



# **COURSES IN KNOX**

January to June 2020



# LEARN LOCAL COURSES IN KNOX

The Knox Learning Alliance is a federation partnership of the five neighbourhood house Learn Locals in Knox. Its objective is to provide the community with a comprehensive offering of affordable, entry level training programs that provide pathways to employment and/or further education and training.

## Fees

Learn Local courses are generously subsidised by the Victoria State Government. Funded places are available to those who are Australian citizens or hold permanent residency. Those not eligible for funding may still enrol but will need to pay a higher fee. Participants will be asked to provide proof of eligibility upon enrolment. Concession fees are also available to eligible pension and concession card holders. The fees include \$30 tuition, \$10 amenities and \$10 materials (unless otherwise stated) and manuals where applicable.

## How to enrol

Online via each venue's online shop on their website. Over the phone using your credit/debit card. In person at the venue.

## Other training offered

Accredited training including; first aid, food safety, RSA, Early Childhood Education & Care, White card, VICAL programs from year 10-12, VCE for adults, and Transition education.

## Acknowledgements

We gratefully acknowledge the support of these funding bodies and peak organisations:



## SwinLocal Courses

Swinlocal is a partnership between the KLA and Swinburne University VET to provide pathways courses into TAFE qualifications. All courses include some training onsite at TAFE.



Computer & Technology	
<b>Basic Computers</b>	<b>O</b>
Mondays 9.15am – 12.00pm Term 1 (3 Feb – 23 Mar, 7 weeks) \$50	
<b>Basic Computers and Cyber Security</b>	<b>M</b>
Mondays 12.30pm – 2.30pm Semester 1 (3 Feb – 22 Jun) \$100 (concession \$70)	
<b>Computers for beginners</b>	<b>B</b>
Fridays 12.30pm – 3.00pm Term 1 (7 Feb – 27 Mar, 8 weeks) \$50	
<b>Computers from Novice to the Next Steps</b>	<b>M</b>
Mondays 9.30am – 11.30am Semester 1 (3 Feb – 22 Jun) \$100 (concession \$70)	
<b>Computers the Next Step – Digital Literacy for the Workplace</b>	<b>C</b>
Tuesdays 6.30pm – 9.00pm Term 2 (21 Apr – 23 Jun, 10 weeks) \$50	
<b>Computers – The Next Step</b>	<b>B</b>
Wednesdays 12.30pm – 3.00pm Term 1 (5 Feb – 25 Mar, 8 weeks) Fridays 12.30pm – 3.00pm Term 2 (1 May – 19 Jun, 8 weeks) \$50	
<b>Computers – The Next Step</b>	<b>O</b>
Mondays 12.30pm – 3.15pm Term 1 (3 Feb – 23 Mar, 7 weeks) Mondays 9.30am – 12.00pm Term 2 (27 Apr – 22 Jun, 8 weeks) \$50	
<b>BYO laptop and Computer Basics</b>	<b>M</b>
Tuesdays 10:00am – 12:00pm Semester 1 (4 Feb – 23 Jun) Tuesdays 12:30pm – 2:30pm Semester 1 (4 Feb – 23 Jun) \$100 (concession \$70)	
<b>Blokes and Computers</b>	<b>M</b>
Wednesdays 12:30pm – 2:30pm Semester 1 (5 Feb – 24 Jun) \$100 (concession \$70)	
<b>Excel – level 1</b>	<b>M</b>
Thursdays 7.00 pm – 9.30pm Term 1 (6 Feb – 26 Mar, 8 weeks) Term 2 (28 Apr – 16 Jun, 8 weeks) \$80 (includes manual)	
<b>Excel - Level 2</b>	<b>M</b>
Thursday 7.00 pm – 9.30pm Term 2 (30 Apr – 18 Jun, 8 weeks) \$80 (includes manual)	
<b>iPads – Know How</b>	<b>M</b>
Wednesdays 10:00am – 12:00pm Semester 1 (5 Feb – 24 Jun) \$100 (concession \$70)	

