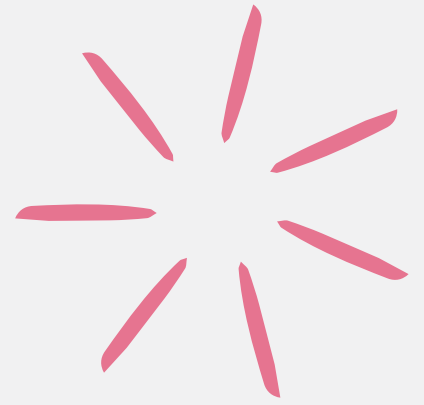


Outer South West
Learn Local
2020 Course Guide



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

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 South West Learn Local 2020 Course Guide

BRIMBANK

AMES Australia	2020 TERMS
Basic Computer Literacy	① ② ③ ④

Australian Vietnamese Women's Association	2020 TERMS
English For Work	② ④
English For Daily Activities	① ③
Introduction to Childcare	① ④
Use Internet and Email	② ④
Produce Simple Word Processed Documents	② ④
Job Search, Resume Building and Interview Preparation	④
Introduction to Aged Care	① ③

Comm Unity Plus Services	2020 TERMS
My Career	① ② ③
Knowledge to Enter the Workplace	① ② ③
Workplace Safety	① ② ③
Basic Computers	① ② ③
Computer for Beginners	① ② ③
Intermediate Computer Skills	① ③ ④
Learn Basic Legal Rights	① ② ③ ④
English for Beginners	① ② ③ ④
Conversational English	① ② ③ ④
Develop Successful Job Interview Skills	① ② ③ ④
English for Work	① ③
Support Women to Enter the Workforce	① ③
Introduction to General Office Administration	① ③
Introduction to the Cleaning Industry	① ③
Job Search Skills	② ③
Understanding Workplace Rights and Responsibilities	② ④

Djerrirwarrh Community and Education Services	2020 TERMS
Career Development	① ② ③ ④

Duke Street Community House	2020 TERMS
Beginner Computers	① ②
Digital Literacy	① ②
English as a Second Language: Digital Literacy	① ② ③ ④
English for Work	① ② ③ ④
Film Making Foundations	① ②
Internet and Email	③ ④
Literacy for All Abilities	③
Pre-English as a Second Language: Literacy	① ② ③ ④
Reading and Writing	① ② ③ ④
Settlement English	① ②
Start your Own Business	② ④
Visual Arts	① ②
Work in a Café	②
Work Preparation	③
Introduction to Community Leadership	③

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

United Spanish Latin American Welfare Centre	2020 TERMS
Self Employment and Workability	① ② ③ ④
Basic Computers	③ ④
Basic English	③ ④

BRIMBANK (CONT.)

Migrant Resource Centre NW Region	2020 TERMS
English as an Additional Language: Pathway to Community Services	① ②
English as an Additional Language: Pathway to Vocational Education	③ ④

Westgate Community Initiatives Group	2020 TERMS
Basic Skills for IT and Digital Media	① ② ③ ④
Step Forward for Work	① ② ③ ④
Financial Literacy	① ② ③ ④
Stepping Forward: Preparation for Work	① ② ③ ④
Language Literacy and Numeracy for Further Study or Work	① ② ③ ④

YouthNow	2020 TERMS
Help Desk	① ② ③ ④
Civics	① ② ③ ④
Workplace Literacy	① ② ③ ④
Workplace Numeracy	① ② ③ ④
Alumni Peer Support	① ② ③ ④
Career Exploration	① ② ③ ④
Digital Literacy	① ② ③ ④
Employability Skills	① ② ③ ④
Industry Exploration	① ② ③ ④
Work Futures	① ② ③ ④
Customer Service	① ② ③ ④
Jobs Club	① ② ③ ④
Presenting for Interviews	① ② ③ ④
Help Desk	① ② ③ ④
Futures in STEM	① ② ③ ④
Film and Animation	① ② ③ ④
Barz and Beatz	① ② ③ ④
Creating Income	① ② ③ ④
Literacy and Numeracy: Vocational Pathways	① ② ③ ④
Not Sure Yet	① ② ③ ④

MELTON

Djerrirwarrh Employment and Education Services	2020 TERMS
English for Everyone	① ② ③ ④
English for Community Services	① ② ③ ④
English for Life Skills	① ② ③ ④
Computers for English	① ② ③ ④
Introduction to Café Skills	① ② ③ ④
Introduction to Office Administration	① ② ③ ④
Introduction to Computers	① ② ③ ④
Intermediate Computers	② ③ ④
English in the Kitchen	① ② ③ ④
Advanced Computers	③ ④
Healthy Cooking on a Budget	① ② ③ ④
Introduction to Community Services	① ② ③ ④
Career Development	① ② ③ ④
Introduction to Cleaning	① ② ③ ④
English for Sewing	① ② ③ ④

Westgate Community Initiatives Group	2020 TERMS
Basic Skills for IT and Digital Media	① ② ③ ④
Step Forward for Work: Computers	① ② ③ ④
Stepping Forward: Preparation for Work	① ② ③ ④

MELTON (CONT.)

