

2023

# Learn Local Course Guide.

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INNER SOUTHERN  
MELBOURNE



Bayside, Stonnington  
Frankston, Glen Eira,  
Kingston, Port Phillip &  
Mornington Peninsula

# Get the skills you need for study, work and life.

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# Get the skills you need for study, work and life.

## Learn Local courses

Learn Local courses are short courses at low or no cost to eligible adult Victorians.

This course guide has information about a wide range of courses available in 2023 in your area, including:

- Digital literacy training
- Language, literacy and numeracy skills
- English language classes
- Financial literacy skills
- Employability skills
- Occupational Health and Safety
- Industry specific training across a wide range of sectors (including health, disability, retail, tourism, hospitality, construction, trades, business, call centres, horticulture plus many more)

These courses can help you at any stage of your learning and can be a pathway to work.

Learn Local courses are flexible and can be tailored to suit your needs. You can learn at the pace that you choose in a classroom, online or hybrid. Class sizes are often small. Training is delivered by experienced professionals in a relaxed environment.

The Learn Local courses in this guide are a sample of the range of courses on offer. New courses are continually being developed and offered across Victoria. Details about new courses can be found at [www.learnlocal.org.au](http://www.learnlocal.org.au)

Courses are usually between 20 and 60 hours. Many Learn Local providers also offer shorter courses, designed to re-engage learners.

## Learn Local locations

Around 240 not-for-profit community organisations across Victoria that offer Learn Local courses. These organisations are known as Learn Local providers. They are registered and funded by the Victorian Government, via the Adult, Community and Further Education Board.

## Learn Local providers

Learn Local providers are friendly and welcoming, with highly capable and professional trainers. They are focused on helping you to achieve your goals. Learn Local providers 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 the Learn Local providers near you, including their locations, at [www.learnlocal.org.au](http://www.learnlocal.org.au)

## Enrol

You can enrol in a Learn Local courses throughout the year. Enrolment requirements vary, you might need to enrol in person, or you may be able to enrol over the phone, online or by mail.

## Cost

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.

## Learn local and local business

Learn Local providers are agile and can develop or co-design customised Learn Local courses for a wide range of businesses.

## 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)



Enrolling in the Kickstart Your Career in Health course helped me practice my English and grow my confidence. ”

**Zunera**

Community College Gippsland

My writing is better than when I first started my course – and that has given me the confidence and motivation to go for an interview or apply for a job. ”

**Alan**

The Centre for Continuing Education in Wangaratta



Before I started conversation class I was scared to speak. I hesitated. Now I never do. ”

**Omer**

Sunraysia Mallee Ethnic Communities Council

The Women’s Warehouse Program and First Impressions Clothing Exchange helped me discover my creativity and also helped me back into the workforce. ”

**Maria**

CIRE Training



# Choose a new skill. Choose a Learn Local.



For the most up-to-date information or courses in a different area, visit [www.learnlocal.org.au](http://www.learnlocal.org.au) or scan the QR code.

## Bayside

Sandybeach Community Co-op Society	2023 TERMS
Addressing Skills Gaps in the Community Sector	① ② ③ ④
Community Access and Volunteering	① ② ③ ④
Computers Get Ready for Work	① ②
Connect to Learn	① ② ③ ④
Digital Essentials – Level 1 (Ready Tech Go)	① ②
Employability and Placement	① ②
Expressive Arts	①
Hospitality – Level 1 and 2	① ② ③ ④
Independent Living Skills: Art	① ② ③ ④
Independent Living Skills: Gardening	① ② ③ ④
Independent Living Skills: Mind, Health, Connect	① ② ③ ④
Introduction to Medical Reception	① ③
Literacy and Numeracy	①
Mentoring and Community Projects	② ③ ④
Reception Skills	① ②
STEP: Literacy and Numeracy	① ② ③ ④
Writing and Communication Skills	① ② ③ ④
Writing and Communication Skills Online	① ② ③ ④

## Frankston

Belvedere Community Centre	2023 TERMS
Auslan	① ② ③ ④
Backyard Permaculture	① ②
Digital Skills for Job Seekers	② ③
Digital Essentials	① ② ③ ④
Introduction to Community Services	② ③
Literacy for Life	② ③ ④

BRACE Education Training and Employment	2023 TERMS
Digital Essentials – Level 2	① ② ③ ④
Digital Job Search	① ② ③ ④
Digital Online Apps	① ② ③ ④
Pathways to TAFE: Aged Care	① ② ③ ④
Pathways to TAFE: Community Services	① ② ③ ④
Pathways to TAFE: Early Childhood Education	① ② ③