<b>iPads Beginners</b>	<b>B</b>
Wednesdays 9.30am – 12.00pm Term 1 (5 Feb – 25 Mar, 8 weeks) Fridays 9.30am – 12.00pm Term 2 (1 May – 19 Jun, 8 weeks) \$50	
<b>Basic iPad &amp; Tablet Technology</b>	<b>O</b>
Tuesdays 12.30pm – 3.00pm Term 1 (4 Feb – 24 Mar, 8 weeks) Tuesdays 9.30am – 12.00pm Term 2 (28 Apr – 16 Jun, 8 weeks) \$50	
<b>iPads &amp; Tablets – The Next Level</b>	<b>O</b>
Tuesdays 9.30am – 12.00pm Term 1 (4 Feb – 24 Mar, 8 weeks) Tuesdays 12.30pm – 3.00pm Term 2 (28 Apr – 16 Jun, 8 weeks) \$50	
<b>iPads Advanced</b>	<b>B</b>
Fridays 9.30am – 12.00pm Term 1 (7 Feb – 27 Mar, 8 weeks) Wednesdays 9.30am – 12.00pm Term 2 (22 Apr – 10 Jun, 8 weeks) \$50	
<b>Bit by Bit Computers</b>	<b>M</b>
Thursday or Friday 3.30pm – 5.30pm Term 1 (6 Feb – 3 Apr) Term 2 (23 Apr – 26 Jun) \$5 per week	
<b>Update your skills to return to work force – Refresh &amp; Learn Computers</b>	<b>R</b>
Mondays 9.00am – 12.00pm Term 1 (3 Feb – 23 Mar, 7 weeks) Mondays 12.30pm – 3.00pm Term 2 (20 Apr – 15 Jun, 8 weeks) \$50	
<b>Computers – Word &amp; Excel</b>	<b>O</b>
Mondays 12.30pm – 3.00pm Term 2 (27 Apr – 22 Jun, 8 weeks) \$50	
<b>Beyond Basics – Word &amp; Excel</b>	<b>R</b>
Mondays 12.30pm – 3.30pm Term 1 (3 Feb – 23 Mar, 7 weeks) Mondays 9.30am – 12.00pm Term 2 (20 Apr – 15 Jun, 8 weeks) \$50	
<b>Powerpoint and publisher</b>	<b>B</b>
Wednesdays 12.30pm – 3.00pm Term 2 (22 Apr – 10 Jun, 8 weeks) \$50	
<b>Beyond Basics Word, Excel &amp; PowerPoint</b>	<b>R</b>
Thursdays 12.30pm – 3.00pm Term 1 (13 Feb – 19 Mar, 6 weeks) Thursdays 9.30am – 12.00pm Term 2 (30 Apr – 18 Jun, 8 weeks) \$50	

<b>Introduction to Excel</b>	<b>R</b>
Thursdays 9.30am – 2.30pm Term 1 (27 Feb – 19 Mar, 8 weeks) \$73.50 (includes manual)	
<b>Excel – Level 2</b>	<b>R</b>
Thursdays 9.30am – 2.30pm Term 2 (28 May – 18 Jun, 4 weeks) \$73.50 (includes manual)	
<b>Introduction to Computer and Latest Technology</b>	<b>R</b>
Thursdays 9.30am – 12.00pm Term 1 (13 Feb – 19 Mar, 6 weeks) Thursdays 12.30pm – 3.00pm Term 2 (30 Apr – 18 Jun, 8 weeks) \$50	
<b>Introducing iPad &amp; Tablet – Getting to know your device</b>	<b>R</b>
Fridays 9.30am – 12.30pm Term 1 (14 Feb – 13 Mar, 5 weeks) \$50	
Career Skills	
<b>Professional Resume &amp; Career Search</b>	<b>R</b>
Thursdays & Fridays 13th & 20th February also 14th & 21st February 9.30am – 2.30pm \$40	
<b>Professional Resume &amp; Career Search</b>	<b>R</b>
Details to be advised	
<b>Prepare for employment</b>	<b>B</b>
Tuesdays 10.00am – 2.00pm Term 1 (4 Feb – 24 Mar, 8 weeks) \$50	
<b>Back to Work Personal Styling</b>	<b>M</b>
Tuesday 9:30am – 11:30am Term 1 (4 Feb – 24 Mar, 8 weeks) \$60	
<b>How to be Resilient in the workplace – Part 1</b>	<b>R</b>
Mondays 9.30am – 2.30pm Term 1 (17 Feb – 2 Mar, 3 weeks) \$30	
<b>How to be Resilient in the workplace – Part 2</b>	<b>R</b>
9.30am – 2.30pm Details to be advised	
Industry Preparation	
<b>RSA</b>	<b>M</b>
Thursday 6.00pm – 10.00pm Term 1 (20 Feb) Term 2 (7 May) \$60	
<b>RSA</b>	<b>M</b>
Saturday 9.00am – 1.00pm Term 1 (14 Mar) Term 2 (6 Jun) \$60	

