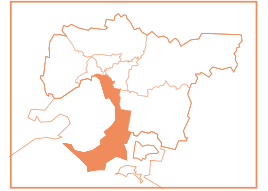


**2022**  
**LEARN**  
**LOCAL**  
**COURSE**  
**GUIDE**

**INNER SOUTHERN  
MELBOURNE**



Bayside, Stonnington  
Frankston, Glen Eira,  
Kingston, Port Phillip  
& Mornington Peninsula

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](https://www.facebook.com/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.



## Bayside

Sandybeach Community Centre	2022 TERMS
Computer Skills: Using MS Office	① ② ③ ④
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
Digital Skills for Employability	② ④
Introduction to Technology	① ③
Addressing Skills Gaps in the Community Sector	① ② ③ ④
Community Access and Volunteering	① ③
Computer Job Skills	① ② ③ ④
Hospitality: Levels 1 & 2	① ③
Independent Living Skills	① ③
STEP: Literacy and Numeracy	① ③
Writing and Communication Skills	① ② ③ ④

## Frankston

Belvedere Community Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③
Digital Essentials: Level 2	② ③ ④
English as an Additional Language	① ② ③ ④
Horticulture: Basics and Beyond	① ② ④
Introduction to Medical Reception	② ③
Literacy for Life	① ② ③ ④
Working in Retail	② ③

BRACE Education Training & Employment	2022 TERMS
Return to Study	① ② ③ ④
Skills for Work	① ② ③ ④

## Frankston (Continued)

Frankston South and Frankston North Community Centres	2022 TERMS
Catering with Frankies (Hospitality)	① ② ③ ④
Frankie's Cafe Creations (Hospitality)	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Get Ready! Employment Program	① ② ③ ④

Jesuit Social Services	2022 TERMS
Language for Life	① ② ③ ④
Ready Set Barista	① ③
The Garden Pathway: Vocational	① ② ④

Lyrebird Community Centre	2022 TERMS
Business Office Skills	① ③
Everyday Technology	② ③ ④
Become a Professional Cleaner	② ③
Bookkeeping	②
English Conversations	① ② ③ ④
Exploring Professional Photography	① ② ③
Introduction to Horticulture	① ④
Vocational Taster in Hospitality	① ② ③ ④
Introduction to Hospitality	① ③
Introduction to Marketing	① ③
Introduction to Medical Reception	① ③
Pathway to Employment	② ④
Ready for Childcare	① ③
Computer Skills for Life and Work	① ② ③ ④
Canva Basics	① ② ③ ④

## Frankston (Continued)

MiLife-Victoria	2022 TERMS
Digital Essentials: Level 1	② ③
Digital Essentials: Level 2	③ ④
Introduction to Computers: Module 1	① ② ③ ④
Basic Literacy Skills	① ② ③ ④
Getting A Job	① ② ③ ④
Introduction to Car Detailing	①
Introduction to Skills for Working in Horticulture	①
Introduction to Working in Aged Care	①
Introduction to Working as a Volunteer	①
Introduction to Working in Hospitality	①
Introduction to Working in Warehousing and Distribution	①
Skills for Work and Study in Aged Care: Module 1	② ③
Skills for Work and Study in Aged Care: Module 2	③ ④
Skills for Working in Horticulture: Module 1	② ③
Skills for Working in Horticulture: Module 2	③ ④
Working as a Volunteer: Module 1	② ③
Working as a Volunteer: Module 2	③ ④
Working in Car Detailing: Module 1	② ③
Working in Car Detailing: Module 2	③ ④
Working in Hospitality: Module 1	② ③
Working in Hospitality: Module 2	③ ④
Working in Warehousing & Distribution: Module 1	② ③
Working in Warehousing & Distribution: Module 2	③ ④

Task Force Community Agency	2022 TERMS
Bike Project: Work Readiness Skills	① ② ③ ④
Introduction to Barista Skills	③ ④

## Glen Eira

Jewish Care (Victoria)	2022 TERMS
Digital Skills for Job Seekers	② ③ ④
Getting Started: Setting up a Small Business	① ② ③ ④
Introduction to Bookkeeping Course	① ③
Pathway into Carer Roles: Industry Taster Course	① ② ③ ④
Tools and Techniques for Successful Job Seeking	① ② ③ ④

