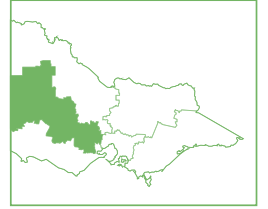


2022
LEARN
LOCAL
COURSE
GUIDE

GRAMPIANS



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



Ararat

Ararat Neighbourhood House	2022 TERMS
iPad for Beginners	② ④
Computer Studies	① ② ③ ④

Bacchus Marsh

Laurels Education and Training	2022 TERMS
Computer Next Steps	① ② ③ ④
Digital Essentials: Part 1	② ④
Digital Essentials: Part 2	② ③
Introduction to Computers	① ② ③ ④
Basic English, Literacy and Numeracy Skills	① ② ③ ④
Basic Office and Administration	② ④
Hospitality Skills for Work	② ④
Kickstart Your Career	① ② ③ ④
Retail Skills for Work	② ④
First Aid for New Parents	② ③ ④
LEAP: Resumes	① ② ③ ④
Learn to Use Your Mobile Device	① ② ③ ④
Return to Study	① ② ③ ④

Ballan

Ballan & District Community House	2022 TERMS
Essential Catering Basics	① ③
Foundations & Language of Visual Art	① ② ③ ④
Volunteer Skills Training: Administration	① ② ③ ④
Volunteer Skills Training: General (Retail)	① ② ③ ④

Beaufort

Beaufort Community House & Learning Centre	2022 TERMS
Digital Skills for Employability: Central Curriculum	① ② ③ ④
MS Office Computer Course	① ② ③ ④
Changing that Space: Interior Design	① ② ③ ④
Introduction to Chainsaw Operation	② ③
Introduction to Hairdressing	① ② ③ ④

Beulah

Beulah Historical Learning & Progress Association	2022 TERMS
Barista and Hospitality Skills	① ② ③ ④

Ballarat

Ballarat Neighbourhood Centre	2022 TERMS
Basic Computers & Beyond	① ② ③ ④
Basic Computers in a Digital Age	① ③
Intermediate Computers	① ② ③ ④
Multimedia: Advanced & Beginners	① ② ③ ④
Baking with Language	② ④
Become Work Ready	② ③ ④
Business Administration Skills	② ④
Commercial Kitchen Skills	① ② ③ ④
Cooking Up Jobs	① ② ③ ④
English as a Second Language: Level 1 & 2	① ② ③ ④
Gateway to Hospitality	① ② ③ ④
Knitting for Beginners	① ② ③ ④
Literacy Through Community Gardening	① ④
Making a Change	① ② ③ ④
Making a Plan	② ④
MYOB: Beginners	① ③
MYOB: Intermediate	② ④
Practical Literacy & Numeracy	① ② ③ ④
Prepare for IELTS	① ② ④
Prepare for Study Skills	② ④
Read, Write Now	② ④
Sewing: Beginners & Intermediate	① ② ③ ④
Work Ready Youth	① ② ③ ④
Writing Community Newsletters	② ④
Xero	① ② ③ ④
Become a Barista	① ② ③ ④
Customer Service Skills	② ④
Find a Job: Aged Care	②
Find a Job: Cleaning	③
Find a Job: Hospitality	②
Find a Job: Retail	③
Find a Job: Trades	③
Introduction to the Internet	① ③
One Life, Many Careers	② ④
Online Learning Support	② ④
Prepare Food Safely	② ④
Volunteer Induction	① ② ③ ④

Ballarat Group Training	2022 TERMS
Prepare to Drive	① ② ③
Prepare to Work	① ② ③

Ballarat (Continued)

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

Wendouree Neighbourhood Centre	2022 TERMS
Beginners Computers	① ③
Beyond the Basics	① ③
MS Excel	① ②
MS Word	② ③
Cafe Skills	② ③
Community Gardening	① ③
Cooking Basics	① ③
Cooking for Community	① ③
Employable Me	② ④
Getting Your L's	① ② ③ ④
Improve your Maths	① ②
Live, Learn, Connect	② ④
Office Skills	② ③
Opportunities Outdoors	① ②
Passport to the Workforce	① ②
Reading And Writing	① ② ③ ④
Start a Micro Business	② ④
Unlock Your Creative Skills	① ③
Woodworking Opportunities	① ② ③ ④
Woodworking Skills	① ③
LEAP: Business Skills	① ② ③ ④
LEAP: Learn How to Engage in Training	① ② ③ ④
LEAP: Gaining Confidence and Having Fun	① ② ③ ④

