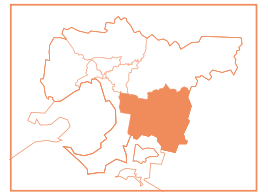


**2022**  
**LEARN**  
**LOCAL**  
**COURSE**  
**GUIDE**

**OUTER SOUTHERN  
MELBOURNE**



Cardinia, Casey &  
Greater Dandenong

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

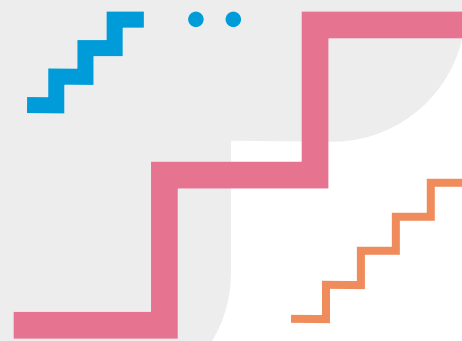


“I joined the Learn Local course to help polish my resume but I got so much more. The class has helped with my public speaking, provided social interaction and introduced me to a broad range of people, all with unique stories. The class is accepting and wheelchair accessible and has helped me with social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

● MARTYN



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



## Cardinia

Access Australia Group	2022 TERMS
Introduction to Digital Literacy	②
Create a Micro Business	① ②
Every Day Words and Numbers	③
Work Skills	①

Bestchance Training	2022 TERMS
Prepare for Employment	① ② ③ ④
Study Skills	① ② ③ ④

Emerald Community House	2022 TERMS
Computers	① ② ③ ④
Adult Literacy for Adults with a Disability	① ② ③ ④
Build Confidence to Return to Employment while doing Ceramics	① ② ③ ④
Developing your Writing Skills	① ② ③ ④
Learn Literacy & Numeracy through Cooking	① ② ③ ④
Permaculture Design Course	② ③
Kickstart Your Career in Community Renewable Energy	① ③

Living & Learning Pakenham	2022 TERMS
Essential Computer Skills for Beginners	① ② ③ ④
Essential iPad Skills for Beginners	① ③
English for Living and Working in Australia: Pre English	① ② ③ ④
English for Living and Working in Australia: Levels 1, 2 & 3	① ② ③ ④
Financial Literacy for Women	① ③
Intermediate English	① ② ③ ④
Introduction to Digital Media	② ④
Introduction to Permaculture	① ② ③ ④
Social Media Marketing	① ③
Canva Basics	① ② ③ ④
Kickstart Your Career in Community Renewable Energy	③

Taskforce Community Agency	2022 TERMS
Introduction to Art Skills	① ② ③ ④
Random Acts of Kindness: Pathways Program	① ② ③ ④

Outlook (Vic)	2022 TERMS
Digital Essentials: Level 1	① ② ③
Digital Essentials: Level 2	② ③ ④
Intermediate iPads	② ④
Intermediate Microsoft Excel	①
Intermediate Microsoft Office	① ② ③
Introduction to Xero	① ② ④
iPads for Beginners	①
A Better You: Job Preparation	② ③ ④
Gaining the Edge: Employability	① ② ③ ④
Gaining the Edge: Resilience	② ③ ④
Introduction to Hospitality	③
Numeracy and Literacy	① ② ③ ④
Real Life Money Skills	① ② ③ ④
Computer Maintenance and Internet Safety	① ③
Effective Customer Service Skills	②
Marketing with Canva: Online Designs	① ③
Skills for Work & Study: Community Services	②

## Casey

Access Australia Group	2022 TERMS
Create a Micro Business	④
Work Skills	③

AMES Australia	2022 TERMS
Be Heard: Youth Community Engagement	① ② ③ ④
English and Learning Skills Program: Community	① ② ③ ④

Cranbourne Community House	2022 TERMS
English as an Additional Language	① ② ③ ④

Endeavour Hills Neighbourhood Centre	2022 TERMS
Computer Fundamentals	① ② ③ ④
Conversational English	① ②
English and Learning Skills Program	① ② ③ ④
English: Technology	① ② ③ ④
Written English	① ② ③ ④



