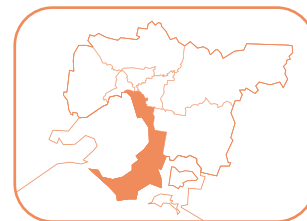


Learn Local 2021 Course Guide

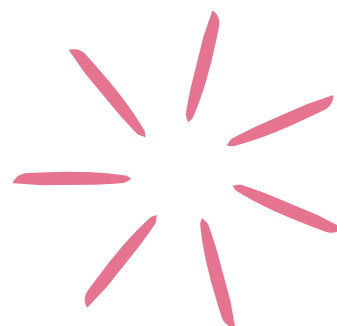


INNER SOUTHERN
MELBOURNE

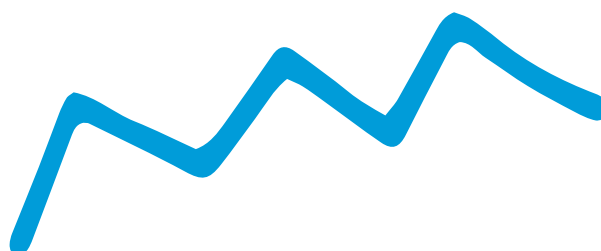


BAYSIDE, FRANKSTON,
MORNINGTON PENINSULA,
PORT PHILLIP, GLEN EIRA,
KINGSTON & STONNINGTON

RETHINK.
REVIVE.
RESKILL.
RECONNECT.
RESHAPE.



RESULT.



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, communication, study skills, job skills, getting ready to go back to work and English language, as well as preparation for various industries such as aged care, food processing, health services and warehousing and distribution.

Learn Local courses are flexible and can be tailored specifically to suit your needs and schedule. You can learn in a classroom or online, at the pace that you choose. Class sizes are often small, with training delivered by highly experienced professionals.

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.

The Skills for Work and Study courses included in this guide have been developed by industry experts to support adults who want to improve their reading, writing and maths skills. Each course is tailored to key industry areas where there is a demand for workers in Victoria. These courses are available at over 80 Learn Local providers across the state. Contact the Learn Local provider directly for more information.

Where can I do a Learn Local course?

There are around 250 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 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.



"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."

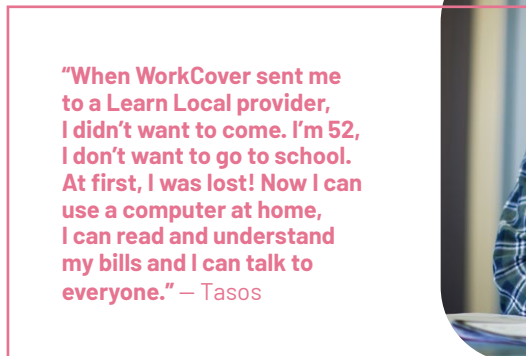
– Samantha



"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



"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.

BAYSIDE

Sandybeach Community Centre	2021 TERMS
Writing and Communication Skills	① ② ③ ④
Introduction to Technology	① ③
STEP: Independent Living Skills	① ③
STEP: Community Access and Volunteering	① ③
STEP: Literacy and Numeracy	① ③
STEP: Hospitality	① ③
Computer Skills: Employment	① ② ③ ④
Computer Skills: Using Microsoft Office	① ② ③ ④
Working in the Community Sector	① ② ③ ④
English as an Additional Language: Intermediate	① ③
Medical Reception	① ② ③ ④

GLEN EIRA

Godfrey Street Community House	2021 TERMS
Literacy and Writing	① ② ③ ④

MiCare	2021 TERMS
English as an Additional Language: Multicultural Learning Group	① ② ③ ④

Skills for Work and Study Aged Care	CONTACT FOR DATES
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Moongala Women's Community House	2021 TERMS
Computer Skills: Using Windows 10	②
Computer Skills: Microsoft Office	① ② ③ ④
I Can Make It: Sewing Skills Program	① ② ③ ④

GLEN EIRA (CONT.)