<b>Back to Basics Cooking</b>	<b>B</b>
Mondays 10.00am – 12.30pm Term 1 (17 Feb – 30 Mar, 6 weeks) No class 23 Mar Term 2 (27 Apr – 1 Jun, 6 weeks) \$100	
<b>Make friends and good food in the kitchen – Practice your English and cook a community lunch to share</b>	<b>C</b>
Wednesdays 10.00am – 1.00pm 5 Feb onwards during school terms Free	
<b>Kitchens of the World</b>	<b>O</b>
Fridays 9.30am – 12.30pm or 1.00pm – 4.00pm Semester 1 (14 Feb – 3 Jun, 20 weeks) \$60	
<b>Urban Farming – grow and make your own food</b>	<b>C</b>
Commencing 26 Feb Fourth Wednesday of the month 6.30pm – 9.30pm, plus Saturday 18th April and 12th September 9.30am-3.30pm \$80	
<b>Garden Basics</b>	<b>O</b>
Mondays 9.30am – 12.00pm Semester 1 (3 Feb – 22 Jun, 16 weeks) \$50 per semester	
<b>Introduction to Real Estate</b>	<b>B</b>
Fridays 10.00am – 12.30pm Term 1 (7 Feb – 27 Mar, 8 weeks) Term 2 (1 May – 19 Jun, 8 weeks) \$50	
<b>Introduction to Community Newspapers</b>	<b>M</b>
Tuesdays 9.30am – 12.00pm Term 2 (28 Apr – 16 Jun, 8 weeks) \$50	
<b>Creative Writing Group</b>	<b>C</b>
Wednesdays 9.30am – 12.00pm Term 2 (22 Apr – 24 Jun, 10 weeks) \$50	
<b>Creative Writing Workshops</b>	<b>C</b>
Thursdays 6.30pm – 8.30pm Term 1 (6 Feb – 26 Mar) \$95	
<b>Digital Story Telling</b>	<b>C</b>
Term 2 – Details to be confirmed	
<b>An Introduction to Community Services – Early Childhood</b>	<b>C</b>
Wednesday 6.30pm – 9.00pm Term 2 (6 May – 24 Jun, 8 weeks) \$50	
<b>Introduction to Mental Health</b>	<b>C</b>
Tuesday 10.00am – 12.30pm Term 2 (21 Apr – 9 Jun, 8 weeks) \$50	