## Casey (Continued)

Foundation Learning Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
Digital Essentials: Level 2	① ② ③ ④
Basic Business Administration Skills	① ② ③ ④
Basic Business Administration Skills: Customer Service	① ② ③ ④
Customer Service: Call Centre Training	① ② ③ ④
Cake Baking and Decorating Skills	① ② ③ ④
Employment and Me: Preparing for Work	②
English Conversation Class	① ② ③ ④
English for Beginners	① ② ③ ④
English for Parents	① ② ③ ④
English for Study	① ② ③ ④
Getting The Hang of It: Re-engage Young People into Education	④
Introduction to Lawn and Garden Care	① ④
Job Ready Skills for Young Adults	① ② ③ ④
Job Ready Skills for Young Adults (All Abilities)	① ② ③ ④
Kickstart Your Career in Manufacturing	① ③
Literacy and Numeracy for Young Adults	① ② ③ ④
Living on My Own: Independent Living Skills	④
Power Up: Prepare for Adult Education	①
Ready for Hospitality	②
Workplace Preparation Skills	① ② ③ ④

Hallam Community Learning Centre	2022 TERMS
Introduction to Computers: Level 1 & 2	① ② ③ ④
Practical Computer Skills for Work & Study	② ③
Bookkeeping & Finance	② ④
Customer Service Skills	③
Customer Service: Call Centre Training	① ② ③ ④
Introduction to MYOB	② ④
Learn English: Level 1 & 2	① ② ③ ④
Skills for Work & Study: Factory Work (Warehousing and Distribution)	②

Jesuit Community College	2022 TERMS
Be Connected: Digital Skills for Learning	② ③
Ready Set Digital Employment	③ ④
Ready Set Barista Training	① ② ③ ④
Ready Set Employment	② ③

Outlook (Vic)	2022 TERMS
A Better You: Job Preparation	① ③
Gaining the Edge: Employability	② ④
Preparing for Your Driving Test	② ④
Effective Customer Service Skills	② ④

Hampton Park Community House	2022 TERMS
Flexible Computers	① ② ③ ④
Literacy & Numeracy for Adults with Dyslexia & Dyscalculia	① ② ③ ④
Afghani Women's Literacy	① ② ③ ④
Dollars & Sense: Financial Literacy Program	① ② ③ ④
English For Life	① ② ③ ④
Introduction to Community Services	① ② ③ ④
Introduction to Customer Service	② ③ ④
Introduction to Health Services	① ② ③ ④
Work Ready: Employability Skills Training	① ② ③ ④
Introduction to Small Business: You're the Boss	① ② ③ ④

Merinda Park Learning and Community Centre	2022 TERMS
Introduction to Computers	① ② ③ ④
Introduction to Excel	① ② ③ ④
Introduction to Zoom	① ② ③ ④
Microsoft Word	① ② ③ ④
MYOB	① ② ③ ④
Conversational English	① ② ③ ④
Introduction to Nursing Pathway to TAFE Course	② ④
How to Write a Resume and Respond to Selection Criteria	② ③
Nouns, Verbs and Homonyms	② ④

Springvale Learning and Activities Centre	2022 TERMS
Digital Essentials: Level 1	① ② ③ ④
English for Citizenship: Level 1 & 2	① ② ③ ④
Learning About Traditions & Values of Australia	① ② ③ ④
Learn, Live and Work in Australia	① ② ③ ④

Southern Migrant and Refugee Centre	2022 TERMS
Business Start Up	① ② ③ ④

Taskforce Community Agency	2022 TERMS
English as a Second Language	① ② ③ ④
Work Readiness: Youth	① ② ③ ④

Wellsprings for Women	2022 TERMS
Introduction to Working with People with Disabilities	③
English as a Second Language: Level 1 & 2	① ② ③ ④
English for Citizenship	② ④

# Greater Dandenong

AMES Australia	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
English and Learning Skills Program: Preparation for Accredited Training	① ② ③ ④
English and Learning Skills Program	① ② ③ ④
We Are All Customers: Customer Service Training	① ②

Australian Croatian Community Services	2022 TERMS
Digital Essentials: Level 1	① ②
Digital Essentials: Level 2	③ ④
Work Systems and Communication	① ② ③ ④

Australian Vietnamese Women's Association Inc.	2022 TERMS
English For Work	③
Introduction to Aged Care	②

Concern Australia Welfare	2022 TERMS
Introduction to Online Learning	① ② ③ ④
Hand Brake Turn: Pre-Vocational Automotive	① ② ③ ④