Glen Eira Adult Learning Centre	2021 TERMS
Beginner's English	① ② ③ ④
English as an Additional Language 1: Post Beginner's English	① ② ③ ④
English as an Additional Language 2: Pre-Intermediate English	① ② ③ ④
English as an Additional Language 3: Post-Intermediate English	① ② ③ ④
English as an Additional Language 4: Advanced	① ② ③ ④
Improve Your Writing	① ② ③ ④
Language for Living (Essential English): Levels 1–3	① ②
Get to Know Windows 10: Basic Computer Skills	① ② ③ ④
Developing Your Digital Skills: Levels 1–3	① ② ③ ④
Introduction to Medical Reception	③ ④
MYOB 1 & 2: Workplace Computer Skills	② ③ ④
Bookkeeping	② ③
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES
Skills for Work and Study Health Services	CONTACT FOR DATES

Taskforce Community Agency	2021 TERMS
Introduction to Art Skills	① ② ③ ④
Random Acts of Creative Kindness: Pathway Program	① ② ③ ④
Introduction to Gardening	① ② ③ ④
Skills for Work and Study Food Processing	CONTACT FOR DATES

FRANKSTON

Belvedere Community Centre	2021 TERMS
Adult Literacy: Reading and Writing	① ② ③ ④
English as an Additional Language	① ② ③ ④
Introduction to Permaculture	② ④
Return to Work: Computer Skills	② ③ ④
Introduction to Medical Reception	② ④

BRACE	2021 TERMS
Return to Study	① ② ③ ④
Skills for Work	① ② ③ ④
Learning for Life	① ② ③ ④
Kickstart: Improving Literacy and Numeracy Skills	① ② ③ ④

Frankston North & South Community Centres	2021 TERMS
Frankie's Café Creations (Hospitality)	① ② ③ ④
Coffee Creators: Barista Training	① ② ③ ④
Introduction to Hospitality	① ② ③ ④

Langwarrin Community Centre	2021 TERMS
Reading and Writing: Level 1	① ②
Reading and Writing: Level 2	③ ④
Basic Education Program: Level 1	① ②
Basic Education Program: Level 2	③ ④
Beginner Computers	① ② ③ ④
Growing Skills: Permaculture	① ② ③ ④
MYOB	① ② ③ ④
Advanced Computers	① ② ③ ④
Intermediate Computers	① ② ③ ④

Lyrebird Community Centre	2021 TERMS
English for Everyday Life	① ② ③ ④
Pathways to Employment	① ②
Business Office Skills	① ② ③ ④
Everyday Technology	① ② ③ ④
Become a Professional Cleaner	① ②
G-Suite for the Workplace: Using the Cloud	① ② ③ ④
Introduction to Medical Reception	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Exploring Professional Photography	① ② ③ ④

FRANKSTON (CONT.)

MiLife-Victoria	2021 TERMS
Work Skills: Introduction	①
Work Skills: Module 1	② ③
Work Skills: Module 2	③ ④
Obtain your Learners Permit	① ② ③ ④
Working in Car Detailing: Introduction	①
Working in Car Detailing: Module 1	② ③
Working in Car Detailing: Module 2	③ ④
Working in Hospitality: Introduction	①
Working in Hospitality: Module 1	② ③
Working in Hospitality: Module 2	③ ④
Working in Administration: Introduction	①
Working in Administration: Module 1	② ③
Working In Administration: Module 2	③ ④
Working in Warehousing & Distribution: Introduction	①
Working in Warehousing & Distribution: Module 1	② ③
Working in Warehousing & Distribution: Module 2	③ ④
Literacy in the Workplace	① ②
Getting a Job	① ② ③ ④
Safety in the Workplace	① ② ③ ④
Working as a Volunteer: Introduction	①
Working as a Volunteer: Module 1	② ③
Working as a Volunteer: Module 2	③ ④

KINGSTON

Mordialloc Neighbourhood House	2021 TERMS
English as an Additional Language	① ② ③ ④
Computers for Novices	① ② ③ ④
Basic Book Keeping	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Auslan: Level 1 & 2	① ② ③ ④
MYOB Beginners	① ② ③ ④
Steps to Employment	① ② ③ ④
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES
Skills for Work and Study Food Processing	CONTACT FOR DATES

KINGSTON (CONT.)

