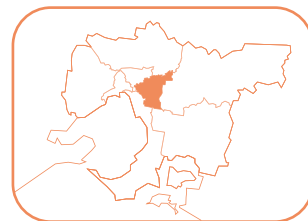


# Learn Local 2021 Course Guide

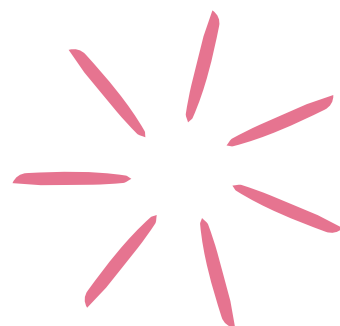


INNER EASTERN  
MELBOURNE

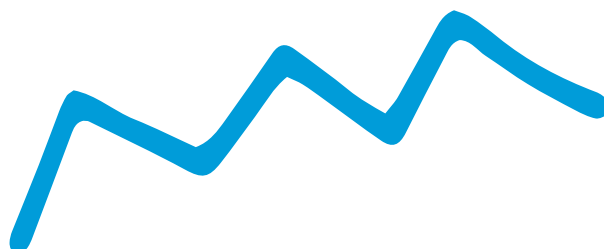


BOROONDARA,  
MANNINGHAM,  
MONASH &  
WHITEHORSE

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](http://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."**

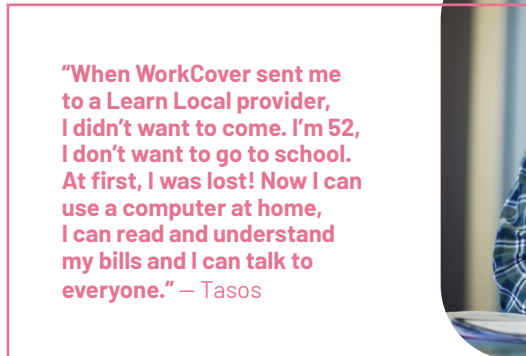
– Samantha



**"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."** – Marty



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

## BOROONDARA

Alamein Neighbourhood House & Learning Centre	2021 TERMS
Introduction to Computers	②
Introduction to Microsoft Word & Excel	② ③
Microsoft Word and Excel: Level 2	①
Marketing Through Digital Media	①
Communication in the Digital Age	②
Pathways to Employment	① ③
English as an Additional Language (EAL) & Literacy Through Computers	① ② ③ ④
English Communication Skills	① ② ③ ④
English for Work and Study	① ② ③ ④
Living English	① ② ③ ④
Basic Literacy and Numeracy	① ② ③ ④
Literacy for Practical Purposes	① ② ③ ④
Introduction to Event Management	①
Introduction to Horticulture	②
Introduction to Technology Today: Coding, Drones, VR, 3D Printing)	③
Introduction to Running Your Own Business	②
Introduction to English as an Additional Language (EAL): Tutoring Support	①
Introduction to Web Design	①
Introduction to Volunteering and Beyond	②
English for Future Pathways	③ ④
<b>Skills for Work and Study</b> Factory Work: Warehousing & Distribution	<b>CONTACT FOR DATES</b>

Inner Melbourne Vet Cluster (IMVC)	2021 TERMS
Career Planning	④
Making Alternatives Possible	④

## BOROONDARA (CONT.)

Kew Neighbourhood Learning Centre	2021 TERMS
Beginner English	① ② ③ ④
English for Everyday Purposes: Part 2	① ② ③ ④
English for Everyday Purposes: Part 3	① ② ③ ④
Taster in Sport and Recreation	① ② ③ ④
Taster in Hospitality	① ② ③ ④
Everyday English Language Skills	① ② ③ ④
Language Learning Through Digital Literacy	① ② ③ ④
Effective Writing for English as an Additional Language	① ② ③ ④
Introduction to Creative Industries	① ② ③ ④
Taster in Horticulture	① ② ③ ④
Taster in Carpentry	① ② ③ ④
Taster in Floristry	② ④
Taster in Barista	① ② ③ ④
Workplace Technology	① ② ③ ④
Small Business Start Up	① ② ③ ④
Transition to Employment	① ② ③ ④
Social Media Marketing for Small Business	② ④
Taster in Beauty Services Industry	② ④
Taster in Fashion Industry	② ④
Taster in Customer Service	① ② ③ ④
<b>Skills for Work and Study</b> Community Services	<b>CONTACT FOR DATES</b>
<b>Skills for Work and Study</b> Building and Construction	<b>CONTACT FOR DATES</b>

