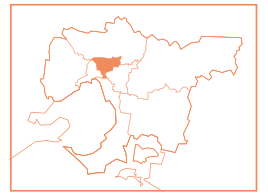


2022  
LEARN  
LOCAL  
COURSE  
GUIDE

INNER NORTHERN  
MELBOURNE



Banyule, Darebin,  
Moreland & Yarra

Learn  
new skills

one step  
at a time.



Skills for study  
work and life



# 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](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.**

**TAFE & Training Line**  
**Call 131 823**

**Website**  
**[www.learnlocal.org.au](http://www.learnlocal.org.au)**

**Email [learnlocal@education.vic.gov.au](mailto:learnlocal@education.vic.gov.au)**

**Facebook & Twitter**  
**@LearnLocal**

**Download a digital version of this Course Guide at**

**[www.learnlocal.org.au/course-guides](http://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

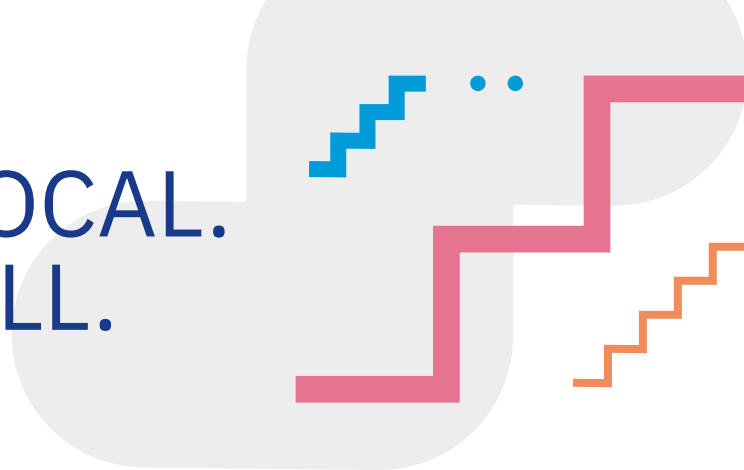


“I joined the Learn Local course to help polish my resume but I got so much more. The class has helped with my public speaking, provided social interaction and introduced me to a broad range of people, all with unique stories. The class is accepting and wheelchair accessible and has helped me with social media, bringing me into the twenty-first century.”

● MARTYN



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



## Darebin

Bridge Darebin	2022 TERMS
Advanced Word & Excel	① ③
Computer Skills for the Workplace: Advanced	③ ④
Computer Skills for the Workplace: Beginners	① ②
Computer Skills for the Workplace: Intermediate	① ③
Fast Track Computers	① ② ③ ④
IT & Job Search	① ③
Advanced Ceramics for Makers	① ② ③ ④
English for the Workplace: Reading and Understanding Basic Messages and Forms	①
English in the Workplace: Health and Safety in the Workplace	③
English in the Workplace: Investigating Local Workplace Services	④
English in the Workplace: Recognise Money and Create Positive Customer Interactions	②
Hospitality All Rounder: Module 1: Café & Barista	① ② ③ ④
Hospitality All Rounder: Module 2: Food Production	① ②
Hospitality All Rounder: Module 3: Retail	① ②
Intro to Event Management	② ③
Intro to Urban Farming	① ② ③ ④
Introduction to Ceramics for Makers	① ② ③ ④
Micro Business for Makers	② ③ ④
Sewing for Employment	② ③ ④
Soft Skills for Hospitality	① ②
Step Up To Work	① ② ③ ④
Sustainability for Home, Work and Community	② ③
Tiered Training and Transition Program: En Route to Employment	③ ④
Tiered Training and Transition Program: Generic Work Skills	① ② ③ ④
Tiered Training and Transition Program: Stepping into Employment	③ ④
Tiered Training and Transition Program: Work Readiness	① ② ③ ④

## Darebin (Continued)

PRACE	2022 TERMS
Adult Digital Literacy	① ② ③ ④
Computer Essentials	② ④
Computers for Beginners	① ③
Computers For Older Adults	① ② ③ ④
Adult Literacy	① ② ③ ④
Carpentry Trade Taster	② ④
Community Connections	① ③
Community News	① ③
Focus on Employment	① ③
Introduction to Basic Bookkeeping & MYOB Skills	① ③
Introduction to Volunteering with Diverse Communities	① ③
Literacy Connections	① ③
Returning to Learning: Introduction to Education Support	① ② ③
Spelling, Reading and Writing for Adults (Evening Program)	① ③
Work Directions	① ② ③
Work with Wood	① ③

