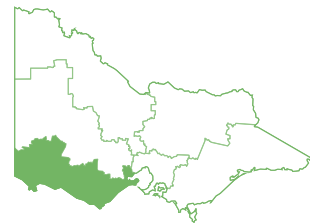
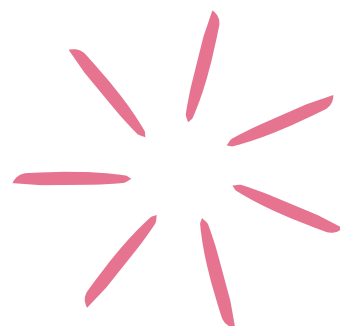


Learn Local 2021 Course Guide

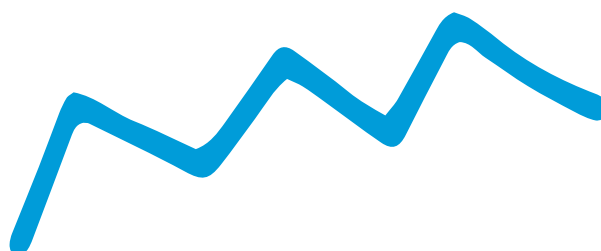


BARWON
SOUTH WEST

RETHINK.
REVIVE.
RESKILL.
RECONNECT.
RESHAPE.



RESULT.



Get the skills you need for study, work and life.

What is a Learn Local course?

Learn Local courses are short courses that are offered at low or no cost to eligible adult Victorians.

There are a wide range of courses including digital and computer skills, reading and writing, maths, communication, study skills, job skills, getting ready to go back to work and English language, as well as preparation for various industries such as aged care, food processing, health services and warehousing and distribution.

Learn Local courses are flexible and can be tailored specifically to suit your needs and schedule. You can learn in a classroom or online, at the pace that you choose. Class sizes are often small, with training delivered by highly experienced professionals.

The Learn Local courses listed in this guide are just a sample of the range of courses on offer. New courses are continually being developed and offered right across Victoria.

The Skills for Work and Study courses included in this guide have been developed by industry experts to support adults who want to improve their reading, writing and maths skills. Each course is tailored to key industry areas where there is a demand for workers in Victoria. These courses are available at over 80 Learn Local providers across the state. Contact the Learn Local provider directly for more information.

Where can I do a Learn Local course?

There are around 250 not-for-profit community organisations across Victoria that offer Learn Local courses.

All of these organisations, known as Learn Local providers, are registered and funded by the Victorian Government, via the Adult, Community and Further Education Board, to deliver Learn Local courses.

Why study with a Learn Local provider?

Learn Local providers are friendly and welcoming, with highly capable and professional trainers who are focused on helping you to achieve your goals.

Learn Locals know their local communities well and 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 skills
- › Go on to further study or gain a qualification at a TAFE or other training provider
- › Build your confidence and learn something new

You can find more information about Learn Local providers in Victoria, including their locations, at www.learnlocal.org.au

There is bound to be one close to where you live or work.

When and how can you enrol?

Learn Local courses are delivered throughout the year from February to December. Enrolment requirements vary and you might need to enrol in person, or you may be able to enrol over the phone, online or by mail.

Learn Local courses are government subsidised and are offered at no or low cost to eligible adult Victorians. Contact the Learn Local provider directly for more information.

How can Learn Local providers assist businesses?

Learn Local providers are agile and can develop or co-design customised Learn Local courses for a wide range of businesses to upgrade the employment skills of your existing and/or new workforce. Customised Learn Local courses 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

Contact the Learn Local provider directly for more information.



"The Learn Local floristry and design course inspired me to do more training and complete a Certificate II and III in Floristry. I now run my own florist business which I love doing because flowers always put a smile on someone's face."

