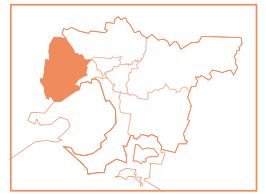


2022
LEARN
LOCAL
COURSE
GUIDE

**OUTER WESTERN
MELBOURNE**



Brimbank, Melton
& Wyndham

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.



Brimbank

AMES Australia	2022 TERMS
English and Learning Skills	① ② ③ ④

Australian Multicultural Community Services	2022 TERMS
Digital Essentials: Level 1 & 2	② ③ ④
Careers in Aged Care	② ③ ④
Introduction to MYOB Software	② ③
Multicultural Leadership	② ④
Navigating MS Office	① ③ ④
Skills for Work & Study: Community Services	② ③
Employment Pathways	② ③

Australian Vietnamese Women's Association	2022 TERMS
English For Daily Activities	① ③
English For Work	② ④
Introduction to Aged Care	① ③
Introduction to Childcare	③
Job Search: Resume Building and Interview Preparation	④
Produce Simple Word Processed Documents	② ④
Use Internet and Email	② ④

Djerriwarrh Employment & Education Services	2022 TERMS
Introduction to Commercial Cleaning	① ③
Introduction To Health Services	② ④

Duke Street Community House	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
Conversational English	① ② ③ ④
English for Work and Life	① ② ③ ④
Film Making Foundations	① ② ③ ④
Introduction to Gardening	① ② ③ ④
Literacy for All Abilities	① ② ③ ④
Reading and Writing	① ② ③ ④
Settlement English	① ② ③ ④
Visual Arts Basics	① ② ③ ④
Zero Waste Sustainable Food Systems	① ② ③ ④
Introduction to MyGov	① ② ③ ④
Job Ready Skills	① ② ③ ④

Migrant Resource Centre NW Region	2022 TERMS
Digital Skills for Employability	① ② ③ ④
Literacy and Numeracy	① ② ③ ④

Brimbank (Continued)

Comm Unity Plus Services	2022 TERMS
Basic Computer Skills	① ② ③ ④
Digital Essentials: Level 1 & 2	① ② ③ ④
Microsoft Office: Intermediate	① ② ③
Microsoft Office: Introduction	① ② ③
Advance Your Career	③ ④
Apply for Employment	② ④
Balance Career and Caring	③ ④
Conversational English: Advanced	② ③ ④
Conversational English: Intermediate	① ② ③ ④
Conversational English: Introduction	① ② ③ ④
Develop Your Career	① ③
e-Learning English	① ②
Introduction to General Office Administration	②
Learn Basic Legal Rights	② ③ ④
Prepare for a Cleaning Career	① ②
Prepare for Interviews	② ④
Stay Safe Online	③ ④
Transition to Employment	② ④
Workplace Safety	② ③ ④
Introduction to Working in Australia	① ② ③ ④

Jesuit Community College	2022 TERMS
Ready Set Digital Employment	③ ④
Language for Life	① ② ③ ④
Ready Set Barista	① ② ③
Ready Set Employment	② ④

Westgate Community Initiatives Group	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
English for Work	② ④
General Pre-Accredited Employability	① ③
Introduction to Retail	② ③
MyGov	① ③

YouthNow	2022 TERMS
BizE: Digital Literacy Orientation	① ② ③ ④
BizE :Digital Literacy Transition	② ③ ④
Pass IT On: Level 1, 2 & 3	① ② ③ ④
Alumni	① ② ③ ④
Barz and Beats	① ② ③ ④
BizE: Career Exploration Orientation	① ② ③ ④
BizE: Career Exploration Transition	① ② ③ ④
BizE: Civics	① ② ③ ④
BizE: Customer Service Orientation	① ② ③ ④
BizE: Customer Service Transition	① ② ③ ④
BizE: Employability Skills Orientation	① ② ③ ④
BizE: Industry Exploration	① ② ③ ④
BizE: Work Futures Transition	① ② ③ ④
BizE: Workplace Numeracy Orientation	① ② ③ ④
BizE: Workplace Literacy Orientation	① ② ③ ④
BizE: Workplace Literacy Transition	① ② ③ ④
Create Collaborate Communicate Film	① ② ③ ④
Engaging Community Leaders	① ② ③ ④
Futures in STEM	① ② ③ ④
Global Warehousing	① ② ③ ④
Hang Out Wednesday	① ② ③ ④
Helpdesk	① ② ③ ④
Innovation Project	① ② ③ ④
Jobs Club Suite	① ② ③ ④
Just Resumes	① ② ③ ④
Licenses for Work	① ② ③ ④
Language, Literacy & Numeracy for Vocational Pathways	① ② ③ ④
My Business	① ② ③ ④
Not Sure Yet	① ② ③ ④
PEEP (Peers Early Education Partnership): Learn Together Program 1 & 2	① ② ③ ④
Presenting for Interviews: Meet the Employer	① ② ③ ④
You and Me	① ② ③ ④