Span Community House	2022 TERMS
Microsoft Office Skills	②
Online Skills for Employment	③
Introduction to Cooking and Hospitality	① ② ③ ④
Introduction to Horticulture	② ③
Microbusiness Skills: Sewing	① ② ③ ④
Writing for Your Future	① ② ③ ④
Zero Waste Sustainable Food Systems	②

genU Training	2022 TERMS
Digital Literacy	② ③ ④
A Taste of the Hospitality Industry	① ② ③

## Darebin (Continued)

Jika Jika Community Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④

Victorian Aboriginal Community Services Association Ltd (VACSAL)	2022 TERMS
Aboriginal Cultural Awareness	①
Introduction to Community Development	④
Introduction to Community Services	①
Public Speaking and Presentation Skills	②
LEAP: Aboriginal Cultural Awareness	①
LEAP: Introduction to Computers	①
LEAP: Return to Study	①

## Banyule

Diamond Valley Learning Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Digital Essentials: Level 2	① ② ③ ④
Advanced Floristry	① ② ③ ④
Computers: Intermediate	① ② ③ ④
Computers: Advanced	① ② ③ ④
Conversational English	① ② ③ ④
Employable Me	① ②
Floristry: Intermediate	① ② ③ ④
Introduction to Community Service	① ② ③ ④
Introduction to Disability Service	① ② ③ ④
Introduction to Floristry	① ② ③ ④
Introduction to Health services	① ② ③ ④
Introduction to Xero	② ④
Moving On	③
MYOB Basics	② ④
Nuts and Bolts of Bookkeeping	① ② ③ ④
Sign Language: Beginners	① ② ③ ④
Sign Language: Advanced	① ② ③ ④
Writing and Spelling for Work and Study	① ② ③ ④
LEAP: Introduction to Online Learning	① ② ③ ④

Jesuit Community College	2022 TERMS
Ready Set Barista	② ③ ④

## Banyule (Continued)

Olympic Adult Education Inc	2022 TERMS
Basic Computers (Low Literacy)	① ② ③ ④
Intermediate Computers (Low Literacy)	① ② ③ ④
Computer Basics: Beginners	① ② ③ ④
Cyber Security	① ② ③ ④
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
EAL Computers: Beginners	① ② ③ ④
EAL Computers: Advanced	① ② ③ ④
ALBE Literacy Reading	① ② ③ ④
ALBE Literacy Spelling	① ② ③ ④
Beauty Industry Taster	① ②
Bike Mechanics Course	④
Car Mechanics for Women	③
Communicating with AUSLAN	①
Driver Readiness	②
EAL Spell	① ② ③ ④
Employable Me	②
Engaging Seniors	① ②
Introduction to Barbering (Taster Course)	②
Introduction to Journalism	② ③
Introduction to Landscape Gardening	① ②
Introduction to Legal Literacy	③
Introduction to Volunteering as a Peer Educator for Legal Literacy	②
Job Wise	②
Literacy for Work	① ② ③ ④
Managing Your Microbusiness	③ ④
Moving On	③
ProCon 1 (Pronunciation Class)	① ② ③ ④
Ready for Hospitality	③ ④
Skills for Work and Study: Aged Care	② ③
ThriveOAE	① ③
Tools of the Trade: Women	③ ④
Tools of the Trade: Youth	②
Writer's Workshop	② ④
LEAP: Digital Literacy	① ③
LEAP: Interview Skills	③
LEAP: Introduction to Gardening	①
LEAP: Zoom Vroom Vroom	① ② ③ ④



## Moreland

Brunswick Neighbourhood House	2022 TERMS
Computers for EAL	① ② ③ ④
Digital Literacy	① ② ③ ④
Elementary English	① ② ③ ④
English Conversation	① ② ③ ④
English for Beginners	① ③
English for Intermediates	① ② ③ ④
Literacy and Numeracy for MIDS	② ④
Step to Employment: Childcare	② ④
Step to Employment: Community Services	① ② ③ ④
Step to Employment: Horticulture	① ② ③ ④
Step to Employment: Hospitality	① ② ③ ④
Step to Employment: Job Active	② ④
LEAP: Introduction to Barista	② ④
LEAP: Introduction to Zoom	② ④

Glenroy Neighbourhood Learning Centre	2022 TERMS
Computers for Beginners: Computer Basics & Word	②
Computers for Beginners: Digital Photography	①
Computers for Beginners: Excel	④
Computers for Beginners: PowerPoint	③
Digital Essentials: Level 1	① ③
Digital Essentials: Level 1 for MID Learners	① ②
Digital Essentials: Level 2	② ④
Digital Essentials: Level 2 for MID Students	③ ④
Conversational English	① ② ③ ④
Cooking Skills for MID Students	① ③
EAL for Parents	① ② ③ ④
Grammar and Spelling for Writing	① ② ③ ④
Grammar for Speaking	① ② ③ ④
Literacy and Numeracy for MID Learners	① ② ③ ④
Success4U	② ④

