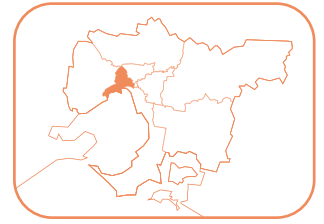


Learn Local 2021 Course Guide

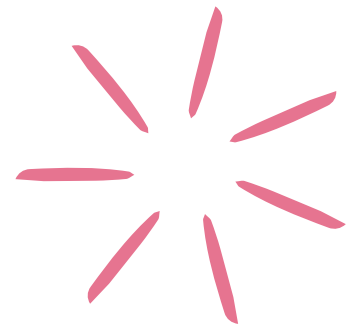


INNER WESTERN
MELBOURNE

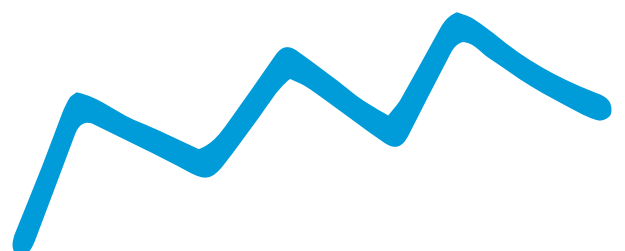


HOBSONS BAY,
MOONEE VALLEY,
MELBOURNE &
MARIBYRNONG

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."

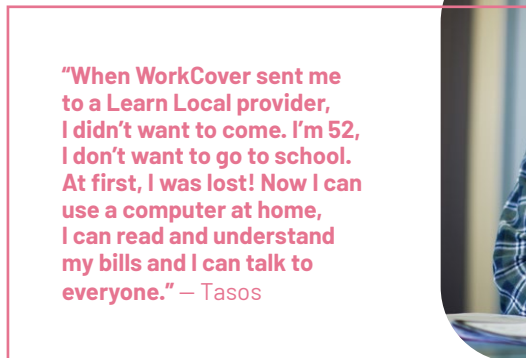
– Samantha



"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." – Marty



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

HOBSONS BAY

Laverton Community Education Centre	2021 TERMS
Intensive English as an Additional Language for Jobseekers	① ② ③ ④
EAL Literacy	① ② ③ ④
Vocational English	① ② ③ ④
Get Ready for Work	② ③ ④
Introduction to Horticulture	④
Preparing Yourself for Success in Work & Further Study	①
Digital Literacy & Cyber Safety	①
Kitchen Operations for Life & Work	③
Independence Building Skills for Life	② ③
Creative Work for Employment and Work Life Balance	③
Building Independence Through Community Access	①
Exploring Work and Training in Disability	②
English for Manufacturing Production Employees	② ③
EAL Digital Literacy	① ② ③ ④
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES

South Kingsville Community Centre	2021 TERMS
Community Café	① ② ③ ④
Healthy Cooking Healthy Living	① ② ③ ④
Introduction to Upholstery	②
Money Management	③

HOBSONS BAY (CONT.)

Outlets Co-operative Neighbourhood House	2021 TERMS
Preparation for Employment	② ③ ④
Introduction to Computers	② ③ ④
Digital Literacy: Computers	② ③ ④
Digital Literacy: Devices	② ③ ④
Conversation Everyday English	② ③ ④
Learning to Sew	② ③ ④

Williamstown Community & Education Centre	2021 TERMS
Beginners Reading	① ② ③ ④
Conversation Class	① ② ③ ④
Reading & Writing Library	③ ④
Intensive EAL for the Unemployed	① ②
Computer Skills for the Unemployed	③ ④
Job Ready Program	① ②
Introduction to Computers	③ ④
Speaking and Listening	① ② ③ ④
EAL Through Drama	① ② ③ ④
Communication Skills Through Basic Literacy	① ② ③ ④



MOONEE VALLEY

Jesuit Community College	2021 TERMS
Ready Set Barista	① ②

Westgate Community Initiatives Group	2021 TERMS
Language, Literacy & Numeracy for Further Study or Work	① ② ③ ④