Cheltenham Community Centre	2021 TERMS
Computers: The Next Step	② ③
English as an Additional Language: Beginners, Intermediate & Advanced	① ② ③ ④
English as an Additional Language: Grammar, Conversation & Writing: Part 1A, 2A, 3A	① ②
English as an Additional Language: Grammar, Conversation & Writing: Part 1B, 2B, 3B	③ ④
English as an Additional Language: Improve Your Reading & Writing: Part 1	① ②
English as an Additional Language: Improve Your Reading & Writing: Part 2	③ ④
Introduction to Computers: Part 2	②
Introduction to Computers: Part 3	③
iPads, Tablets & More: Part 2	②
iPads, Tablets & More: Part 3	③
Literacy for Living	① ② ③ ④
Money Matters: Financial Literacy	① ② ③ ④
Wise Program (Employability Skills): Parts 1–4	① ② ③ ④
Skills for Work and Study Early Childhood Education	CONTACT FOR DATES

Access Australia Group	2021 TERMS
Steps for Success: Employment Pathways	② ④

Longbeach Place	2021 TERMS
English as an Additional Language: Communication Beginners	① ② ③ ④
English as an Additional Language: Communication & Learning with Technology	① ② ③ ④
English as an Additional Language: Pre-Intermediate & Intermediate	① ② ③ ④
Introduction to Computers (Windows 10): Level 1	①
Introduction to Computers (Windows 10): Level 2	②
Introduction to Computers (Windows 10): Level 3	③
Microsoft Office Applications: Level 1	④
Xero Accounting	② ④
Introduction to Coding and Robotics	② ④

JobCo Training	2021 TERMS
The Next Step: Get That Job	① ② ③
Taking the Next Step: Employability Skills	② ③ ④

KINGSTON (CONT.)

Taskforce Community Agency	2021 TERMS
Introduction to Art Skills	① ② ③ ④
Random Acts of Creative Kindness: Pathway Program	① ② ③ ④
Introduction to Hospitality & Barista	① ② ③ ④
Work Readiness: Youth	①
Skills for Work and Study Factory Work: Warehousing and Distribution	CONTACT FOR DATES

MORNINGTON PENINSULA

Advance	2021 TERMS
Achieve Your Goals: Pathways Support	① ② ③ ④
Computers Made Easy: Step 1&2	① ② ③ ④
Kickstart Your Career: Preparing for Work	① ② ③ ④
P3 (Planning, Preparation & Pathways): Hospitality	① ② ③ ④
Skills for Work and Study Building and Construction	CONTACT FOR DATES
Skills for Work and Study Community Services	CONTACT FOR DATES

MiLife-Victoria	2021 TERMS
Working in the Horse Industry: Introduction	①
Working in the Horse Industry: Module 1	② ③
Working in the Horse Industry: Module 2	③ ④
Working in the Retail Industry: Introduction	①
Working in Retail (Shop Assistant): Module 1	② ③
Working in Retail (Shop Assistant): Module 2	③ ④

PORT PHILLIP

Inner Melbourne VET Cluster	2021 TERMS
Jump on Board: Career Options	① ④
Ready, Set, Work	③
Career Planning	① ② ③ ④

Jewish Care	2021 TERMS
Work It Out: Employment Program	② ④
Getting Started: Setting Up a Small Business for Men and Women	① ② ④
Basic Computer Skills	② ④

PORT PHILLIP (CONT.)