Frankston North Community Centre/ Frankston South Community Centre	2023 TERMS
Barista Basics	① ② ③ ④
Café Creations (Hospitality)	① ② ③ ④
Crash Course Coffee	① ② ③ ④
Get Organised: Life Skills Employment Program	① ② ③ ④
Get Ready: Employment Program	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
The Art of Coffee	① ② ③ ④

Jesuit Social Services	2023 TERMS
Ready Set Barista	② ④
The Garden Pathway: Vocational	① ② ③ ④
Language for Life	① ② ③ ④

## Frankston (Continued)

Lyrebird Community Centre	2023 TERMS
Basic Bookkeeping	②
Business Office Skills	① ② ③ ④
Computer Skills for Life and Work	① ② ③ ④
English for Everyday Life	① ② ③ ④
Everyday Technology	① ② ③ ④
Exploring Professional Photography	① ② ③ ④
Introduction to Hospitality	② ③
Introduction to Medical Reception	④
Pathway to Employment	③
Vocational Tasters	③ ④

Task Force Community Agency	2023 TERMS
Bike Project: Work Readiness Skills	① ② ③ ④

## Glen Eira

Glen Eira Adult Learning Centre	2023 TERMS
Introduction to MS Outlook and Email	③
Introduction to MS Word and Excel	①
Introduction to iPad	② ③
Aged Care – Pathways to TAFE	②
Beginners English	① ② ③ ④
Developing Your Digital Skills – Levels 1 – 4	① ②
English as a Additional Language – Levels 1 – 3 and Advanced	① ② ③ ④
Employable Me: Job Preparation	① ②
Introduction to Medical Reception – Level 1 and 2	① ② ③
Job Ready: Building Employability Skills	② ③
Job Search – Digital Skills for Job Seekers	②
Language for Living: Advanced Speaking and Pronunciation	① ② ③ ④
Language for Living: Basic Speaking and Pronunciation	① ② ③ ④
Language for Living: Conversation	① ② ③ ④
Language for Living: Culture Club	① ② ③ ④
Mind Your Own Business (MYOB)	②
Online Applications: Digital Skills for Job Seekers	②
Online Communication: Digital Skills for Job Seekers	③
Phone and Video Interview Skills: Digital Skills for Job Seekers	②
Point of Sale for Retail and Hospitality: Digital Skills for Job Seekers	③
Ready for Hospitality: Pathways to TAFE	③ ④

## Glen Eira (Continued)

Jewish Care (Victoria)	2023 TERMS
Digital Literacy Essentials	① ② ③
Introduction to Small Business	① ② ③
Pathway for Domestic Assistants	① ② ③
Simple Bookkeeping	② ③
Tools and Techniques in Job Seeking	① ② ③ ④

Micare	2023 TERMS
English as an Additional Language: Multicultural Learning Group	① ② ③ ④
Skills for Work and Study in Aged Care	② ③ ④

Moongala Women's Collective	2023 TERMS
Computer Skills – Level 1 and 2	③ ④
Digital Essentials – Level 1 and 2	① ② ③
I Can Make It: Sewing Skills Program – Level 1 and 2	③ ④
Introduction to Medical Reception	① ②
Multimedia: Level 2 and 3	① ②
I Can Make It: Sewing Skills Program (Repairs and Alterations)	① ②

Task Force Community Agency	2023 TERMS
Introduction to Art Skills	① ② ③ ④
The Creative Kindness Project – Youth	① ② ③ ④
Work Readiness: Youth	① ② ③ ④

# Kingston

Access Australia Group	2023 TERMS
Steps for Success	②

Cheltenham Community Centre	2023 TERMS
Conversation Beginner, Intermediate and Advanced	① ② ③ ④
Digital Essentials – Level 1 and 2	① ② ③ ④
Grammar, Conversation and Writing – Levels 1 – 3	① ② ③ ④
Improve your Reading and Writing – Levels 1 – 4	① ② ③ ④
iPads, Tablets and More	① ② ③ ④
Literacy for Living – Level 1 and 2	① ② ③ ④
Money Matters: Financial Literacy – Level 1 and 2	① ② ③ ④
Wise Program: Employability Skills	① ② ③ ④

Jesuit Social Services	2023 TERMS
Ready Set Barista	③ ④
The Garden Pathway: Vocational	① ② ③

Longbeach Place	2023 TERMS
Communication Skills for People with Additional Needs	① ② ③ ④
English as an Additional Language: Communication	① ② ③ ④
Introduction to Computers using Windows 10 – Level 1 and 2	① ②
Medical Reception – Level 1 and 2	② ④
MS Office Applications	③
Xero Accounting	② ③ ④

Mordialloc Neighbourhood House	2023 TERMS
Auslan for Beginners	① ② ③ ④
Barista Skills	② ③ ④
Computers for Novices	① ② ③ ④
Computers Level 1	① ② ③ ④
English for Everyday life	① ② ③ ④
Introduction to Hospitality	② ③ ④

