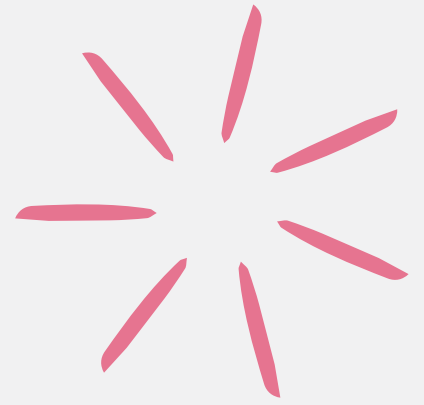


Outer North West
Learn Local
2020 Course Guide



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

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 West Learn Local 2020 Course Guide



HUME

Banksia Gardens Community Centre	2020 TERMS
English as Additional Language	① ② ③ ④
Conversational English	① ② ③ ④
English for Work and Citizenship	① ② ③ ④
Introduction to Administration Skills	① ② ③ ④
Sewing for Life: Vocational	① ② ③ ④
Get Set to Work: Work Skills	① ② ③ ④
Computers for Beginners, Intermediate and Advanced	① ② ③ ④
Digital Literacy and Smart Devices	① ③

Craigieburn Education and Community Centre	2020 TERMS
Communication Skills and Techniques	① ② ③ ④
Basic English Language Skills	① ② ③ ④
Read and Write Simple Text and Completing Forms	① ② ③ ④
Basic Numeracy and Mathematical Skills	① ② ③ ④
Introduction to the Aged Care Industry	① ② ③ ④
Computer Skills: Basic and Intermediate	① ② ③ ④

Dallas Neighbourhood House	2020 TERMS
English: Basic, Intermediate and Advanced	① ② ③ ④
Conversation and Grammar	① ② ③ ④
English in School for Parents	① ② ③ ④
Computers and Digital Devices: Beginners and Intermediate	① ② ③
Cooking and Catering: Pathways to Hospitality	① ② ③ ④
Sewing for Work: Basic and Intermediate	① ② ③ ④
Community Gardening: Pathways to Horticulture	① ② ③ ④

Meadow Heights Education Centre	2020 TERMS
English and English as an Additional Language in Schools for Parents	① ② ③ ④
Volunteering to Employment	① ② ③ ④
Oral and Written Communication Skills	① ② ③ ④
Introduction to Education Support	① ② ③ ④
Sewing for CALD Learners	① ② ③ ④
Overseas Qualified Pathways	① ② ③ ④
Interview Skills	① ② ③ ④

HUME (CONT.)

AMES	2020 TERMS
Workplace Expectations: We are all Customers	① ③
Preparation for Obtaining a Forklift Licence	② ④

Homestead Community and Learning Centre	2020 TERMS
English for Beginners	① ② ③ ④
Conversational English: Intermediate and Advanced	① ② ③ ④
English in Schools for Parents	① ② ③ ④
Introduction to Makeup Artistry	③ ④

Victorian Vocational Rehabilitation Association: Brite Institute	2020 TERMS
Journey into Employment: Introduction to the World of Work	① ② ③ ④
Journey into Employment: Preparation for Work and Work Trial	① ② ③ ④
Introduction to Event Management	③ ④
Introduction to Working in Catering	① ② ③ ④
Introduction to Working in Horticulture: Nursery	① ③

JobCo Employment Services	2020 TERMS
Get that Job: Employment Skills	① ② ③ ④
Next Step: Employment Goals	① ② ③

Jesuit Social Services	2020 TERMS
Ready Set: Aged Care Services	②
Ready Set: Barista	② ③ ④

Macedon Ranges Further Education Centre	2020 TERMS
Computers for Beginners, Intermediate and Advanced	① ③ ④

VICSEG New Futures	2020 TERMS
Learning Together: Pathways to Community Services and Aged Care Work	① ② ③ ④

Brotherhood of St Laurence	2020 TERMS
Empowering Women: Employment Skills	③



NILLUMBIK

Nilumbik Living and Learning Centre	2020 TERMS
Job Ready: Employment Skills	② ④
Introduction to Early Childhood Education and Care	② ④
Introduction to Individual Support	② ④
Introduction to Horticulture	① ② ③ ④
Volunteering for Employment	① ③

Jesuit Social Services	2020 TERMS
Ready Set Barista	① ② ③ ④

WHITTLESEA

Lalor Living and Learning Centre	2020 TERMS
English and Literacy for Learning and the Workplace	① ② ③ ④
English for Living and Working in Australia	③
Communication for the Workplace	① ③
Numeracy for the Workplace	③
Computers and Internet for the Workplace	① ② ③ ④
Spelling, Reading and Writing	① ③ ④

Mill Park Community House	2020 TERMS
Medical Reception Training: Medical Administration and Accounts	① ② ③ ④
Bookkeeping, MYOB and Excel Spreadsheets	① ② ③ ④
Computers and Word Processing	① ② ③ ④
Textiles: Basic Machine Skills	① ② ③ ④
Adult Literacy and Numeracy: Disability	① ② ③ ④
Food Preparation and Food Safety	① ② ③ ④

Brotherhood of St Laurence	2020 TERMS
Empowering Women: Employment Skills	② ③
Introduction to English	② ④

Jesuit Social Services	2020 TERMS
Ready Set Entry Level Employment	① ② ③ ④
Ready Set Aged Care Services	②
Introduction to Permaculture	① ②
Introduction to Animal Care: Vocational	② ③ ④
Ready Set Barista	① ② ③ ④

WHITTLESEA (CONT.)

