



MACV

## Learn Local Courses in the City of Whitehorse 2023

Learn Local courses are short courses that are government subsidised and offered at free or very low cost\* to adult Victorians. The courses focus on a wide range of topics including:

- Digital literacy
- Language, literacy and numeracy skills
- English language skills
- Employability skills
- Industry specific 'taster' training across a wide range of sectors (including, hospitality, community services, customer service, aged care, early childhood education and trades)

The courses can help provide you with foundational, entry-level skills, needed for further training, study and employment. The courses are also 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 and training is delivered by experienced trainers. Furthermore, the courses are usually between 20 to 60 hours long, with shorter courses also being offered to re-engage learners. Finally, the courses also attract up to 20 points per week if you are job seeker.

## Learn Local providers

Learn Locals providers are not-for-profit community organisations that are friendly and welcoming, with highly capable and professional trainers. They are focused on helping you achieve your goals. The four Neighbourhood Houses in the City of Whitehorse (**Mitcham Community House**, **Avenue Neighbourhood House** at Eley, **Clota Cottage Neighbourhood House** and **Vermont South Neighbourhood House**) have formed an alliance – MACV – and collaborate to provide a wide range of these Learn Local courses. For more information about each course, please refer to this course guide or contact one of the four Neighbourhood Houses directly:

**Mitcham Community House**  
[info@mitchamcommunityhouse.org.au](mailto:info@mitchamcommunityhouse.org.au)  
[www.mitchamcommunityhouse.org](http://www.mitchamcommunityhouse.org)  
9873 4587

**Avenue Neighbourhood House @ Eley**  
[info@theavenue.org.au](mailto:info@theavenue.org.au)  
[www.theavenue.org.au](http://www.theavenue.org.au)  
9808 2000

**Clota Cottage Neighbourhood House**  
[admin@clotacottage.org.au](mailto:admin@clotacottage.org.au)  
[www.clotacottage.org.au](http://www.clotacottage.org.au)  
9899 0062

**Vermont South Neighbourhood House**  
[info@vsnh.org.au](mailto:info@vsnh.org.au)  
[www.vsnh.org.au](http://www.vsnh.org.au)  
9803 2335



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## Adult Literacy and Numeracy

Course	Day	Date	Time	Cost	Provided at:
Auslan Intermediate	Thursdays	27 Jul - 14 Sept (8 wks) OR 5 Oct - 23 Nov (8 wks)	7:00pm - 9:00pm	\$60	Mitcham Community House
English Conversation	Mondays	Until 4th December	9:30am - 12:00pm	Free	Clota Cottage Neighbourhood House
English for Everyday Living	Mondays	10 Jul - 28 Aug (8 wks) OR 9 Oct - 27 Nov (8 wks)	9:30am - 12:30pm	\$60	Vermont South Neighbourhood House
English for Migrants	Fridays	14 Jul - 15 Sept (10 wks)	9:30am - 1:00pm	\$30	Mitcham Community House

## Technology

Course	Day	Date	Time	Cost	Provided at:
Cloud Based Programs for the Workplace	Thursdays	6 weeks	Daytime	\$60	Vermont South Neighbourhood House
Using Technology to Record your Special Moments	Thursdays	20 Jul - 7 Sep OR 12 Oct - 30 Nov (8 wks)	9:30am - 12:00pm	\$60	Vermont South Neighbourhood House
Exploring Accounting Apps and Software	Thursdays	13 Jul - 20 Jul OR 5 Oct - 12 Oct (2 wks)	6:00pm - 9:30pm	\$25	Vermont South Neighbourhood House
Exploring Excel	Fridays	4 weeks	Daytime	\$60	Vermont South Neighbourhood House
Introduction to Trello for Event Management	Thursdays	13 Jul - 20 Jul OR 5 Oct - 12 Oct (2 wks)	9:30am - 12:30pm	\$25	Vermont South Neighbourhood House
Introduction to XERO	Thursdays	8 weeks	Evening	\$60	Vermont South Neighbourhood House
Microsoft Office Suite	Mondays	6 weeks	Daytime	\$60	Vermont South Neighbourhood House



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## Technology cont.

