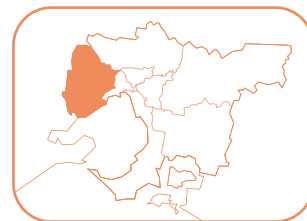


Learn Local 2021 Course Guide

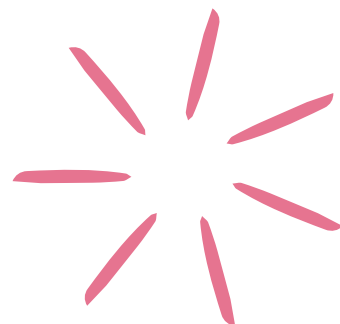


OUTER WESTERN
MELBOURNE

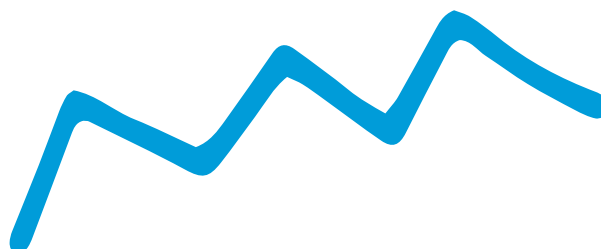


BRIMBANK, MELTON
& WYNDHAM

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."

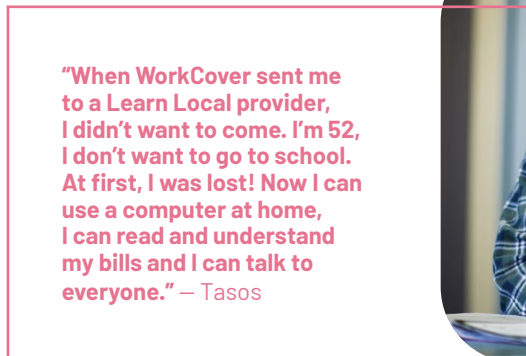
– Samantha



"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.

BRIMBANK

Australian Vietnamese Women's Association	2021 TERMS
English for Work	② ④
English for Daily Activities	① ③
Introduction to Childcare	① ④
Using the Internet: Create and Retrieve	② ④
Produce Simple Microsoft Word Processed Documents	② ④
Job Search: Resume Building & Interview Preparation	② ③
Introduction to Aged Care	④

Comm Unity Plus Services	2021 TERMS
Develop Your Career	① ③
Apply for Employment	② ④
Prepare for Interviews	② ④
Transition to Employment	② ④
Balance Career and Caring	③ ④
Advance Your Career	③ ④
Basic Computers Skills	① ② ③ ④
Stay Safe Online	③ ④
Microsoft Office Introduction	① ② ③
eLearning English	① ②
Introduction to General Office Administration	②
Prepare for a Cleaning Career	① ②
Workplace Safety	② ③ ④
Conversational English Introduction	① ② ③ ④
Conversational English Advanced	② ③ ④
Learn Basic Legal Rights	② ③ ④
Skills for Work and Study Community Services	CONTACT FOR DATES
Skills for Work and Study Food Processing	CONTACT FOR DATES

Jesuit Community College	2021 TERMS
Language for Life	① ② ③ ④
Ready Set Barista	② ③ ④

BRIMBANK (CONT.)

Duke Street Community House	2021 TERMS
Beginner Computers	① ② ③ ④
Internet and Email	① ② ③ ④
Digital Literacy	① ② ③ ④
Digital Inclusion	③ ④
Pre EAL Literacy (English as an Additional Language)	① ②
Settlement English	① ② ③ ④
Reading & Writing	① ② ③ ④
English for Work	① ② ③ ④
Work Preparation	③ ④
Film Making Foundations	① ② ③ ④
Introduction to Community Leadership	③
Advanced Community Leadership	④
Visual Arts	① ②
Work in a Café	③ ④
Literacy for All Abilities	③ ④
Skills for Work and Study Factory Work: Warehousing and Distribution	CONTACT FOR DATES
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES

Djerriwarrh Community & Education Services	2021 TERMS
Fast Track your Career in Community Services	① ② ③ ④
English for Everyone	③
English for Life Skills	① ② ③ ④
Introduction to Computers	② ③ ④
Introduction to Cleaning	① ② ③ ④
English for Sewing	③ ④
Introduction to Community Services	① ② ③
Career Development	① ② ③
Skills for Work and Study Health Services	CONTACT FOR DATES
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES

BRIMBANK (CONT.)

