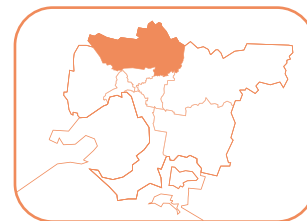


Learn Local 2021 Course Guide

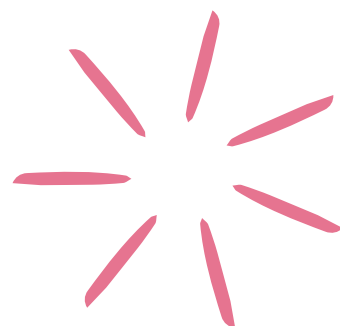


OUTER NORTHERN
MELBOURNE

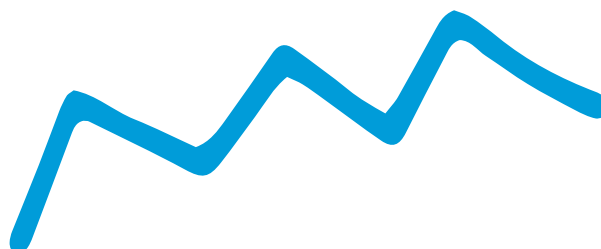


HUME, NILLUMBIK
& WHITTLESEA

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."

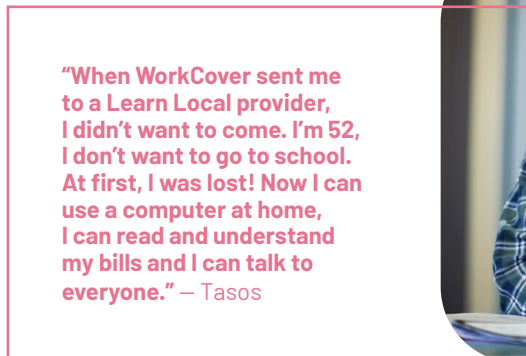
– Samantha



"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.

HUME

Banksia Gardens Community Services	2021 TERMS
Introduction to EAL	① ② ③ ④
Conversational English	① ② ③ ④
English for work	① ② ③ ④
English for Citizenship	① ② ③ ④
Computers: Essentials to Advanced	① ② ③ ④
Apply Online	① ② ③ ④
Digital literacy for Smart Devices	① ② ③ ④
Sewing for Life	① ② ③ ④
Work Skills	① ② ③ ④
Admin Skills	① ② ③ ④
Skills for Work and Study Building and Construction	CONTACT FOR DATES

BRITE Institute	2021 TERMS
Introduction to the World of Work	① ② ③ ④
Introduction to Event Management	③ ④
Introduction to Working with Hand Tools	① ② ③ ④

Craigieburn Education and Community Centre	2021 TERMS
Language and Communication Skills	① ② ③ ④
Literacy and Numeracy	① ② ③ ④
Computer Skills: Basic to Intermediate	① ② ③ ④
Introduction to Aged Care	① ② ③ ④

Homestead Community & Learning Centre	2021 TERMS
English for Beginners to Advanced	① ② ③ ④
Building Employability Skills	② ③

Jesuit Community College	2021 TERMS
Introduction to Barista	① ② ③ ④
Introduction to Aged Care	① ② ③ ④
Skills for Work and Study Aged Care	CONTACT FOR DATES

HUME (CONT.)

Dallas Neighbourhood House	2021 TERMS
English Programs: Basic to Advanced	① ② ③ ④
Conversation & Grammar	① ② ③ ④
Hospitality Work Skills	① ② ③ ④
Intro to Cooking	① ② ③ ④
Computers and Digital Devices	① ② ③ ④
Community Garden and Basic Horticulture	① ② ③ ④
English for Vietnamese	① ② ③ ④
Sewing: Basic to Intermediate	① ② ③ ④

JobCo. Training	2021 TERMS
Job Preparation	① ② ③
Employability Skills	② ③ ④

Macedon Ranges Further Education Centre	2021 TERMS
Computerised Bookkeeping: XERO and MYOB	① ② ③
Manual Bookkeeping	② ④

VICSEG New Futures	2021 TERMS
Literacy and Language for Community Services	① ② ③ ④

Skills for Work and Study Early Childhood Education	CONTACT FOR DATES
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Skills for Work and Study Health Services	CONTACT FOR DATES
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Meadow Heights Education Centre	2021 TERMS
English as an Additional Language: EAL for Parents	① ② ③ ④
Volunteering to Employment	① ② ③ ④
Literacy and Communication Skills	① ② ③ ④
Australian Workplace Culture	① ② ③ ④
Sewing for Culturally and Linguistically Diverse (CALD) Learners	① ② ③ ④
Interview Skills	① ② ③ ④

NILLUMBİK

Jesuit Community College	2021 TERMS
Intro to Barista	② ③ ④
Living and Learning Nillumbik	2021 TERMS
Intro to Hospitality and Barista Skills	① ② ③ ④
Digital Marketing	① ③
Introduction to Small Business	①
Introduction to Individual Support	①
Introduction to Horticulture	① ④
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES

WHITTLESEA

Bubup Wilam Aboriginal Child and Family Centre	2021 TERMS
Intro to Aboriginal Perspectives	① ③
Impacts of Inter-Generational Trauma	① ③

Jesuit Community College	2021 TERMS
Intro to Barista	① ② ③ ④
Starting a Cooperative	① ②
Employment Skills	① ②
Intro to Permaculture	① ②
Intro to Aged Care	②

Whittlesea Community House	2021 TERMS
Welding for Beginners	②
Introduction to Building Trades	
Smart Devices and Online Platforms	① ② ③ ④
Quickbooks for Beginners	②

Lalor Living and Learning	2021 TERMS
English for the Workplace	① ② ③ ④
English for Living and Working in Australia	① ② ③ ④
Communication for the Workplace	①
Numeracy for the Workplace	③
Digital Skills for the Workplace	② ④
Building English Skills	② ③ ④
Computers: Beginner to Intermediate	① ② ③ ④
Internet and Social Media	③ ④
Literacy Skills	② ③ ④

WHITTLESEA (CONT.)

