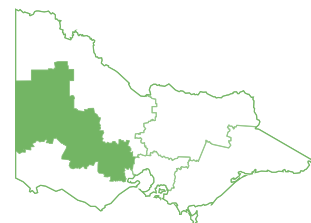
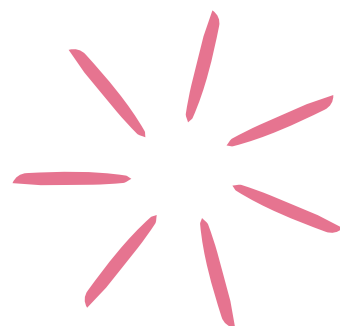


Learn Local 2021 Course Guide



GRAMPIANS

**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."

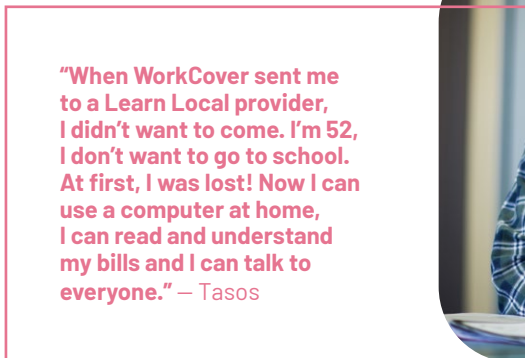
– Samantha



"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.

ARARAT

Ararat Neighbourhood House	2021 TERMS
iPad for Beginners	① ② ③ ④
Computer Studies	① ② ③ ④
Independent Pathways & Life Skills	① ② ③ ④

BACCHUS MARSH

Laurels Education and Training	2021 TERMS
Kickstart Your Career	① ② ③ ④
Introduction to Computers	① ② ③ ④
Computers: Next Steps	① ② ③ ④
Introduction to Floristry	① ② ③ ④
Basic Office Administration Skills	② ④
Basic English and Numeracy Skills	① ② ③ ④
Manual Bookkeeping	① ③
Hospitality Skills For Work	② ④
Retail Skills For Work	② ④
Introduction to Small Business	② ④
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES
Skills for Work and Study Community Services	CONTACT FOR DATES

BALLAN

Ballan & District Community House	2021 TERMS
Volunteer Skills Training: General	① ② ③ ④
Volunteer Skills Training: Administration	① ② ③ ④
Foundations & Language: Visual Art 1	③ ④
Foundations & Language: Visual Art 2	② ③
Essential Catering Basics	① ②

BEULAH

Beulah Historical Learning & Progress Association	2021 TERMS
Barista and Hospitality Skills	① ② ③ ④

BEAUFORT

Beaufort Community House & Learning Centre	2021 TERMS
Introduction to Safe Chainsaw Handling	① ② ③ ④
Computer Studies	① ② ③ ④
Introduction to Bee Keeping	① ② ③
Creative Writing	① ② ③ ④
Introduction to Retail Sales	① ② ③ ④
Computer Studies: MYOB & Xero	① ② ③ ④

DAYLESFORD

Daylesford Neighbourhood Centre	2021 TERMS
Introduction to Floristry	②
Introduction to Aromatherapy	③
Introduction to the Spa Industry	① ④
Introduction to Auslan	②
Get Connected	①
Multi Media Marketing	④
Introduction to Hospitality	③
Introduction to Textile Design	② ③
Introduction to Reflexology	②
Skills for Work and Study Health Services	CONTACT FOR DATES

