

2023

Learn Local
Course Guide.

GIPPSLAND



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



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

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

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

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



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 or scan the QR code.

Bairnsdale

Buchan Neighbourhood House	2023 TERMS
Get Ready for Office Administration	②
Digital Essentials	① ② ③ ④

Buchan

Buchan Neighbourhood House	2023 TERMS
Financial Wellbeing for Women	①
Setting Up a Small Business	②
Digital Essentials	① ② ③ ④

Churchill

Churchill Neighbourhood Centre	2023 TERMS
Computers for Beginners	① ② ③ ④
Digital Skills for Jobseekers	② ③
Intermediate Computers	② ③ ④
Right on the Money	② ③
Work for Yourself: Care and Support Sector	② ③

Cowes

Phillip Island Community & Learning Ctr	2023 TERMS
Barista Training	② ③ ④
Computers for Beginners	① ② ③ ④
Smart Devices Online Apps & Tips	① ② ③ ④
Taste of Hospitality	② ③ ④
Websites and Social Media Marketing	① ② ③ ④

Foster

Manna Gum Community House	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Digital and Learning Support for TAFE Students	① ② ③ ④
Introduction to Digital Essentials	① ② ③ ④
Kickstart Your Career: Preparing for Work	④
Ready for Hospitality	① ② ③ ④
Work for Yourself – Care and Support	① ② ③ ④

Heyfield

Heyfield Community Resource Centre	2023 TERMS
Digital Matters	①
Digital Skills for Employability	③ ④
Digital Skills for the Workplace	③
Kick Start Your Career in the Health Sector	②
Kickstart Your Career – Preparing for Work	③ ④
Kick Start Your Career – Skills to Get That job!	②
Money Matters	②

Korumburra

Milpara Community House	2023 TERMS
Advanced Writing Skills	① ② ③ ④
Computers for Beginners	① ② ③ ④
Intermediate Computers	① ② ③ ④
Digital Essentials – Level 1 and 2	① ② ③ ④
Double Entry Accounting	① ② ③ ④
English and Maths: All Ages, All Stages	② ③
Get Set for Work or Study: Foundations for Your Future	① ② ③ ④
Introduction to Office Skills	① ② ③ ④
Introduction to Payroll and Banking	① ② ③ ④
Learn English	① ② ③ ④
Speak English	① ② ③ ④

Lakes Entrance

Orbost Education Centre	2023 TERMS
Introduction to Hairdressing	④
Introduction to Floristry	① ② ③ ④

Leongatha

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
Job Search Skills	① ② ③ ④
Learning Skills	① ② ③ ④
Applying for Jobs Online	① ② ③ ④
Skills Using Online Platforms	① ② ③ ④
Phone and Video Interview Skills	② ③
Building Resilience	① ② ③ ④

Community College Gippsland	2023 TERMS
All Abilities Job Skills - Level 1 and 2	① ② ③ ④
All Abilities Literacy and Numeracy – Level 1 and 2	① ② ③ ④
Literacy for Life – Level 1 and 2	① ② ③ ④

Mallacoota

Mallacoota District Health and Support Service	2023 TERMS
Digital Essentials	①
Digital Skills for Employability	④
Getting Ready for Hospitality	②
Getting Ready for TAFE – Care and Support	③

Moe

Moe Neighbourhood House	2023 TERMS
Computers for Beginners – Level 1 and 2	① ② ③ ④
Digital Essentials – Level 2	②
Introduction to MS Word and Excel	③
Literacy and Numeracy	① ② ③ ④
Work for Yourself: Care and Support	②

Life Skills Victoria	2023 TERMS
Basic Food Handling	① ② ③
Building Employability Skills	① ② ③ ④
Commercial Cleaning Essentials	② ③
Communication and Customer Service Skills	① ②
Communication for Community Engagement	① ② ③ ④
Digital Essentials Level 1	① ② ③ ④
Foundation Literacy	① ② ③ ④
Functional Literacy	① ② ③ ④
Introduction to MS Word and Excel	① ② ③ ④
Kickstart Your Career in Health	② ③
Microbusiness Workshops	① ② ③ ④
Practical Numeracy	① ② ③ ④
Ready for Hospitality	③ ④
Skills 4 Work	① ② ③ ④

