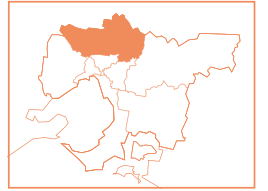


2022
LEARN
LOCAL
COURSE
GUIDE

OUTER NORTHERN
MELBOURNE



Hume, Nillumbik
& Whittlesea

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

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.

Hume

AMES Australia	2022 TERMS
3 Steps to Employment	① ②
Preparation for Forklift	① ②

Banksia Gardens Community Services	2022 TERMS
Apply Online	② ③ ④
Computers: Advanced	② ④
Computer Skills: Intermediate	① ② ③ ④
Computers for Beginners	① ② ③ ④
Digital Devices: Communication and Safety	① ② ③ ④
Digital Essentials Level 1 & 2	① ② ③ ④
English as an Additional Language	① ② ③ ④
English for Employment	② ③
English for Work and Life	① ② ③ ④
Functional English	① ② ③ ④
Get Set to Work	① ② ③ ④
Sew to Earn	① ② ③ ④
All About MyGov	① ③
LEAP: Be Handy	② ③ ④
LEAP: Digital Marketing for Small Business	② ③
LEAP: Hands on Hospitality	② ③ ④
LEAP: Tailor It	② ③ ④
LEAP: Working in the Australian Way	③ ④

Brite Institute	2022 TERMS
Careers, Goals and Pathways	① ② ③ ④
Introduction to Working with Hand Tools	① ② ③
Introduction to Event Management	③ ④
My Journey to Employment	① ② ③ ④

Comm Unity Plus Services	2022 TERMS
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
LEAP: Introduction to Working in Australia	① ② ③ ④

Craigieburn Education and Community Centre	2022 TERMS
Digital Essentials: Level 1	② ③ ④
Digital Essentials: Level 2	③
Communicate Orally Using Simple Sentences	① ② ③
Complete Simple Forms	① ② ③ ④
Count and Use Numbers in Simple Format	① ② ③ ④
Employable Me	② ④
Give and Follow Simple Directions	① ② ③ ④
Participate in Oral Exchanges	① ② ③
Read and Write Simple Text and Phrases	① ② ③ ④
Recognise and Interpret Signs, Symbols, Pictures, Time and Money	① ② ③ ④
Use Simple Metric Weights and Measures	② ③ ④

Hume (Continued)

Dallas Neighbourhood House	2022 TERMS
Digital Essentials: Level 1	① ② ③
Digital Essentials: Level 2	② ③ ④
Adult Literacy: Learning to Read and Write	① ② ③ ④
Basic English	① ② ③ ④
English @ Campbellfield Heights	① ② ③ ④
English Conversation @ St Dominics	② ③ ④
English for Vietnamese	① ② ③ ④
Gardening & Maintenance @ Broadmeadows Valley	① ② ③ ④
Gardening & Maintenance @ Meadows	① ② ③ ④
Intermediate English	① ② ③ ④
Introduction to Hospitality @ Greenvale	① ② ③ ④
Introduction to Hospitality @ Holy Child	① ② ③ ④
Introduction to Hospitality @ Roxburgh Rise	① ② ③ ④
Introduction to Hospitality @ St Dominics	① ② ③ ④
Learn to Sew	① ② ③ ④

Homestead Community & Learning Centre	2022 TERMS
Conversational English for Intermediate Learners	① ② ③ ④
Conversational English for Intermediate Learners (Evening Class)	① ② ③ ④
Early Childhood Education	① ② ③ ④
English for Beginners	① ② ③ ④
English in School Hubs for Parents	① ② ③ ④
Work Ready	② ③
LEAP: Introduction to Horticulture	② ③

Jesuit Community College	2022 TERMS
Be Connected	③
Ready Set Digital Employment	② ③
Ready Set Barista	① ② ③ ④

JobCo Training	2022 TERMS
Get That Job: Employability	① ② ③
The Next Step: Employability	② ③ ④

Macedon Ranges Further Education Centre	2022 TERMS
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
Microsoft Office: An Introduction	② ④
Improve Your English Skills	① ② ③ ④

Meadow Heights Education Centre	2022 TERMS
Australian Citizenship, Rights & Responsibilities	① ② ③ ④
EAL in Schools	① ② ③ ④
Interview Skills	① ② ③ ④
Oral and Written Communication Skills	① ② ③ ④
Parents at School	① ② ③ ④
Sewing for CALD Learners	① ② ③ ④
Volunteering to Employment	① ② ③ ④