BALLARAT

Ballarat Neighbourhood Centre	2021 TERMS
Making a Change	① ② ③ ④
Making a Plan	② ④
Basic Computers in a Digital Age	① ② ③ ④
Multimedia	① ② ③ ④
Work Ready	② ③ ④
Cooking Up Jobs	① ② ③ ④
Basic Computers & Beyond	① ② ③ ④
Intermediate Computers	① ② ③ ④
MYOB	② ③
Practical Literacy & Numeracy	① ② ③ ④
English as a Second Language	① ② ③ ④
Business Administration Skills	② ④
Baking With Language	① ② ③ ④
Front of House	③ ④
Read, Write Now	① ③ ④
Xero	① ② ③ ④
Literacy Through Community Gardening	① ④
Preparing for Study Skills	② ④
Community Newsletters	① ② ③ ④
Sewing for Beginners & Intermediate	① ② ③ ④
Xero Payroll	② ④
Literacy Through Art	① ② ③ ④
Commercial Kitchen Skills	① ② ③ ④
Skills for Work and Study Building and Construction	CONTACT FOR DATES
Skills for Work and Study Health Services	CONTACT FOR DATES

Ballarat Group Training	2021 TERMS
Prepare to Study	① ③
Learn to Weld	① ② ③ ④
Prepare to Drive	① ② ③ ④
Skills for Work and Study Building and Construction	CONTACT FOR DATES
Skills for Work and Study Aged Care	CONTACT FOR DATES

Djerriwarrh Community & Education Services	2021 TERMS
English for Everyone	② ④

BALLARAT (CONT.)

genU	2021 TERMS
Ready Set Work	① ② ③ ④
I Have Confidence In Me	① ② ③ ④
Digital Literacy	① ② ③ ④

Wendouree Neighbourhood Centre	2021 TERMS
Beginners Computers	① ② ③
Beyond the Basics	① ③
Microsoft Word	① ② ③
Microsoft Excel	① ② ③
Office Skills	② ③
Discover More Online	① ③
iPads	② ④
Androids	② ④
Reading & Writing	① ③
Getting your Ls	① ② ③ ④
Cooking for Community	① ③
Opportunities Outdoors	② ③
Youth Program	②
Passport to the Workforce	①
Unlock your Creative Skills	③
Improve your Maths	② ③
Skills for Work and Study Building and Construction	CONTACT FOR DATES

HADDON

Haddon Community Learning Centre	2021 TERMS
Essential Computers	① ② ③ ④
Sew Your Way with Confidence	① ② ③ ④
Websites for Small Business	② ③
Introduction to Natural Environmental Studies	① ② ③ ④
Introduction to Horticulture & Permaculture	② ④
Introduction to Land Management and Fungi Ecology	② ③
Your Creative Self Works	② ③



HORSHAM

Centre for Participation	2021 TERMS
English Language Program	① ② ③ ④
Increasing Women's Options	① ② ③ ④
Customer Service	① ② ③ ④
LLN for People with Disabilities	① ② ③ ④
Preparation for Education	① ② ③ ④
Foundation Skills	① ② ③ ④
Workforce Hospitality Pathways	① ② ③ ④
Business Administration	① ② ③ ④
Introduction to Personal Caring	① ② ③ ④
Sustainable Gardening	① ②
English Language Program: Citizenship	① ② ③ ④
Creating a Micro Business	① ②
Skills for Work and Study Community Services	CONTACT FOR DATES

Horsham Community House	2021 TERMS
Digital Communications	① ② ③ ④

KANIVA

LINK Neighbourhood House	2021 TERMS
West Wimmera Women in Agriculture	① ② ③ ④
Basic Computing	① ② ③ ④

NHILL

Nhill Learning Centre	2021 TERMS
English for the Workplace	① ② ③ ④
English as an Additional Language	① ② ③ ④
Grow Eat Share: Introduction to Horticulture	① ② ③ ④
Introduction to Retail	① ② ③ ④
Introduction to Textiles & Sewing	① ② ③ ④
Textiles & Sewing: The Next Step	① ② ③ ④
Working with Wildflowers	① ② ③ ④
Conversational English	① ② ③ ④
Foundation Skills & Computer Skills	① ② ③ ④
Preparing for Accredited Study	① ② ③ ④
Study Support	① ② ③ ④
Skills for Work and Study Health Services	CONTACT FOR DATES