Jesuit Community College	2022 TERMS
Be Connected	③
Ready Set Digital Employment	② ③
Hammertime	① ② ③ ④
Introduction to Animal Care	② ③ ④
Zero Waste	② ③

## Moreland (Continued)

CERES	2022 TERMS
Circular Economy and Zero Waste Systems	②
Complete Urban Farmer	① ② ③ ④
Environmental Education	③
Introduction to Landscaping & Garden Maintenance	②
Introduction to Therapeutic Horticulture	① ② ④
Landscape Restoration & Indigenous Ecology	② ④
Ready for Hospitality	② ④
Sustainable Gardening	① ② ④

Reynard Street Neighbourhood House	2022 TERMS
Computer Basics	① ② ③ ④
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
Intermediate Computers	① ② ③ ④
Basic English: Language	① ② ③ ④
English Conversation	① ② ③ ④
Intermediate English: Language	① ② ③ ④
Introduction to Horticulture	① ② ③ ④
Reading and Writing English: Language	① ② ③ ④
Sewing for Employability	① ② ③ ④
Work Readiness	① ② ③ ④
LEAP: Introduction to Café Skills	① ② ③ ④
LEAP: Introduction to Volunteering & Event Planning	① ② ③ ④

Sussex Neighbourhood House	2022 TERMS
Computers and Internet for Absolute Beginners	① ② ③ ④
Digital Skills for the Modern Workplace	① ② ③ ④
JoRMA Digital Literacy	② ④
Career Planning	② ④
EAL at Sussex NH: Continuing English	① ② ③ ④
EAL at Sussex NH: Foundation English	① ② ③ ④
Introduction to Office Admin	① ③
Introduction to Aged Care	④
Introduction To Health Services	②
JoRMA Jobseeking Conversation	① ③
Opening Doors to Community Work	① ③
LEAP: Introduction to Screen and Multimedia	① ③

Youth Projects	2022 TERMS
Best Foot Forward	① ② ③ ④
Introduction to Hospitality	① ② ③ ④

## Yarra

Belgium Avenue Neighbourhood House	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Event Management	① ② ③ ④
New Skills Technology	① ② ③ ④

Carlton Neighbourhood Learning Centre	2022 TERMS
Devices and Desktops	① ②
Digital Essentials: Level 1	① ②
Literacy Skills for Vocational Study	① ② ③ ④
English Outside the Classroom	① ② ③ ④
Introduction to Urban Farming	② ③
Language Skills in Practice	③ ④
Language Skills Workshop	① ②
Literacy Pathways	① ② ③ ④
Student Voices	②

Carringbush Adult Education Inc	2022 TERMS
Digital Essentials	① ② ③ ④
Digital Skills for Pathways	① ② ③ ④
Emergent Literacy	① ② ③ ④
Employability Skills for Job Actives	① ② ③ ④
Financial Literacy for Pathways	②
Intensive Literacy	① ③ ④
Let's Speak	① ② ③ ④
Pathways for Mothers	① ② ③ ④
Skills for Community Leadership	② ③ ④
Skills for Micro Business Entrepreneurship	① ② ③ ④

Fitzroy Learning Network	2022 TERMS
Computer Essentials: Level 1	① ②
Cooking: Back to Basics	① ② ③ ④
Creative Industries: Sewing	② ④
Creative Industries: Art	① ② ④
English Through Storytelling and Music	① ② ③ ④
Friday Reading Group	① ② ③ ④
Creative Writing	① ② ③ ④
Introduction to Urban Farming	① ② ③ ④
Train the Trainer	② ④
LEAP: Beginner's Digital Literacy for CALD Women	①

Jesuit Community College	2022 TERMS
Ready Set Construction	② ③ ④

## Yarra (Continued)

Holden Street Neighbourhood House	2022 TERMS
Digital Essentials: Level 1	② ④
Google Apps and the Cloud	① ②
PowerPoint, Publisher and Excel	③ ④
Working with Word: Intro to Internet & Email	① ②
Basic Computer Skills: Photographic Art	③ ④
Basic Literacy Through Cooking	① ② ③ ④
Basic Numeracy and Literacy	① ② ③ ④
Introduction to Fashion Sewing	② ④
Introduction to Filmmaking and Storytelling	① ② ③ ④
Introduction to Visual Arts	① ② ③ ④

Richmond Community Learning Centre	2022 TERMS
Digital Essentials: Level 1	②
Digital Essentials: Level 2	③
Introduction to Event Management	②
Introduction to Permaculture & Urban Agriculture	④
Techlogy and Computer Confidence	① ② ③ ④
Women Working with Timber	① ② ③ ④
Women's Microenterprise from The Shed	① ② ③ ④
LEAP: Cooking up a Business	②
LEAP: Steps Towards Employment in the Food Production Industry	③
LEAP: Welding and Woodwork for Women	① ② ③ ④



Contact your  
Learn Local  
and learn that  
new skill!