Farnham Street Neighbourhood Learning Centre	2021 TERMS
Library Conversation	① ② ③ ④
Language Literacy & Numeracy: Level 1–3	① ② ③ ④
Literacy for Further Learning	① ② ③ ④
Mindworks	① ② ③ ④
Computers: Basics	① ② ③ ④
Computers: Beyond the Basics	① ② ③ ④
Computers: For Work	① ② ③ ④
Engaging with Digital Media	① ② ③ ④
Volunteer Pathways	① ② ③ ④
Fluency in Speaking	① ② ③ ④
Skills for Work and Study Community Services	CONTACT FOR DATES
Skills for Work and Study Aged Care	CONTACT FOR DATES

Wingate Avenue Community Centre	2021 TERMS
Communication in the Workplace	① ② ③ ④
Job Readiness: Writing Skills	① ② ③ ④
Digital Literacy for Work	① ② ③ ④
Computer Fundamentals	① ② ③ ④
Advanced Computers	① ③
Office Skills	② ④
Mobile Know How	② ④
Volunteer Voices	① ② ③ ④
Introduction to the Cleaning Industry	① ③ ④
Skills for Success	② ③
Working in Hospitality: Basic Cooking Skills	① ② ③ ④
EAL Pathways Support	① ② ③ ④
Skills for Work and Study Food Processing	CONTACT FOR DATES
Skills for Work and Study Factory Work (Warehousing and Distribution)	CONTACT FOR DATES

MELBOURNE

Australian Romanian Community Welfare	2021 TERMS
Conversational English	① ② ③ ④

AMES Australia	2021 TERMS
Skills for Further Study	① ② ③ ④
Skills for Migrants	① ② ③ ④
English for Health	① ② ③ ④
Language and Literacy for Beginners	① ② ③ ④
Pronunciation	① ② ③ ④
Preparing to Start Your Own Business	① ② ③ ④
Basic Computer Literacy	① ② ③ ④

Carlton Neighbourhood Learning Centre	2021 TERMS
Literacy Skills for Vocational Study	① ② ③ ④
Devices and Desktops	① ②
Community Leadership	③

Centre for Adult Education	2021 TERMS
Introduction to Computers	① ② ③ ④
Computers for Work: The Modern Office	① ② ③ ④
Websites & Blogs: Business Start Up	① ③
Websites & Blogs: Publishing	② ④
Talking English	①
General English	③ ④
English for Community Engagement	②
Writers Workshop	① ② ③ ④
Healthy Me: Self Care & Relationships	① ② ③ ④
Grow, Cook & Go! Nutrition & Cooking	① ③
Grow, Cook & Go! Horticulture	② ④
Skills for Life and Work	① ② ③ ④
Prepare for Visual Arts: Drawing	① ③
Prepare for Visual Arts: Painting	② ④
SPLICE Visual Arts: Peter MacCallum Centre	① ② ③ ④
Jobs Club	② ④
Work in the Disability Industry	②
Introduction to the Healthcare Industry	②
New Pathways	② ④
Ready to Study	① ③
Maths Made Easy	③ ④

MELBOURNE (CONT.)

Expression Australia	2021 TERMS
Work Wise	① ② ③ ④

Inner Melbourne VET Cluster	2021 TERMS
Jump on Board	② ③

The Centre Connecting Community in North & West Melbourne	2021 TERMS
Prepare for Work Foundation Skills	① ② ③ ④
Computing Skills	① ② ③ ④
Introduction to Accounting: Basic Bookkeeping	② ③ ④

Kensington Neighbourhood House	2021 TERMS
English & Work Skills: Level 1 & 2	① ② ③ ④
Reading & Writing For Work	① ② ③ ④
Prepare for Work: Service Stars	④
Getting Started with Computers	① ② ③ ④
Digital Literacy for Learning & Course Participation	③ ④
Skills for Work and Study Food Processing	CONTACT FOR DATES
Skills for Work and Study Building and Construction	CONTACT FOR DATES

