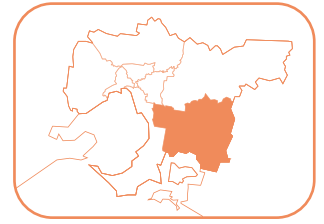


# Learn Local 2021 Course Guide

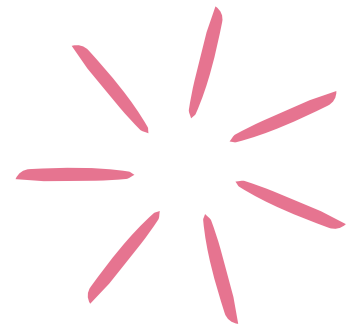


OUTER SOUTHERN  
MELBOURNE

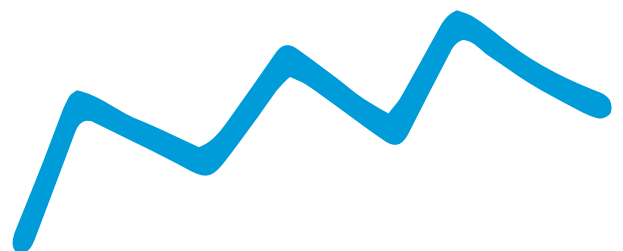


CASEY, CARDINIA &  
GREATER DANDENONG

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](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.**



**"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."**

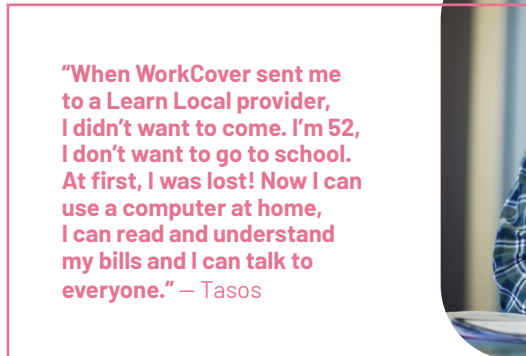
– Samantha



**"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."** – Marty



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

## CASEY

AMES Australia	2021 TERMS
English & Learning Skills Program	① ② ③ ④
English & Learning Skills Program: Community	① ② ③ ④
Pronunciation for Professionals	① ② ③ ④

Cranbourne Community House	2021 TERMS
English as an Additional Language	① ② ③ ④

Doveton Neighbourhood Learning Centre	2021 TERMS
Introduction to Horticulture: Landscaping	① ② ③ ④
Introduction to Lawn and Garden Care	① ② ③ ④
Introduction to Hospitality: Levels 1 & 2	① ② ③ ④
Visual Arts for Employment	① ② ③ ④
Employment Skills Pathways	① ② ③ ④
Digital Employability Skills	① ② ③ ④
Literacy and Numeracy for the Workplace	① ② ③ ④
Computers for the Workplace	① ② ③ ④
Computers for Beginners	① ② ③ ④
Getting Ready for Citizenship Test	① ② ③ ④
Virtual Reality for the Workplace	② ③

Skills for Work and Study Building and Construction	CONTACT FOR DATES
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Skills for Work and Study Health Services	CONTACT FOR DATES
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Jesuit Community College	2021 TERMS
Ready Set Barista	② ③ ④

Springvale Learning and Activities Centre	2021 TERMS
English for Citizenship: Level 1&2	① ② ③ ④

## CASEY (CONT.)

Endeavour Hills Neighbourhood Centre	2021 TERMS
English as an Additional Language: Conversation	① ② ③ ④
English as an Additional Language: Written	① ② ③ ④
English as an Additional Language: Technology	① ② ③ ④
Computer Skills	②
Basic Administration & Business Skills: Part 1	③
Basic Administration & Business Skills: Part 2	④
English for Citizenship: Level 1	① ②
English for Citizenship: Level 2	③ ④

Hampton Park Community House	2021 TERMS
Adult Literacy Program: Dyslexia & Dyscalculia	③ ④
Financial Literacy Program: Dollars & Sense	② ③
Flexible Computers: Digital Literacy Skills	① ② ③ ④
English for Women	① ② ③ ④
English for Life	② ③ ④
Kick Start Your Career in Community Services	② ③ ④
Kick Start Your Career in Floristry	② ③

Skills for Work and Study Community Services	CONTACT FOR DATES
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Skills for Work and Study Health Services	CONTACT FOR DATES
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Outlook (Vic)	2021 TERMS
Practical Skills for Life, Work and Study	② ④
Building Resilience for Study and the Workplace	① ③
Building Independence: Goal Setting and Personal Management Skills	② ④