Daylesford

Daylesford Neighbourhood Centre	2022 TERMS
Get Connected	② ③
Introduction to Aromatherapy	④
Introduction to Auslan	②
Introduction to Floristry	② ④
Introduction to Reflexology	④
Introduction to Spa Industry	③
Introduction to Textile Design	①

Horsham

Ballarat Neighbourhood Centre	2022 TERMS
Making a Change	① ③

Centre for Participation	2022 TERMS
Computer Program	① ② ③ ④
Creating a Micro Business	① ②
Business Administration	① ② ③ ④
Conversational English	① ② ③ ④
Customer service	① ② ③ ④
English Language: Beginners & Intermediate	① ② ③ ④
English Language: Citizenship	① ② ③ ④
English Language: Karen	① ② ③ ④
Foundation Skills	① ② ③ ④
Increasing Women's Options	① ② ③ ④
Literacy & Numeracy for People with Disabilities	① ② ③ ④
Preparation for Education	① ② ③ ④
Skills for Work and Study: Community Services	① ②
Sustainable Gardening	① ②
Workforce Hospitality Pathway Program	① ② ③ ④
LEAP: Excel for Employment	① ② ③ ④
LEAP: Hospitality Skills	① ② ③ ④
LEAP: Reskill into Administration Employment	② ④

Horsham Neighbourhood House	2022 TERMS
Independent Pathways & Life Skills: What's Cooking	① ② ③ ④
Independent Pathways & Life Skills: Looking After Yourself	① ② ③ ④
Independent Pathways & Life Skills: Getting Independent	① ② ③ ④

Haddon

Haddon Community Learning Centre	2022 TERMS
Digital Essentials: Level 1	①
Digital Essentials: Level 2	②
Independent Pathways & Life Skills	① ②
Introduction to Kitchen and Cooking Skills	①
Introduction to Laboratory Techniques	① ③
Introduction to Land Management & Fungi Ecology	① ③
Introduction to Natural Environmental Studies	② ③
Introduction to Recycling and Biofabrication	① ③

Kaniva

LINK Neighbourhood House	2022 TERMS
Introduction to Basis Computer Skills	① ② ③ ④
Computer Skills	① ② ③ ④
West Wimmera Women in Agriculture	① ② ③ ④

Nhill

Nhill Neighbourhood House	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
Digital Skills for Employability	① ② ③ ④
Conversational English	① ② ③ ④
English as an Additional Language	① ② ③ ④
English for Citizenship	① ②
Introduction to Retail	① ② ③ ④
Introduction to Textiles	① ② ③ ④
Share Learn Grow: Life Skills	① ② ③ ④
Study Support	① ② ③ ④
Textiles: The Next Step	① ② ③ ④
Working with Wildflowers	① ② ③ ④
Workplace Literacy & Numeracy	① ② ③ ④
LEAP: Taster to Training	① ② ③ ④

St Arnaud

St Arnaud Neighbourhood House	2022 TERMS
Skills for Life	① ② ③ ④
Introduction to the Internet	③

Stawell

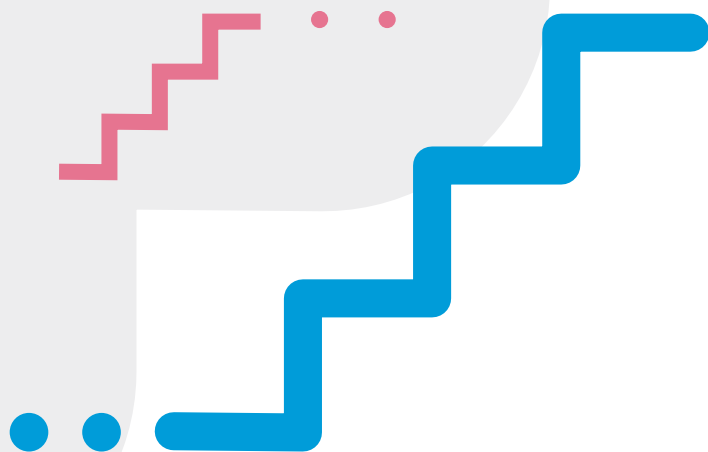
Ballarat Neighbourhood Centre	2022 TERMS
Making a Change	③