Dandenong Community & Learning Centre	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
Employment Skills	① ② ③ ④
English as a Second Language: Level 1 & 2	① ② ③ ④
Advanced Literacy	① ② ③ ④
Barista Skills	① ② ③ ④
Construction and Woodwork Skills	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Woodworking Skills for Women	① ② ③ ④
Skills for Work & Study: Aged Care	②

Jesuit Community College	2022 TERMS
Be Connected: Digital Skills for Learning	② ③
Community Leadership and Development	② ④
Money for Life: Financial Literacy	① ② ③ ④
Ready Set Barista	① ② ③ ④
The Garden Pathway: Vocational	① ② ③

Noble Park Community Centre	2022 TERMS
Skills for Work & Study: Aged Care	②
Skills for Work & Study: Health Services	②

Southern Migrant and Refugee Centre	2022 TERMS
Administration Skills for Bi-Cultural Workers	① ② ③ ④
Fitting into Work: Employment Program	① ② ③ ④
Introduction to Bi-Cultural Language Work	① ② ③ ④

Keysborough Learning Centre	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
Digital Skills for Employability: Office Skills	① ② ③ ④
Kickstart Your Career in Customer Service	① ② ③ ④
Work Ready: Job Preparation	① ② ③ ④
English Communication	① ② ③ ④
English Beginners	① ② ③ ④
English Post-Beginners	① ② ③ ④
English Intermediate	① ② ③ ④
Essential Skills for Aged Care	① ② ③ ④
Essential Skills for Cleaning	③
Essential Skills for Factory Work	① ② ③ ④
Introduction to Cleaning Premises & Equipment	② ④
Kickstart Your Career in Disability	② ③ ④
Skills for Work & Study: Aged Care	②
Skills for Work & Study: Factory Work (Warehousing and Distribution)	②

Springvale Indo-Chinese Mutual Assistance Association	2022 TERMS
English: Bi-Lingual Support: Beginners	① ② ③ ④
English: Bi-Lingual Support: Beginners/Next Step	① ② ③ ④
English as a Second Language: Post Beginners	① ② ③ ④
English as a Second Language: Post Beginners/Next Step	① ② ③ ④
English Conversation: Intermediate/Next Step	① ② ③ ④
English as a Second Language: Intermediate/Advanced	① ② ③ ④

Springvale Learning and Activities Centre	2022 TERMS
Digital Essentials: Level 1	① ②
Digital Essentials: Level 2	③ ④
Digital Interview Skills	② ③ ④
English for Citizenship Test Preparation: Level 1	① ② ③ ④
English for Citizenship: Level 2	① ② ③ ④
English for Customer Service Work	③ ④
English for Health	① ② ③ ④
English for Independence	① ② ③ ④
English for Safe Work	② ③
Everyday English: Level 1 & 2	① ② ③ ④
Functional English: Level 1 & 2	① ② ③ ④
Learning About the Traditions and Values of Australia	① ② ③ ④
Learn, Live and Work in Australia	① ② ③ ④
Pathways to Literacy	① ② ③ ④
Social Enterprise Work Readiness	① ② ③ ④

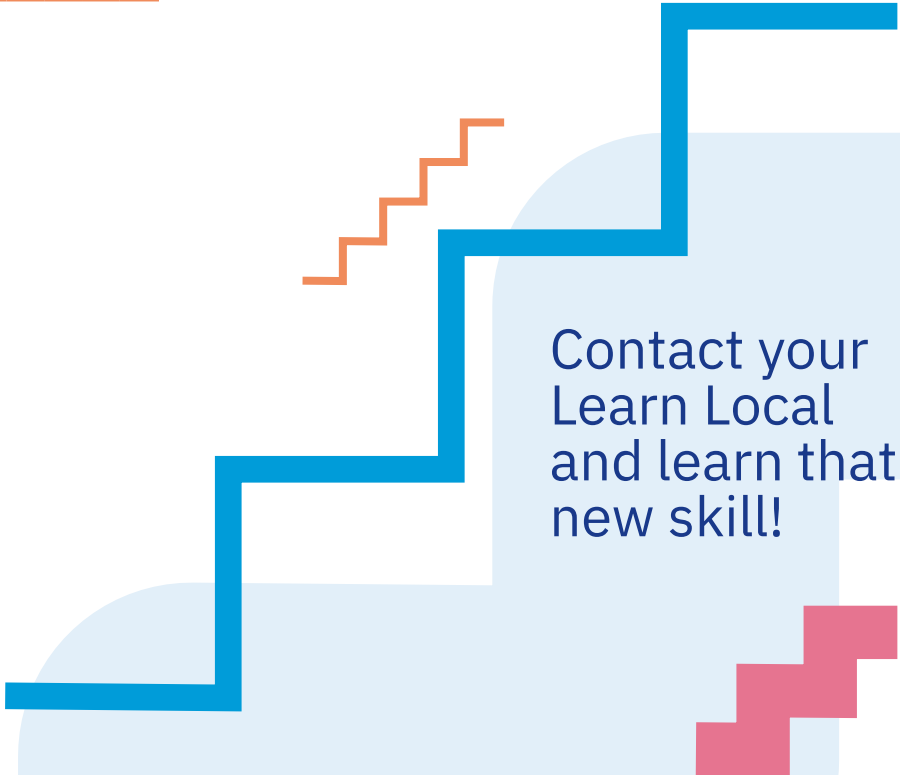
## Greater Dandenong (Continued)

