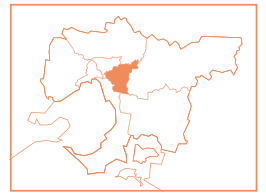


2022
LEARN
LOCAL
COURSE
GUIDE

INNER EASTERN
MELBOURNE



Boroondara, Whitehorse,
Manningham & Monash

Learn
new skills

one step
at a time.

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, study skills, employability skills, and English language, as well as preparation for various industries such as aged care, food processing, health services, hospitality, construction and warehousing and distribution.

Learn Local courses are flexible and can be tailored specifically to suit your needs. You can learn in a classroom, online or a bit of both, at the pace that you choose. Class sizes are often small, with training delivered by highly experienced professionals in a relaxed environment.

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.

Many Learn Local providers also offer Learner Engagement A-frame Program (LEAP) courses. These are very short courses (between 5 and 20 hours in length) designed to get people back into training. These courses are identified in the course information in this Course Guide by the label LEAP at the start of the course name.

Where can I do a Learn Local course?

There are around 240 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 literacy 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.

TAFE & Training Line
Call 131 823

Website
www.learnlocal.org.au

Email learnlocal@education.vic.gov.au

Facebook & Twitter
[@LearnLocal](https://www.facebook.com/LearnLocal)

Download a digital version of this Course Guide at

www.learnlocal.org.au/course-guides



“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

“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



“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.



Monash

Bestchance Training	2022 TERMS
Prepare for Employment	① ② ③ ④
Conversational English	① ② ③ ④
Study Skills	① ② ③ ④
Digital Literacy	① ② ③ ④

Kerrie Neighbourhood House	2022 TERMS
Computer Skills: Microsoft Word and Excel	① ② ③ ④
Everyday Computer Skills	① ② ③ ④
English as Additional Language: Level 1 & 2	① ② ③ ④
English Conversation	① ② ③ ④

Waverley Community Learning Centre	2022 TERMS
Job Ready, Return to Work	②
English for Migrants: Basic (Part 1 & 2)	① ② ③ ④
English for Migrants: Level 1 (Part 1 & 2)	① ② ③ ④
English for Migrants: Levels 2 (Part A & B)	① ② ③ ④
English for Migrants: Level 3 (Part 1 & 2)	① ② ③ ④
English for Migrants Conversation: Level 3	① ② ③ ④
English for Migrants General English: Level 3	① ② ③ ④