North Melbourne Language & Learning	2021 TERMS
Community Leadership Champions (CLC)	① ② ③ ④
Volunteering a Pathway to Employment	①
Preparing for a Job Interview	① ③
General English	① ② ③ ④
Reading & Writing	① ② ③ ④
Speaking & Listening	① ② ③ ④
Working with Numbers: Numeracy Essentials for Everyday Living	① ② ③ ④
Working with Numbers: Numeracy Essentials for Employment	① ② ③ ④
Digital Literacy: Beginner Level	① ② ③ ④
Digital Literacy: Post Beginner Level	① ② ③ ④
Digital Literacy: Intermediate Level	① ② ③ ④
Connected Cultures Empowered Communities	① ②
Family Learning	① ② ③ ④
Skills for Work and Study Food Processing	CONTACT FOR DATES
Skills for Work and Study Health Services	CONTACT FOR DATES

MELBOURNE (CONT.)

Westgate Community Initiatives Group	2021 TERMS
Basic Skills in IT	① ② ③ ④
Basic Digital Skills & Step Forward	① ② ③ ④
Literacy, Language & Numeracy for Further Study or Work	① ② ③ ④
Stepping Forward for Work	① ② ③ ④

MARIBYRNONG

AMES Australia	2021 TERMS
Basic Computer Literacy	① ② ③ ④
Language and Literacy	① ② ③ ④
English and Learning Skills Preparation for Accredited	① ② ③ ④
3 Steps to Employment	① ② ③ ④
Future Career Planning	① ② ③ ④

Angliss Neighbourhood House	2021 TERMS
Let's Talk	① ②
Let's Talk More	③ ④
EAL Bookclub	② ③
Starting Out with Computers	① ② ③ ④
Beginners Digital Skills	① ② ③ ④
Applying Digital Skills	② ③ ④
Learn 4 Life	② ③ ④
Social Media Simplified	② ④
Attaining Literacy	② ③
Digital Sessions	③ ④
Skills for Work and Study Aged Care	CONTACT FOR DATES

Australian Croatian Community Services	2021 TERMS
Communication & Computers	① ② ③
Introduction to Digital Literacy and Beyond	③ ④

Australian Multicultural Community Services	2021 TERMS
Multicultural Leadership Course	② ④
Navigating Microsoft Office: Beginners & Intermediate	① ② ④
Careers in Aged Care	① ③ ④
Introduction to MYOB Software	① ③
Skills for Work and Study Community Services	CONTACT FOR DATES

MARIBYRNONG (CONT.)

Concern Australia	2021 TERMS
Pre-Vocational Automotive Program	① ② ③ ④

Australian Vietnamese Women's Association	2021 TERMS
Job Search, Resume Building & Interview Preparation	② ③
Using the Internet, Creating & Retrieve Email	② ④

Footscray Community Arts Centre	2021 TERMS
Arts Project Management	③ ④
Community Arts Worker Training	③ ④
Women in Tech	③ ④

Jesuit Community College	2021 TERMS
Ready Set Barista	②
Ready Set Entry Level Employment	② ④

MiCare	2021 TERMS
Skills for the Workforce	② ③ ④

United Spanish Latin American Welfare Centre	2021 TERMS
Intermediate English Class	② ③
Computer Class	② ③
Skills for Work and Study Aged Care	CONTACT FOR DATES

Westgate Community Initiatives Group	2021 TERMS
Introduction to Gardening	① ② ③ ④
Step Forward for Work	① ② ③ ④
Kick Start Your Life	① ② ③ ④
Skills for Work and Study Building and Construction	CONTACT FOR DATES

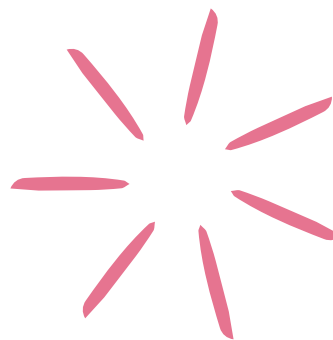
MARIBYRNONG (CONT.)