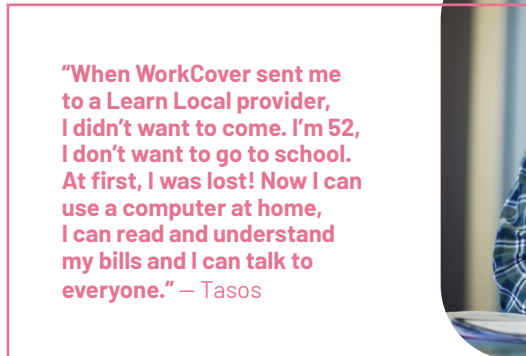
– Samantha



"Before I started the Learn Local course, I was struggling to find employment within my area. The course gave me a lot of confidence and the skills that I needed to apply for my job at Woolworths." – Colleen



"The Learn Local course has helped me in so many ways, it has helped me get out of the house, feel more comfortable in myself, to feel confident with budgeting and my finances as well as expanded my horizons. Being in the course has made everything easier for me, including making new friends and extending my learning. Doing work experience will give me confidence in the workplace and will help me find a job. The experience is absolutely fantastic." – Jenna



"When WorkCover sent me to a Learn Local provider, I didn't want to come. I'm 52, I don't want to go to school. At first, I was lost! Now I can use a computer at home, I can read and understand my bills and I can talk to everyone." – Tasos



"I joined the Learn Local course to help polish my resume but I got so much more. The class has helped with my public speaking, provided social interaction and introduced me to a broad range of people, all with unique stories. The class is accepting and wheelchair accessible and has helped me with social media, bringing me into the twenty-first century." – Martyn



PICK A PLACE. PICK A LEARN LOCAL. PICK A NEW SKILL.

ANGLESEA

Anglesea Community House	2021 TERMS
Staying Connected: Computer Skills	①
Barista Training	② ④
Next Steps	③

APOLLO BAY

Great Ocean Road Health	2021 TERMS
Small Business Mentor Program	① ② ③ ④

CAMPERDOWN

Rural Industries Skills Training	2021 TERMS
Digital Literacy	① ② ③
Microsoft Excel	① ② ③ ④
Soil Chemistry Basics	② ③ ④
Working Dog School	① ② ③ ④
Maths for Farmers	① ② ③
Preparing for Further Study	① ②
Work Ready Skills	③ ④

COLAC

Community Hub	2021 TERMS
Beginner Computers	① ②
Developing English Language	① ② ③ ④
Skills for Work and Study Community Services	CONTACT FOR DATES

CASTERTON

Old Courthouse Community House	2021 TERMS
Introduction to Basic Computing: Using New Technology	① ② ③
Creative Writing Skills	① ② ③
Basic Introduction to XERO Accounting	① ②
Drive your Business through Social Media	③ ④
Beginners Sewing & More	① ② ③ ④
Pathways to Employment	① ② ③ ④
Learning to Learn Online	② ③

DRYSDALE

SpringDale Neighbourhood Centre	2021 TERMS
Confidence through Creativity	① ② ③ ④
Introduction to Computing	① ② ③ ④
Introduction to iPads	① ② ③ ④
Introduction to Sustainability	① ② ③ ④
Introduction to Focus on the Future	① ② ③ ④
Introduction to Volunteering	① ② ③ ④
Confidence through Cookery	① ② ③ ④
Introduction to Creative Writing	① ② ③ ④
Introduction to Event Management	① ② ③ ④
Returning to Learning	① ② ③ ④
Introduction to Community Services	① ② ③ ④

GEELONG

Bellarine Living and Learning Centre	2021 TERMS
Introduction into Team Building and Assertiveness	①
Introduction into Community Services	②
Introduction into Kitchen Operations	① ③
Introduction into Barista Skills	③
My Working Future: Obtaining Work after COVID	①
Digital Literacy	② ④
Communication 101	① ③
Introduction to Horticulture and Ground Keeping	③
Introduction into Computers	① ② ③ ④
Developing your Computers Skills	② ④

Diversitat	2021 TERMS
English Classes	① ② ③ ④
Safe Driving Program	① ②
Prepare for Employment	① ② ④
New Futures: Employability Training	① ②
Literacy and Communication for Life	① ② ③ ④
Financial Planning	②
Introduction to Computers	② ④
Introduction to WhatsApp	① ②
Introduction to Zoom	① ②
Introduction to Sewing	① ③
Introduction to Horticulture	② ③
Introduction to Hospitality	③
Pathway Program	② ④
Skills for Work and Study Health Services	CONTACT FOR DATES
Skills for Work and Study Building and Construction	CONTACT FOR DATES

Encompass Community Services	2021 TERMS
Steps to Employment	① ② ③ ④
Basic Computers	① ② ③ ④
Intermediate Computers	① ② ③ ④

GEELONG (CONT.)

