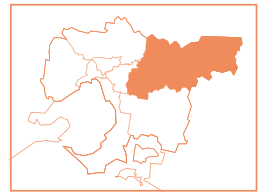


2022  
LEARN  
LOCAL  
COURSE  
GUIDE

OUTER EASTERN  
MELBOURNE



Knox, Maroondah  
& Yarra Ranges

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](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.



## Knox

K.Y.M (Victoria)	2022 TERMS
Pathways to Life: Literacy and Numeracy for People with a Disability	① ② ③ ④
Introduction to Hair and Beauty	① ② ③ ④
Get Going with Computers	① ② ③ ④
English for Migrants: Beginners, Intermediate and Advanced	① ② ③ ④
Runway Ready: Taster in Hair and Beauty	② ④
Pathways to Life: Beginners Level 1 & 2 Employability	① ② ③ ④
Pathways to Life: Intermediate: Literacy	① ② ③ ④
Introduction to NDIS Support Coordination	① ② ③ ④

Mountain District Learning Centre	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
Basic Bookkeeping	① ② ③ ④
Brainworks: The Training Program	① ② ③ ④
Introduction to Microsoft Excel	① ② ③ ④
Health & Financial Literacy	① ② ③ ④
Introduction to Aged Care Domestic Role	① ② ③ ④
Introduction to Business Administration	① ② ③ ④
Introduction to Event Management	① ② ③ ④
Introduction to Marketing for Small Business	① ② ③ ④
Introduction: Literacy and the News	② ③
Literacy & Numeracy for Adults	① ② ③ ④
MYOB: Mind Your Own Business Accounting Software	② ③
LEAP: Dig into Digital	① ② ③ ④
LEAP: Industry Taster	① ② ③ ④
LEAP: Literacy and Numeracy for Adults	① ② ③ ④

Orana Neighbourhood House	2022 TERMS
iPad & Tablet: Introduction & Advanced	① ② ③ ④
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
English Conversation	① ② ③ ④
Introduction to Aged Care for Domestic Roles	③ ④
Introduction to Culinary Arts	① ③
Introduction to Horticulture	① ② ③ ④
Introduction to Hospitality: Level 1 & 2	① ② ③ ④
Creating a Wellness Garden	② ③
Introduction to Multimedia	① ② ③ ④
Volunteering as a Pathway to Employment	① ② ③ ④
LEAP: Introduction to Food Preparation & Service	① ③
LEAP: Kick Start Ready for Work Skills	① ③
LEAP: Pathway to Rural Operations	① ③
LEAP: Social Media for Beginners	① ③

Glen Park Community Centre	2022 TERMS
Carpentry: Beginners & Intermediate	③ ④
Communication Skills for Work and Community	① ② ③ ④
How to be a Valuable Volunteer	② ③ ④
Introduction to Hospitality Skills	② ④
Stepping Stones: Further Education or Employment	③
Woodwork: Level 1 & 2	① ②
LEAP: Employable Me: Trade & Industry Taster	① ② ③ ④
LEAP: Job Ready Skills	②
LEAP: Learning 4 Life Pathway Plan	③
LEAP: Online Platforms for Learning	④

## Knox (Continued)

Coonara Community House	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Digital Essentials: Level 2	② ④
Digital Story Telling	① ② ③ ④
New Technology for Work and Life	② ④
Small Business Bookkeeping Skills With XERO	② ③
Advanced Professional Writing: Getting Ready For Publication	② ④
Crafting a Career: Designing and Constructing with Textiles	① ② ③ ④
Employment Skills through Social Enterprise	① ③
Exploring a Career in the Creative Industries	① ② ③ ④
Getting Your Small or Micro Business Started	② ③
Introduction to Aged Care for Domestic Staff Roles	② ④
Introduction to Professional Creative Writing	① ③
Introduction to Working in the Mental Health Industry	② ④
Introduction to Working with Tools	① ③
Jumpstart: Literacy for Parents (Playgroup Model)	① ② ③ ④
Marketing and Advertising Platforms	② ③
Pathway to Rural Operations	① ④
Preparation for Community Services Work	① ② ③ ④
Return to Work Skills for Job Seekers	① ② ③
Try a Trade	① ② ④
LEAP: Digital Essentials: Level 1	① ③
LEAP: Digital Story Telling	②
LEAP: Introduction to Food Preparation & Service	① ④
LEAP: Introduction to Prevention of Infection & Hazard Control Skill Set	②
LEAP: Introduction to Working with Tools	②
LEAP: Life Planning for Women	②
LEAP: Managing Stress: Work/Life Balance and Resilience	② ④
LEAP: Marketing and Advertising Platforms	②
LEAP: Networking Skills for Employment and Business	②
LEAP: Pathway to Rural Operations: Self Sufficient Gardening	②
LEAP: Preparation for Online Learning	①
LEAP: Return to Study Skills	①

