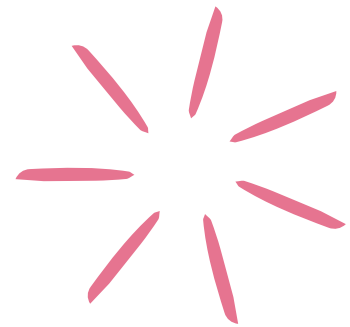


Learn Local 2021 Course Guide

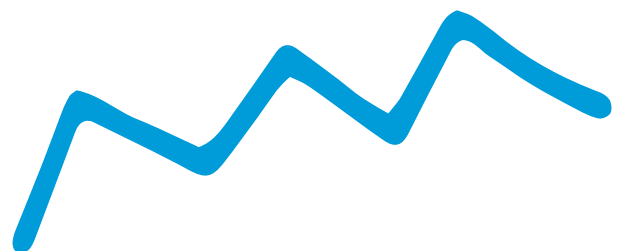


GIPPSLAND

**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."

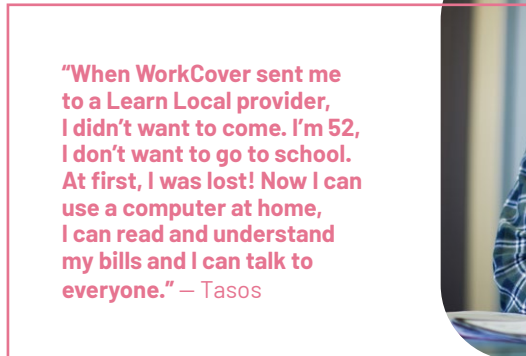
– Samantha



"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.

BAIRNSDALE

Buchan Neighbourhood House	2021 TERMS
Introduction to Microsoft Publisher	①

Paynesville Neighbourhood Centre	2021 TERMS
Computers: Basic	① ② ③ ④
Computers Intermediate	① ② ③ ④
Empowering Women: Pathway to Study or Work	① ②
Getting Ready for TAFE	① ② ③ ④
New Horizons: Food Processing	③ ④
Your Next Step: Event Management	② ③

BUCHAN

Buchan Neighbourhood House	2021 TERMS
Microsoft Excel	②
New Horizons: Working in Food and Fibre	②
Digital Matters: Digital Skills	① ② ③ ④

CHURCHILL

Churchill Neighbourhood Centre	2021 TERMS
Computers: All Levels	① ② ③ ④
UKIA: Working in the Disability Sector	②
Applied Reception and Customer Service	③
Money Matters : Financial Literacy	① ② ③ ④

COWES

Phillip Island Community & Learning Centre	2021 TERMS
A Taste of Hospitality	④
Computers for Beginners	① ② ④
Beyond Basic Computers	① ② ④
Job Skills for the New World of Work	① ② ④
Discover Horticulture	① ② ④
Digital Matters: Digital Skills	① ④
Barista Skills	② ③

FOSTER

Manna Gum Community House	2021 TERMS
New Horizons: Growing Futures in Agriculture	② ④
Computers Beyond Basics	① ② ③ ④
Digital Marketing for Small Business	②
English as an Additional Language: Intermediate	① ② ③ ④
Getting Ready for TAFE	③
Literacy and Numeracy with Computers	① ②
Digital Matters: Digital Skills	① ② ③ ④

HEYFIELD

Heyfield Community Resource Centre	2021 TERMS
Kick Start Your Career in the Health Industry	①
Kick Start Your Career in the Construction Industry	③
Kick Start Your Career: Work Preparation	② ④
Digital Matters: Digital Skills	① ③



KORUMBURRA

Milpara Community House	2021 TERMS
English & Maths: All Ages, All Stages	① ② ③ ④
Foundations for Your Future: Being Work or Study Ready	① ② ③ ④
Introduction to Advanced Writing Skills	① ② ③ ④
Introduction to Computer Basics	① ② ③ ④
Introduction to Computers Beyond Basics	① ② ③ ④
Office Essentials: Introducing Workplace Tools	① ② ③ ④
Introduction to Office Skills	① ② ③ ④
Introduction to Double Entry Accounting	① ② ③ ④
Introduction to Payroll and Banking	① ② ③ ④
Learn English	① ② ③ ④
Speak English	① ② ③ ④
Digital Matters: Digital Skills	① ② ③ ④
Building Skills for the Workplace	① ② ③ ④