Elwood St Kilda Neighbourhood Learning Centre	2021 TERMS
Work and Study Online	① ② ③ ④
Get That Job: Microsoft Office	① ② ③ ④
iPads, Smartphones & Other Devices for Work	① ② ③ ④
English as an Additional Language: Computers for Employment & Education (Beginners & Intermediate)	① ② ③ ④
English as an Additional Language: Computers for Employment & Education (Smartphones & iPads)	① ② ③ ④
Creative & Journalist Writing for Roomers	① ② ③ ④
English as an Additional Language: Beginners, Pre-Intermediate & Intermediate	① ② ③ ④
English as an Additional Language: Conversation Intermediate	① ② ③ ④

Ngwala Willumbong Aboriginal Corporation	2021 TERMS
Education & Employment Pathways	① ② ③ ④
Living in the Community	① ② ③ ④

Port Phillip Community Group	2021 TERMS
Computers at ARCH	① ② ③ ④
Wild at Heart Music Industry	① ② ③ ④
PORTogether Media	① ② ③ ④
Get Connected with Computers	① ② ③ ④
Introduction to Hospitality	② ③ ④
Access Digital Communication	① ② ③ ④
Galiamble Digital Communication	① ② ③ ④
Uniting Employment Pathways	① ② ③ ④
Aspect Digital Communication	① ② ③ ④
Art Attack at ARCH	① ② ③ ④
Introduction to Gardening	② ③ ④

Southport Community Centre	2021 TERMS
ARCS Customer Service Training: Semester 1	① ② ③ ④
ARCS Customer Service Training: Semester 2	① ② ③ ④
Speaking Out: Communications for Employment	① ② ③ ④
Verbal Literacy & Communication Skills	① ② ③ ④
Stories of The SouthSide: Employment Skills	② ③ ④
Make Your Mark: Employment Skills	① ② ③ ④
Reading & Writing	① ② ③ ④
Waterfront Welcomers	② ③ ④

STONNINGTON

Inclusion Melbourne	2021 TERMS
Work Wise: Literacy for Study and Employment	① ② ③ ④
Game On: Numeracy for Study and Employment	① ② ③ ④
Health and Hygiene: Preparation for Employment	① ② ③ ④
iPads for Learners	① ② ③ ④
Job Readiness	④

MiCare	2021 TERMS
English as an Additional Language: Multicultural Learning Group	① ② ③ ④

Prahran Community Learning Centre	2021 TERMS
Introduction to Cooking	① ② ③ ④
Inclusive Arts: Part 1&2	① ② ③ ④
Success 4 U: Study Skills	③ ④
Introduction to Studio Arts	① ② ③ ④
Advanced Studio Arts	① ② ③ ④
Health and Wellbeing	① ② ③ ④
Learn English in Social Housing: Beginner	① ② ③ ④
Learn English in Social Housing: Intermediate	① ② ③ ④
Introduction to Computers: Part 1&2	① ② ③ ④
Entry to Retail	③ ④
Getting Ready for Employment	③ ④
Budgeting: How to Manage Your Finances	① ② ③ ④

Skills for Work and Study Health Services	CONTACT FOR DATES
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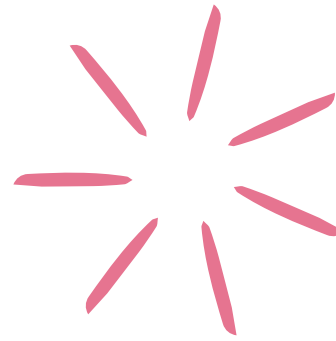
Skills for Work and Study Community Services	CONTACT FOR DATES
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Uniting Vic & Tas	2021 TERMS
Successful Job Search: Market Your Skills	① ② ③ ④



**CONTACT
YOUR LEARN
LOCAL & GET
THAT NEW
SKILL!**

CONTACT YOUR LEARN LOCAL.