<b>Introduction to Medical Reception Including Pracssoft Computing Software</b>	<b>R</b>
Tuesdays 9.30am – 2.30pm Term 1 (11 Feb – 17 Mar, 6 weeks) Term 2 (5 May – 9 Jun, 6 weeks) \$117 (includes manual)	
<b>Introduction to Event Management</b>	<b>R</b>
Saturdays 9.30am – 1.00pm Term 1 (15 Feb – 14 Mar, 4 weeks) Term 2 (16 May – 13 Jun, 4 weeks) \$35	
<b>Introduction to Floristry</b>	<b>R</b>
Thursdays 1.00pm – 4.00pm Term 1 (20 Feb – 19 Mar, 5 weeks) \$35 plus (\$28 Kit optional)	
<b>Introduction to Floristry – Beginners</b>	<b>R</b>
Thursdays 9.30am – 12.30pm Term 2 (23 Apr – 21 May, 5 weeks) \$63 (includes Kit)	
<b>Introduction to Floristry – Next Step</b>	<b>R</b>
Thursdays 1.00pm – 4.00pm Term 2 (23 Apr – 21 May, 5 weeks) \$35	
<b>Woodwork for all</b>	<b>B</b>
Wednesdays 5.00pm – 9.00pm Term 1 (5 Feb – 25 Mar, 8 weeks) Term 2 (22 Apr – 10 Jun, 8 weeks) \$75	
<b>Woodwork for women</b>	<b>B</b>
Wednesdays 1.00pm – 5.00pm Term 1 (5 Feb – 25 Mar, 8 weeks) Term 2 (22 Apr – 10 Jun, 8 weeks) \$75	
<b>Upcycling and Repurposing Furniture – Working with Tools</b>	<b>C</b>
Thursdays 9.30am – 1.00pm Term 1 (6 Feb – 26 Mar, 8 weeks) Term 2 (23 Apr – 25 Jun, 10 weeks) \$60	
<b>Sewing Skills for the Beginner</b>	<b>C</b>
Wednesdays 9.30am – 12.30pm Term 1 (5 Feb – 25 Mar, 8 weeks) Term 2 (22 Apr – 24 Jun, 10 weeks) \$50	
<b>Upcycling Textiles – Remaking and Mending Garments</b>	<b>C</b>
Mondays 9.30am – 1.00pm Term 1 (3 Feb – 23 Mar, 8 weeks) Term 2 (20 Apr – 22 Jun, 10 weeks) \$60	
<b>Digital Photography – Part 1</b>	<b>B</b>
Wednesdays 7.00pm – 9.30pm Term 1 (5 Feb – 25 Mar, 8 weeks) Mondays 7.00pm – 9.30pm Term 2 (20 Apr – 15 Jun, 8 weeks) \$50	
<b>Digital Photography – part 2</b>	<b>B</b>
Wednesdays 7.00pm – 9.30pm Term 2 (22 Apr – 10 Jun, 8 weeks) \$50	

<b>Introduction to Digital SLR Camera</b>	<b>R</b>
Mondays 7.30pm – 9.30pm Term 1 (3 Feb – 2 Mar, 4 weeks) No class 24 Feb \$150 For trip dates call office 9764 1166	
<b>Photo Editing with Photoshop Elements</b>	<b>R</b>
Thursdays 7.30pm – 9.30pm Term 1 (5 Mar – 26 Mar, 4 weeks) \$100	
<b>Introduction to Visual Arts</b>	<b>C</b>
Wednesdays 6.30pm – 9.00pm Term 2 (29 Apr – 17 Jun, 8 weeks) \$50	
Personal Development	
<b>Self Care For Healthy Ageing</b>	<b>C</b>
Tuesdays 1.00pm – 3.00pm Term 1 (25 Feb – 24 Mar, 5 weeks) \$60	
Short Business Courses	
<b>Establish &amp; Maintaining your Small Business</b>	<b>R</b>
Saturdays 9.30am – 3.30pm Term 1 (22 Feb – 14 Mar, 3 weeks) No class 7 Mar Term 2 (9th May – 23rd May, 3 weeks) \$35	
<b>Social Media Platforms for Business</b>	<b>R</b>
Saturday 9.30am – 1.30pm Term 2 (30 May – 13 Jun, 3 weeks) \$35	
Business & Administration	
<b>Bookkeeping</b>	<b>M</b>
Thursdays 9.15am – 11.45pm Term 1 (6 Feb – 26 Mar, 8 weeks) Term 2 (30 Apr – 18 Jun, 8 weeks) Tuesdays 7.00pm - 9:30pm Term 1 (4 Feb – 24 Mar, 8 weeks) Term 2 (28 Apr – 16 Jun, 8 weeks) \$90 (includes manual)	
<b>MYOB</b>	<b>M</b>
Thursdays 12.15pm – 2.45pm Term 1 (6 Feb – 26 Mar, 8 weeks) Term 2 (30 Apr – 18 Jun, 8 weeks) \$95 (includes manual)	
<b>MYOB</b>	<b>R</b>
Mondays 9.30am – 2.30pm Term 1 (10 Feb – 16 Mar, 4 weeks) Term 2 (11 May – 15 Jun, 6 weeks) Tuesdays 6.00pm – 9.00pm Term 1 (11 Feb – 24 Mar, 7 weeks) Term 2 (5 May – 16 Jun, 7 weeks) \$57	
<b>Overview of Business Administration</b>	<b>M</b>
Mondays 9.30am – 3.00pm Term 2 (20 Apr – 15 Jun, 8 weeks) \$80	
<b>XERO and Small Business</b>	<b>M</b>
Tuesdays 7.00pm – 9.30pm Term 1 (4 Feb – 24 Mar) \$50	