## CASEY (CONT.)

Hallam Community Learning Centre	2021 TERMS
Introduction to Computers	② ③
Practical Computer Skills for Work, Life & Study	① ② ③ ④
Practical Computer Skills: Advanced	② ④
Customer Service Training	① ② ③ ④
Training to Work in a Call Centre	② ④
Building Customer Relations	② ④
Bookkeeping & Finance	② ③
Digital Skills for Business	② ③
Get Ahead in Your Career with Digital Skills	① ② ③ ④
Job Ready: Work Preparation	① ③
Practical Skills for Life, Work & Study	② ④
Learn English: Levels 1 & 2	① ② ③ ④
<b>Skills for Work and Study</b> Factory Work: Warehousing and Distribution	<b>CONTACT FOR DATES</b>

Merinda Park Learning and Community Centre	2021 TERMS
Connections: Youth Program	① ② ③ ④
Conversational English	① ② ③ ④
MYOB	① ② ③ ④
Microsoft Excel	① ② ③ ④
Microsoft Word	① ② ③ ④
Introduction to Zoom	① ② ③ ④
Introduction to Nursing	② ④
Introduction to Computers	① ② ③ ④
<b>Skills for Work and Study</b> Community Services	<b>CONTACT FOR DATES</b>
<b>Skills for Work and Study</b> Early Childhood Education	<b>CONTACT FOR DATES</b>

Upper Beaconsfield Community Centre	2021 TERMS
Introducing New Technology: Digital Literacy	① ② ③ ④

Southern Migrant and Refugee Centre	2021 TERMS
Introduction to Makeup and Beauty Industry	① ③
Online Skills for Everyday Living	② ④

Wellsprings for Women	2021 TERMS
English as an Additional Language: Part 1	① ② ③ ④

## CASEY (CONT.)

Foundation Learning Centre	2021 TERMS
Computer Skills	① ② ③ ④
English for Study	① ② ③ ④
English for Beginners	① ② ③ ④
English for Parents	① ② ③ ④
Basic Administration & Business Skills	① ② ③ ④
Cake Baking & Decorating Skills for Employment	① ② ③ ④
Kick Start Your Career in the Health Industry	① ② ③
Introduction to Lawn & Garden Care	③
Job Search Skills for Changing Times: Young Adults	① ② ③ ④
Job Search Skills for Changing Times: Adults	① ② ③ ④
Employable Me: Preparing for Work	①
Citizenship Test: Study Program (Online)	① ② ③ ④
Citizenship Test: Study Program	① ② ③ ④
Financial Literacy for Young Adult Job Seekers	① ② ③ ④
Success 4U: Study Preparation	② ③
Work Preparation Skills for All Abilities	① ② ③ ④
Kick Start Your Return to Education	①
Creating New Tracks	①
Creating a Pathway Through Adult Education	④
Living On My Own: Independent Living Skills	③
Introduction to Small Business	② ③
Kick Start Your Career in Hospitality	① ②
Microsoft Word, Excel & Powerpoint: Level 1(Online)	① ② ③ ④

## GREATER DANDENONG

AMES Australia	2021 TERMS
English and Learning Skills Program	① ② ③ ④
Preparation for Construction Induction Card (White Card)	① ② ③ ④
Preparation for Obtaining a Forklift Licence	① ② ③ ④
English and Learning Skills Program: Preparation for Accredited Course	② ④
We Are All Customers: Customer Service Training	② ③ ④

Concern Australia Welfare	2021 TERMS
Hand Break Turn: Pre-Vocational Automotive	① ② ③ ④

## GREATER DANDENONG (CONT.)

Australian Croatian Community Services	2021 TERMS
Communication and Computers	① ② ③
Introduction to Digital Literacy and Beyond	③ ④

Australian Vietnamese Women's Association Inc.	2021 TERMS
Introduction to Aged Care	②
English for Work	③

Dandenong Community & Learning Centre	2021 TERMS
English as an Additional Language: Level 1&2	① ② ③ ④
Workplace Literacy for Asylum Seekers	① ② ③ ④
Advanced Literacy	① ② ③ ④
Basic Computer Skills	① ② ③ ④
Computer Skills & Digital Literacy	① ② ③ ④
Basic Construction Skills	① ② ③ ④
Introduction to Hospitality	① ② ③ ④
Introduction to Robotics and Coding	① ② ③ ④
Construction & Woodwork Skills for Women	① ② ③ ④
Employment Skills	① ② ③ ④
Introduction to Disability Services	① ② ③ ④
Introduction to Textiles	① ② ③ ④
Barista Skills	① ② ③ ④
<b>Skills for Work and Study</b> Aged Care	<b>CONTACT FOR DATES</b>