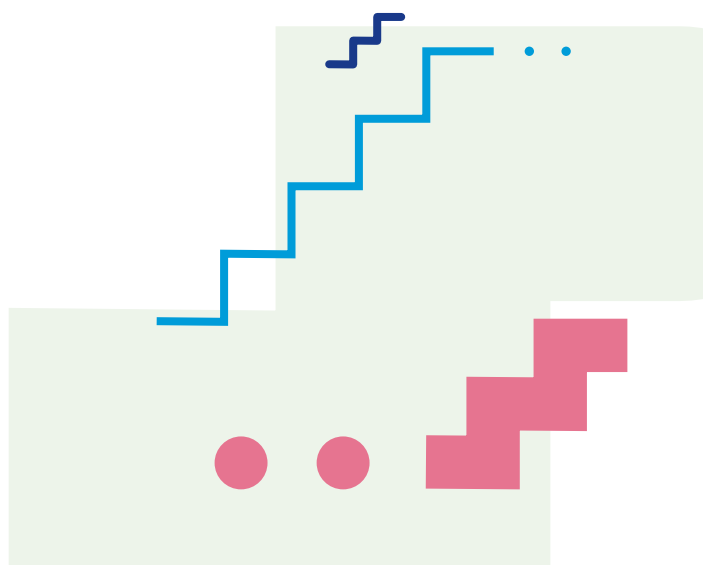
Boroondara

Kew Neighbourhood Learning Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Digital Essentials: Level 2	① ② ③ ④
Workplace Technology	① ② ③ ④
Language Learning Through Digital Literacy	① ② ③ ④
Effective Writing For English as an Additional Language	① ② ③ ④
Introduction to Creative Industries	① ② ③ ④
Beginner English	① ② ③ ④
English for Everyday Purposes: Intermediate	① ② ③ ④
English for Everyday Purposes: Advanced	① ② ③ ④
Small Business Skills	① ② ③ ④
Social Media Marketing	① ② ③ ④
Taster in Barista	① ② ③ ④
Taster in Beauty and Wellness	② ④
Taster in Carpentry, Plaster, Tiling and Painting	① ② ③ ④
Taster in Customer Service and Engagement	① ② ③ ④
Taster in Dental Assistant	② ③
Taster in Event Management	① ② ③ ④
Taster in Horticulture	① ② ③ ④
Taster in Hospitality	① ② ③ ④
Taster in Kitchen Hand & Basic Food Preparation	① ② ③ ④
Taster in Sport and Recreation	① ② ③ ④
Transition to Employment	① ② ③ ④
Taster in Floristry	② ④
Everyday English Language Skills	① ② ③ ④
Taster in Textiles and Fashion Industry	② ③ ④
LEAP: eBusiness and Digital Literacy	② ④
LEAP: into Industry	① ② ③ ④
LEAP: Skills Development for Online Study	① ② ③ ④
LEAP: Work Ready Resume and Interview	① ② ③ ④

Inner Melbourne Vet Cluster (IMVC)	2022 TERMS
Career Planning	④
Making Alternatives Possible	④

Jesuit Social Services	2022 TERMS
Be Connected	② ③
Ready Set Digital Employment	②
Ready Set Barista	① ②

Alamein Neighbourhood House & Learning Centre	2022 TERMS
Computer Basics and Beyond	① ③
Microsoft Skills	② ④
Communication in the Digital Age	③
Pathways to Employment	① ③
Literacy and EAL Through Computers	① ② ③ ④
English Communication Skills	① ② ③ ④
English for Work and Study	① ② ③ ④
Living English	① ② ③ ④
Basic Literacy and Numeracy	① ② ③ ④
Literacy for Practical Purposes	① ② ③ ④
Introduction to Horticulture	②
Introduction to Running Your Own Business	②
Introduction to Volunteering and Beyond	②
Cleaning Operations	① ③
Customer Service Essentials	① ③
Essential Life & Workforce Skills	① ③
Financial Wellbeing Basics	② ④
LEAP: into Business Administration	②
LEAP: into Digital Skills	① ③
LEAP: into English Pronunciation	①
LEAP: into Literacy	① ③
LEAP: into Study	① ③
LEAP: Negotiation Skills	④
LEAP: Rejuvenate Your Resume	③



Whitehorse

AMES Australia	2022 TERMS
English and Learning Skills Program: Community	① ② ③ ④
English Language Preparation for Accredited Training	① ② ③ ④

Avenue Neighbourhood House @ Eley	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Intermediate Computers	① ② ③ ④
Creative Minds Art Mondays: Employability Skills	① ② ③ ④
Computer Coding	① ② ③ ④
Creative Writing	② ③
Hospitality: Eley Café	① ② ③ ④
Introduction to Visual Arts	② ③
iPad Skills	① ② ③ ④
Let's Cook Mondays: Literacy and Numeracy	① ② ③ ④
Let's Cook Wednesdays: Literacy and Numeracy	① ② ③ ④
Career Taster: Working in the Community	②
The Smart Program: Employability	① ② ③ ④

Clota Cottage Neighbourhood House	2022 TERMS
Digital Essentials: Level 1	②
Digital Essentials: Level 2	③
Improve Your Computer Skills	② ④
Introduction to Office Administration Skills	② ③
Workplace Survivor: Employability Skills	②
Conversational English	① ③

Centre for Adult Education	2022 TERMS
Hospitality Hot Spot	② ④
New Pathways to Training and Employment	① ② ③ ④