<b>XERO for Beginners</b>	<b>M</b>
Wednesdays 9.30am – 12.00pm Term 1 (5 Feb – 25 Mar, 8 weeks) Term 2 (29 Apr – 17 Jun, 8 weeks) \$50	
<b>Xero – Accounting</b>	<b>R</b>
Mondays 6.30pm – 9.00pm Term 1 (3 Feb – 23 Mar, 7 weeks) Term 2 (20 Apr – 15 Jun, 8 weeks) \$40	
<b>Short Course in Office Administration</b>	<b>R</b>
Wednesdays 9.30am – 2.30pm Term 1 (26 Feb – 18 Mar, 4 weeks) \$45	
<b>Short Course in Office Administration</b>	<b>R</b>
Wednesdays Details to be advised	
<b>Introduction to Creating Websites</b>	<b>R</b>
Thursdays 6.00pm – 9.00pm Term 1 (13 Feb – 19 Mar, 6 weeks) \$45	
<b>Self-Managed Websites “How to set up your Own Website and Maintain”</b>	<b>R</b>
Thursdays 6.00pm – 9.00pm Term 2 (14 May – 18 Jun, 6 weeks) \$45	
<b>Social Media Marketing</b>	<b>R</b>
Wednesdays 6.00pm – 9.00pm Term 1 (12 Feb – 18 Mar, 6 weeks) Term 2 (13 May – 17 Jun, 6 weeks) \$35	
Adult Literacy	
<b>Everyday English</b>	<b>O</b>
Mondays 6.00pm – 8.00pm Term 1 (3 Feb – 23 Mar, 7 weeks) Term 2 (20 Apr – 22 Jun, 9 weeks) \$50	
<b>Read Write Now</b>	<b>M</b>
Wednesdays 6.30pm – 9.00pm Semester 1 (5 Feb – 24 Jun) Wednesdays 12.30pm – 3.00pm Semester 1 (5 Feb – 24 Jun) \$100 (concession \$70)	
<b>Basic computer literacy</b>	<b>M</b>
Wednesdays 6.30pm – 9.00pm Semester 1 (5 Feb – 24 Jun) \$100 (concession \$70)	
<b>Short Story Writing</b>	<b>M</b>
Tuesdays 12.15pm – 2.45pm Term 1 (4 Feb – 24 Mar, 8 weeks) Term 2 (28 Apr – 16 Jun, 8 weeks) \$50	
Workshops	
<b>Smart Phones</b>	<b>M</b>
Saturday 10.00am – 12.30pm Term 1 (22 Feb or 21 Mar, 1 day) Term 2 (23 May or 20 Jun, 1 day) \$25 (includes morning tea)	

Legend: **C** Coonara Community House **M** Mountain District Learning Centre **O** Orana Neighbourhood House **R** Rowville Neighbourhood Learning Centre **B** The Basin Community House

No classes are held on public holidays unless otherwise stated.