## Glen Eira (Continued)

Glen Eira Adult Learning Centre	2022 TERMS
Developing Your Digital Skills: Level 1—3	① ② ③ ④
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
Get to Know Windows 10: Basic Computer Skills	① ③
Beginners English: Basic, Level 1 & Level 2	① ② ③ ④
Bookkeeping	① ④
English as a Second Language: Post Beginners	① ② ③ ④
English as a Second Language: Pre-Intermediate	① ② ③ ④
English as a Second Language	① ② ③ ④
Introduction to Medical Reception: Level 1 & 2	① ③
Language for Living: Essential English: Level 1—3	① ② ③ ④
Mind Your Own Business (MYOB): Level 1 & 2	② ③
Introduction to Excel	② ③ ④
Introduction to iPad	① ② ③ ④
Introduction to Word	② ③ ④
Job Ready: Building Employability Skills	① ② ③ ④
Skills for Work & Study: Early Childhood Education	②
Skills for Work & Study: Health Services	②

Godfrey Street Community House	2022 TERMS
Digital Essentials: Level 1	③
Digital Essentials: Level 2	④
Digital Literacy Program	① ② ③ ④

MiCare	2022 TERMS
English as a Second Language: Multicultural Learning Group	① ② ③ ④
Skills for Work and Study in Aged Care	② ③

Moongala Women's Community House	2022 TERMS
Computer Skills: Level 2-4: Microsoft Office	① ② ③
Digital Essentials: Level 1	②
Digital Essentials: Level 2	③
Introduction to Multimedia 1	④
I Can Make It: Sewing Skills Program (Level 1—4)	① ② ③ ④
I Can Make It: Sewing Skills Program (Repairs & Alterations)	④

Taskforce Community Agency	2022 TERMS
Introduction to Art Skills	① ② ③ ④
Work Readiness: Youth	① ② ③ ④



## Kingston

Cheltenham Community Centre	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
iPads, Tablets and More: Level 1 & 2	① ② ③ ④
Conversation: Advanced	① ② ③ ④
Conversation: Intermediate	① ② ③ ④
Grammar, Conversation & Writing	① ②
Improve your Reading and Writing	① ② ③ ④
Introduction to Horticulture	① ② ③ ④
Literacy for Living	① ② ③ ④
Money Matters: Financial Literacy	① ② ③ ④
Wise Program: Employability Skills	① ② ③ ④
Skills for Work & Study: Early Childhood Education	②

Jesuit Social Services	2022 TERMS
The Garden Pathway: Vocational	① ③ ④

Longbeach Place	2022 TERMS
Introduction to Computers using Windows 10: Level 1-3	① ② ③ ④
MS Office Applications: Level 1 & 2	②
English as an Additional Language: Communication and Learning with Technology	① ② ③ ④
English as an Additional Language: Communication (Beginners, Pre-Intermediate & Intermediate)	① ② ③ ④
Kick Start Your Career in the Health Industry	②
Xero Accounting: Level 1 & 2	② ③

Mordialloc Neighbourhood House	2022 TERMS
Computers for Novices	① ② ③ ④
AUSLAN: Level 1 & 2	① ② ③ ④
English as a Second Language	① ② ③ ④
Hospitality	① ② ③ ④
Steps to Employment: Employment Preparation	① ② ③ ④
Ready for Work: Barista	① ② ③ ④
Skills for Work & Study: Early Childhood Education	②
Skills for Work & Study: Food Processing	②

Taskforce Community Agency	2022 TERMS
Introduction to Art Skills	① ② ③ ④
Introduction to Hospitality & Barista	① ② ③ ④
Random Acts of Kindness: Pathway Program	① ② ③ ④
The Creative Kindness Project	① ② ③ ④
Work Readiness: Youth	① ② ③ ④
Introduction to Barista Skills	③ ④
Skills for Work & Study: Factory Work (Warehousing and Distribution)	<b>CONTACT FOR DATES</b>

## Port Phillip

Elwood & St Kilda Neighbourhood Learning Centre	2022 TERMS
English as a Second Language: Computers for Employment & Further Education (Beginner & Intermediate)	① ② ③ ④
English as a Second Language: Computers for Employment & Further Education (Mobile Phones & iPads)	① ② ③ ④
Get that Job: Microsoft Office	① ② ③ ④
iPads, Mobile Phones & Other Devices for Work	① ② ③ ④
Work and Study Online	① ② ③ ④
Creative Writing Workshop for Roomers	① ② ③ ④
English as a Second Language: Level 1, Stage 1	① ②
English as a Second Language: Level 1, Stage 2	③ ④
English as a Second Language: Level 2, Stage 1	① ②
English as a Second Language: Level 2, Stage 2	③ ④
English as a Second Language: Level 3, Stage 1	① ②
English as a Second Language: Level 3, Stage 2	③ ④
English Conversation	① ② ③ ④
Computer Skills for Business: Zoom and Media	① ② ③ ④
Introduction to Gardening	② ③ ④
Introduction to Volunteering	② ③ ④

Inner Melbourne VET Cluster	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Digital Essentials: Level 2	① ② ③ ④
Jump on Board: Career Options	② ③
Barista Basics	① ② ③ ④