Course	Day	Date	Time	Cost	Provided at:
Microsoft Outlook and Email	Tuesdays	6 weeks	Daytime	\$60	Vermont South Neighbourhood House
Point of Sale for Retail and Hospitality	Mondays	14 Aug - 28 Aug OR 13 Nov - 27 Nov (3 wks)	9:30am - 1:00pm	\$30	Vermont South Neighbourhood House
Smart Phone Photography Skills for the Workplace	Thursdays	13 Jul - 20 Jul OR 5 Oct - 12 Oct (2 wks)	9:30am - 1:00pm	\$25	Vermont South Neighbourhood House
Discovering Computers	Fridays	9 weeks	Daytime	\$60	Vermont South Neighbourhood House
Touch Typing 101	Fridays	18 Aug - 8 Sept OR 10 Nov - 1 Dec (4 wks)	9:30am - 12:00pm	\$25	Vermont South Neighbourhood House
Digital Essentials	Tuesdays	1 Aug - 12 Sept (7 wks) OR 3 Oct - 28 Nov (8 wks)	1:00pm - 3:00pm	\$50	Mitcham Community House
iPad Skills for Everyday - NDIS	Thursdays	13 July - 14 Sept (10 wks) OR 5 Oct - 14 Dec (10 wks)	10:15am - 11:15am OR 11:30am - 12:30pm	\$135- \$148	Avenue Neighbourhood House @ Eley
Computer Coding - NDIS	Thursdays	13 July - 14 Sept (10 wks) OR 5 Oct - 14 Dec (10 wks)	1:00pm- 2:30pm	\$145- \$159	Avenue Neighbourhood House @ Eley
Beginners Computers for Work and Study	Thursdays	27 July - 14 Sept (8 wks) OR 5 Oct - 14 Dec (11 wks)	3:00pm - 5:30pm	\$93 - \$126	Avenue Neighbourhood House @ Eley
Keep on Computing (Intermediate)	Fridays	28 July - 15 Sept (8 wks) OR 6 Oct - 15 Dec (11 wks)	1:00pm - 3:30pm	\$88 - \$121	Avenue Neighbourhood House @ Eley
Digital Skills for over 50's Level 1	Mondays	Commences 10 October (9 wks)	9:30am - 12:30pm	\$55	Clota Cottage Neighbourhood House



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## Technology cont.

Course	Day	Date	Time	Cost	Provided at:
Digital Skills for over 50's Level 2	Mondays	7 Aug - 16 Oct	9:30am - 12:30pm	\$55	Clota Cottage Neighbourhood House
Introduction to Computers	Wednesdays	11 Oct - 6 Dec	9:30am - 12:30pm	\$55	Clota Cottage Neighbourhood House
Further Computers - MS Office	Wednesdays	19 July - 13 Sept	9:30am - 12:30pm	\$55	Clota Cottage Neighbourhood House

## Vocational

Course	Day	Date	Time	Cost	Provided at:
Community Teaching with Adults	Mondays	7 Aug - 11 Sep OR 9 Oct - 13 Nov (6 wks)	9:30am - 12:00pm	\$40	Vermont South Neighbourhood House
Creative Community Connections - Art as Therapy	Tuesdays	18 Jul - 5 Sep OR 10 Oct - 5 Dec (8 wks)	10:00am - 12:30pm	\$60	Vermont South Neighbourhood House
Everyday Literacy and Numeracy with Cooking	Mondays	20 Nov - 27 Nov (2 wks)	4:00pm - 6:30pm	\$35	Vermont South Neighbourhood House
Get Back Into It (Employment Skills)	Mondays	8 weeks	Daytime	\$60	Vermont South Neighbourhood House
Introduction to Barista and Coffee Making	Wednesday & Thursday	9 & 10 Aug OR 22 & 23 Nov (2 days)	4:00pm - 7:00pm	\$35	Vermont South Neighbourhood House
Introduction to Barista Presentation Skills	Wednesday & Thursday	16 & 17 Aug OR 29 & 30 Nov (2 days)	4:00pm - 7:00pm	\$35	Vermont South Neighbourhood House
Introduction to Community Services	Wednesdays	19 Jul - 13 Sep OR 11 Oct - 6 Dec (9 wks)	9:30am - 12:30pm	\$70	Vermont South Neighbourhood House



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## Vocational cont.