Rejoice Christian Chinese Community Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Digital Essentials: Level 2	① ② ③ ④
Improve English Skills	① ② ③ ④
Preparing to Work in NDIS as a Disability Support Worker	① ② ③ ④
LEAP: What is NDIS?	① ② ③ ④

Mitcham Community House	2022 TERMS
Auslan for Beginners and Intermediate	① ② ③ ④
English as an Additional Language: Beginners and Intermediate	① ② ③ ④
Steps to Job Success: Employability Skills	③

Vermont South Community House	2022 TERMS
Cloud Based Programs for the Workplace	② ④
Creating and Sharing Digital Media	① ③
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
Microsoft Excel: Intermediate	② ④
Introduction to Microsoft Office Suite	③ ④
Developing Employability Skills Through Art	① ② ③ ④
English as an Additional Language: Beginners and Conversation	① ② ③ ④
Get Back Into It: Employability Skills	③ ④
Hospitality: Basic Work Skills	① ②
Introduction to Accounting Software	② ④
Introduction to Aged Care Domestic Worker Roles	① ②
Introduction to Visual Design	① ③
Learning by Doing: Introducing Literacy & Numeracy through Everyday Life Skills	③ ④
Pathways to TAFE: Community Services 2	② ④
Practical Training in Reception and Administration	① ③
Preparation for Online Learning	② ④
Project Management for Events	② ③
Ready for Hospitality	① ② ③ ④
Start Your Own Business	② ③
Website Development	② ④
Everyday Literacy and Numeracy Skills with Cooking	① ②
Exploring Accounting Packages	① ③
Introduction to Barista and Coffee Making Skills	① ② ③ ④
Smart Phone Photography Skills for the Workplace	① ② ③ ④
Video Conferencing: Communication & Collaboration Tools for Work & Study	① ② ③ ④

Manningham

Kevin Heinze GROW	2022 TERMS
Improving Literacy and Numeracy	① ② ③ ④
Gardening for Beginners: All Abilities	① ② ③ ④

Living and Learning @ Ajani	2022 TERMS
Digital Essentials: Level 1	① ② ③
Digital Essentials: Level 2	② ④
Café Skills: Level 1 & 2	① ② ③ ④
Horticulture: Community Garden	① ② ③ ④
Job Skills For Employment	① ② ③ ④
LEAP: Hospitality	① ② ③ ④

The Onemda Association	2022 TERMS
Digital Literacy	① ② ③ ④
Commercial Cookery	① ② ③ ④
Adult Literacy and Numeracy	① ② ③ ④
Introduction to Horticulture	① ② ③ ④
Ready for Work	① ② ③ ④
Steps to Employment	① ② ③ ④
Xtend Cafe A & B	① ② ③ ④

Park Orchards Learning Centre	2022 TERMS
Digital Essentials: Level 1	①
Digital Essentials: Level 2	②
Digital Literacy for All Abilities	① ② ③ ④
Introduction to MYOB	④
Introduction to XERO	②
Microsoft Office 2019	② ④
Auslan-Improved Communication Skills	② ④
Floristry: Intermediate	② ④
Auslan-Basic Communication Skills	① ③
Introduction to Bookkeeping	① ③
Introduction to Creative Industries for All Abilities	① ② ③ ④
Introduction to Floristry	① ③
LEAP: into Work	④
LEAP: Returning to Learning	①

Pines Learning	2022 TERMS
Computers for Beginners: Level 1 & 2	① ② ③ ④
All Abilities: Essential Skills for Work	① ② ③ ④
Australian Life and Culture	① ② ③ ④
Business Administration Refresher	④
Business Administration Skills	② ③
Improve Your Grammar for Work	② ③
Introduction: Ready for Hospitality	③ ④
Introduction to Medical Terminology	② ④
Multicultural Kitchen: Language Through Cooking	② ③
MYOB for Beginners	②
Taster in Literacy	② ④
Reading and Writing for Further Study	① ② ③ ④
Starting Out then Moving On with English	① ② ③ ④
Talking English and Speaking UP	① ② ③ ④
LEAP: Digital Literacy Taster	① ② ③ ④
LEAP: Excellence in Customer Service	② ③ ④