Port Phillip Community Group	2022 TERMS
Computers: Alma Road	① ② ③ ④
Digital Essentials: Level 2	① ② ③ ④
Galiamble Digital Essentials: Level 2	① ② ③ ④
Get Connected with Computers	① ② ③ ④
Park Towers Digital Connect	① ② ③ ④
Access Creative Digital Media	① ② ③ ④
Art Attack: Creative Art	① ② ③ ④
Aspect Digital Media	① ② ③ ④
Introduction to Gardening	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Port II Pier Digital Media	① ② ③ ④
Wild at Heart: Music Industry Skills	① ② ③ ④
Introduction to Learning in Port Phillip	① ② ③ ④
Learn New Skills at the Hub: Pathways Program	① ② ③ ④

## Port Phillip (Continued)

Ngwala Willumbong	2022 TERMS
Education & Employment Pathways	① ② ③ ④
Living in the Community: Level 1 & 2	① ② ③ ④

Southport Community Centre	2022 TERMS
Reception, Customer Service & Sales Training: Applied Reception Customer Service (ARCS)	① ② ③ ④
Port Welcomers: Pathways into Volunteering	① ②
Reading & Writing	② ③
Speaking Out: Communications for Employment	① ② ③ ④
Stories of The SouthSide: Employment Skills	① ② ③ ④
Verbal Literacy & Communication Skills	① ② ③ ④
Waterfront Welcomers: Customer Service & Tourism	④

## Stonnington

Inclusion Melbourne	2022 TERMS
iPads for Learning	① ② ③ ④
1,2,3 Cook: Hospitality	① ② ③ ④
Literacy and Numeracy	① ② ③
Health and Hygiene	① ② ③ ④
Word Wise: Literacy for Study & Employment	① ② ③ ④

MiCare	2022 TERMS
English as an Additional Language: Multicultural Learning Group	① ② ③ ④

Prahran Community Learning Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Community Services	① ② ③ ④
Early Childhood Education	① ② ③ ④
Employee Wellness to Employment Program	① ② ③ ④
Literacy and Numeracy	① ② ③ ④
Health & Wellness	① ② ③ ④
Hospitality Basics	① ② ③ ④
Inclusive Art	① ② ③ ④
Introduction to Retail	② ③
Studio Arts	① ② ③ ④
Volunteering	① ② ③ ④
Managed Individual Pathways Program	④
Social Media Marketing	②
Skills for Work & Study: Factory Work (Warehousing and Distribution)	②

Uniting Vic & Tas	2022 TERMS
Successful Job Search (Market Your Skills)	① ② ③ ④

## Mornington Peninsula

Advance Community College	2022 TERMS
Digital Skills for Employability	① ② ③ ④
Achieve Your Goal: Pathways Support	① ② ③ ④
Kick Start Your Career: Preparing for Work	① ② ③ ④
P3 Planning, Preparation & Pathways: Hospitality	① ② ③ ④
Explore Your Options	① ② ③ ④
Skills for Work & Study: Building & Construction	②
Skills for Work & Study: Community Services	②

Jesuit Social Services	2022 TERMS
The Garden Pathway: Vocational	① ③ ④

MiLife-Victoria	2022 TERMS
Introduction to Working in Administration	①
Working in Administration	② ③ ④
Introduction to Working in Retail	①
Working in Retail	② ③ ④
Introduction to Working in the Horse Industry	①
Working in the Horse Industry	② ③ ④

Workforce Plus	2022 TERMS
Employability YOU	① ② ③ ④
Independent YOU: Pathways to TAFE	② ③
Introduction to Disability	② ④



# Take the next step and contact your Learn Local.

## **Advance Community College**

—  
Hastings Community  
Hub, 1973 Frankston  
Flinders Road Hastings  
VIC 3915

Call (03) 5979 1398

—  
Horticulture Education  
Centre, 43 Mitchell St  
Mornington VIC 3931  
Call (03) 5977 2976

—  
1/16 Henry Wilson Dr  
Rosebud West VIC 3939  
Call (03) 5986 4623

—  
[www.advance.vic.edu.au](http://www.advance.vic.edu.au)

## **Belvedere Community Centre**

36 Belvedere Road  
Seaford VIC 3198  
Call (03) 9776 8922

—  
[www.belvedere.org.au](http://www.belvedere.org.au)

## **BRACE Education Training & Employment**

Level 2 54-58 Wells Street  
Frankston VIC 3199

Call (03) 9781 3388

—  
[www.skillsplus.com.au](http://www.skillsplus.com.au)

## **Cheltenham Community Centre**

8 Chesterville Road  
Cheltenham VIC 3192

Call (03) 9583 0095

—  
[www.chelt.com.au](http://www.chelt.com.au)