Wyndham

AMES Australia	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
English and Learning Skills	① ② ③ ④
Pronunciation and Conversation: Beginners	① ② ③ ④
Pronunciation for Professionals: Level 2	① ② ③ ④
Digital Literacy for Post-Beginners	① ② ③ ④

Child & Family Care Network	2022 TERMS
Prepare for Employment	① ② ③ ④

genU	2022 TERMS
Digital Literacy	① ② ③ ④
Intermediate Computer Skills for Work	① ② ③ ④
I Have Confidence in Me	① ② ③ ④
Ready Set Work	① ② ③ ④

Inner Melbourne VET Cluster	2022 TERMS
Career Planning MAP	④
Making Alternatives Possible MAP	④

Jesuit Community College	2022 TERMS
Introduction to Animal Care	②
Ready Set Barista	② ④

MiCare	2022 TERMS
Multicultural Learning Group ESL	① ② ③ ④
Skills for the Workforce	② ③ ④

Quantin Binnah Community Centre	2022 TERMS
Get Ready: Skills for Work & Study	①
Introduction to English for Beginners	③

Westgate Community Initiatives Group	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
Financial Literacy	② ④
Kick Start Your Life Employability	② ③
Speaking Skilfully to Gain Employment	① ③

Wyndham Community & Education Centre	2022 TERMS
Computer Skills: Advanced	① ② ③ ④
Computer Skills: First Steps	① ② ③ ④
Computer Skills: Mobile Devices	① ② ③ ④
Computer Skills: Next Steps	① ② ④
Excel: Advanced	① ② ③ ④
Excel: Intermediate	② ④
Introduction to Excel	① ② ③ ④
All Sewn Up	① ② ③ ④
Better Reading and Writing	① ② ③ ④
Conversation Skills	① ② ③ ④
Garment and Pattern Alterations	③ ④
Introduction to Hospitality	① ②
Living and Working in Australia	③ ④
Manual Bookkeeping	① ② ③ ④
MYOB	① ② ③ ④
Next Stitch	① ② ③ ④
Skills for Work & Study: Building & Construction	② ③
Skills for Work & Study: Early Childhood Education	① ③
Skills for Work & Study: Food Processing	② ④
So and Sew	① ② ③ ④
Study Support VCAL	① ② ③ ④
Support Class: Early Childhood Education and Care	① ② ③ ④
Webpage Design	① ② ③ ④

YouthNow	2022 TERMS
Alumni	① ② ③ ④
BizE: Industry Exploration	① ② ③ ④
Helpdesk	① ② ③ ④
Jobs Club Suite	① ② ③ ④