LAKES ENTRANCE

Orbost Education Centre	2021 TERMS
Skills for Work and Study Food Processing	CONTACT FOR DATES
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES

LEONGATHA

Community College Gippsland	2021 TERMS
Kickstart: Employment Skills	① ② ③ ④
Literacy for Life	① ② ③ ④
Literacy and Numeracy Development	① ② ③ ④
Get Ready for Opportunities @ Work	① ② ③ ④
Introduction to Infection Control	① ② ③ ④
Digital Literacy	① ② ③ ④
Applied Job Skills	① ② ③ ④
Literacy Numeracy Support for Accredited Training	① ② ③ ④
Quick Start: Employment Skills	① ② ③ ④
Personal Empowerment & Presentation Skills	① ② ③ ④
Skills for Work and Study Community Services	CONTACT FOR DATES

MALLACOOTA

Mallacoota District Health & Support Service Inc	2021 TERMS
Digital Matters: Digital Skills	① ② ③ ④

MOE

Gippsland Employment Skills Training (GEST)	2021 TERMS
Kickstart Your Career: Customer Service (Call Centres)	① ② ③ ④
Connect Learn Employ: Preparing for Employment	① ② ③ ④
New Grass Roots Learning (CALD) Language and Literacy	① ② ③ ④
Employability & Work Readiness	① ② ③ ④
Bridging to Hospitality	① ② ③ ④
Bridging to Beauty	① ② ③ ④
Take a Byte into IT: Information Technology	① ② ③ ④
Digital Matters: Digital Skills	① ② ③ ④
Skills for Work and Study Aged Care	CONTACT FOR DATES
Skills for Work and Study Food Processing	CONTACT FOR DATES

Moe Life Skills Community Centre	2021 TERMS
Literacy	① ② ③
Consolidating Employability Skills: Part 1	① ② ③ ④
Basic Food Handling	② ③
Communication, Social & Customer Service Skills	①
Skills 4 Work	① ② ③ ④
Numeracy	① ② ③ ④
Micro Business Workshops	① ② ③ ④
Functional Literacy	① ②

Moe Neighbourhood House	2021 TERMS
Computer Skills for Beginners	① ② ③ ④
Adult Literacy	① ② ③ ④
Your Next Step: Event Planning	③ ④
Digital Matters: Digital Skills	① ② ③ ④



MORWELL

Gippsland Employment Skills Training (GEST)	2021 TERMS
Kickstart Your Career: Customer Service (Call Centres)	① ② ③ ④
Connect Learn Employ: Preparing for Employment	① ② ③ ④
New Grass Roots Learning (CALD) Language and Literacy	① ② ③ ④
Employability & Work Readiness	① ② ③ ④
Bridging to Hospitality	① ② ③ ④
Bridging to Beauty	① ② ③ ④
Take a Byte into IT: Information Technology	① ② ③ ④
Digital Matters: Digital Skills	① ② ③ ④

Berry Street	2021 TERMS
Get Your Ls: Learners Permit	① ② ③ ④
Introduction to Hospitality	② ③ ④
Introduction to Community Services	① ②
World of Work: Work Preparation	② ③ ④
Career Voyager: Pathway Planning	① ② ③ ④

Bnym Aboriginal Corporation	2021 TERMS
Indigenous Design and Production	② ④
Employment Skills for Job Seekers	① ② ③ ④
Digital Literacy: Digital Skills	① ② ③ ④
Bookkeeping Basics Using Xero	① ③
Putting a Small Business Online	② ④

ORBOST

Orbost Education Centre	2021 TERMS
A Taste of Hospitality	① ② ③ ④
Grow with Your Garden	①
Introduction to General Construction & Painting	④
Ready to Work	① ③
Introduction into Floristry	②
Introduction to Hairdressing	③ ④
Try a Trade for Women	②
Introduction to MS Office: The Next Step	④
Digital Matters: Digital Skills	① ② ③ ④
Working in Retail	④
Barista Skills	② ④