## **Elwood St Kilda Neighbourhood Learning Centre**

87 Tennyson Street  
Elwood VIC 3184

Call (03) 9531 1954

—  
[www.esnlc.com.au](http://www.esnlc.com.au)

## **Frankston South/ Frankston North Community Centres**

26 Mahogany Ave  
Frankston North  
VIC 3200

Call (03) 9784 1764

—  
[www.frankston.vic.gov.au](http://www.frankston.vic.gov.au)

## **Glen Eira Adult Learning Centre**

260 Booran Road  
Ormond VIC 3204  
Call (03) 9578 8996

—  
[www.gealc.org.au](http://www.gealc.org.au)

## **Godfrey Street Community House**

9 Godfrey Street  
Bentleigh VIC 3204

Call (03) 9557 9037

—  
[www.godfreystreet.org](http://www.godfreystreet.org)

## **Inclusion Melbourne**

67 Sutherland Road  
Armadale VIC 3143

22 Rob Roy Road  
Malvern East VIC 3145

Call (03) 9509 4266

—  
[www.inclusion](http://www.inclusion)

[.melbourne](http://www.inclusion.melbourne)

## **Inner Melbourne VET Cluster**

80 Market Street South  
Melbourne VIC 3205

Call (03) 9686 2354

—  
[www.imvc.com.au](http://www.imvc.com.au)

## **Jesuit Community College**

1 Langridge Street,  
Collingwood VIC 3066

Call (03) 9415 8700

—  
[www.jss.org.au](http://www.jss.org.au)

## **Jewish Care**

619 St Kilda Road  
Melbourne VIC 3004

Call (03) 8517 5999

—  
[www.jewishcare.org.au](http://www.jewishcare.org.au)

## **Longbeach Place**

15 Chelsea Road  
Chelsea VIC 3196

Call (03) 9776 1386

—  
[www.longbeachplace](http://www.longbeachplace)

[.org.au](http://www.longbeachplace.org.au)

## **Lyrebird Community Centre**

203 - 205 Lyrebird Dr  
Carrum Downs VIC 3201

Call (03) 9782 0133

—  
[www.lyrebird.org.au](http://www.lyrebird.org.au)

## **MiLife-Victoria**

66 Victoria Street  
Hastings VIC 3915

Call (03) 9775 7333

—  
[www.milife-victoria](http://www.milife-victoria)

[.org.au](http://www.milife-victoria.org.au)

## **MiCare**

—  
180 Greville Street  
Prahran VIC 3181

Call (03) 9510 5877

—  
92 Bignell Road East

Bentleigh VIC 3165

Call (03) 9576 4038

—  
[www.micare.com.au](http://www.micare.com.au)

## **Moongala Women's Community House**

824 Centre Road East  
Bentleigh VIC 3165

Call (03) 9570 3468

—  
[www.moongala.org.au](http://www.moongala.org.au)

## **Mordialloc Neighbourhood House**

457 Main Street  
Mordialloc VIC 3195

Call (03) 9587 4534

—  
[www.mordihouse.com.au](http://www.mordihouse.com.au)

## **Ngwala Willumbong**

93 Wellington Street St  
Kilda VIC 3182

Call (03) 9510 3233

—  
[www.ngwala.org.au](http://www.ngwala.org.au)

## **Port Phillip Community Group**

161 Chapel Street  
St Kilda VIC 3182

Call (03) 8598 6600

—  
[www.ppcg.org.au](http://www.ppcg.org.au)

## **Prahran Community Learning Centre**

40 Grattan Street  
Prahran VIC 3181

Call (03) 9510 7052

—  
[www.pclcentre.org.au](http://www.pclcentre.org.au)

## **Sandybeach Community Centre**

Cnr Beach Rd & Sims St  
Sandringham VIC 3191

Call (03) 9598 2155

—  
[www.sandybeach.org.au](http://www.sandybeach.org.au)

## **Southport Community Centre**

Cnr Nott & Liardet St  
Port Melbourne VIC 3207

Call (03) 9645 1476

—  
[www.southportcc.org.au](http://www.southportcc.org.au)

## **Taskforce Community Agency**

421-423 South Road  
Moorabbin VIC 3204

Call (03) 9532 0811

—  
[www.taskforce.org.au](http://www.taskforce.org.au)

## **Uniting Vic & Tas**

Level 1 211 Chapel  
Street Prahran VIC 3181

Call 1300 090 989

—  
[www.unitingvictas.org.au](http://www.unitingvictas.org.au)

## **Workforce Plus**

222-230 York Street  
Sale VIC 3850

Call (03) 4113 9635

—  
[www.workforceplus](http://www.workforceplus)

[.com.au](http://www.workforceplus.com.au)