Morwell

Berry Street Victoria	2023 TERMS
Career Voyager/Career Planning	① ② ③ ④
Get Your L's	② ③
Employability Skills for Job Seekers	① ② ③ ④
Building Resilience	① ② ③ ④
Taste of Hospitality	① ②
Introduction to Cleaning	① ② ③ ④
Kickstart your Career in Commercial Cleaning	① ② ③ ④
Employability Skills for Job Seekers	② ③ ④

Bnym Aboriginal Corporation	2023 TERMS
Bookkeeping Basics: Using XERO Software	② ④
Design and Production Skills	① ② ③ ④
Digital Literacy Level 1	① ② ③ ④
Employability Skills for Job Seekers	① ② ③ ④
Putting a Small Business Online	① ④
Introduction to Design and Production	① ② ③ ④

Gippsland Employment Skills Training	2023 TERMS
Connect, Learn, Employ	① ② ③ ④
Conversational English	① ② ③ ④
Digital Essentials – Level 1 and 2	① ② ③ ④
Digital Matters	① ② ③ ④
Employability and Work Readiness	① ② ③ ④
Pathways to TAFE	① ② ③ ④
Kick Start Your Career in Customer Service – Contact Centres	① ② ③ ④
Skills for Work and Study: Aged Care	① ② ③ ④
Skills for Work and Study: Food Processing	① ② ③ ④
Taste of Hospitality	① ② ③ ④

Orbost

Orbost Education Centre	2023 TERMS
Introduction to Hospitality	① ② ③ ④
Becoming a Barista	① ② ③ ④
Digital Essentials – Level 1	④
Digital Matters	① ② ③
Getting Ready for Office Admin	③
Grow with Your Garden: Horticulture	①
Introduction to Construction and Painting	④
MS Office: The Next Step	② ④
Ready to Work	① ③
Try a Trade for Women	②

Paynesville

Paynesville Neighbourhood Centre	2023 TERMS
Basic Computers	① ② ③ ④
Digital Matters: Excel	①
Digital Matters: Tackling Technology	② ③ ④
Empowering Women	② ③
Financial Wellbeing	① ②
Get Ready For Work	③ ④
Get Ready for Work in Early Childhood	③ ④
Intermediate Computers	② ③
Introduction to Facilitation and Training	② ③
Setting Up a Small Business	③ ④
Getting Ready for TAFE	①

Sale

Sale Neighbourhood House	2023 TERMS
Digital Essentials – Level 1 and 2	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
Job Search Skills	① ② ③ ④
Learning Skills	① ② ③ ④
Applying for Jobs Online	① ② ③ ④
Skills Using Online Platforms	① ② ③ ④
Phone and Video Interview Skills	② ③
Building Resilience	① ② ③ ④

Traralgon

Traralgon Neighbourhood Learning House	2023 TERMS
Digital Essentials Level 1	① ② ③ ④
Recipe for Success: Literacy Skills Program	① ② ③ ④
Serving the Valley in Hospitality	② ③ ④

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

Warragul

Warragul Community House	2023 TERMS
Cooking Skills: Men's Kitchen	② ③ ④
Easy Steps to Computers	① ② ③ ④
Excel for Work	② ③
Intermediate Computers	② ③ ④
Let's Learn English	① ② ③ ④
Ready for Hospitality	② ③
Retail and Customer Service	② ③
Work for Yourself – Care and Support	② ③

Community College Gippsland	2023 TERMS
All Abilities Building Skills – Level 1 and 2	① ② ③ ④
All Abilities Literacy and Numeracy – Level 1 and 2	① ② ③ ④
Digital Literacy – Level 1 and 2	① ② ③ ④
Get Ready for Study	① ② ③ ④
Maintenance Skills: Bikes	① ② ③ ④
Introduction to Building and Construction	① ② ③ ④
Introduction to Digital Literacy	① ② ③ ④
Introduction to Aged Care	① ② ③ ④
Introduction to Hair and Beauty	① ② ③ ④
Literacy for Life – Level 1 and 2	① ② ③ ④
Success for Study In....	① ② ③ ④
Supplementary Literacy and Numeracy	① ② ③ ④
Taste of Auslan	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 Sills	① ② ③ ④
Applying for Jobs Online	① ② ③ ④
Learning to Learn	① ② ③ ④
Skills Using Online Platforms	① ② ③ ④
Online Communication Platforms	① ② ③ ④
Phone and Video Interview Skills	② ③
Building Resilience	① ② ③ ④