Southern Migrant and Refugee Centre	2021 TERMS
Introduction to Interpreting: Part 1&2	① ② ③ ④
Introduction to Makeup and Beauty Industry	② ④
Online Skills for Everyday Living	① ③
Presenting to Small Groups	① ③

Noble Park Community Centre	2021 TERMS
Developing Language Skills	② ③ ④
Literacy, Numeracy & Language Skills	① ② ③ ④
Café Operations & Barista Skills	② ④
Basic Hospitality Services	① ③
Basic Computing for Beginners	① ② ③ ④
<b>Skills for Work and Study</b> Aged Care	<b>CONTACT FOR DATES</b>
<b>Skills for Work and Study</b> Health Services	<b>CONTACT FOR DATES</b>

## GREATER DANDENONG (CONT.)

Jesuit Community College	2021 TERMS
Ready Set Barista	① ② ③ ④
Ready Set Aged Care Services	① ② ③ ④
Ready Set Employment	① ② ③ ④
Ready Set Construction	②

Keysborough Learning Centre	2021 TERMS
Adult Literacy & Numeracy	① ② ③ ④
Digital Literacy	① ② ③ ④
English Language for the Australian Workplace	① ② ③ ④
Employment Work Ready Course	① ② ③ ④
<b>Skills for Work and Study</b> Aged Care	<b>CONTACT FOR DATES</b>
<b>Skills for Work and Study</b> Factory Work: Warehousing and Distribution	<b>CONTACT FOR DATES</b>

Springvale Neighbourhood House	2021 TERMS
Learn English: First Steps	① ② ③ ④
Learn English: Next Steps	① ② ③ ④
Parental Literacy	① ② ③ ④
English for Study & Work: Level 1&2	① ② ③ ④
Kick Start Your Customer Service Skills	① ② ③ ④
Advanced Office Computer Skills: Microsoft PowerPoint & Publisher	① ② ③ ④
Advanced Office Computer Skills: Microsoft Excel	① ② ③ ④
Advanced Computer Skills: Internet, Microsoft Word, PowerPoint & Publisher	① ② ③ ④
Advanced Computer Skills: eLearning	① ② ③ ④
Learn Computers (First Steps): Windows 10, Internet, Microsoft Word	① ② ③ ④
Learn Computers (First Steps): eLearning	① ② ③ ④
Learn Computers (First Steps): Microsoft PowerPoint & Publisher	① ② ③ ④
Learn Computers (First Steps): Internet & Microsoft Word	① ② ③ ④
<b>Skills for Work and Study</b> Early Childhood Education	<b>CONTACT FOR DATES</b>
<b>Skills for Work and Study</b> Factory Work: Warehousing and Distribution	<b>CONTACT FOR DATES</b>

Uniting Vic & Tas	2021 TERMS
Successful Job Search: Market Your Skills	① ② ③ ④

## GREATER DANDENONG (CONT.)

Springvale Indo-Chinese Mutual Assistance Association	2021 TERMS
English: Bi-Lingual Support: Next Step	① ② ③ ④
English: Bi-Lingual Support: Beginners	① ② ③ ④
English: Bi-Lingual Support: Post-Beginners	① ② ③ ④
English: Bi-Lingual Support: Intermediate	① ② ③ ④
English: Bi-Lingual Support: Advanced	① ② ③ ④

Springvale Learning and Activities Centre	2021 TERMS
English for Citizenship: Level 1&2	① ② ③ ④
Everyday English: Level 1&2	① ② ③ ④
English for Safe Work	② ③
English for Customer Service Work	③ ④
Digital Interview Skills	② ③ ④
Social Enterprise Work Readiness Program	③ ④

Wellsprings for Women	2021 TERMS
English as an Additional Language: Level 1–3	① ② ③ ④
Computers: Beginners, Intermediate & Advanced	① ② ③ ④
Computers: General	① ② ③ ④
Computers: For Work & Study	① ② ③ ④
Introduction to Working in the Community	② ④
English Conversation	① ② ③ ④
English & Sewing	① ② ③ ④

<b>Skills for Work and Study</b> Aged Care	<b>CONTACT FOR DATES</b>
<b>Skills for Work and Study</b> Early Childhood Education	<b>CONTACT FOR DATES</b>