Yarraville Community Centre	2021 TERMS
EAL Literacy for Mature Job Seekers	① ③
Digital Literacy: Skills for EAL	① ③
Digital Literacy: Women Returning to Work	① ③
Communication & Literacy: People with a Disability	① ③
Adult Reading & Writing	① ③
Beginners Computers	① ③
Beginners Plus Computers	① ③
Intermediate Computing Skills	① ③
Hospitality Skills for Unemployed	① ③
Hospitality Skills for Youth	② ③ ④
Setting up a Small Business in Australia	②
Language Skills: Setting Up a Small Business	③
Writing Skills for Employment	② ③
Digital Skills for Employment	② ③
Prepare for Vocational Education	③
Adult Literacy	① ②
Skills for Work and Study Community Services	CONTACT FOR DATES
Skills for Work and Study Aged Care	CONTACT FOR DATES



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

CONTACT YOUR LEARN LOCAL.



AMES Australia

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

Angliss

Neighbourhood House

2/11 Vipont Street
Footscray VIC 3011
Call (03) 9687 9908
www.anglissnh.net.au

Australian Croatian Community Services

Ground/4-8 Parker St
Footscray VIC 3011
Call (03) 9791 6000
www.accs.asn.au

Australian Multicultural Community Services

11/44-56 Hamstead Rd
Maidstone VIC 3012
Call (03) 9689 9170
www.amcservices.org.au

Australian Romanian Community Welfare Health & Services

55 Melrose Street
Nth Melb VIC 3051
Call (03) 9348 9066

Australian Vietnamese Women's Association

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

Carlton Neighbourhood Learning Centre

20 Princes Street
Carlton North VIC 3054
Call (03) 9347 2739
www.cnlc.org.au

Centre for Adult Education

253 Flinders Lane
Melbourne VIC 3000
Call (03) 8892 1653
www.cae.edu.au

Concern Australia

8 Scotland Street
Braybrook VIC 3019
Call (03) 9470 2972
www.concernaustralia.org.au

Expression Australia

L4/340 Albert Street
Est Melbourne VIC 3002
Call (03) 9473 1130
www.expression.com.au

Farnham Street Neighbourhood Learning Centre

28 Farnham Street
Flemington VIC 3031
Call (03) 9376 9088
www.farnhamst.net

Footscray Community Arts Centre

45 Moreland Street
Footscray VIC 3011
Call (03) 9362 8807
www.footscrayarts.com

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.jss.org.au

Kensington Neighbourhood House

89 McCracken Street
Kensington VIC 3031
Call (03) 9376 6366
www.kensingtonneighbourhoodhouse.com

Laverton Community Education Centre

12 Crown Street
Laverton VIC 3028
Call (03) 9369 2726
www.lcis.org.au

MiCare

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

North Melbourne Language and Learning

Ground/33 Alfred St
Nth Melb VIC 3051
Call (03) 9326 7447
www.nmll.org.au

Outlets Co-operative Neighbourhood House

43 Mason Street
Newport VIC 3015
Call (03) 9391 8504
www.outletscop.com.au

South Kingsville Community Centre

43 Paxton Street
Sth Kingsville VIC 3015
Call (03) 9399 3000
www.skcc.net.au

The Centre Connecting Community in North & West Melbourne

58 Errol Street
Nth Melb VIC 3051
Call (03) 9328 1126
www.centre.org.au

United Spanish Latin American Welfare Centre

Suite 102/44-56
Hampstead Road
Maidstone VIC 3012
Call (03) 9318 2949
www.united.org.au

Westgate Community Initiatives Group

L1/4-8 Parker Street
Footscray VIC 3011
Call (03) 9689 3437
www.wcig.org.au

Williamstown Community and Education Centre Inc

14 Thompson Street
Williamstown VIC 3016
Call (03) 9397 6168
www.williamstown-spotswoodcc.org.au

Wingate Avenue Community Centre

13A Wingate Avenue
Ascot Vale VIC 3032
Call (03) 9376 5244
www.wingateave.com.au

Yarraville Community Centre

59 Francis Street
Yarraville VIC 3013
Call (03) 9687 1560
www.ycc.net.au



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