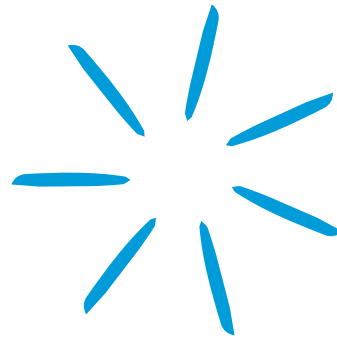
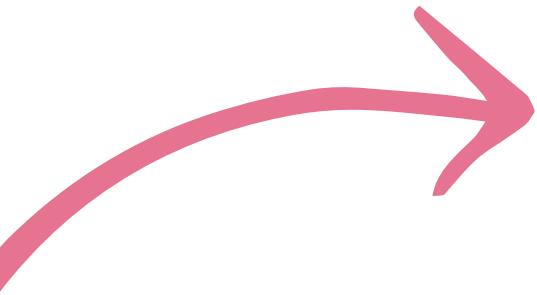
Mill Park Community House	2021 TERMS
Computerised Bookkeeping: MYOB and XERO	① ② ③ ④
Basic Numeracy Skills	① ② ③ ④
Spreadsheet Applications	① ② ③ ④
Basic Machining Skills	① ② ③ ④
Literacy Skills: Basic and Advanced	① ② ③ ④
Medical Reception	① ② ③ ④
Basic Digital Skills	① ② ③ ④
Basic Food Preparation and Food Safety	① ② ③ ④
Medical Accounts Training	① ② ③ ④

Preston Reservoir Adult Community Education	2021 TERMS
English @ Thomastown West Community Hub	① ③
English Conversation @ Mernda Community House	① ③
Retail Basics	③
Skills for Work and Study Food Processing	CONTACT FOR DATES

Whittlesea Community Connections	2021 TERMS
Basic Computers	② ③
Introduction to Community Services	②
Contact Centre Basics	③
Horticulture	③
Hospitality	④
Employability Program	②



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



CONTACT YOUR LEARN LOCAL.



Banksia Gardens Community Services

71-81 Pearcedale Prde
Broadmeadows
VIC 3047
Call (03) 9309 8531
[www.banksia
gardens.org.au](http://www.banksia
gardens.org.au)

Bubup Wilam Aboriginal Child and Family Centre

76 Main Street
Thomastown VIC 3074
Call (03) 8459 4800
[www.bubupwilam
.org.au](http://www.bubupwilam
.org.au)

Craigieburn Education and Community Centre

20 Selwyn Avenue
Craigieburn VIC 3064
Call (03) 9308 1477
[www.craigieburn
.org.au](http://www.craigieburn
.org.au)

Dallas Neighbourhood House

180-182 Widford Street
Broadmeadows
VIC 3047
Call (03) 9302 2131
www.dallasnh.org.au

Homestead Community & Learning Centre

30 Wiltshire Drive
Roxburgh Park VIC 3064
Call (03) 9205 2760
www.hume.vic.gov.au

JobCo Training

718 Mt Alexander Rd
Moonee Ponds 3039
Call (03) 9356 8600
www.jobco.com.au

Lalor Living and Learning Centre

47A French Street
Lalor VIC 3075
Call (03) 9465 6409
www.lalorllc.vic.edu.au

Meadow Heights Education Centre

3-13 Hudson Circuit
Meadow Heights
VIC 3048
Call (03) 9301 9200
www.mhec.vic.edu.au

Nillumbik Living & Learning Centre

739 Main Road
Eltham VIC 3095
Call (03) 9433 3744
[www.livinglearning
nillumbik.vic.gov.au](http://www.livinglearning
nillumbik.vic.gov.au)

VICSEG New Futures

11 Munro Street
Cobourg VIC 3058
Call (03) 9383 2533
[www.vicsegnew
futures.org.au](http://www.vicsegnew
futures.org.au)

BRITE Institute

1 Belfast St
Broadmeadows 3047
Call (03) 9301 7334
www.briteind.com.au

Jesuit Community College

1 Langridge Street
Collingwood VIC 3066
Call (03) 9415 8700
www.jss.org.au

Macedon Ranges Further Education Centre

12 Hamilton Street
Gisbourne VIC 3437
Call (03) 5428 3799
www.mrfec.net.au

Mill Park Community Services

68 Mill Park Drive
Mill Park VIC 3082
Call (03) 9404 4565
[millparkcommunity
house.com](http://millparkcommunity
house.com)

Preston Reservoir Adult Community Education

35 Sturdee Street
Reservoir VIC 3073
Call (03) 9462 6077
www.prace.vic.edu.au

Whittlesea Community Connections

Shop 111/571-583 High
Street Epping 3076
Call (03) 9401 6666
[www.whittlesea
community
connections.org.au](http://www.whittlesea
community
connections.org.au)

Whittlesea Community House

92A Church Street
Whittlesea VIC 3757
Call (03) 97163361
www.wchi.com.au

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to change without notification.

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