Cloverdale Community Centre	2021 TERMS
Getting Started With Computers	① ② ③ ④
Developing Computer Skills	② ③ ④
Maths For Real Life	① ③
Getting Ahead: My Life Now	① ③
Getting Ahead: Hidden Rules	② ③
Getting Ahead: Building Resources	③ ④
Printing & Community Enterprise	① ③
Introduction to Barista Skills	① ② ③ ④
Introduction to Kitchen Operations	① ② ③ ④
Tell My Story	① ③
Tools of the Trade	① ③
My Working Future	② ④
Introduction to Horticulture	② ④

genU	2021 TERMS
I Have Confidence in Me	① ② ③ ④
Digital Literacy	① ② ③ ④
Intermediate Computer Skills for Work	① ② ③ ④
Ready Set Work	① ② ③ ④

Skills for Work and Study Aged Care	CONTACT FOR DATES
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Skills for Work and Study Community Services	CONTACT FOR DATES
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Rosewall Neighbourhood Centre	2021 TERMS
Conversational English	① ② ③
Welcome to Australia	② ④
Visual Arts: Ceramics Part 1	① ② ③ ④
Art Portfolio Development	① ② ③ ④
Café Skills	② ③ ④
Find it, Fix it, Flog it	① ② ③ ④
Parents Pathway Program	① ② ③ ④
Introduction to Computers	① ② ③ ④
Pathway to Employment	③ ④
Volunteer as a Pathway	① ② ④

Westgate Community Initiatives Group	2021 TERMS
Stepping Forward for Work	① ② ③ ④
Financial Literacy	① ② ③ ④



HAMILTON

Rural Industries Skills Training	2021 TERMS
Digital Literacy	① ② ③
Microsoft Excel	① ② ③ ④
Soil Chemistry Basics	② ③ ④
Working Dog School	① ② ③ ④
Introduction to Welding	① ② ③ ④
Maths for Farmers	① ② ③
Preparing for Further Study	① ②
Work Ready Skills	③ ④

Southern Grampians Adult Education	2021 TERMS
Introduction to Computers	① ② ③ ④
First Gear: Learn to Drive	① ② ③ ④
Conversational English	① ③
Taste of Hospitality	① ② ③ ④
Learning for Life	① ②
Learning for Work	③ ④
Budgeting for Life	① ③
The Learning Lounge	① ② ③ ④

Shearer Woolhandler Training	2021 TERMS
Introduction to Wool Classing	② ③ ④
Introduction to Wool Handling	③

LARA

Lara Community Centre	2021 TERMS
Basic Computers and Accounting	① ② ③ ④
Retail and Customer Service Skills	② ④
Small Business: Turning Your Idea into a Reality	③
Microsoft Windows 10	① ③ ④
Accounting Skills	② ④
Aged Care: Preparation for Work	②
Financial Ninjas	①

OCEAN GROVE

Bellarine Training & Community Hub	2021 TERMS
Jobseekers Course	① ② ③ ④
Computers: Part 1	① ② ③ ④
Computers: Part 2	① ② ③ ④

PORTLAND

Portland WorkSkills	2021 TERMS
Computers: The Next Step	① ② ③ ④
Career Development	① ② ③ ④
English as an Additional Language	① ② ③ ④
Literacy & Numeracy Consolidation	① ② ③ ④
Barista Basics	① ② ③ ④
Computers 101	② ③
Literacy & Numeracy Capers	① ② ③ ④
Study Skills	①
Introduction to Hospitality & Tourism	③ ④
Introduction to Community Services	② ③
Year 13 Career Development	① ②
Tablets and Smartphones	② ③
Microsoft Excel Basics	① ③