WARRACKNABEAL

Warracknabeal Neighbourhood House & Learning Centre	2021 TERMS
Special Needs Computers	① ② ③ ④
Work Skills	① ② ③ ④
Improve Written and Verbal Communications for Learners Permit	① ② ③ ④
Budgeting Basics	① ② ③ ④
Basic Computers	① ② ③ ④
Beginner Literacy & Numeracy	① ② ③ ④
Social Media for Small Business	① ② ③ ④
Online Design for Beginners	① ② ③ ④
Working with Food: The Basics	① ② ③ ④
Marketing Basics	① ② ③ ④
Microsoft Office Skills	① ② ③ ④
Digital Communications	① ② ③ ④
Skills for Work and Study Food Processing	CONTACT FOR DATES

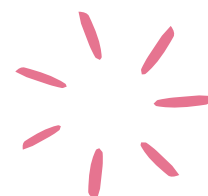
ST ARNAUD

Centre for Participation	2021 TERMS
Computers	① ② ③ ④
English Language Program	① ② ③ ④

St Arnaud Neighbourhood House	2021 TERMS
Microsoft Tour	①
Skills for Life	② ③
Introduction to the Internet	③ ④

STAWELL

Stawell Neighbourhood House	2021 TERMS
Windows 10: Computer Skills	② ④
Introduction to Hospitality	① ③
Advance Your Reading, Writing & Number Skills	①
Basic Bookkeeping Skills	①





CONTACT YOUR LEARN LOCAL.

Ararat Neighbourhood House

56 Campbell Street
Ararat VIC 3377
Call (03) 5352 1551
www.araratneighbourhoodhouse.com.au

Ballan & District Community House

143 Inglis Street
Ballan VIC 3342
Call (03) 5368 1934
www.ballancommunityhouse.com.au

Ballarat Group Training

25-39 Barkly Street
Ballarat VIC 3350
Call (03) 5333 8600
www.bgt.org.au

Ballarat Neighbourhood Centre

11 Tuppen Drive
Sebastapol VIC 3356
Call (03) 5329 3273
www.ballaratnc.org.au

Beaufort Community House & Learning Centre

72 Neill Street
Beaufort VIC 3373
Call (03) 5349 1184
www.bchlc.org

Beulah Historical Learning & Progress Association

77 Phillips Street
Beulah VIC 3395
Call (03) 5390 2200

Centre for Participation

39 Urquhart Street
Horsham VIC 3400
Call (03) 5382 5607
www.centreforparticipation.org.au

Daylesford Neighbourhood Centre

13 Camp Street
Daylesford VIC 3460
Call (03) 5348 3569
www.dncentre.org.au

Djerriwarrh Community and Education Services

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

genU

118-120 Armstrong Street South
Ballarat VIC 3350
Call (03) 4313 5600
www.genutraining.org.au

Haddon Community Learning Centre

396 Sago Hill Road
Haddon VIC 3351
Call (03) 5342 7050
www.haddonlearning.org.au

Horsham Community House

13 Robin Street
Horsham VIC 3400
Call (03) 5382 5352
www.horshamcommunityhouse.org

Laurels Education & Training

229 Main Road
Bacchus Marsh VIC 3340
Call (03) 5367 1061
www.thelaurels.org.au

LINK Neighbourhood House

50 Commercial Street
Kaniva VIC 3419
Call (03) 5392 2865
www.kanivanh.org.au

Nhill Neighbourhood House

80 MacPherson Street
Nhill VIC 3418
Call (03) 5387 9800
www.nnhlc.org.au

St Arnaud Neighbourhood House

34 Alma Street
St Arnaud VIC 3478
Call (03) 5495 3300
www.stanhi.wixsite.com/stanhi

Stawell Neighbourhood House

42 Sloane Street
Stawell VIC 3380
Call (03) 5358 3500
www.snhlc.weebly.com

Warracknabeal Neighbourhood House & Learning Centre

2 Cox Street
Warracknabeal VIC 3393
Call (03) 5396 1360
www.wnhlc.com.au

Wendouree Neighbourhood Centre

14 Violet Grove
Wendouree VIC 3355
Call (03) 5339 5069
www.wnc.org.au

Disclaimer
Information contained within this publication is correct as of January 2021 and is subject to change without notification.

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