Park Community Centre	2020 TERMS
Communication Skills for Work and Community	① ③

Japara Neighbourhood House Inc.	2020 TERMS
Building a Better Future: Employability Skills	① ② ③ ④

Mountain District Learning Centre	2020 TERMS
Basic Computers	① ② ③ ④
Conquering Confidence: Employability Skills	① ② ③ ④
Read Write Now Outreach	① ② ③ ④

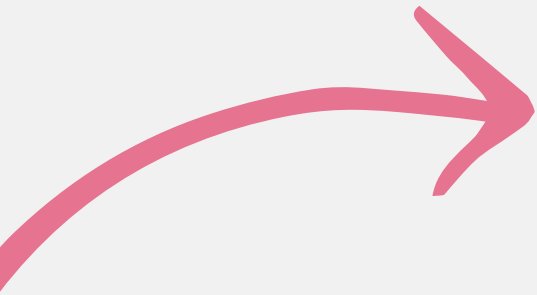
Selby Community House	2020 TERMS
Flexible Computer Training	① ② ③ ④
iPads and Tablets for Beginners	① ② ③ ④
Returning to Earning	① ③
Basic Bookkeeping	②
English as an Additional Language	② ③
Introduction to Indigenous Gardening	④

The Basin	2020 TERMS
Introduction to Hospitality	① ② ③ ④



FLIP ME OVER
& CONTACT
YOUR LEARN
LOCAL.





CONTACT YOUR LEARN LOCAL.

AMES Australia

Call (03) 8535 9687
www.ames.net.au

Arrabri Community House

42 Allamban Drive
Bayswater Nth VIC 3153
Call (03) 9294 7531
www.arrabri.org

Central Ringwood Community Centre

Bedford Park,
Rosewarne Lane
via Bedford Road
Ringwood VIC 3134
Call (03) 9870 2602
www.crcinc.org.au

CIRE Services

20 Old Hereford Road
Mt Evelyn VIC 3796
Call (03) 9736 1457
www.cire.org.au

Coonara Community House

22 Willow Road
Upper Ferntree
Gully VIC 3156
Call (03) 9758 7081
[www.coonara
house.org.au](http://www.coonara
house.org.au)

Glen Park Community Centre

30 Glen Park Road
Bayswater Nth VIC 3153
Call (03) 9720 5097
[www.glenpark
cc.com.au](http://www.glenpark
cc.com.au)

Healesville Living and Learning Centre

1 Badger Creek Road
Healesville VIC 3777
Call (03) 5962 5982
[www.healesville
learningcentre.org](http://www.healesville
learningcentre.org)

Japara Living and Learning Centre

54 - 58 Durham Road
Kilsyth VIC 3137
Call (03) 9728 3587
[www.japara
house.com.au](http://www.japara
house.com.au)

K.Y.M (Victoria) Inc

673 Mountain Highway
Bayswater VIC 3153
Call (03) 9722 5777
www.kym.com.au

Mountain District Learning Centre

13-15 The Avenue
Ferntree Gully VIC 3156
Call (03) 9758 7859
www.mdic.com.au

North Ringwood Community House

35-39 Tortice Drive
Nth Ringwood VIC 3134
Call (03) 9876 3421
www.nrch.org.au

Orana Neighbourhood House

62 Coleman Road
Wantirna Sth VIC 3152
Call (03) 9801 1895
www.orananh.org.au

Rowville Neighbourhood Learning Centre

20 Fulham Road
Rowville VIC 3178
Call (03) 9764 1166
[www.rowville
nlc.org.au](http://www.rowville
nlc.org.au)

Selby Community House

1 Minak Road
via Charles Street
Selby VIC 3159
Call (03) 9754 2039
[www.selbyhouse.
com.au](http://www.selbyhouse.
com.au)

The Basin Community House

1221 Mountain Hwy
The Basin VIC 3154
Call (03) 9761 0209
[www.thebasin
communityhouse.
org.au](http://www.thebasin
communityhouse.
org.au)

Yarrunga Community Centre

76-86 Croydon Hills Dr
Croydon Hills VIC 3136
Call (03) 9722 8942
www.yarrunga.org.au

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of January 2020 and is subject
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The View From Here