K.Y.M (Victoria)	2021 TERMS
Runway Ready: Introduction to Hair and Beauty	③ ④
Get Going with Computers	① ② ③ ④

## MONASH

Bestchance Training	2021 TERMS
Prepare for Employment	① ② ③ ④
Conversational English	① ② ③ ④
Study Skills	① ② ③ ④
Digital Literacy	① ② ③ ④
<b>Skills for Work and Study</b> Early Childhood Education	<b>CONTACT FOR DATES</b>

Kerrie Neighbourhood House	2021 TERMS
Microsoft Word for the Workplace	① ② ③ ④
Microsoft Excel for the Workplace	① ② ③ ④
English Conversation	① ② ③ ④
Introduction to Computers & Digital Devices	① ② ③ ④
Resume Writing & Interview Skills	① ② ③ ④
English as Additional Language: Level 1 & 2	① ② ③ ④

Waverley Community Learning Centre	2021 TERMS
Job Ready: Return to Work	② ④
English for Migrants: Level 1	① ② ③ ④
English for Migrants: Level 2A & 2B	① ② ③ ④
English for Migrants: Level 3 (General English)	① ② ③ ④
English for Migrants: Level 3 (Conversational English)	① ② ③ ④

## MANNINGHAM

Park Orchards Learning Centre	2021 TERMS
Digital Literacy for all Abilities	① ② ③ ④
Introduction to Auslan	② ③
Introduction to Permaculture	① ③
Introduction to Creative Industries	① ② ③ ④
Introduction to Bookkeeping	① ③
Bookkeeping: XERO	② ④
Introduction to Floral Design	① ③ ④
Introduction to Windows 10	① ③
Introduction to Desktop Publishing	② ④
Introduction to Hospitality	②
<b>Skills for Work and Study</b> Early Childhood Education	<b>CONTACT FOR DATES</b>

## MANNINGHAM (CONT.)

Pines Learning	2021 TERMS
Australian Life and Culture	① ② ③ ④
English as Additional Language	② ④
Improve your Grammar for Work	② ④
Starting Out with English	① ② ③ ④
Moving On with English	① ② ③ ④
Reading and Writing for Further Study	① ② ③ ④
Speaking English	① ② ③ ④
Speak Up: Language Focus	① ② ③ ④
Multicultural Kitchen: Language Through Cooking	② ③
Computers for Beginners: Levels 1 & 2	① ② ③ ④
Business Administration Skills	① ② ③
All Abilities: Essential Skills for Work	① ② ③ ④
MYOB for Beginners	②
Business Administration Refresher	④
Introduction to Medical Terminology	②
<b>Skills for Work and Study</b> Aged Care	<b>CONTACT FOR DATES</b>
<b>Skills for Work and Study</b> Early Childhood Education	<b>CONTACT FOR DATES</b>

Living and Learning @ Ajani	2021 TERMS
Job Skills for Employment	① ② ③ ④
Café Skills: Levels 1 & 2	① ② ③ ④
Earthcraft: Horticulture	① ② ③ ④

The Onemda Association	2021 TERMS
Adult Literacy and Numeracy	① ② ③ ④
Ready For Work	① ② ③ ④
Xtend Cafe A & B	① ② ③ ④
Digital Literacy	① ② ③ ④
Steps to Employment	① ② ③ ④
Commercial Cookery	① ② ③ ④
Introduction to Horticulture	① ② ③ ④