Springvale Neighbourhood House	2022 TERMS
Advanced Office Computer Skills	① ② ③ ④
Advanced Office Skills: eLearning	① ② ③ ④
Digital Essentials: Level 1 & 2	① ② ③ ④
Learn Computers for Study, Work & Life: Beginner Level: Microsoft Word	① ② ③ ④
Learn Computers for Study, Work & Life: Beginner Level: eLearning	① ② ③ ④
Learn Computers for Study, Work & Life: Beginner Level: Microsoft Excel	① ② ③ ④
English for Study, Work & Life: Level 1 & 2	① ② ③ ④
Kickstart Your Customer Service Skills	① ② ③ ④
Learn English for Study, Work & Life: Beginner	① ② ③ ④
Learn English for Study, Work & Life: Post-Beginner	① ② ③ ④
Learn Sewing Skills for Work & Life	① ② ③ ④
Parental Literacy for Study, Work & Life	① ② ③ ④
Skills for Work & Study: Health Services	① ② ③ ④
Skills for Work & Study: Factory Warehousing & Distribution	① ② ③ ④
Skills for Work & Study: Early Childhood Education & Care	① ② ③ ④
Be Work Ready in 8 Weeks	① ② ③ ④
Learning Online Skills for Study, Work & Life	① ② ③ ④

Taskforce Community Agency	2022 TERMS
Skills for Work & Study: Warehousing	③ ④

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

Wellsprings for Women	2022 TERMS
English as a Second Language: Level 1–3	① ② ③ ④
English for Citizenship	① ② ③ ④
Digital Essentials: Level 1 & 2	① ② ③ ④
English Conversation: Initial & Advanced	① ② ③ ④
English for Sewing	① ② ③ ④
Composite Language, Literacy & Numeracy: Saturday Morning School	① ② ③ ④
Introduction to Working in the Hospitality Industry	②
Introduction to Working in the Cleaning Industry	①
Introduction to Working in the Forestry Industry	③
Financial Literacy & Wellbeing	④
Introduction to Community Services	①
Building Up Skills & Confidence for Online Study	① ② ③ ④
Introduction to Working with Apps	① ② ③ ④
Improving Your English: Understanding Covid-19	① ②
Skills for Work & Study: Aged Care	②
Skills for Work & Study: Early Childhood Education	④



Contact your  
Learn Local  
and learn that  
new skill!

# Take the next step and contact your Learn Local.

## Access

### Australia Group

Suite 201, Level 2/66  
Victor Crescent  
Narre Warren VIC 3806  
Call (03) 8769 5667  
[www.aag.org.au](http://www.aag.org.au)

### AMES Australia

—  
280 Thomas Street  
Dandenong VIC 3175  
—  
122-126 Springvale Road  
Springvale VIC 3171  
—  
60 Douglas Street  
Noble Park VIC 3174  
—  
Call 13 26 37  
[www.ames.net.au/locations](http://www.ames.net.au/locations)

### Australian Croatian Community Services

Suite 3/57 Robinson St  
Dandenong VIC 3175  
Call 1800 953 963  
[www.accs.asn.au](http://www.accs.asn.au)

### Australian Vietnamese Women's Association

19/134 Springvale Rd  
Springvale VIC 3171  
Call (03) 9546 2699  
[www.avwa.org.au/en](http://www.avwa.org.au/en)

### Best Chance

Ground Floor 48 John St  
Pakenham VIC 3805  
Call (03) 9132 6000  
[www.bestchance.org.au](http://www.bestchance.org.au)

