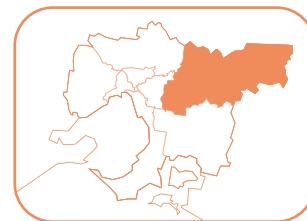


# Learn Local 2021 Course Guide

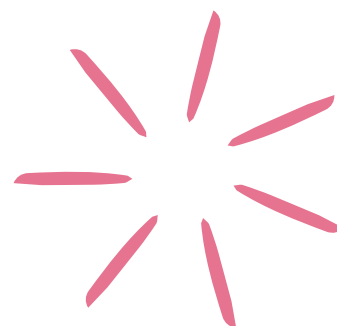


OUTER EASTERN  
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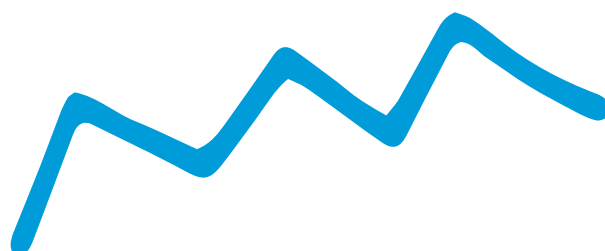


KNOX, MAROONDAH  
& YARRA RANGES

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."**

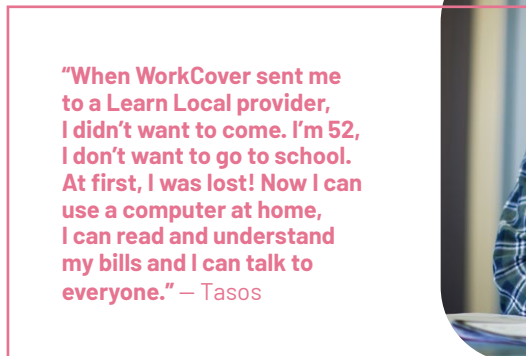
– Samantha



**"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."** – Martyn



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

## MAROONDAH

Arrabri Community House	2021 TERMS
Microsoft Office Skills	① ② ③ ④
Building Skills through Drama	③ ④
Basic Bookkeeping	① ② ③ ④
Literacy & Creative Writing for Beginners	① ② ③ ④
Desktop Publishing: Introduction & Advanced	① ② ③ ④
Computers: Introduction & Intermediate	① ② ③ ④
Microsoft Excel: Introduction & Intermediate	① ② ③ ④
BYO Device IT: Introduction and Advanced	① ② ③ ④
Job Ready: Employability Skills	① ② ③ ④
Learn XERO	① ② ③ ④
MYOB	① ② ③ ④
Introduction to Hospitality	① ③
Introduction to Individual Support: Ageing, Home and Community	② ④

Central Ringwood Community Centre	2021 TERMS
Basic Computer Training Package	① ② ③ ④
Developing Skills for the Workforce	① ② ③ ④
Sew, Talk and Learn	① ② ③ ④
Horticulture: In the Garden	① ③
English for Jobseekers	① ② ③ ④

Glen Park Community Centre	2021 TERMS
Communication Skills for Work & Community	① ② ③ ④
Introduction to Event Marketing & Enterprise	③ ④
Introduction to Hospitality Skills	② ④
Stepping Stones to Further Education or Employment	③
Woodwork: Level 1 & 2	① ②
Carpentry for Beginners and Intermediate	③ ④
How to be a Valuable Volunteer	② ③ ④

## MAROONDAH (CONT.)

CIRE Services	2021 TERMS
Women's Warehouse: Employability Skills	① ② ③ ④

K.Y.M (Victoria)	2021 TERMS
Introduction to Hospitality	① ② ③ ④

North Ringwood Community House	2021 TERMS
English Conversation	② ③ ④
MYOB with Payroll	② ④
Skills for Work	① ③
Basic Computer Skills for Beginners	① ② ③ ④
Advanced Microsoft Excel	② ④
Microsoft Word and Excel	① ③
Introduction to Digital Literacy	② ④
Professional Creative Writing	① ② ③ ④
Adult Literacy for Employment	① ③
English Language Education Support	① ③
Beyond Basic Computers Skills	① ② ③ ④
Working Online	② ④
Introduction to Social Media	① ③

Orana Neighbourhood House	2021 TERMS
Introduction to Horticulture	① ② ③ ④

Yarrunga Community Centre	2021 TERMS
Introduction to Hospitality	① ② ③ ④
Enterprise Skills: Employment Skills	① ② ③ ④
Introduction to Computers	① ② ③ ④
Microbusiness Skills	② ④
Computers Skills for Business	① ② ③ ④
Communication Skills for Work & Community	① ② ③ ④