Kevin Heinze GROW	2021 TERMS
Gardening for Beginners: All Abilities	① ② ③ ④
Improving Numeracy Skills	③ ④
Improving Literacy and Communication	① ② ③ ④

## MANNINGHAM (CONT.)

The Onemda Association	2021 TERMS
Adult Literacy and Numeracy	① ② ③ ④
Ready For Work	① ② ③ ④
Xtend Cafe A & B	① ② ③ ④
Digital Literacy	① ② ③ ④
Steps to Employment	① ② ③ ④
Commercial Cookery	① ② ③ ④
Introduction to Horticulture	① ② ③ ④

Warrandyte Neighbourhood House	2021 TERMS
Websites for Small Business	② ③ ④

## WHITEHORSE

Avenue Neighbourhood House @ Eley	2021 TERMS
Computer Skills for Work & Study	① ② ③ ④
Career Skills	①
Computer Coding	① ② ③ ④
Career Taster: Working in the Community	②
iPad Skills	① ②
Hospitality: Eley Café	① ② ③ ④
Let's Cook Mondays: Literacy & Numeracy	① ② ③ ④
Let's Cook Wednesdays: Literacy & Numeracy	① ② ③ ④
The Smart Program: Employability	① ② ③ ④
Creative Minds (Art Mondays): Employability Skills	① ② ③ ④
Creative Minds (Art Wednesdays): Employability Skills	① ② ③ ④

AMES Australia	2021 TERMS
Preparation for Accredited Study	① ② ③ ④

Centre for Adult Education	2021 TERMS
Hospitality Hot Spot	② ③

Clota Cottage Neighbourhood House	2021 TERMS
Introduction to English	① ③
Introduction to Computers	① ② ③ ④
Introduction to Office Administration Skills	② ③
Digital Devices	② ③ ④

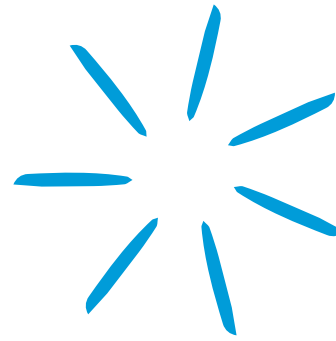
## WHITEHORSE (CONT.)

Inner Melbourne Vet Cluster (IMVC)	2021 TERMS
I'm Possible: Employment Preparation for Youth	② ③

Mitcham Community House	2021 TERMS
English as an Additional Language: Beginners	① ②
English as an Additional Language: Intermediate	③ ④
Auslan for Beginners	① ②
Auslan Intermediate	③ ④
Steps to Job Success: Employability Skills	②
Workplace Survivor: Employability Skills	③

Vermont South Community House	2021 TERMS
Introduction to Computers	① ③
Intermediate Computers	② ④
Microsoft Excel: Beginners & Intermediate	① ② ③ ④
Introduction to Publisher, Powerpoint & Word	③ ④
Website Development	② ④
Digital Media	② ③
Social Networking	② ③
An Introduction to Accounting Software	① ② ③ ④
MYOB: Advanced	② ④
MYOB: Payroll	④
English as an Additional Language: Beginners	① ② ③ ④
English as an Additional Language: Conversation	① ② ③ ④
Office Administration	② ③ ④
Introduction to Hospitality	② ④
Microsoft Excel Advanced: Programming	④
Developing Employability Skills Through Art	① ② ③ ④
Start Your Own Business (SYOB)	② ③
Hospitality: Basic Work Skills	① ③
Learning by Doing! Introducing Literacy & Numeracy Through Cooking	① ② ③ ④
Get Back into it: Employability Skills	④

Rejoice Christian Chinese Community Centre	2021 TERMS
Microsoft Windows: Operation & Internet Usage	① ② ③ ④
Improve English Skills	① ② ③ ④