# RECREATIONAL & EDUCATIONAL ACTIVITIES IN KNOX

<b>Art &amp; Craft</b>		Hip hop for children & teens	●	<b>Outdoors &amp; Gardening</b>	
Art	●	Junior chefs	●	Beekeeping club	●
Art mixed media	●●	Preschool music & dance	●	Community gardening	●
Art mixed media – altered books	●	School holiday activities	●	Gardening club	●
Art of junk journaling	●	The lab	●	<b>Social &amp; Support Groups</b>	
Cake decorating	●	<b>Community Events</b>		Bounce back	●
Card making	●●	Biggest Morning Tea	●●●	CAE book club	●
Craft	●	International Women's Day	●●	Coffee & chat	●
Crafty ladies	●	Community lunch	●●	Colour and chat	●
Creative writing	●	Cultural diversity celebration	●	Craft and chat	●
Crochet for beginners	●	Downsizing seminar	●	Friendship group	●
Cross stitch for beginners	●	Financial wellbeing for women presentation	●	Knit and chat	●
D.I.Y kokedama	●	Friday night social	●	Knitting & crochet group	●
Drawing & painting	●	Movie matinee	●	M.S. social support group	●
Embroidery	●	Mystery bus tour	●	Movie club	●
Knitting	●●	Pancake day	●	OM:NI men's chat group	●
Macrame	●	Theatre night	●	Patchwork and sewing	●
Making upcycled jewellery	●	<b>Health &amp; Wellbeing</b>		Philosophy for thinkers	●
Making upcycled soft toys	●	Ecotherapy	●	Social circle 55+	●
Mosaics	●	Gentle exercise for women 55+	●	Talk about superstitions	●
Mountain treasures craft group	●	Fitness for over 40's	●	Talking café and reminiscence group	●
Organic soap making	●	Fitness for women 65+	●	Upcycled crafters	●
Paint for fun and socialise	●	Laughter yoga	●	Women's support group	●
Pastel workshops	●	Meditation	●●	<b>Workshops &amp; Info Sessions</b>	
Patchwork	●	FeldenKrais	●	Bag making workshop	●
Sew-cial sewing	●	Stretch2go	●	Bike maintenance	●
Terrarium make n take	●	Tai chi	●●●	Demystifying maths for parents	●
Upcycled rug making	●	Walking group	●●●	Early childhood expo	●
Wire sculpture	●	Yoga	●●	Early childhood professional development	●
<b>Cooking</b>		<b>Language</b>		Energetic cleansing for self awareness	●
Cooking workshops	●●●	French	●	Essential oils	●
<b>Charity Work &amp; Volunteering</b>		German	●	Living well with hepatitis b	●
Boomerang Bags	●	Italian	●●	Reshape your destiny	●
Charity group	●	Mandarin (Register your preferred day)	●	Safer scooter, wiser wheelchair	●
Volunteering	●	Spanish	●	Smart happy money	●
<b>Children &amp; Teens</b>		<b>Music &amp; Dance</b>		Vision board	●
Arts & craft (5 to 7 years)	●	Belly dancing	●	Wills and power of attorney probate	●
Computer programming for young makers	●	Bharatanatyam dance (all ages)	●	Wiser driver 4 week sessions	●
Culinary skills (13 years & over)	●	Bollywood dancing	●	<b>Register Your Interest</b>	
Drawing & painting (8 to 12 years)	●	Highland dancing for beginners	●	German	●
Early childhood dance program	●	Hip hop dancing	●	Mosaics	●
Hip hop (3 to 6 years)	●	Latin fitness	●	Strengthen your families – theatre for living	●

**Legend:** ● Coonara Community House ● Mountain District Learning Centre ● Orana Neighbourhood House  
● Rowville Neighbourhood Learning Centre ● The Basin Community House

# ACCREDITED COURSES IN KNOX

Some of the Knox Learning Alliance neighbourhood houses offer nationally accredited training. You can obtain the following qualifications through the Knox Learning Alliance.

Responsible Service of Alcohol (SITHFAB009A)	●
Food Safety Level 1	●
Cert III Early Childhood Education & Care CHC30113	●
Diploma Early Childhood Education & Care for those with existing Cert III CHC50113	●
Diploma of Community Development CHC52115	●
Advanced Diploma Community Sector Management CHC62015	●

*Some nationally recognised courses are run by third-party training organisations out of your local neighbourhood house. For details about your local neighbourhood house's RTO status or any of these courses please contact the house directly.*



**Coonara Community House**  
22 Willow Rd, Upper Ferntree Gully  
(03) 9758 7081 | [www.coonarahouse.org.au](http://www.coonarahouse.org.au)



**Rowville Neighbourhood Learning Centre Inc.**

**Rowville Neighbourhood Learning Centre**  
40 Fulham Rd, Rowville  
(03) 9764 1166 | [www.rowvillenc.org.au](http://www.rowvillenc.org.au)



**Orana Neighbourhood House**  
62 Coleman Rd, Wantirna South  
(03) 9801 1895 | [www.orananh.org.au](http://www.orananh.org.au)



**mountain district learning centre**

**Mountain District Learning Centre**  
13-15 The Avenue, Ferntree Gully  
(03) 9758 7859 | [www.mdlc.com.au](http://www.mdlc.com.au)



**The Basin Community House**

**The Basin Community House**  
21 Liverpool Rd, The Basin  
(03) 9761 0209 | [www.thebasincommunityhouse.org.au](http://www.thebasincommunityhouse.org.au)