Warrandyte Neighbourhood House	2022 TERMS
Digital Essentials: Level 2	② ③
Moving On	② ③
Websites for Small Business	② ③

Wonga Park Community Cottage	2022 TERMS
Zoom to Job Ready	① ② ③
Develop and Grow Your Micro Business	④
Desktop Publishing with Canva Software: Level 1 & 2	① ② ③ ④
LEAP: Resume Writing	① ③

Contact your
Learn Local
and learn that
new skill!

Take the next step and contact your Learn Local.

**Alamein
Neighbourhood &
Learning Centre**
49 Ashburn Grove
Ashburton VIC 3147
Call (03) 9885 9401
www.alameinnlc.com.au

AMES Australia
30-32 Prospect Street
Box Hill VIC 3128
Call 132 637
www.ames.net.au

**Avenue
Neighbourhood
House @ Eley**
87 Eley Road
Blackburn South
VIC 3130
Call (03) 9808 2000
www.theavenue.org.au

Bestchance Training
583 Ferntree Gully Road
Glen Waverley VIC 3150
Call (03) 8562 5100
www.bestchance.org.au

**Clota Cottage
Neighbourhood House**
31 Clota Avenue
Box Hill VIC 3128
Call (03) 9899 0062
www.clotacottage.org.au

**Glen Park
Community Centre**
30 Glen Park Road
Bayswater North
VIC 3153
Call (03) 9720 5097
www.glenparkcc.com.au

**Inner Melbourne
VET Cluster**
80 Market Street
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

Kevin Heinze GROW
39 Wetherby Road
Doncaster VIC 3108
Call (03) 9848 3695
kevinheinzegrow.org.au

**Kew Neighbourhood
Learning Centre**
2-12 Derby Street
Kew VIC 3101
Call (03) 9853 3126
www.kewnlc.org.au

**Kerrie
Neighbourhood House**
36 Kincumber Drive
Glen Waverley VIC 3150
Call (03) 9887 6226
www.knh.org.au

**Living and Learning
@ Ajani**
Ted Ajani Reserve,
284 Thompsons Road
Lower Templestowe
VIC 3107
Call (03) 9850 3687
www.livelearnajani.org.au

**Mitcham
Community House**
19 Brunswick Road
Mitcham VIC 3132
Call (03) 9873 4587
www.mitchamcommunityhouse.org

**Park Orchards
Learning Centre**
572 Park Road
Park Orchards VIC 3114
Call (03) 9876 4381
www.parkorchards.org.au

Pines Learning
1/520 Blackburn Road
Doncaster East VIC 3109
Call (03) 9842 6726
www.pineslearning.com.au

**Rejoice
Chinese Christian
Communications Centre**
2 Burwood Highway
Burwood VIC 3151
Call (03) 9888 7422

The Onemda Association
123 Andersons Creek
Road Doncaster East
VIC 3109
Call (03) 9842 1955
www.onemda.com.au

**Vermont South
Community House**
1 Karobran Drive
Vermont South VIC 3133
Call (03) 9803 2335
www.vslc.org.au

**Warrandyte
Neighbourhood House**
Level 1, 168 Yarra Street
Warrandyte VIC 3113
Call (03) 9844 1839
www.warrandyteneighbourhoodhouse.org.au

**Waverley
Community
Learning Centre**
5 Fleet Street
Mount Waverley
VIC 3149
Call (03) 9807 6011
www.wclc.org.au

**Wonga Park
Community House**
Unit 1, 9-13 Old
Yarra Road
Wonga Park VIC 3115
Call (03) 9722 1944
www.wongaparkcommunitycottage.org.au