PAYNESVILLE

Paynesville Neighbourhood Centre	2021 TERMS
Computers: Basic and Intermediate	① ② ③ ④
Empowering Women: Work Preparation	① ②
Your Next Step: Event Management	② ③ ④
Getting ready for TAFE	① ② ③ ④
New Horizons: Food and Fibre	③ ④
Digital Matters: Digital Skills	① ② ③ ④
Skills for Work and Study Health Services	CONTACT FOR DATES
Skills for Work and Study Building and Construction	CONTACT FOR DATES

SALE

Sale Neighbourhood House	2021 TERMS
Digital Literacy for the Workplace	① ② ③ ④
Digital Matters: Digital Skills	① ② ③ ④

Workforce Plus	2021 TERMS
Activate Intense Motivation: Literacy, Numeracy & Pathway Preparation	① ② ③ ④
Transfer Your Skills to Employment	① ② ③ ④
Digital Matters: Digital Skills	① ② ③ ④
Job Skills	① ② ③ ④
Skills for Work and Study Factory Work: Warehousing & Distribution	CONTACT FOR DATES
Skills for Work and Study Aged Care	CONTACT FOR DATES

TRARALGON

Traralgon Neighbourhood Learning House	2021 TERMS
Increasing Women's Options: Part 1	② ③
Increasing Women's Options: Part 2	③ ④
Computers for Work	① ② ③ ④
Practical Computers	① ② ③ ④
Introduction to the Disability Sector	① ② ③ ④
Recipe for Success: Literacy Skills Program	① ② ③ ④
A Taste of Horticulture	① ② ③ ④
Literacy & Numeracy	① ② ③ ④
New Horizons: Food and Fibre	② ③ ④
Digital Matters: Digital Skills	① ② ③ ④

WARRAGUL

Community College Gippsland	2021 TERMS
Kickstart Employment	① ② ③ ④
Tools for Trade: Skills for People with Disabilities	① ② ③ ④
Literacy for Life	① ② ③ ④
Success for Study: Study Skills	① ② ③ ④
Literacy and Numeracy Development	① ② ③ ④
Get Ready for Opportunities @ Work	① ② ③ ④
Introduction to Infection Control	① ② ③ ④
Digital Literacy: Digital Skills	① ② ③ ④
Applied Job Skills	① ② ③ ④
Literacy Numeracy Support for Accredited Training	① ② ③ ④
Quick Start: Employment Skills	① ② ③ ④
English as an Additional Language	① ② ③ ④
Introduction to Rural Jobs	① ② ③ ④
Taste of Auslan	① ② ③ ④
Personal Empowerment & Presentation Skills	① ② ③ ④
Skills for Work and Study Community Services	CONTACT FOR DATES

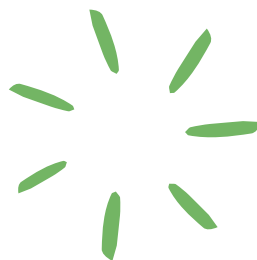
Warragul Community House	2021 TERMS
Upskill for a Career in Customer Service & Retail	① ② ③ ④
Easy Steps to Computers	① ② ③ ④
Computer Skills for Work and Home: Intermediate Level	① ② ③ ④
Let's Learn English	① ② ③ ④
Women in the Workforce: Employability Skills	① ② ③ ④
Numeracy for Retail	① ② ③ ④
Digital Matters: Digital Skills	① ② ③ ④