Rowville Neighbourhood Learning Centre	2022 TERMS
Introduction to Starting Your Small Business	③
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	① ② ③ ④
Digital Marketing	② ④
Introduction to Creating Websites	① ② ③ ④
Introduction to Online Accounting Software	① ② ③ ④
Update and Maintain your Website	② ③ ④
Update Your Digital Skills: Return to the Workforce	① ② ③ ④
Introduction to Floristry	① ② ③ ④
Introduction to Medical Reception (including Pracsoft)	① ② ③ ④
Literacy and Numeracy Skills for Everyday Life	① ② ③ ④
Skills to Work in Reception & Administration	② ④
Visual Arts for Employability	① ② ③ ④
LEAP: Breaking Down the Barriers to Learning	① ② ③ ④
LEAP: Creative Art for Engagement	① ② ③ ④

The Basin Community House	2022 TERMS
Beginners Computers	① ② ③ ④
iPads & Tablets	① ② ③ ④
iPads & Tablets: Advanced	③ ④
Learn Excel	② ③ ④
Learn Internet & Email	② ③
Learn Word	② ③
Next Step Beginners Computing	① ② ③ ④
Digital Photography: Level 1 & 2	① ② ③ ④
Digital Photography: Advanced	② ③ ④
Employment Skills Pathways	① ② ③ ④
Introduction to Horticulture	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Introduction to Real Estate	② ③ ④
Introduction to Social Media Marketing	② ③
Learn Adobe Lightroom: Preparation for Cert 1 in Photography	③ ④
Read Write Now: Literacy & Numeracy	① ② ③ ④
Skills for Reception & Administration	② ③ ④

Yarrunga Community Centre	2022 TERMS
Enterprise Skills: Employment Skills	① ③

# Maroondah

Arrabri Community House	2022 TERMS
BYOD: Introduction & Advanced	① ② ③ ④
Computers: Introduction & Intermediate	① ② ③ ④
MS Office Skills	① ② ③ ④
Basic Bookkeeping	① ② ③ ④
Introduction to Desktop Publishing	① ② ③ ④
Introduction to Domestic Roles in Aged Care	② ③
Introduction to Event Management	② ③ ④
Literacy & Creative Writing for Beginners	① ② ③ ④
Learn XERO	① ② ③ ④
LEAP: Preparation for Online Learning	① ② ③ ④

Central Ringwood Community Centre	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
Introduction to Digital Literacy Skills	① ② ③ ④
Conversation Café	① ② ③ ④
Developing Skills for the Workplace	① ② ③ ④
English for Jobseekers	① ② ③ ④
Horticulture: In the Garden	① ② ③ ④
Sew, Talk and Learn	① ② ③ ④
LEAP: Conversation Cafe	① ② ③ ④

Glen Park Community Centre	2022 TERMS
Carpentry: Beginners & Intermediate	③ ④
Communication Skills for Work and Community	① ② ③ ④
How to be a Valuable Volunteer	② ③ ④
Introduction to Hospitality Skills	② ④
Stepping Stones for Further Education or Employment	③
Woodwork: Level 1 & 2	① ②
LEAP: Employable Me: Trade & Industry Taster	① ② ③ ④
LEAP: Job Ready Skills	②
LEAP: Learning 4 Life Pathway Plan	③
LEAP: Online Platforms for Learning	④

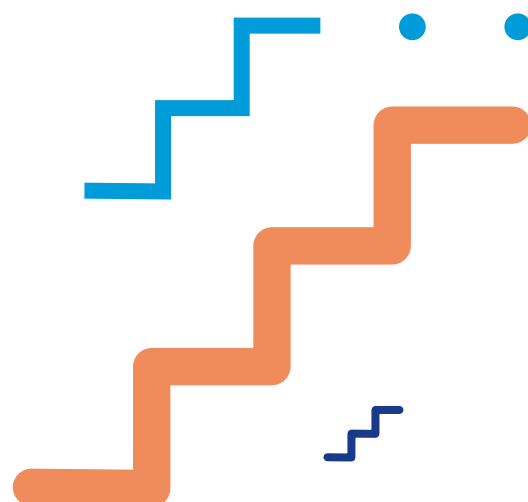
JobCo Employment Services	2022 TERMS
Digital Essentials: Level 1	③
Digital Essentials: Level 2	④
Pathways to Childcare: Employability	②

K.Y.M (Victoria)	2022 TERMS
Introduction to Hospitality	① ② ③ ④

North Ringwood Community House	2022 TERMS
Advanced Excel	① ③
Basic Computer Skills for Beginners	① ② ③ ④
Beyond Basic Computer Skills	① ② ③ ④
MYOB including Payroll	② ④
Word & Excel	② ④
English Language Education Support	① ③
Professional Creative Writing	① ③
Skills for Work	① ③
LEAP: Introduction to the Aged Care and HACC Industry	① ③

Orana Neighbourhood House	2022 TERMS
Introduction to Visual Design	① ② ③ ④

Yarrunga Community Centre	2022 TERMS
Introduction to Computers	① ② ③ ④
Communication Skills for Work and Community	① ③
Enterprise Skills: Employment Skills	① ③
Introduction to Commercial Cleaning Essentials	① ③
Introduction to Hospitality	① ② ③ ④
Skills for Work: Early Childhood Education & Care	②
LEAP: Introduction to Barista Skills	① ③ ④
LEAP: Planning For Success	②