Course	Day	Date	Time	Cost	Provided at:
Introduction to Customer Service	Mondays	17 Jul – 7 Aug OR 9 Oct – 30 Oct (4 wks)	6:30pm - 9:30pm	\$25	Vermont South Neighbourhood House
Introduction to Hospitality	Mondays	17 Jul – 21 Aug OR 9 Oct - 13 Nov (6 wks)	4:00pm - 7:30pm	\$60	Vermont South Neighbourhood House
Pathways to Work in the Aged Care Sector	Tuesdays	8 weeks	Evening	\$60	Vermont South Neighbourhood House
Pathways to Community Services - Early Childhood Education & Care	Please contact <a href="mailto:info@vsnh.org.au">info@vsnh.org.au</a> to register your interest.			\$60	Vermont South Neighbourhood House
Practical Training in Reception and Administration	Fridays	5 weeks	Daytime	\$60	Vermont South Neighbourhood House
Project Management for Events	Thursdays	20 Jul - 24 Aug OR 12 Oct - 16 Nov (6 wks)	9:30am - 2:30pm	\$60	Vermont South Neighbourhood House
Pathways to Health Services Work	Please contact <a href="mailto:info@vsnh.org.au">info@vsnh.org.au</a> to register your interest.			\$60	Vermont South Neighbourhood House
Start Your Own Business	Wednesdays	8 weeks	Evening	\$60	Vermont South Neighbourhood House
Try a Trade (Swinburne TAFE)	Please contact <a href="mailto:info@vsnh.org.au">info@vsnh.org.au</a> to register your interest.			\$60	Vermont South Neighbourhood House
Steps to Job Success	Mondays	24 Jul - 11 Sept (8 wks)	9:30am - 12:30pm	\$60	Mitcham Community House



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## Vocational cont.

Course	Day	Date	Time	Cost	Provided at:
Let's Cook - NDIS (limited spaces available)	Mondays, Wednesdays or Thursdays	10 July - 11 Sept (10 wks) 12 July - 13 Sept (10 wks) 13 July - 14 Sept (10 wks) 2 Oct - 11 Dec (10 wks) 4 Oct - 13 Dec (11 wks) 5 Oct - 14 Dec (11 wks)	10:00am - 1:00pm	\$175- \$192	Avenue Neighbourhood House @ Eley
Creative Minds - NDIS	Mondays or Wednesdays	10 July - 11 Sept (10 wks) 12 July - 13 Sept (10 wks) 2 Oct - 11 Dec (10 wks) 4 Oct - 13 Dec (11 wks)	9.30am - 12.00pm OR 1.00pm - 3.30pm	\$140 - \$154 plus \$40 supplies	Avenue Neighbourhood House @ Eley
Creative Writing / Story Telling	Tuesdays	11 July - 12 Sept (10 wks) OR 3 Oct - 12 Dec (10 wks)	6:30pm - 7:30pm	\$125	Avenue Neighbourhood House @ Eley
Eley Park Café - NDIS (limited spaces available)	Fridays	14 July - 15 Sept (10 wks) OR 6 Oct - 15 Dec (11 wks)	10:00am - 1:00pm	\$190 - \$209	Avenue Neighbourhood House @ Eley
Career Skills	Fridays	14 July - 15 Sept (10 wks)	10:00am - 2:00pm	\$122	Avenue Neighbourhood House @ Eley

NB: Dates of courses are subject to change. Please contact one of the four Neighbourhood Houses to check start dates, availability and other program information

\*Eligibility criteria applies