Melton South Community Centre	2020 TERMS
Microsoft Office Skills	① ② ③ ④
Absolute Beginners	① ② ③ ④
MYOB Including Payroll	① ② ③ ④
Wonder Women	① ② ③ ④
Manual Bookkeeping	① ② ③ ④
Introduction to Beauty	① ② ③ ④
Introduction to Sewing	① ② ③ ④
Introduction to Floristry	① ③
Auslan Program	① ③
Introduction to Fashion Design	① ③
Introduction to Pastry and Baking	① ③
iPad for Beginners	② ④
Android for Beginners	① ③
Build Your Own Website	① ③
Customer Service and Sales	② ④
Email, Internet and Social Media Communications	① ③
Sewing Intermediate	① ② ③ ④
Start a Business Online	① ③
How to be a Youtuber	② ④

YouthNow	2020 TERMS
Alumni	① ② ③ ④
Help Desk	① ② ③ ④
Jobs Club	① ② ③ ④
My Business	① ② ③ ④
Futures in STEM	① ② ③ ④
Presenting for Interviews	① ② ③ ④

WYNDHAM

AMES Australia	2020 TERMS
INTEL Easy Steps: Basic Computer Literacy	① ② ③ ④
Communication and Transactional English	① ② ③
Women and Work	① ② ③
English for Sewing and Small Business	① ② ③
Paper Flower Making	① ② ③

genU	2020 TERMS
I Have Confidence in Me	① ② ③ ④
Ready Set Work	① ② ③ ④
Digital Literacy	① ② ③ ④
Intermediate Computer Skills for Work	① ② ③ ④

Inner Melbourne VET Cluster	2020 TERMS
Career Planning	② ③
Work Readiness	②
Research and Report Writing	① ② ③ ④
Pathway Planning	① ② ③ ④
Making Alternatives Possible	④

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

Quantin Binnah Community Centre	2020 TERMS
Introduction to English	② ④

Westgate Community Initiatives Group	2020 TERMS
Financial Literacy	① ② ③ ④
Introduction to Community Services	① ② ③ ④

WYNDHAM (CONT.)

Wyndham Community and Education Centre	2020 TERMS
Conversation Skills	① ② ③ ④
Conversation English Language Skills	① ② ③ ④
Computer Skills: First Steps, Next Steps and Advanced	① ② ③ ④
Introduction to Excel	① ③
Developing Office Skills	②
Introduction to MYOB	① ② ③ ④
Manual Bookkeeping	① ② ③ ④
Better Reading and Writing	① ② ③ ④
Hospitality: Front of House	① ② ③ ④
Hospitality: Back of House	① ② ③ ④
Supporting Learners in Early Childhood Education and Care	① ② ③ ④
So & Sew: Introduction to the Textile Industry	① ② ③ ④
Next Stitch	① ② ③ ④
All Sewn Up	① ② ③ ④
Preparation for Further Study	① ② ③ ④
Study Support	① ② ③ ④
Digital Youth Magazine	② ③
Steps to Success	②
Living and Working in Australia	②

YouthNow	2020 TERMS
Help Desk	① ② ③ ④
Civics	① ② ③ ④
Workplace Literacy	① ② ③ ④
Workplace Numeracy	① ② ③ ④
Alumni Peer Support	① ② ③ ④
Career Exploration	① ② ③ ④
Digital Literacy	① ② ③ ④
Employability Skills	① ② ③ ④
Industry Exploration	① ② ③ ④
Work Futures	① ② ③ ④
Customer Service	① ② ③ ④
Jobs Club	① ② ③ ④
Presenting for Interviews	① ② ③ ④
Help Desk	① ② ③ ④
Futures in STEM	① ② ③ ④
Film and Animation	① ② ③ ④
Barz and Beatz	① ② ③ ④
Creating Income	① ② ③ ④
Literacy & Numeracy for Vocational Pathways	① ② ③ ④
Not Sure Yet	① ② ③ ④



FLIP ME OVER
& CONTACT
YOUR LEARN
LOCAL.



CONTACT YOUR LEARN LOCAL.

AMES Australia

L4-5/280 Thomas St
Dandenong VIC 3175
Call 13 26 37
www.ames.net.au

Australian Vietnamese Women's Association

7/6-12 South Road
Braybrook VIC 3019
Call (03) 9396 1922
www.avwa.org.au

Comm Unity Plus Services

L1/358 Main Road West
St Albans VIC 3021
Call 1800 266 675
[www.comm-unity
plus.org.au](http://www.comm-unity
plus.org.au)

Concern Australia

8 Scotland Street
Braybrook VIC 3019
Call (03) 9470 2972
[www.concern
australia.org.au](http://www.concern
australia.org.au)

Djerriwarrh Community and Education Services

239 Station Road
Melton VIC 3337
Call (03) 8746 1000
www.djerriwarrh.org.au

Duke Street Community House

27 Duke Street
Sunshine VIC 3020
Call (03) 9311 9973
www.dsche.org.au

genU

6/2-14 Station Place
Werribee VIC 3030
Call (03) 5249 6390
www.genu.org.au

Inner Melbourne VET Cluster

L1/71 Palmerston Cres
Sth Melbourne VIC 3205
Call (03) 9686 2354
www.imvc.com.au

Jesuit Community College

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

Melton South Community Centre

41 Exford Road
Melton Sth VIC 3338
Call (03) 9747 8576
[www.melton
south.org.au](http://www.melton
south.org.au)

MiCare

20A Pickett Street
Footscray VIC 3011
Call (03) 9687 4500
www.micare.com.au

Migrant Resource Centre North West Region

20 Victoria Crescent
St Albans VIC 3021
Call (03) 9367 6044
[www.mrcnorth
west.org.au](http://www.mrcnorth
west.org.au)

Quantin Binnah Community Centre

61 Thames Boulevard
Werribee VIC 3030
Call (03) 9742 5040
www.qbcc.org.au

Westgate Community Initiatives Group

4-8 Parker Street
Footscray VIC 3011
Call (03) 9689 3437
www.wcig.org.au

Wyndham Community and Education Centre

20 Synnot Street
Werribee VIC 3030
Call (03) 9742 4013
[www.wyndham
cec.org.au](http://www.wyndham
cec.org.au)

YouthNow

80B Harvester Road
Sunshine VIC 3020
Call (03) 8311 5800
www.youthnow.org.au



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