Wonthaggi

Bass Coast Adult Education Centre	2023 TERMS
Barista Basics	① ② ③ ④
Basic English in the Community	① ② ③ ④
Basic Numeracy	① ② ③ ④
Computers for Office Skills	① ② ③ ④
Introduction to Computers	① ② ③ ④
Develop English and Writing Skills	① ② ③ ④
Financial Literacy	② ③
Hair and Beauty Taster	③ ④
Hospitality Work Skills	② ③ ④
Introduction to Horticulture	② ③
Introduction to the Renewable Energy Sector	② ③
Kick Start Your Career in the Health Industry	② ③
Literacy for the Workplace	③ ④
Micro-Business Skills	① ② ③ ④
Office Administration Skills	② ③
Sustainable Living Skills	① ② ③ ④
The Resilient Workplace	① ② ③ ④
Work For Yourself Care And Support	① ②

Yinnar

Art Resource Collective	2023 TERMS
Art to Business	③
Blacksmithing	②
Painting and Drawing: Visual Arts Professional	② ③
Printmaking for Business	③ ④

Contact your Learn Local.



Art Resource Collective

19-23 Main Street
Yinnar VIC 3869
03 5163 1310
www.arcyinnar.org.au

Bass Coast Adult Learning

239 White Road
Wonthaggi VIC 3995
03 5672 3115
www.bcal.vic.edu.au

Berry Street Victoria

37 Elgin Street
Morwell VIC 3840
03 5134 5971
www.berrystreet.org.au

Bnym Aboriginal Corporation

41 Tarwin Street
Morwell VIC 3840
03 5133 0325
www.bnymindigeniousdesigns.com.au/about-us/classes

Buchan Neighbourhood House

6 Centre Road
Buchan VIC 3885
03 5155 9216
www.buchan.vic.au/buchan-neighbourhood-house

Churchill Neighbourhood Centre

Community Hub
9-11 Philip Parade
Churchill VIC 3842
03 5120 3850
www.churchill.org.au

Community College Gippsland

71 Korumburra-Warragul Road
Warragul VIC 3820
Howard Street
Leongatha VIC 3953
03 5622 6000
www.ccg.asn.au

Gippsland Employment Skills Training (GEST)

1 Hoyle Street
Morwell VIC 3840
03 5127 4544
www.gest.com.au

Heyfield Community Resource Centre

5 George Street
Heyfield VIC 3858
03 5148 2100
www.heyfieldcommunity.org.au

Life Skills Victoria

2A High Street
Moe VIC 382503 5127 7999
lifeskillsvic.com.au

Mallacoota District Health and Support Service

Cnr Mattsson Street and Genoa Road
Mallacoota VIC 3892
03 5158 0603
www.mallacoota.org.au

Manna Gum Community House

33 Station Road
Foster VIC 3960
03 5682 1101
www.mannagumcommunityhouse.org.au

Milpara Community House

21 Shellcot Road
Korumburra VIC 3950
03 5655 2524
www.milparacommunityhouse.org.au

Moe Neighbourhood House

1-11 James Street
Moe VIC 3825
03 5126 3123
www.moeneighbourhoodhouse.org

Orbost Education Centre

21 Ruskin Street
Orbost VIC 3888
03 5154 1788
www.orbostedcentre.org.au

Paynesville Neighbourhood Centre

55 The Esplanade
Paynesville VIC 3880
03 5156 0214
www.pnc.vic.edu.au

Phillip Island Community and Learning Centre

16 Warley Avenue
Cowes VIC 3992 03 5952 1131
www.pical.org.au

Sale Neighbourhood House

21 Leslie Street
Sale VIC 3850
03 5144 5747
saleneighbourhoodhouse.weeblysite.com

Traralgon Neighbourhood Learning House Kath Teychenne Centre

11 Breed Street
Traralgon VIC 3844
03 5174 6199
www.tnlh.org.au

Warragul Community House

138 Normanby Street
Warragul VIC 3820
03 5623 6032
www.warragulcommunityhouse.org.au

Workforce Plus

222-230 York Street
Sale VIC 3850
03 41139635
www.workforceplus.com.au



Disclaimer

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