### Concern Australia

27 Station Street  
Dandenong VIC 3175  
Call (03) 9793 1466  
[www.concernaustralia.org.au](http://www.concernaustralia.org.au)

### Cranbourne Community House

49 Valepark Crescent  
Cranbourne VIC 3197  
Call (03) 5996 2941  
[www.cranbournecommunityhouse.com](http://www.cranbournecommunityhouse.com)

### Dandenong Community & Learning Centre

34 King Street  
Dandenong VIC 3175  
Call (03) 9792 5298  
[www.dandenongclc.org.au](http://www.dandenongclc.org.au)

### Doveton Neighbourhood Learning Centre

34 Oak Avenue  
Doveton VIC 3177  
Call (03) 9791 1449  
[www.dovetonnlc.net.au](http://www.dovetonnlc.net.au)

### Emerald Community House

356-358 Belgrave-  
Gembrook Road  
Emerald VIC 3782  
Call (03) 5968 3881  
[www.emeraldcommunityhouse.org.au](http://www.emeraldcommunityhouse.org.au)

### Endeavour Hills Neighbourhood Centre

10 Raymond Blvd  
Endeavour Hills VIC 3802  
Call (03) 9700 3789  
[www.ehillsnc.org.au](http://www.ehillsnc.org.au)

### Foundation Learning Centre

1 Malcolm Court  
Narre Warren VIC 3805  
Call (03) 9704 7388  
[www.foundation.vic.edu.au](http://www.foundation.vic.edu.au)

### Hallam Community Learning Centre

56 Kays Avenue  
Hallam VIC 3803  
Call (03) 9703 1688  
[www.hallamclc.com.au](http://www.hallamclc.com.au)

### Hampton Park Community House

16-20 Stuart Ave  
Hampton Park VIC 3976  
Call (03) 8768 8342  
[www.hamptonparkch.com.au](http://www.hamptonparkch.com.au)

### Jesuit Community College

—  
1 Magid Drive  
Narre Warren VIC 3805  
—  
54 McCrae Street  
Dandenong VIC 3175  
—  
Call (03) 9415 8700  
[www.jss.org.au](http://www.jss.org.au)

### Keysborough Learning Centre

402 Corrigan Road  
Keysborough VIC 3173  
Call (03) 9798 7005  
[www.klckkeys.com.au](http://www.klckkeys.com.au)

### Living & Learning

6b Henry Street  
Pakenham VIC 3810  
Call (03) 5941 2389

### Merinda Park Learning & Community Centre

141-147 Endeavour  
Drive Cranbourne North  
VIC 3977  
Call (03) 5996 9056  
[www.merindapark.com.au](http://www.merindapark.com.au)

### Noble Park Community Centre

Ross Reserve 9  
Memorial Drive  
Noble Park VIC 3174  
Call (03) 9547 5801  
[www.nobleparkcommunitycentre.org.au](http://www.nobleparkcommunitycentre.org.au)

### Outlook (Vic)

24 Toomuc Valley Road  
Pakenham VIC 3810  
Call (03) 5940 4728  
[www.outlookaust.org.au](http://www.outlookaust.org.au)

### Southern Migrant and Refugee Centre

39 Clow Street  
Dandenong VIC 3175  
Call (03) 9767 1900  
[www.smrc.org.au](http://www.smrc.org.au)

### Springvale Indo- Chinese Mutual Assistance Assoc.

11-13 Morwell Parade  
Springvale VIC 3171  
Call (03) 9547 6161  
[www.sicmaa.com](http://www.sicmaa.com)

### Springvale Learning and Activities Centre

1 Osborne Avenue  
Springvale VIC 3171  
Call (03) 9547 2647  
[www.springvalelac.org.au](http://www.springvalelac.org.au)

### Springvale Neighbourhood House

1 Lightwood Road  
Springvale VIC 3171  
Call (03) 9574 6399  
[www.snh.org.au](http://www.snh.org.au)

### Taskforce

421-423 South Road  
Moorabbin VIC 3204  
Call (03) 9532 0811  
[www.taskforce.org.au](http://www.taskforce.org.au)

### Uniting Vic & Tas

7/280 Thomas Street  
Dandenong VIC 3175  
Call 1300 090 989  
[www.unitingvictas.org.au](http://www.unitingvictas.org.au)

### Wellsprings For Women

79 Langhorne Street  
Dandenong VIC 3175  
Call (03) 9701 3740  
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