# Yarra Ranges

Centre for Adult Education	2022 TERMS
Introduction to Bike Maintenance	② ③ ④

CIRE Services	2022 TERMS
Tech Hub: Digital Literacy	① ② ③ ④
Be Study Ready	① ② ③ ④
Be Work Ready	① ② ③ ④
Blokes on Board: Employability Skills	① ② ③ ④
English: 101 & 102	① ② ③ ④
Future 4 Me! Improve your Employability Skills	① ② ③ ④
Kitchen Kaos: Business Enterprise	① ② ③ ④
Smart Money	① ② ③ ④
Women's Warehouse: Employability Skills	① ② ③ ④
LEAP: Industry Taster	① ② ③ ④

Glen Park Community Centre	2022 TERMS
Communication Skills for Work and Community	④

Healesville Living and Learning Centre	2022 TERMS
Advanced Computers	① ② ③ ④
Digital Essentials: Level 1	① ② ③ ④
Introduction to Digital Media	① ② ③ ④
Bush Tucker: Pathways to Employment	① ② ④
Introduction to Carpentry	① ② ③ ④
Introduction to Permaculture	② ④
Introduction to the Health Industry	② ④
Learn Auslan	① ② ③ ④
Training for Retail	① ② ③ ④
Writing with Purpose	① ② ③ ④

Mountain District Learning Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④

Japara Neighbourhood House	2022 TERMS
Digital Essentials: Level 1	② ④
Gardening for Sustainability and Employment	① ③
Industry Taster Course: General	②
LEAP: Online Platforms for Learning	①

Selby Community House	2022 TERMS
Flexible Computer Training	① ③
Flexible Computer Training: Intermediate Skills	② ④
iPads & Tablets: Beginner & Intermediate Skills	① ② ③ ④
Basic Bookkeeping	①
Introduction to Indigenous Gardening	③
LEAP: Indigenous Gardening Taster	②

Contact your  
Learn Local  
and learn that  
new skill!

# Take the next step and contact your Learn Local.

**Arrabri  
Community House**  
42 Allambanan Drive  
Bayswater North  
VIC 3153  
Call (03) 9720 0877  
[www.arrabri.org](http://www.arrabri.org)

**Central Ringwood  
Community Centre**  
Bedford Park,  
Rosewarne Lane (via  
Bedford Road)  
Ringwood VIC 3134  
Call (03) 9870 2602  
[www.crccinc.org.au](http://www.crccinc.org.au)

**CIRE Services**  
20 Old Hereford Road  
Mount Evelyn VIC 3796  
Call 1300 835 235  
[www.cire.org.au](http://www.cire.org.au)

**Coonara  
Community House**  
22 Willow Road  
Upper Ferntree Gully  
VIC 3156  
Call (03) 9758 7081  
[www.coonarahouse.org.au](http://www.coonarahouse.org.au)

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

**Healesville Living And  
Learning Centre**  
1 Badger Creek Road  
Healesville VIC 3777  
Call (03) 5962 5982  
[hlcc.org.au](http://hlcc.org.au)

**Japara Living and  
Learning Centre**  
54 - 58 Durham Road  
Kilsyth VIC 3137  
Call (03) 9728 3587  
[www.japarahouse.com.au](http://www.japarahouse.com.au)

**JobCo Training**  
Level 2 1 Taylor Street  
Moorabbin VIC 3189  
Call (03) 9559 8888  
[www.jobco.com.au](http://www.jobco.com.au)

**K.Y.M (Victoria)**  
673 Mountain Highway  
Bayswater VIC 3153  
Call (03) 9722 5777  
[www.kym.com.au](http://www.kym.com.au)

**Mountain District  
Learning Centre**  
13 - 15 The Avenue  
Ferntree Gully VIC 3156  
Call (03) 9758 7859  
[www.mdlc.com.au](http://www.mdlc.com.au)

**North Ringwood  
Community House**  
35-39 Tortice Drive  
North Ringwood VIC 3134  
Call (03) 9876 3421  
[www.nrhc.org.au](http://www.nrhc.org.au)

**Orana  
Neighbourhood  
House**  
62 Coleman Road  
Wantirna South VIC 3152  
Call (03) 9801 1895  
[www.orananh.org.au](http://www.orananh.org.au)

**Rowville  
Neighbourhood  
Learning Centre**  
20 Fulham Road (Inside  
Community Centre)  
Rowville VIC 3178  
Call (03) 9764 1166  
[www.communitylc.org.au](http://www.communitylc.org.au)

**Selby  
Community House**  
1 Minak Road, via  
Charles Street  
Selby VIC 3159  
Call (03) 9754 2039  
[www.selbyhouse.com.au](http://www.selbyhouse.com.au)

**The Basin  
Community House**  
21 Liverpool Road  
The Basin VIC 3154  
Call (03) 9761 0209  
[www.thebasincommunityhouse.org.au](http://www.thebasincommunityhouse.org.au)

**Yarrunga  
Community Centre**  
76-86 Croydon Hills Drive  
Croydon Hills VIC 3136  
Call (03) 9722 8942  
[www.yarrunga.org.au](http://www.yarrunga.org.au)