WONTHAGGI

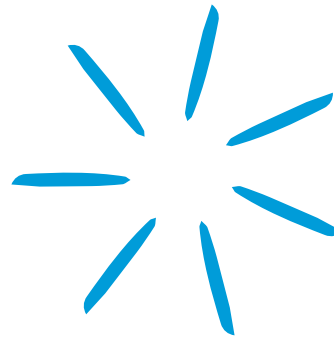
Bass Coast Adult Learning	2021 TERMS
Office Administration Skills	① ③
Workplace Resilience Through Mindfulness	① ② ③ ④
Develop English and Writing Skills	① ③
English as an Additional Language: Basic English in the Community	① ③
Numeracy Support: Basic Maths	① ③
Pre-accredited Computing	① ② ③ ④
Introduction to Horticulture	① ④
Hair & Beauty Taster	① ④
Hospitality Work Skills	② ④
Kick Start Your Career in the Health Industry	② ③
Literacy for the Workplace	② ④
Skills for Work and Study Health Services	CONTACT FOR DATES
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES

YINNAR

Art Resource Collective Yinnar	2021 TERMS
Blacksmithing	②
Painting & Drawing: Career in Visual Arts	③ ④
Printmaking: Career in Fine Art	③ ④



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



CONTACT YOUR LEARN LOCAL.

ARC Yinnar

19-23 Main Street
Yinnar VIC 3869
Call (03) 5163 1310
www.arcyinnar.org.au

Bass Coast Adult Learning

239 White Road
Wonthaggi VIC 3995
Call (03) 5672 3115
www.bcal.vic.edu.au

Berry Street Victoria

37 Elgin Street
Morwell VIC 3840
Call (03) 5134 5971
www.berrystreet.org.au

Bnym Aboriginal Corporation

41 Tarwin Street
Morwell VIC 3840
Call (03) 5133 0325
www.bnymindigeniousdesigns.com.au

Buchan Neighbourhood House

6 Centre Road
Buchan VIC 3885
Call (03) 5155 9216
www.buchan.vic.au/buchan-neighbourhood-house

Churchill Neighbourhood Centre

Community Hub
9-11 Philip Parade
Churchill VIC 3842
Call (03) 5120 3850
www.churchill.org.au

Community College Gippsland

—
71 Korumburra-Warragul Road
Warragul VIC 3820

—
Howard Street
Leongatha VIC 3953

—
Call (03) 5622 6000
www.ccg.asn.au

Gippsland Employment Skills Training (GEST)

44 Albert Street
Moe VIC 3825
Call (03) 5127 4544
www.gest.com.au

Heyfield Community Resource Centre

5 George Street
Heyfield VIC 3858
Call (03) 5148 2100
www.heyfieldcommunity.org.au

Mallacoota District Health & Support Service

Cnr Mattsson Street
& Genoa Road
Mallacoota VIC 3892
Call (03) 5158 0243
www.mallacoota.org.au

Manna Gum Community House

33 Station Road
Foster VIC 3960
Call (03) 5682 1101
www.mannagumcommunityhouse.org.au

Milpara Community House

21 Shellcot Road
Korumburra VIC 3950
Call (03) 5655 2524
www.milparacommunityhouse.org.au

Moe Life Skills Community Centre

2A High Street
Moe VIC 3825
Call (03) 5127 7999
www.moelifeskills.com

Moe Neighbourhood House

1-11 James Street
Moe VIC 3825
Call (03) 5126 3123
www.moeneighbourhoodhouse.org

Orbost Education Centre

21 Ruskin Street
Orbost VIC 3888
Call (03) 5154 1788
www.orbostedcentre.org.au

Paynesville Neighbourhood Centre

55 The Esplanade
Paynesville VIC 3880
Call (03) 5156 0214
www.pnc.vic.edu.au

Phillip Island Community & Learning Centre

56 Church Street
Cowes VIC 3922
Call (03) 5952 1131
www.pical.org.au

Sale Neighbourhood House

21 Leslie Street
Sale VIC 3850
Call (03) 5144 5747
www.salenh.weeblysite.com

Traralgon Neighbourhood Learning House

Kath Teychenne Centre
11 Breed Street
Traralgon VIC 3844
Call (03) 5174 6199
www.tnlh.org.au

Warragul Community House

138 Normanby Street
Warragul VIC 3820
Call (03) 5623 6032
www.warragulcommunityhouse.org.au

Workforce Plus

222-230 York St
Sale VIC 3850
Call (03) 5182 8661
www.workforceplus.com.au

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Information contained within this publication is correct as of January 2021 and is subject to change without notification.

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