Task Force Community Agency	2023 TERMS
Introduction to Art Skills	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Random Acts of Kindness: Pathway Program	① ② ③ ④

# Mornington Peninsula

Advance Community College	2023 TERMS
Achieve Your Goal: Pathways Support	① ② ③ ④
Digital Essentials	① ② ③ ④
Explore Your Options: Employability Skills	① ② ③ ④
Hospitality Essentials	① ② ③ ④
Kickstart Your Career: Preparing for Work	① ② ③ ④

Jesuit Social Services	2023 TERMS
The Garden Pathway: Vocational	① ② ③ ④

Workforce Plus	2023 TERMS
Introduction to Community Services	① ② ③ ④
Employability YOU: Job Skills	① ② ③ ④
Independent YOU: Further Learning Skills	① ② ③ ④
Learning Skills	① ② ③ ④
Building Resilience	① ② ③ ④

# Port Phillip

Elwood-St Kilda Neighbourhood Learning Ctr	2023 TERMS
Creative Writing Workshop for Roomers	① ② ③ ④
English as an Additional Language: Beginner Computers for Employment and Further Education	① ② ③ ④
English as an Additional Language: Beginners for Ukrainians	① ② ③ ④
English as an Additional Language: Computer Skills for Business - Zoom and Media	① ② ③ ④
English as an Additional Language: Intermediate Computers for Employment and Further Education	① ② ③ ④
English as an Additional Language – Levels 1 – 3	① ② ③ ④
English as an Additional Language: Mobile Phones and iPads for Employment and Further Education	① ② ③ ④
English Conversation	① ② ③ ④
Get up to Speed: Microsoft Excel for Work	② ③
Get up to Speed: Microsoft Word for Work	② ③
Introduction to Creative Writing	① ② ③ ④
Introduction to Kitchen Basics	③ ④
Introduction to Sustainability	③ ④
Mobile Phones, iPads and Other Devices for Work	① ② ③ ④

HELM Youth Services	2023 TERMS
Career Planning: Employability Skills	④
Jump on Board: Employability Skills	① ② ③
Making Alternatives Possible: Employability Skills	④

Ngwala Willumbong	2023 TERMS
Living in Community	① ② ③ ④

Port Phillip Community Group	2023 TERMS
Art Attack: Creative Art	① ② ③ ④
Digital Essentials – Level 1 and 2	① ② ③ ④
Digital Workshops	① ② ③ ④
Family in Focus – Parenting Skills Workshop	① ② ③ ④
Port to Peer Creative Media	① ② ③ ④
Wild at Heart: Music Industry Skills	① ② ③ ④
Introduction to Gardening	① ② ③ ④
Introduction To Hospitality	① ② ③ ④

Southport Community Centre	2023 TERMS
Customer Service Training	① ② ③ ④
Customer Service Training: Office Training	① ② ③ ④
Digital Literacy	① ② ③ ④
Make Your Mark: Language Skills	① ② ③ ④
Port Welcomers: Volunteering	② ③ ④
Reading and Writing	① ② ③ ④
Speaking Out: Communication for Employment/Literacy and Numeracy	① ② ③
Stories of the Southside: Employment Skills	① ②
Verbal Literacy and Communication	① ② ③ ④

# Stonnington

Inclusion Melbourne	2023 TERMS
Introduction to Cooking	① ② ③ ④
Health and Hygiene	① ② ③ ④
iPad for Learning: Photography	① ② ③ ④
Word Wise: Literacy for Study and Employment	① ② ③ ④

Micare	2023 TERMS
English as an Additional Language: Multicultural Learning Group	① ② ③ ④

Prahran Community Learning Centre	2023 TERMS
Conversational English: Beginners and Intermediate	① ② ③ ④
Digital Essentials – Level 1 and 2	① ② ③ ④
Inclusive Arts	① ② ③ ④
Introduction to Community Services	① ② ③ ④
Introduction to Cooking and Kitchen Skills	① ② ③ ④
Learn English through Cooking	② ③ ④
Literacy and Numeracy for Everyday	① ② ③ ④
Online Skills for Small Business	③ ④
Skills for Jobseekers	② ③
Studio Arts: Build your Folio	① ② ③ ④

Uniting (Victoria and Tasmania)	2023 TERMS
Advancing Me: Job Preparation	① ② ③ ④
Digital Skills for Jobseekers	① ② ③ ④
Successful Job Search: Market Your Skills	① ② ③ ④

# Contact your Learn Local.



## Access Australia Group

1 Taylor Street Moorabbin VIC 3189  
03 8527 5900  
[www.aag.org.au](http://www.aag.org.au)

## Advance Community College

Hastings Community Hub  
1973 Frankston Flinders Road  
Hastings VIC 3915  
03 5979 1398