AMES	2020 TERMS
Workplace Expectations: We are all Customers	② ④
Preparation for Obtaining a Forklift Licence	① ③

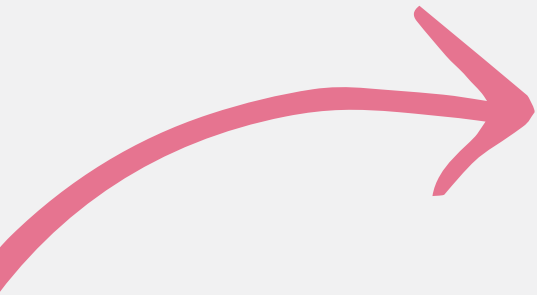
Preston Reservoir Adult Community Education	2020 TERMS
English Conversation	① ③
Barista Basics	②
Retail Basics	①
Computers for Beginners and Computer Essentials	② ③

Whittlesea Community Connections	2020 TERMS
Beginning with English	① ②
English in the Workplace	① ②
Introduction to Community Services	②
Computers for Beginners	②

Whittlesea Community House	2020 TERMS
Welding for Beginners	②
Introduction to the Building Trades	③ ④



FLIP ME OVER
& CONTACT
YOUR LEARN
LOCAL.



CONTACT YOUR LEARN LOCAL.

AMES Australia

255 William Street
Melbourne VIC 3000
Call 13 26 37
www.ames.net.au

Banksia Gardens Community Centre

71-81 Pearcedale Prde
Broadmeadows VIC 3047
Call (03) 9309 8531
[www.banksia
gardens.org.au](http://www.banksia
gardens.org.au)

Brotherhood of St Laurence

95 Brunswick Street
Fitzroy VIC 3065
Call (03) 9288 9947
www.bsl.org.au

Bubup Wilam Aboriginal Child and Family Services

76 Main Street
Thomastown VIC 3074
Call (03) 8459 4800
www.bubupwilam.org.au

Carringbush Adult Education

415 Church Street
Richmond VIC 3121
Call (03) 9421 2392
www.carringbush.org.au

Craigieburn Education and Community Centre

20 Selwyn Avenue
Craigieburn VIC 3064
Call (03) 9308 1477
www.craigieburn.org.au

Dallas Neighbourhood House

180-182 Widford Street
Broadmeadows VIC 3047
Call (03) 9302 2131
www.dallasnh.org.au

Homestead Community and Learning Centre

30 Wiltshire Drive
Roxburgh Park VIC 3064
Call (03) 9205 2760
[www.hume.vic.gov.au
/homestead](http://www.hume.vic.gov.au
/homestead)

Jesuit Social Services

1 Langridge Street
Collingwood VIC 3066
Call (03) 9415 8700
www.jss.org.au

JobCo Employment Services

95 Albert Street
Brunswick VIC 3056
Call (03) 9356 8600
www.jobco.com.au

Lalor Living and Learning Centre

47A French Street
Lalor VIC 3075
Call (03) 9465 6409
www.lalorllc.vic.edu.au

Macedon Ranges Further Education Centre

12 Hamilton Street
Gisbourne VIC 3437
Call (03) 5428 3799
www.mrfec.net.au

Mill Park Community Services

68 Mill Park Drive
Mill Park VIC 3082
Call (03) 9404 4565
[www.millpark
communityhouse.com](http://www.millpark
communityhouse.com)

Meadow Heights Learning Shop

3-13 Hudson Circuit
Meadow Heights VIC 3048
Call (03) 9301 9200
www.mhls.com.au

Nilumbik Living and Learning Centre

739 Main Road
Eltham VIC 3095
Call (03) 9433 3744
[www.livinglearning
nilumbik.vic.gov.au](http://www.livinglearning
nilumbik.vic.gov.au)

Preston Reservoir Adult Community Education

35 Sturdee Street
Reservoir VIC 3073
Call (03) 9462 6077
www.prace.vic.edu.au

Rosanna Fire Station Community House

232 Lower Plenty Road
Rosanna VIC 3084
Call (03) 9458 1935
www.rfsch.org.au

VICSEG New Futures

11 Munro Street
Cobourg VIC 3058
Call (03) 9093 5181
[www.vicsegnew
futures.org.au](http://www.vicsegnew
futures.org.au)

Victorian Vocational Rehabilitation Association: Brite Institute

1 Belfast Street
Broadmeadows VIC 3047
Call (03) 9481 6422
www.brite.com.au

Whittlesea Community Connections

111/571-583 High St
Epping VIC 3076
Call (03) 9401 6666
[www.whittlesea
community
connections.org.au](http://www.whittlesea
community
connections.org.au)

Whittlesea Community House

92A Church Street
Whittlesea VIC 3757
Call (03) 9842 6726
www.wchi.com.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