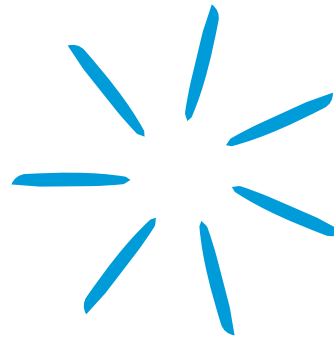
WARRNAMBOOL

Southern Grampians Adult Education	2021 TERMS
Introduction to Computers	① ② ③ ④
First Gear: Learn to Drive	① ② ③ ④
Second Gear	① ② ③ ④
Conversational English	① ③
Taste of Hospitality	① ② ③ ④
Skills for Work and Study Food Processing	CONTACT FOR DATES

WDEA Training	2021 TERMS
Childcare Industry Career Introduction	① ②
Work Readiness	① ② ③
Personal Improvement	① ② ③
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES



**CONTACT
YOUR LEARN
LOCAL & GET
THAT NEW
SKILL!**



CONTACT YOUR LEARN LOCAL.

**Anglesea
Community House**
5 McMillan Street
Anglesea VIC 3230
Call (03) 5263 2116
www.anglesea.org.au

**Bellarine Living
and Learning Centre**
20 Worden Court
Whittington VIC 3219
Call (03) 5248 1926
www.blc.org.au

**Bellarine
Training and
Community Hub**
1 John Dory Drive
Ocean Grove VIC 3226
Call (03) 5255 4294
www.btach.com.au

**Cloverdale
Community Centre**
167-169 Purnell Road
Corio VIC 3214
Call (03) 5275 4415
www.cloverdalecommunitycentre.org.au

Community Hub
34 Connor Street
Colac VIC 3250
Call (03) 5231 2822
www.communityhubinc.org.au

Diversitat
25-41 Arunga Avenue
Norlane VIC 3214
Call (03) 5260 6000
www.diversitat.org.au

**Encompass
Community Services**
79 Gheringhap Street
Geelong VIC 3220
Call (03) 5222 2819
www.encompass-cs.org.au

genU
15 Little Ryrie Street
Geelong VIC 3220
Call (03) 5249 6390
www.genutraining.org.au

**Great Ocean
Road Health**
37-43 McLachlan
Street
Apollo Bay VIC 3233
Call (03) 5237 8590
www.greatoceanroadhealth.com.au

**Lara Community
Centre**
9-11 Waverley Road
Lara VIC 3212
Call (03) 5282 2725
www.laracommunitycentre.org.au

**Old Courthouse
Community Centre**
31 Henty Street
Casterton VIC 3311
Call (03) 5581 2139
www.oldcourthousecommunitycentre.com.au

Portland WorkSkills
Shop 14 Pioneer Plaza
Percy Street
Portland VIC 3305
Call (03) 5523 1645
www.workskillsemployment.com.au

**Rosewall
Neighbourhood Centre**
36 Sharland Road
Corio VIC 3214
Call (03) 5275 7409
www.rosewallinc.org.au

**Rural Industries Skills
Training**
915 Mt Napier Road
Hamilton VIC 3300
Call (03) 5573 0943
www.rist.edu.au

**Southern Grampians
Adult Education**
39 Hammond Street
Hamilton VIC 3300
Call 1800 810 393
www.sgae.vic.edu.au

**Shearer Woolhandler
Training**
232 Gray Street
Hamilton VIC 3300
Call 1300 787 984
www.shearerwoolhandler.com.au

**SpringDale
Neighbourhood Centre**
17-21 High Street
Drysdale VIC 3222
Call (03) 5253 1960
www.springdale.org.au

WDEA Training
52 Fairy Street
Warrnambool VIC 3280
Call (03) 5561 2579
www.wdeaworks.org.au

**Westgate Community
Initiative Group**
L2 65 Brougham St
Geelong VIC 3220
Call (03) 5249 5855
www.wcig.org.au

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this publication is correct as
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