# Take the next step and contact your Learn Local.

## **Belgium Avenue Neighbourhood House**

9 Belgium Avenue  
Richmond VIC 3121  
Call (03) 9428 1676  
[www.banhinc.com.au](http://www.banhinc.com.au)

## **Bridge Darebin**

218 High Street  
Preston VIC 3072  
Call (03) 9484 5806  
[www.bridgedarebin.org.au](http://www.bridgedarebin.org.au)

## **Brunswick Neighbourhood House**

43A De Carle Street  
Brunswick VIC 3056  
Call (03) 9386 9418  
[www.bnhc.vic.edu.au](http://www.bnhc.vic.edu.au)

## **Carlton Neighbourhood Learning Centre**

20 Princes Street North  
Carlton VIC 3054  
Call (03) 9347 2739  
[www.cnlc.org.au](http://www.cnlc.org.au)

## **Carrington Adult Education Inc**

415 Church Street  
Richmond VIC 3121  
Call (03) 9421 2392  
[www.carringtonadult.org.au](http://www.carringtonadult.org.au)

## **CERES**

Cnr Roberts and  
Stewart St  
Brunswick East VIC 3057  
Call (03) 9389 0127  
[www.ceres.org.au](http://www.ceres.org.au)

## **Diamond Valley Learning Centre**

1 Diamond Creek Road  
Greensborough VIC 3088  
Call (03) 9435 9060  
[www.dvlc.org.au](http://www.dvlc.org.au)

## **Fitzroy Learning Network**

198 Napier Street  
Fitzroy VIC 3065  
Call (03) 9417 2897  
[www.fitzroylearningnetwork.org.au](http://www.fitzroylearningnetwork.org.au)

## **genU Training**

2B Cuthbert Road  
Reservoir VIC 3073  
Call 1300 582 687  
[www.genutraining.org.au](http://www.genutraining.org.au)

## **Holden Street Neighbourhood House**

128 Holden Street  
Fitzroy North VIC 3068  
Call (03) 9489 9929  
[www.holdenstreet.org.au](http://www.holdenstreet.org.au)

## **Glenroy Neighbourhood Learning Centre**

5B Cromwell Street  
Glenroy VIC 3046  
Call (03) 9304 3910  
[glenroynlc.org.au](http://glenroynlc.org.au)

## **Jesuit Community College**

1 Langridge St  
Collingwood VIC 3066  
Call (03) 9415 8700  
[www.jesuitcommunitycollege.org.au](http://www.jesuitcommunitycollege.org.au)

## **Jika Jika Community Centre**

Cnr Plant & Union Street  
Northcote VIC 3070  
Call (03) 9482 5100  
[www.jikajika.org.au](http://www.jikajika.org.au)

## **Olympic Adult Education Inc**

155 Oriol Road  
Heidelberg West  
VIC 3081  
Call (03) 9450 2665  
[www.oae.vic.edu.au](http://www.oae.vic.edu.au)

## **PRACE**

35 Sturdee Street  
Reservoir VIC 3073  
Call (03) 9462 6077  
[www.prace.vic.edu.au](http://www.prace.vic.edu.au)

## **Reynard Street Neighbourhood House**

104A Reynard Street  
Coburg VIC 3058  
Call (03) 9386 7128  
[www.rsnh.org.au](http://www.rsnh.org.au)

## **Richmond Community Learning Centre**

15 Barnet Way,  
Richmond VIC 3121  
Call (03) 9428 9901  
[www.rclc.org.au](http://www.rclc.org.au)

## **Span Community House**

64 Clyde Street  
Thornbury VIC 3071  
Call (03) 9480 1364  
[www.spanhouse.org](http://www.spanhouse.org)

## **Sussex Neighbourhood House**

7 Prospect Street  
Pascoe Vale VIC 3044  
Call (03) 9354 2210  
[www.sussexnh.org.au](http://www.sussexnh.org.au)

## **Victorian Aboriginal Community Services Association Ltd (VACSAL)**

496 High Street  
Northcote VIC 3070  
Call (03) 94164266  
[www.vacsal.org.au](http://www.vacsal.org.au)

## **Youth Projects**

6 Hartington Street  
Glenroy VIC 3046  
Call (03) 9304 9100  
[www.youthprojects.org.au](http://www.youthprojects.org.au)