Stawell Neighbourhood House	2022 TERMS
Basic Bookkeeping Skills	③
Windows 10 Computer Skills	②
Advance Your Reading, Writing & Number Skills	②
Introduction to Hospitality	②

Warracknabeal

Warracknabeal Neighbourhood House & Learning Centre	2022 TERMS
Digital Essentials: Level 1 & 2	① ② ③ ④
Skills for Work and Study: Food Processing	① ② ③ ④
iPals	① ② ③ ④

CHOOSE THE SKILLS YOU NEED FOR:



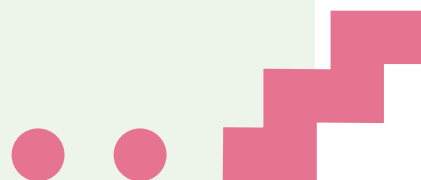
Study:

Work:

Life:



Contact your
Learn Local
and learn that
new skill!



Take the next step and contact your Learn Local.

Ararat Neighbourhood House

56 Campbell Street
Ararat VIC 3377
Call (03) 5352 1551
aratneighbourhoodhouse.com.au

Ballan & District Community House

143 Inglis Street
Ballan VIC 3342
Call (03) 5368 1934
www.ballancommunityhouse.com.au

Ballarat Group Training

25-39 Barkly Street
Ballarat VIC 3350
Call (03) 5333 1707
www.bgt.org.au

Ballarat Neighbourhood Centre

11 Tuppen Drive
Sebastopol VIC 3356
Call (03) 5329 3273
www.ballaratnc.org.au

Beaufort Community House & Learning Centre

72 Neill Street
Beaufort VIC 3373
Call (03) 5349 1184
www.bchlc.org

Beulah Historical Learning & Progress Association

77 Phillips Street
Beulah VIC 3395
Call (03) 5390 2200

Centre for Participation

39 Urquhart Street
Horsham VIC 3400
Call (03) 5382 5607
centreforparticipation.org.au

Daylesford Neighbourhood Centre

13 Camp Street
Daylesford VIC 3460
Call (03) 5348 3569
dncentre.org.au

Djerriwarrh Community and Education Services

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

genU

118-120 Armstrong
Street South,
Ballarat VIC 3350
Call (03) 4313 5600
www.genutraining.org.au

Haddon Community Learning Centre

396 Sago Hill Road
Haddon VIC 3351
Call (03) 5342 7050
haddonlearning.org.au

Horsham Neighbourhood House

13 Robin Street
Horsham VIC 3400
Call (03) 5382 5352
www.facebook.com/Horsham-Neighbourhood-House-101373698884540

Laurels Education & Training

229 Main Road Bacchus
Marsh VIC 3340
Call (03) 5367 1061
www.thelaurels.org.au

LINK Neighbourhood House

50 Commercial Street
Kaniva VIC 3419
Call (03) 5392 2865
www.kanivanh.org.au

Nhill Neighbourhood House

80 MacPherson Street
Nhill VIC 3418
Call (03) 5387 9800
www.nnhlc.org.au

St. Arnaud Neighbourhood House

34 Alma Street St
Arnaud VIC 3478
Call (03) 5495 3300
stanhi.wixsite.com/stanhi

Stawell Neighbourhood House

42 Sloane Street
Stawell VIC 3380
Call (03) 5358 3500
www.snhlc.org.au

Warracknabeal Neighbourhood House & Learning Centre

2 Cox Street
Warracknabeal VIC 3393
Call (03) 5396 1360
www.wnhlc.com.au

Wendouree Neighbourhood Centre

14 Violet Grove
Wendouree VIC 3355
Call (03) 5339 5069
www.wnc.org.au