Migrant Resource Centre North West Region	2021 TERMS
IT Skills for Employment in the Community Services Field	① ② ③ ④
English Pathways to Community Services	① ② ③

Westgate Community Initiatives Group	2021 TERMS
Basic Skills for IT & Digital Media	① ② ③ ④
Step Forward for Work	① ② ③ ④
Stepping Forward: Preparation for Work	① ② ③ ④

Skills for Work and Study	CONTACT FOR DATES
Factory Work: Warehousing and Distribution	

YouthNow	2021 TERMS
BizE Centre Civics	① ② ③ ④
BizE Workplace Literacy (Orientation & Transition)	① ② ③ ④
BizE Workplace Numeracy (Orientation & Transition)	① ② ③ ④
Alumni	① ② ③ ④
BizE Career Exploration (Orientation & Transition)	① ② ③ ④
BizE Digital Literacy (Orientation)	① ② ③ ④
BizE Employability Skills	① ② ③ ④
BizE Industry Exploration	① ② ③ ④
BizE Work Futures	① ② ③ ④
BizE Customer Service: (Orientation & Transition)	① ② ③ ④
Jobs Club	① ② ③ ④
Presenting for Interviews	① ② ③ ④
Help Desk	① ② ③ ④
Language Literacy & Numeracy for Vocational Pathways	① ② ③ ④
Not Sure Yet	① ② ③ ④
Pass IT On	① ② ③ ④
Futures in STEM	① ② ③ ④
Global Awareness	① ② ③ ④
Verbal Graffiti: Fun with Words	① ② ③ ④
Barz & Beatz	① ② ③ ④
Film	① ② ③ ④
My Business	① ② ③ ④
Innovation Project	① ② ③ ④

Skills for Work and Study	CONTACT FOR DATES
Building and Construction	

Skills for Work and Study	CONTACT FOR DATES
Early Childhood Education	

MELTON

Djerriwarrh Employment & Education Services	2021 TERMS
English for Everyone	① ② ③ ④
Computers for English	① ② ③ ④
English for Life Skills	① ② ③ ④
English in the Kitchen	① ② ③ ④
Intermediate Computers	① ② ③ ④
Introduction to Computers	① ② ③ ④
Introduction to Office Administration	① ② ③ ④
Introduction to Cleaning	① ② ③ ④
Introduction to Café Skills	① ② ③ ④
Healthy Cooking on a Budget	① ② ③ ④
English for Sewing: Next Step	① ② ③ ④
Introduction to Community Services	① ② ③ ④
Career Development	① ② ③ ④

Melton South Community Centre	2021 TERMS
Absolute Beginners	① ② ③ ④
Build Your Own Website	① ③
Email, Internet & Social Media	② ④
Introduction to Beauty	① ② ③ ④
Introduction to Fashion Design	① ③
Introduction to Floristry	① ② ③ ④
Introduction to Pastry & Baking	① ③
Introduction to Sewing	① ② ③ ④
Manual Bookkeeping	① ② ③ ④
Microsoft Office	① ② ③ ④
MYOB including Payroll	① ② ③ ④
Wonder Women	① ③
Sewing: Intermediate	① ② ③ ④
Start a Business Online	① ③
How to Be a Youtuber	② ④

Westgate Community Initiatives Group	2021 TERMS
Basic IT Skills	① ② ③ ④
Basic IT Skills: Stepping Forward	① ② ③ ④

YouthNow	2021 TERMS
Help Desk	① ② ③ ④
Alumni	① ② ③ ④
Jobs Club	① ② ③ ④

WYNDHAM

AMES Australia	2021 TERMS
English and Learning Skills: Community	① ② ③ ④
Horticulture	① ② ③ ④
Preparation for Accredited Study	① ② ③
Stitch in Time	① ② ③
English for Sewing & Small Business	① ② ③
Paper Flower Making	① ② ③

Inner Melbourne VET Cluster	2021 TERMS
Career Planning	④
Making Alternatives Possible	④