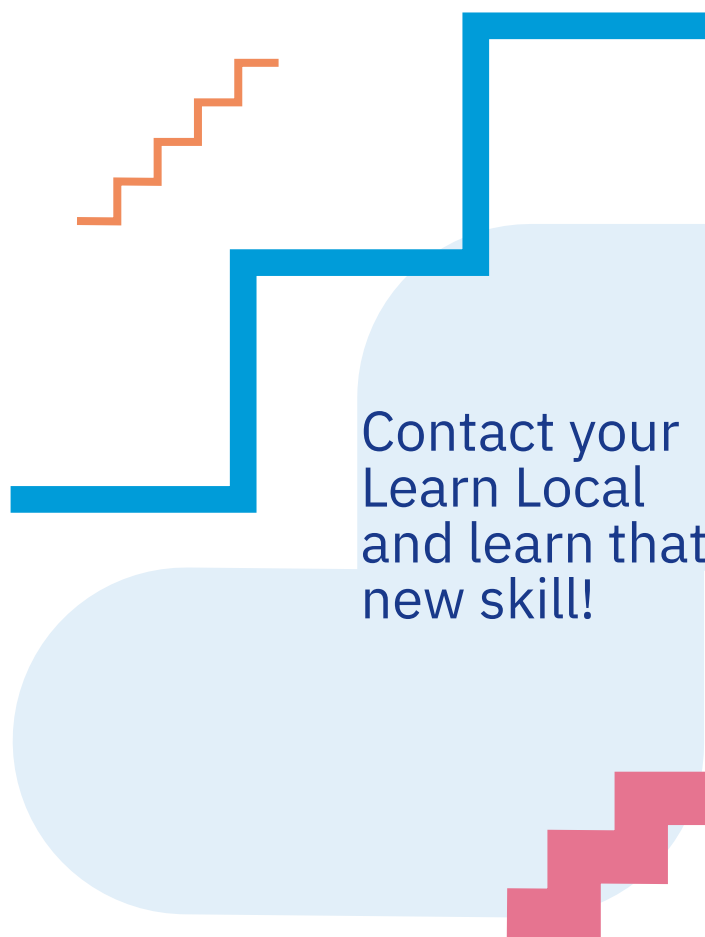
Melton

Melton South Community Centre	2022 TERMS
Digital Literacy Absolute Beginners	① ② ③ ④
Build Your Own Website	① ③
Editing Images	① ③
Email Internet & Social Communications	① ③
How to be a Youtuber	① ③
Start Your Business Online	① ② ③ ④
Introduction to Beauty	① ② ③ ④
Introduction to Floristry	① ② ③ ④
Introduction to Hairdressing	① ③
Introduction to Pastry	① ③
Introduction to Sewing	① ② ③ ④
Manual Bookkeeping	① ② ③ ④
Microsoft Office	① ② ③ ④
Microsoft Office Excel	① ② ③ ④
Microsoft Office Word	① ② ③ ④
MYOB V19 including Payroll	① ② ③ ④
Sewing: Advanced	① ② ③ ④
Sewing: Intermediate	① ② ③ ④
Wonder Woman Program	① ③

Westgate Community Initiatives Group	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
English for Work	③ ④
General Pre-Accredited Employability	② ④
General Pre-Accredited Financial Literacy	② ④
Introduction to Retail	②
Work Readiness	② ③
My Gov	② ③
Speaking Skilfully to Gain Employment	①

YouthNow	2022 TERMS
Alumni	① ② ③ ④
Helpdesk	① ② ③ ④
Job Club Suite	① ② ③ ④

Djerriwarrh Employment & Education Services	2022 TERMS
Advanced Skills in Computers	④
Bits and Bytes	③
Digital Essentials: Level 1 & 2	① ②
Academic Support	② ④
Career Development	① ② ③ ④
Conversational English	① ② ③ ④
English for Everyone	① ② ③ ④
English for Life Skills	① ② ③ ④
Fast Track Your Career in Community Services	② ④
Financial Training For Women	② ③ ④
Introduction to Cafe Skills	① ② ③ ④
Introduction to Commercial Cleaning	②
Introduction to Community Services	① ③
Skills for Work in Office Administration	② ④
Small Business Startup	① ② ③ ④



Take the next step and contact your Learn Local.

AMES Australia

—
16 Victoria Square St
Albans VIC 3021

—
L2, 75-79 Watton St
Werribee VIC 3030

—
Suites 3-5-8,
3 Alexandra Street
Melton VIC 3337

—
Call 132 637
www.ames.net.au

Australian Multicultural Community Services

Suite 111/44-56
Hamstead Road
Maidstone VIC 3012
Call (03) 9689 9170
www.amcservices.org.au

Australian Vietnamese Women's Association

Unit 7/6-12 South Road
Braybrook VIC 3019
Call (03) 9396 1922
www.avwa.org.au/en

Child & Family Care Network

49 Mainview Boulevard
Truganina VIC 3029
Call 1300 224 644
www.bestchance.org.au/about-us

Comm Unity Plus Services

Level 1/358 Main Road
West St Albans VIC 3021
Call 1800 266 675
www.comm-unityplus.org.au

Djerriwarrh Community and Education Services

239 Station Road
Melton VIC 3337
Call (03) 8746 1000
djerriwarrh.org.au

Duke Street Community House

27 Duke Street
Sunshine VIC 3020
Call (03) 9311 9973
www.dscho.org.au

genU

40 Synott Street
Werribee VIC 3030
Call (03) 9974 9600
www.genutraining.org.au

Inner Melbourne VET Cluster

20 Market Street South
Melbourne VIC 3205
Call (03) 9686 2354
imvc.com.au

Jesuit Community College

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

Melton South Community Centre

41 Exford Road Melton
South VIC 3338
Call (03) 9747 8576
www.meltonsouth.org.au

MiCare

20A Pickett Street,
Footscray VIC 3011
Call (03) 9687 4500
www.micare.com.au

Migrant Resource Centre North West Region

20 Victoria Crescent
St Albans VIC 3021
Call (03) 9367 6044
www.mrcnorthwest.org.au

Quantin Binnah Community Centre

61 Thames Boulevard
Werribee VIC 3030
Call (03) 9742 5040
www.qbcc.org.au

Westgate Community Initiatives Group

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

Wyndham Community & Education Centre

20 Synnot Street
Werribee VIC 3030
Call (03) 9742 4013
www.wyndhamcec.org.au

YouthNow

80B Harvester Road
Sunshine VIC 3020
Call (03) 8311 5800
www.youthnow.org.au