# CONTACT YOUR LEARN LOCAL.

## **Alamein Neighbourhood & Learning Centre**

49 Ashburn Grove  
Ashburton VIC 3147  
Call (03) 9885 9401  
[www.alamein  
nlc.com.au](http://www.alamein<br/>nlc.com.au)

## **Avenue Neighbourhood House @ Eley**

87 Eley Road  
Blackburn Sth VIC 3130  
Call (03) 9808 2000  
[www.theavenue.org.au](http://www.theavenue.org.au)

## **Bestchance Training**

583 Ferntree Gully Rd  
Glen Waverley VIC 3150  
Call 03 8562 5100  
[www.bestchance.org.au](http://www.bestchance.org.au)

## **Clota Cottage Neighbourhood House**

31 Clota Avenue  
Box Hill VIC 3128  
Call (03) 9899 0062  
[www.clota  
cottage.org.au](http://www.clota<br/>cottage.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<br/>cc.com.au)

## **Inner Melbourne VET Cluster**

71 Palmerston Cres  
South Melbourne  
VIC 3205  
Call (03) 9686 2354  
[www.imvc.com.au](http://www.imvc.com.au)

## **Kevin Heinze GROW**

39 Wetherby Road  
Doncaster VIC 3108  
Call (03) 9848 3695  
[kevinheinzegrow.org.au](http://kevinheinzegrow.org.au)

## **Kew Neighbourhood Learning Centre**

2-12 Derby Street  
Kew VIC 3101  
Call (03) 9853 3126  
[www.kewnlc.org.au](http://www.kewnlc.org.au)

## **Kerrie Neighbourhood House**

36 Kincumber Drive  
Glen Waverley VIC 3150  
Call (03) 9887 6226  
[www.knh.org.au](http://www.knh.org.au)

## **Living and Learning @ Ajani**

Ted Ajani Reserve,  
284 Thompsons Road  
Lower Templestowe  
VIC 3107  
Call (03) 9850 3687  
[www.livelearn  
ajani.org.au](http://www.livelearn<br/>ajani.org.au)

## **Mitcham Community House**

19 Brunswick Road  
Mitcham VIC 3132  
Call (03) 9873 4587  
[www.mitcham  
communityhouse.org](http://www.mitcham<br/>communityhouse.org)

## **Park Orchards Learning Centre**

572 Park Road  
Park Orchards VIC 3114  
Call (03) 9876 4381  
[www.parkorchards  
.org.au](http://www.parkorchards<br/>.org.au)

## **Pines Learning**

1/520 Blackburn Road  
Doncaster East VIC 3109  
Call (03) 9842 6726  
[www.pineslearning  
.com.au](http://www.pineslearning<br/>.com.au)

## **Rejoice Chinese Christian Communications Centre**

2 Burwood Highway  
Burwood VIC 3151  
Call (03) 9888 7422

## **The Onemda Association**

123 Andersons Creek Rd  
Doncaster East VIC 3109  
Call (03) 9842 1955  
[www.onemda.com.au](http://www.onemda.com.au)

## **Vermont South Community House**

Karobran Drive  
Vermont Sth VIC 3133  
Call (03) 9803 2335  
[vslc.org.au](http://vslc.org.au)

## **Warrandyte Neighbourhood House**

L1/168 Yarra Street  
Warrandyte VIC 3113  
Call (03) 9844 1839  
[www.warrandyte  
neighbourhoodhouse  
.org.au](http://www.warrandyte<br/>neighbourhoodhouse<br/>.org.au)

## **Waverley Community Learning Centre**

5 Fleet Street  
Mt Waverley VIC 3149  
Call (03) 9807 6011  
[www.wclc.org.au](http://www.wclc.org.au)

## **Wonga Park Community House**

1/9-13 Old Yarra Road  
Wonga Park VIC 3115  
Call (03) 9722 1944  
[www.wongapark  
communitycottage  
.org.au](http://www.wongapark<br/>communitycottage<br/>.org.au)

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