## YARRA RANGES

CIRE Services	2021 TERMS
Kitchen Kaos: Business Enterprise	① ② ③ ④
Tech HUB Digital Literacy	① ② ③ ④
Be Work Ready	① ② ③ ④
English 101 & 102	① ② ③ ④
Smart Money	① ② ③ ④
Computers for the Workplace	① ② ③ ④
Small Business: Start Up Skills	① ② ③ ④
Future 4 Me! Improve your Employability Skills	① ② ③ ④
Blokes on Board: Employability Skills	① ② ③ ④
Women's Warehouse: Employability Skills	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> Aged Care	<b>CONTACT FOR DATES</b>

Glen Park Community Centre	2021 TERMS
Communication Skills for Work & Community	③

Japara Neighbourhood House	2021 TERMS
Building a Better Future: Employability Skills	③ ④
Working the Garden for Future Sustainability and Employability	① ③
Navigating myGov Website	②
Re-entering the Workplace	②

Healesville Living and Learning Centre	2021 TERMS
Basic Computers	① ② ③ ④
Introduction to Beauty	② ③
Learn Auslan	① ② ③ ④
Advanced Computing	① ② ③ ④
Bush Tucker: Pathways to Employment	① ② ③ ④
Be Work Ready	① ② ③ ④
Writing for a Purpose	① ② ③ ④
Introduction to Health Industry	② ③
Introduction to Permaculture	① ② ③ ④
Introduction to Digital Media	① ② ③ ④
Introduction to Carpentry	① ② ③ ④
Read Now Write Now	② ③ ④
Training for Retail	① ② ④
Essential Business Skills	① ③

## YARRA RANGES (CONT.)

Mountain District Learning Centre	2021 TERMS
Basic Computers	① ② ③ ④
Conquering Confidence: Employability Skills	① ② ③ ④

Selby Community House	2021 TERMS
Flexible Computer Training	① ② ③ ④
iPads & Tablets: Beginners & Intermediate	① ② ③ ④
Flexible Computer Training: Intermediate	② ④
Basic Bookkeeping	①
Introduction to Indigenous Gardening	③
English as an Additional Language	② ③

## KNOX

K.Y.M (Victoria)	2021 TERMS
Pathways to Life: Literacy and Numeracy for People with a Disability	① ② ③ ④
Introduction to Hair and Beauty	① ② ③ ④
Get Going with Computers	① ② ③ ④
English for Migrants: Beginners, Intermediate and Advanced	① ② ③ ④
Runway Ready: Taster in Hair and Beauty	① ② ③ ④
Pathways to Life: Beginners Level 1 & 2 Employability	① ② ③ ④
Pathways to Life: Intermediate (Literacy)	① ② ③ ④

Coonara Community House	2021 TERMS
Employability Through Social Enterprise	① ② ③ ④
Preparation for Employment in Hospitality	① ② ③ ④
English Conversation and Australian Culture	① ② ③ ④
Pathway to Rural Operations	② ③ ④
Preparation for Community Services Work	① ② ③ ④
Return to Study Skills	① ③
Introduction to Professional Creative Writing	② ③
Crafting a Career: Designing and Constructing with Textiles	① ② ③ ④
Preparation for Working with Tools	① ② ③ ④
Computers: The Next Step	② ③
Introduction to Working in the Mental Health Industry	② ④
Digital Storytelling	① ② ③ ④
Provide First Point of Contact: Customer Service Skills	① ② ③

## KNOX (CONT.)

Mountain District Learning Centre	2021 TERMS
Introduction to Microsoft Excel	① ② ③
MYOB	① ② ③
Brainworks: Literacy Training Program	① ② ③ ④
Health and Financial Literacy	① ② ③ ④
Basic Bookkeeping	① ② ③
Introduction to Marketing for Small Business	① ② ③ ④
Introduction: Literacy and the News	② ③
Read Write Now	① ② ③ ④
Career Smart: Skills to Find the Job You Love	① ② ③ ④
Learn Computers Skills: WorkReady Skills for Employment	① ② ③ ④
Youth Literacy	①
Literacy and Numeracy Wellbeing	① ② ③ ④
<b>Skills for Work and Study</b> Food Processing	<b>CONTACT FOR DATES</b>
<b>Skills for Work and Study</b> Factory Work: Warehousing and Distribution	<b>CONTACT FOR DATES</b>

Glen Park Community Centre	2021 TERMS
Communication Skills for Work & Community	②

Orana Neighbourhood House	2021 TERMS
Computer Basics: Email & Internet	① ③
Computer Basics: Next Level	②
Student's Choice: Employability Skills	④
Introduction to Culinary Arts	① ② ③ ④
Open Learning Computers	① ② ③ ④
Multimedia: Introduction to Digital Technology Tools	① ② ③ ④
Ready for Work Skills	②
Creating a Wellness Garden	③ ④
Introduction to Hospitality: Level 1 & 2	① ② ③ ④
iPad & Tablet Technology: Introduction and Advanced	① ② ③ ④
Volunteering as a Pathway to Employment	① ② ③ ④
English Conversation	① ② ③ ④
Introduction to Horticulture	① ② ③ ④
Budgeting Basics	②