MiCare	2021 TERMS
Multicultural Learning: English as a Second Language	① ② ③ ④

Wyndham Community & Education Centre	2021 TERMS
Conversation Skills	① ② ③ ④
Conversation English Language Skills	① ② ③ ④
Better Reading & Writing	① ② ③ ④
Computer Skills: First Steps, Next Steps and Advanced Levels	① ② ③ ④
Microsoft Excel: Introduction & Advanced	① ② ③ ④
Introduction to MYOB	① ② ③ ④
Manual Bookkeeping	① ② ③ ④
Developing Office Skills	③
So & Sew: Introduction to the Textile Industry	① ② ③ ④
Next Stitch	① ② ③ ④
All Sewn Up	① ② ③ ④
Introduction to Cake Decorating	① ② ③ ④
Literacy & Numeracy for the Cake Decorating Industry	① ② ③ ④
Literacy & Numeracy to Access Woodwork or Carpentry	③ ④
Digital Youth Magazine	② ③
Study Support	① ② ③ ④
Supporting Learners in Early Childhood Education and Care	① ② ③ ④
Skills for Work	② ③ ④
Skills for Work and Study Food Processing	CONTACT FOR DATES
Skills for Work and Study Building and Construction	CONTACT FOR DATES
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES

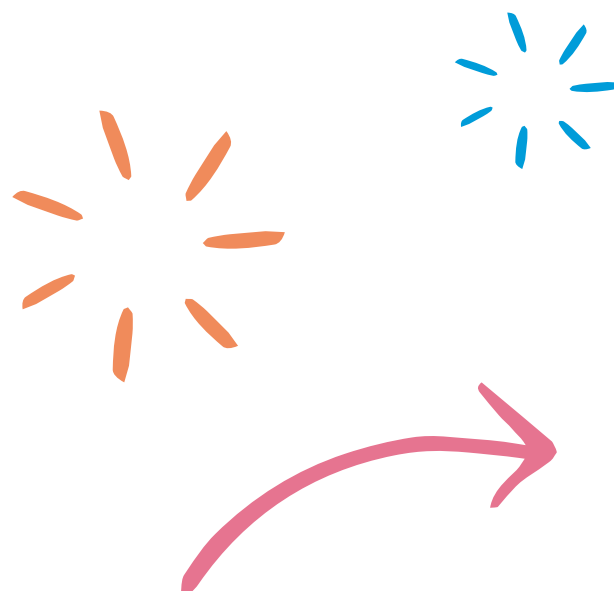
WYNDHAM (CONT.)

genU	2021 TERMS
I Have Confidence in Me	① ② ③ ④
Ready Set Work	① ② ③ ④
Digital Literacy	① ② ③ ④
Intermediate Computer Skills for Work	① ② ③ ④

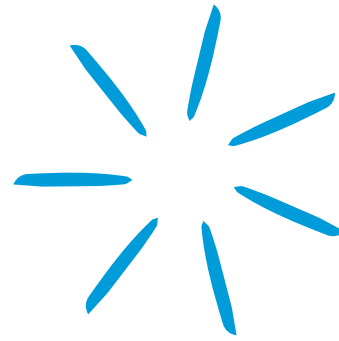
Quantin Binnah Community Centre	2021 TERMS
Introduction to English for Beginners	② ③

Westgate Community Initiatives Group	2021 TERMS
Financial Literacy	① ② ③ ④
Introduction to Community Services	① ② ③ ④

YouthNow	2021 TERMS
Jobs Club	① ② ③ ④
Not Sure Yet	① ② ③ ④
Help Desk	① ② ③ ④
Alumni	① ② ③ ④



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



CONTACT YOUR LEARN LOCAL.

AMES Australia

4-5/280 Thomas Street
Dandenong VIC 3175
Call 132 637
www.ames.net.au

Australian Vietnamese Women's Association

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

Comm Unity Plus Services

L1/358 Main Road West
St Albans VIC 3021
Call 1800 266 675
www.comm-unityplus.org.au

Djerriwarrh Community and Education Services

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

Duke Street Community House

27 Duke Street
Sunshine VIC 3020
Call (03) 9311 9973
www.dsche.org.au

genU

40 Synott Street
Werribee VIC 3030
Call (03) 9974 9600
www.genutraining.org.au

Inner Melbourne VET Cluster

L1/71 Palmerston Cres
South 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

Melton South Community Centre

41 Exford Road
Melton South VIC 3338
Call (03) 9747 8576
www.meltonsouth.org.au

MiCare

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

Migrant Resource Centre North West Region

20 Victoria Crescent
St Albans VIC 3021
Call (03) 9367 6044
www.mrcnorthwest.org.au

Quantin Binnah Community Centre

61 Thames Boulevard
Werribee VIC 3030
Call (03) 9742 5040
www.qbcc.org.au

Westgate Community Initiatives Group

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

Wyndham Community & Education Centre

20 Synnot Street
Werribee VIC 3030
Call (03) 9742 4013
www.wyndhamcec.org.au

YouthNow

80B Harvester Road
Sunshine VIC 3020
Call (03) 8311 5800
www.youthnow.org.au



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