Horticulture Education Centre  
43 Mitchell Street  
Mornington VIC 3931  
03 5977 2976

1/16 Henry Wilson Drive  
Rosebud West VIC 3939  
03 5986 4623  
[www.advance.vic.edu.au](http://www.advance.vic.edu.au)

## Belvedere Community Centre

36 Belvedere Road Seaford VIC 3198  
03 9776 8922  
[www.belvedere.org.au](http://www.belvedere.org.au)

## BRACE Education Training and Employment

Level 2 54-58 Wells Steet  
Frankston VIC 3199  
03 9781 3388  
[www.skillsplus.com.au](http://www.skillsplus.com.au)

## Cheltenham Community Centre

8 Chesterville Road  
Cheltenham VIC 3192  
03 9583 0095  
[www.chelt.com.au](http://www.chelt.com.au)

## Elwood St Kilda Neighbourhood Learning Centre

87 Tennyson Street Elwood VIC 3184  
03 9531 1954  
[www.esnlc.com.au](http://www.esnlc.com.au)

## Frankston North Community Centre/ Frankston South Community Centre

26 Mahogany Ave  
Frankston North VIC 3200  
03 8773 9545  
55 Towerhill Road  
Frankston VIC 3199  
03 9293 7122  
[www.frankston.vic.gov.au](http://www.frankston.vic.gov.au)

## Glen Eira Adult Learning Centre

260 Booran Road Ormond VIC 3204  
03 9578 8996  
[www.gealc.org.au](http://www.gealc.org.au)

## HELM Youth Services

80 Market Street  
South Melbourne VIC 3205  
03 9686 2354  
[www.imvc.com.au](http://www.imvc.com.au)

## Inclusion Melbourne

67 Sutherland Road Armadale VIC 3143  
22 Rob Roy Road  
Malvern East VIC 3145  
03 9509 4266  
[www.inclusion.melbourne](http://www.inclusion.melbourne)

## Jesuit Social Services

1 Langridge Street Collingwood VIC 3066  
03 9415 8700  
[www.jss.org.au](http://www.jss.org.au)

## Jewish Care

619 St Kilda Road  
Melbourne VIC 3004  
03 8517 5999  
[www.jewishcare.org.au](http://www.jewishcare.org.au)

## Longbeach Place

15 Chelsea Road Chelsea VIC 3196  
03 9776 1386  
[www.longbeachplace.org.au](http://www.longbeachplace.org.au)

## Lyrebird Community Centre

203 – 205 Lyrebird Drive  
Carrum Downs VIC 3201  
03 9782 0133  
[www.lyrebird.org.au](http://www.lyrebird.org.au)

## MiCare

180 Greville Street Prahran VIC 3181  
03 9510 5877  
92 Bignell Road East Bentleigh VIC 3165  
03 9576 4038  
[www.micare.com.au](http://www.micare.com.au)

## Moongala Women's Community House

Moorleigh Community Village  
Room 71, 92 Bignell Rd  
East Bentleigh VIC 3165  
03 9570 3468  
[www.moongala.org.au](http://www.moongala.org.au)

## Mordialloc Neighbourhood House

457 Main Street Mordialloc VIC 3195  
03 9587 4534  
[www.mordihouse.com.au](http://www.mordihouse.com.au)

## Ngwala Willumbong

10 Mitchell Street St Kilda VIC 3182  
03 9537 1640  
[www.ngwala.org.au](http://www.ngwala.org.au)

## Port Phillip Community Group

161 Chapel Street St Kilda VIC 3182  
03 8598 6600  
[www.ppcg.org.au](http://www.ppcg.org.au)

## Prahran Community Learning Centre

40 Grattan Street Prahran VIC 3181  
03 9510 7052  
[www.pclcentre.org.au](http://www.pclcentre.org.au)

## Sandybeach Community Centre

Cnr Beach Road and Sims Street  
Sandringham VIC 3191  
03 9598 2155  
[www.sandybeach.org.au](http://www.sandybeach.org.au)

## Southport Community Centre

Cnr Nott and Liardet Street Port  
Melbourne VIC 3207  
03 9645 1476  
[www.southportcc.org.au](http://www.southportcc.org.au)

## Taskforce Community Agency

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

## Uniting Vic and Tas

Level 1 211 Chapel Street  
Prahran VIC 3181  
1300 090 989  
[www.unitingvictas.org.au](http://www.unitingvictas.org.au)

## Workforce Plus

Baxter Hall  
211 Baxter-Tooradin Road  
Baxter Vic 3911  
1800 118 244  
<https://workforceplus.com.au>



## Disclaimer

Information contained within this publication is correct as of January 2023 and is subject to change without notification