Yarrunga Community Centre	2021 TERMS
Enterprise Skills: Employment Skills	① ② ③ ④

## KNOX (CONT.)

Rowville Neighbourhood Learning Centre	2021 TERMS
Introduction to Computers and the Latest Technology	① ② ③ ④
XERO Accounting	① ② ③ ④
Professional Resume and Career Search	① ② ③ ④
Social Media Marketing	① ③
Introduction to Floristry	③ ④
MYOB including Payroll	① ② ③ ④
Introduction to Starting Your Small Business	② ④
Introduction to Medical Reception including Pracsoft Software	① ② ③ ④
Updating Your Skills for Returning to the Workforce	① ② ③ ④
Introduction to Office Administration	① ② ③ ④
Introduction to Creating Websites	① ③
Learn Google Suite & Canva for Small Business & Office Work	① ② ③ ④
Visual Design Taster	② ④
Read Write Now	①

The Basin Community House	2021 TERMS
Beginners Computers	① ② ③ ④
Next Step: Beginners Computing	② ③ ④
Learn Microsoft Excel & Word	② ③ ④
Learn Internet & Email	② ③ ④
Employability Skills Using Visual Arts	① ② ③ ④
iPads & Tablets	① ② ③ ④
iPads & Tablets: Advanced	② ③ ④
Digital Photography: Part 1 & 2	① ② ③ ④
Introduction to Real Estate and Property Management	① ② ③
Skills for Reception and Administration	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Digital Photography Advanced	② ③ ④
Learn Adobe Lightroom: Preparation for Cert 1 in Photography	② ③ ④
Introduction to Social Media Marketing	① ② ③ ④
Read Write Now	① ② ③ ④
Employment Skills Pathways	① ② ③ ④
Volunteer Pathways to Employment	① ② ③ ④



# CONTACT YOUR LEARN LOCAL.

**Arrabri  
Community House**  
42 Allambanan Drive  
Bayswater Nth VIC 3153  
Call (03) 9720 0877  
[www.arrabri.org](http://www.arrabri.org)

**Central Ringwood  
Community Centre**  
Bedford Park,  
Rosewarne Lane  
via Bedford Road  
Ringwood VIC 3134  
Call (03) 9870 2602  
[www.crccinc.org.au](http://www.crccinc.org.au)

**CIRE Services**  
20 Old Hereford Road  
Mount Evelyn VIC 3796  
Call 1300 835 235  
[www.cire.org.au](http://www.cire.org.au)

**Coonara  
Community House**  
22 Willow Road  
Upper Ferntree Gully  
VIC 3156  
Call (03) 9758 7081  
[coonarahouse.org.au](http://coonarahouse.org.au)

**Glen Park  
Community Centre**  
30 Glen Park Road  
Bayswater Nth VIC 3153  
Call (03) 9720 5097  
[www.glenparkcc.com.au](http://www.glenparkcc.com.au)

**Healesville  
Living and  
Learning Centre**  
1 Badger Creek Road  
Healesville VIC 3777  
Call (03) 5962 5982  
[hlc.org.au](http://hlc.org.au)

**Japara Living and  
Learning Centre**  
54-58 Durham Road  
Kilsyth VIC 3137  
Call (03) 9728 3587  
[www.japarahouse.com.au](http://www.japarahouse.com.au)

**K.Y.M (Victoria)**  
673 Mountain Highway  
Bayswater VIC 3153  
Call (03) 9722 5777  
[www.kym.com.au](http://www.kym.com.au)

**Mountain District  
Learning Centre**  
13-15 The Avenue  
Ferntree Gully VIC 3156  
Call (03) 9758 7859  
[www.mdlc.com.au](http://www.mdlc.com.au)

**North Ringwood  
Community House**  
35-39 Tortice Drive  
Nth Ringwood VIC 3134  
Call (03) 9876 3421  
[www.nrhc.org.au](http://www.nrhc.org.au)

**Orana Neighbourhood  
House**  
62 Coleman Road  
Wantirna Sth VIC 3152  
Call (03) 9801 1895  
[www.orananh.org.au](http://www.orananh.org.au)

**Rowville  
Neighbourhood  
Learning Centre**  
Community Centre  
20 Fulham Road  
Rowville VIC 3178  
Call (03) 9764 1166  
[www.communitylc.org.au](http://www.communitylc.org.au)

**Selby  
Community House**  
1 Minak Road  
via Charles Street  
Selby VIC 3159  
Call (03) 9754 2039  
[selbyhouse.com.au](http://selbyhouse.com.au)

**The Basin  
Community House**  
21 Liverpool Road  
The Basin VIC 3154  
Call (03) 9761 0209  
[www.thebasincommunityhouse.org.au](http://www.thebasincommunityhouse.org.au)

**Yarrunga  
Community Centre**  
76-86 Croydon Hills Dr  
Croydon Hills VIC 3136  
Call (03) 9722 8942  
[www.yarrunga.org.au](http://www.yarrunga.org.au)

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