Access Australia Group

1 Taylor Street
Moorabbin VIC 3189
Call (03) 8527 5900
www.aag.org.au

Advance Community College

—
Hastings
Community Hub
1973 Frankston-
Flinders Road
Hastings VIC 3915
Call (03) 5979 1398
—
Horticulture
Education Centre
43 Mitchell Street
Mornington VIC 3931
Call (03) 5977 2976
—
1/16 Henry Wilson Drive
Rosebud West VIC 3939
Call (03) 5986 4623
—
advance.vic.edu.au

Belvedere Community Centre

36 Belvedere Road
Seaford VIC 3198
Call (03) 9776 8922
www.belvedere.org.au

BRACE/SkillsPlus

L2/54-58 Wells Steet
Frankston VIC 3199
Call (03) 9781 3388
www.skillsplus.com.au

Cheltenham Community Centre

8 Chesterville Road
Cheltenham VIC 3192
Call (03) 9583 0095
www.chelt.com.au

Elwood St Kilda Neighbourhood Learning Centre

87 Tennyson Street
Elwood VIC 3184
Call (03) 9531 1954
www.esnlc.com.au

Frankston Sth/Nth Community Centres

26 Mahogany Ave
Frankston Nth VIC 3200
Call (03) 9784 1764
www.frankston.vic.gov.au

Glen Eira Adult Learning Centre

260 Booran Road
Ormond VIC 3204
Call (03) 9578 8996
www.gealc.org.au

Godfrey Street Community House

9 Godfrey Street
Bentleigh VIC 3204
Call (03) 9557 9037
www.godfreystreet.org

Inclusion Melbourne

—
67 Sutherland Road
Armadale VIC 3143
—
22 Rob Roy Road
Malvern East 3145
—
Call (03) 9509 4266
www.inclusion.melbourne

Inner Melbourne VET Cluster

L2/220 Albert Road
Sth Melbourne VIC 3205
Call (03) 7007 4750
www.imvc.com.au

Jewish Care

619 St Kilda Road
Melbourne VIC 3004
Call (03) 8517 5999
www.jewishcare.org.au

Jobco Training

L2/1 Taylor Street
Moorabbin VIC 3189
Call (03) 9559 8888
www.jobco.com.au

Langwarrin Community Centre

2-6 Lang Road
Langwarrin VIC 3910
Call (03) 9789 7653
www.langwarrin.cc.org.au

Longbeach Place

15 Chelsea Road
Chelsea VIC 3196
Call (03) 9776 1386
www.longbeachplace.org.au

Lyrebird Community Centre

203-205 Lyrebird Drive
Carrum Downs VIC 3201
Call (03) 9782 0133
www.lyrebird.org.au

Moongala Women's Community House

824 Centre Road
East Bentleigh VIC 3165
Call (03) 9570 3468
www.moongala.org.au

Mordialloc Neighbourhood House

457 Main Street
Mordialloc VIC 3195
Call (03) 9587 4534
www.mordihouse.com.au

MiCare

—
180 Greville Street
Prahran VIC 3181
Call (03) 9510 5877
—
92 Bignell Road
East Bentleigh VIC 3165
Call (03) 9576 4038
—
www.micare.com.au

MiLife-Victoria

66 Victoria Street
Hastings VIC 3915
Call (03) 9775 7333
www.milife-victoria.org.au

Ngwala Willumbong Aboriginal Corporation

93 Wellington Street
St Kilda VIC 3182
Call (03) 9510 3233
www.ngwala.org.au

Port Phillip Community Group

161 Chapel Street
St Kilda VIC 3182
Call (03) 8598 6600
www.ppcg.org.au

Prahran Community Learning Centre

40 Grattan Street
Prahran VIC 3181
Call (03) 9510 7052
www.pclcentre.org.au

Sandybeach Community Centre

Cnr Beach Rd & Sims St
Sandringham VIC 3191
Call (03) 9598 2155
sandybeach.org.au

Southport Community Centre

Cnr Nott & Liardet St
Port Melb VIC 3207
Call (03) 9645 1476
www.southportcc.org.au

Taskforce Community Agency

421 South Road
Bentleigh VIC 3204
Call (03) 9532 0811
www.taskforce.org.au

Uniting Vic & Tas

L1/211 Chapel Street
Prahran VIC 3181
Call (03) 9692 9501
www.unitingvic.tas.org.au

Disclaimer
Information contained within this publication is correct as of January 2021 and is subject to change without notification.

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