Sussex Neighbourhood House	2022 TERMS
EAL at Schools: Foundation English	① ② ③ ④
EAL at Schools: Continuing English	① ② ③ ④

VICSEG New Futures	2022 TERMS
Learning Together	① ② ③ ④
LEAP: All Talk	① ② ③ ④

Nillumbik

Jesuit Community College	2022 TERMS
Ready Set Barista	② ③ ④

Living & Learning Nillumbik	2022 TERMS
Digital Essentials: Level 1	① ③
Digital Essentials: Level 2	② ④
Creative Industries	① ③
Daily Grind	① ③
Introduction to Community Service	②
Introduction to Horticulture	② ④
Tools of the Trade	② ④
Urban Food Gardening	② ④
LEAP: Community Energy	②
LEAP: Introduction to Horticultural Permaculture	②



Whittlesea

Bubup Wilam Aboriginal Child & Family Centre 2022 TERMS		
Introduction to Early Childhood Education & Care	②	④
Introduction to Understanding Aboriginal Perspectives	②	④

Jesuit Community College 2022 TERMS		
Be Connected	②	③
Ready Set Barista	①	② ③ ④
Ready Set Employment	②	④

Lalor Living and Learning Centre 2022 TERMS		
Computers for the Workplace	②	
Digital Essentials: Level 1	①	③
Digital Essentials: Level 2	②	④
Intermediate Computers: Microsoft Office Suite	①	③
Internet for the Workplace	③	
Numeracy for the Workplace	④	
Using Internet Devices	③	
Using Social Media	④	
Welcome to Computers	① ② ③ ④	
Building English Skills for Living & Learning	① ② ③ ④	
Communication for the Workplace	①	
English for Living & Working in Australia	① ② ③ ④	
English for the Workplace	① ② ③ ④	
Get into Grammar	③ ④	
Introduction to Community Leadership	②	
Skills for Work & Study: Early Childhood Education	②	
Spelling Reading & Writing	② ③ ④	

Mill Park Community Services 2022 TERMS		
Digital Skills for Employability	① ② ③ ④	
Introduction to Computers	① ② ③ ④	
Spreadsheet Applications	① ② ③ ④	
Advanced Literacy Program	① ② ③ ④	
Basic Food Preparations Skills	① ② ③ ④	
Basic Machine Skills	① ② ③ ④	
Food Safety Program	① ② ③ ④	
Basic Food Safety	① ② ③ ④	
Basic Literacy	① ② ③ ④	
Introduction to Disability Support Work	① ② ③ ④	
Medical Accounts Course	① ② ③ ④	
Medical Administration Course	① ② ③ ④	
MYOB Accounting Course	① ② ③ ④	

JobCo Training 2022 TERMS	
Pathways to Childcare: Employability	③

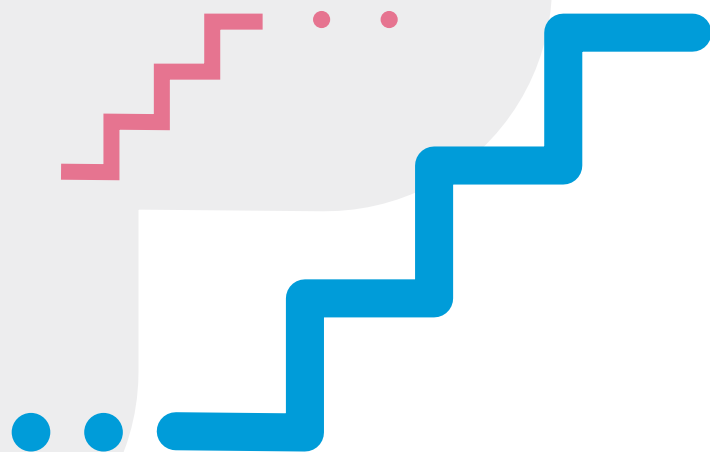
PRACE 2022 TERMS		
Employability Skills: Civil Construction	① ② ③ ④	
English Conversation at Donnybrook	①	③
English Conversation at Mernda Community House	①	③
Introduction to Basic Bookkeeping & MYOB Skills	①	③
Learn English at Thomastown West Community Hub	①	③
Retail Basics	②	④