## CARDINIA

Upper Beaconsfield Community Centre	2021 TERMS
Computers for Absolute Beginners	① ③
Build Your Own Website	① ② ③ ④
Digital Literacy: The Next Step	① ② ③ ④
Introducing New Technology: Digital Literacy	① ② ③ ④
Introduction into Event Management	① ② ③ ④
Public Speaking for Absolute Beginners	① ② ③ ④

Taskforce Community Agency	2021 TERMS
Introduction to Art Skills	① ② ③ ④

## CARDINIA (CONT.)

Bestchance Training	2021 TERMS
Prepare for Employment	① ② ③ ④

Emerald Community House	2021 TERMS
Permaculture Design Course	① ②
Bio-Dynamics for Permaculture: Farm & Backyard	③ ④
Adult Literacy	① ② ③ ④
Developing Your Writing Skills	① ② ③ ④
Introduction to Computers	① ② ③ ④

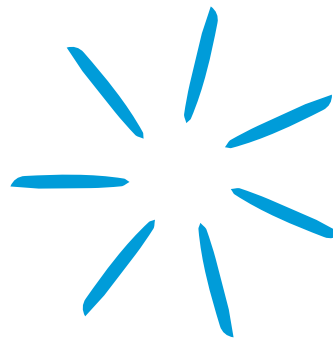
Community College Gippsland	2021 TERMS
Kickstart Program	① ② ③ ④

Living Learning Pakenham	2021 TERMS
English Language for Living & Working in Australia: Level Pre-English	① ② ③ ④
English Language for Living & Working in Australia: Levels 1–3	① ② ③ ④
Employment Skills Pathways	① ② ③ ④
Language Skills for Young CALD Mums at Risk	① ② ③ ④
Financial Literacy for Women	① ③
Introduction to Urban Farming	② ③
Introduction to Computers	① ② ③ ④
Intermediate English	① ② ③ ④
Australian Citizenship and Cyber Safety for Participating in the Community	① ③

Outlook (Vic)	2021 TERMS
Practical Skills for Life, Work & Study	① ③
Introduction to Xero	① ② ③ ④
Microsoft Office: Introduction & Intermediate	① ② ③
Microsoft Excel: Introduction & Intermediate	① ③
Introduction to Computers	① ② ③ ④
iPads for Beginners	① ② ③ ④
Numeracy & Literacy	① ②
Real Life Money Skills	③ ④
Create & Manage Your Own Website or Blog	① ③
Introduction to Work Skills	① ② ③ ④
Communication for Success	② ③

<b>Skills for Work and Study</b> Community Services	<b>CONTACT FOR DATES</b>
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# CONTACT YOUR LEARN LOCAL.



## **AMES Australia**

280 Thomas Street  
Dandenong VIC 3175  
Call 13 26 37  
[www.ames.net.au](http://www.ames.net.au)

## **Australian Croatian Community Services**

3/57 Robinson Street  
Dandenong VIC 3175  
Call (03) 9791 6000  
[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](http://www.avwa.org.au)

## **Best Chance**

Ground/48 John Street  
Pakenham 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)

## **Community College Gippsland**

Bridgewood Primary  
115 Bridge Road  
Officer VIC 3809  
Call (03) 5622 6000  
[www.ccg.asn.au](http://www.ccg.asn.au)

## **Cranbourne Community House**

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

## **Dandenong Community and Learning Centre**

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

## **Doveton Neighbourhood Learning Centre**

34 Oak Avenue  
Doveton VIC 3177  
Call (03) 9791 1449  
[www.dovetonlc.net.au](http://www.dovetonlc.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) 9799 0708  
[www.hamptonparkch.com.au](http://www.hamptonparkch.com.au)

## **Keysborough Learning Centre**

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

## **Living Learning Pakenham**

6b Henry Street  
Pakenham VIC 3810  
Call (03) 5941 2389  
[www.livinglearning.org.au](http://www.livinglearning.org.au)

## **Merinda Park Learning & Community Centre**

141-147 Endeavour Dr  
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**

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

## **Uniting Vic & Tas**

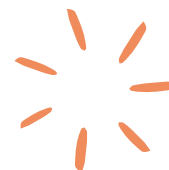
7/280 Thomas Street  
Dandenong VIC 3175  
Call (03) 9692 9501  
[www.unitingvic.tas.org.au](http://www.unitingvic.tas.org.au)

## **Upper Beaconsfield Community Centre**

10-12 Salisbury Road  
Upper Beaconsfield  
VIC 3808  
Call (03) 5944 3484  
[www.ubcc.org.au](http://www.ubcc.org.au)

## **Wellsprings For Women**

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