Westgate Community Initiatives Group 2022 TERMS		
Digital Essentials: Level 1	①	③
English for Work	① ②	
Stepping Forward for Work	② ③	

Whittlesea Community Connections 2022 TERMS		
Computer Basics	①	③
Computer Essentials	②	④
Digital Essentials: Level 1	①	③
Digital Essentials: Level 2	②	④
Beginning with English	①	③
Employable Me	①	③
English for the Workplace	②	④
Essentials for Employment	①	③
Introduction to Community Services	①	③
Introduction to Horticulture	②	④
Moving On	②	④
Pathways to Aged Care	②	④
Ready for Hospitality	②	④
Skills for Work and Study: Community Services	②	④
Skills for Work and Study: Health Services	①	③
LEAP: Barista Course	② ③	
LEAP: Introduction to Conservation	②	

Whittlesea Community House 2022 TERMS		
Smart Devices for Beginners	① ② ③ ④	
Animation 101	② ③	
Catering for Community	①	③
Machining for Beginners	②	
Welding for Beginners	② ③ ④	

CHOOSE THE SKILLS YOU NEED FOR:



Study:

Work:

Life:



Contact your
Learn Local
and learn that
new skill!



Take the next step and contact your Learn Local.

AMES Australia

Level 2, 620 Bourke
Street Melbourne
VIC 3000
Call 132 637
www.ames.net.au

Banksia Gardens Community Services

71-81 Pearcedale
Parade Broadmeadows
VIC 3047
Call (03) 9309 8531
www.banksiagardens.org.au

Brite Institute

1 Belfast St
Broadmeadows VIC 3047
Call (03) 9301 7334
www.brite.org.au

Bubup Wilam Aboriginal Child and Family Centre

76 Main Street
Thomastown VIC 3074
Call (03) 8459 4800
www.bubupwilam.org.au

Comm Unity Plus Services

90 Blair Street
Broadmeadows VIC 3047
Call 1800 266 675
www.comm-unityplus.org.au

Craigieburn Education and Community Centre

20 Selwyn Avenue
Craigieburn VIC 3064
Call (03) 9308 1477
www.craigieburn.org.au

Dallas Neighbourhood House

180-182 Widford Street
Broadmeadows VIC 3047
Call (03) 9302 2131
www.dallasnh.org.au

Homestead Community & Learning Centre

30 Whiltshire Drive
Roxburgh Park 3064
Call (03) 9205 2760
www.hume.vic.gov.au/Residents/Community-Facilities/Community-Centres/Homestead-Community-and-Learning-Centre

Jesuit Community College

1 Langridge Street
Collingwood VIC 3066
Call (03) 9415 8700
www.jesuitcommunitycollege.org.au

JobCo Training

718 Mt Alexander Rd
Moonee Ponds VIC 3039
Call (03) 9326 0322
www.jobco.com.au

Lalor Living and Learning Centre

47A French Street
Lalor VIC 3075
Call (03) 9465 6409
www.lalorllc.vic.edu.au

Macedon Ranges Further Education Centre

12 Hamilton Street
Gisborne VIC 3437
Call (03) 5428 3799
www.mrfec.net.au

Meadow Heights Education Centre

3-13 Hudson Circuit
Meadow Heights
VIC 3048
Call (03) 9301 9200
www.mhec.vic.edu.au

Mill Park Community Services

68 Mill Park Drive
Mill Park VIC 3082
Call (03) 9404 4565
www.millparkcommunityhouse.com

Living & Learning Nillumbik

739 Main Road
Eltham VIC 3095
Call (03) 9433 3744
www.livinglearningnillumbik.vic.gov.au

PRACE

35 Sturdee Street
Reservoir VIC 3073
Call (03) 9462 6077
www.prace.vic.edu.au

Sussex Neighbourhood House

7 Prospect St
Pascoe Vale VIC 3044
Call (03) 9354 2210
www.sussexnh.org.au

VICSEG New Futures

11 Munro Street
Cobourg VIC 3058
Call (03) 9383 2533
www.vicsegnewfutures.org.au

Westgate Community Initiatives Group

4-8 Parker Street,
Footscray VIC 3011
Call (03) 9689 3437
www.wcig.org.au

Whittlesea Community Connections

Shop 111/571-583
High Street
Epping VIC 3076
Call (03) 9401 6666
www.whittleseacommunityconnections.org.au

Whittlesea Community House

92A Church Street
Whittlesea VIC 3757
Call (03) 97163361
www.wchi.com.au