

**LEARN  
SOMETHING  
NEW THIS  
YEAR**

**Knox  
Learning  
Alliance**





# STUDY AT A PLACE THAT'S RIGHT FOR YOU

Get yourself job-ready by enrolling in a Learn Local endorsed class. Your local community house can help you learn computers, prepare for employment or improve your literacy skills – there's something for everyone. Contact your local community house directly to enrol.



## WHY STUDY AT YOUR LOCAL NEIGHBOURHOOD HOUSE?

Choosing to return to study can seem like an overwhelming decision. Your local neighbourhood house welcomes people from all walks of life – whether you're returning to the workforce after raising children, wanting to learn how to use your new computer, or looking for a hobby to enjoy during retirement. You can choose from a variety of classes and study at a place where diversity is embraced. Contact your local neighbourhood house directly to enrol.

## INFORMATION ABOUT FEES

Learn Local courses are generously subsidised by the Victoria State Government. You must be an Australian citizen or hold permanent residency to receive reduced fees. If you're not eligible you can still enrol in the class, but you will pay a higher fee. You will be asked for proof of eligibility when you enrol. Concession fees are also available if you are an eligible pensioner or concession card holder. The reduced fee includes \$30 tuition, \$10 amenities and \$10 materials (unless otherwise stated) and manuals where applicable.

## HOW TO ENROL

Contact your local community house directly to enrol. You may be able to enrol online, over the phone or in person at the community house.

## OTHER TRAINING OFFERED

Your local neighbourhood house may also offer accredited training including: first aid, food safety, RSA, Early Childhood Education & Care, White card, VCAL 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 Swinlocal courses include some training onsite at TAFE.



Computers & Technology		
<b>BYO Laptop &amp; Computer Basics</b>	M	Tuesdays 10:00am – 12:00pm 9 February to 22 June \$100
<b>Beginners Computers</b>	B	Fridays 12:30pm – 3:00pm 5 February to 26 March \$50
<b>Basic Computers &amp; Cyber Security</b>	M	Mondays 12:30pm – 2:30pm 8 February to 21 June \$100
<b>Be Connected – Getting Online</b>	O	Mondays 9:30am – 12:00pm 1 February to 29 March (No class 8 March) FREE
<b>Blokes &amp; Computers</b>	M	Wednesdays 12:30pm – 2:30pm 10 February to 23 June \$100
<b>Computers – The Next Step</b>	C	Mondays 1:30pm – 3:30pm 1 February to 29 March \$50
<b>Computers from Novice to the Next Steps</b>	M	Mondays 9:30am – 11:30am 8 February to 21 June \$100
<b>Next Step Computers – Microsoft Office</b>	B	Fridays 9:30am – 12:00pm 5 February – 26 March \$50
<b>Digital Media – Powerpoint &amp; Publisher</b>	B	Wednesdays 9:30am – 12:00pm 3 February to 24 March \$50
<b>Computers – Powerpoint &amp; Publisher</b>	O	Mondays 12:30pm – 3:00pm 1 February to 29 March (No class 8 March) \$50

<b>Excel – Level 1</b>	M	Thursdays 7:00pm – 9:30pm 4 February to 25 March \$80 (Includes manual)
<b>Update Your Digital Skills to Return to the Workforce – Refresh &amp; Learn Computers</b>	R	Mondays 10:00am – 1:00pm 8 February to 29 March (No class 8 March) \$60
<b>Beyond Basics Word, Excel &amp; PowerPoint</b>	R	Thursdays 12:30pm – 3:00pm 11 February to 1 April \$60
<b>Introduction to Excel</b>	R	Thursdays 6:00pm – 9:00pm 18 February to 1 April \$60
<b>Introducing iPad &amp; Tablet – Getting to Know Your Device</b>	R	Thursdays 10:00am – 1:00pm 11 February to 25 March \$60
<b>Beginners iPads/Tablet</b>	B	Wednesdays 12:30pm – 3:00pm 3 February to 24 March \$50
<b>Basic iPad &amp; Tablet Technology</b>	O	Tuesdays 9:30am – 12:00pm 2 February to 23 March \$50
<b>iPads &amp; Tablets – The Next Level</b>	O	Tuesdays 12:30pm – 3:00pm 2 February to 23 March \$50
Work Skills		
<b>Professional Resume &amp; Career Direction</b>	R	Thursdays 9:30am – 12:30pm 18 February to 25 March \$50
<b>Providing First Point of Contact</b>	C	Tuesdays 10:00am – 12:00pm 16 February to 2 March \$50

<b>Customer Service Skills</b>	R	Wednesdays 9:30am – 12:30pm 24 February to 24 March \$50
<b>Learn Google Suite for the Office</b>	R	Wednesdays 9:30am – 12:30pm 24 February to 24 March \$50
Photography		
<b>Introduction to Digital SLR Camera</b>	R	Thursdays 7:00pm – 9:00pm 11 February to 4 March (Field trips 25 and 28 February) \$150
<b>Digital Photography SLR – Part 1</b>	B	Mondays 7:00pm – 9:30pm 1 February to 29 March (No class 8 March) \$50
<b>Photo Editing Using Adobe Lightroom</b>	B	Wednesdays 7:00pm – 9:00pm 3 February to 24 March \$50
<b>Photo Editing with Photoshop Elements</b>	R	Thursdays 7:00pm – 9:00pm 11 March to 1 April \$105
Cooking & Gardening		
<b>Garden Basics</b>	O	Mondays 9:30am – 12:00pm 1 February to 21 June (No class 8 March, 5 & 12 April & 14 June) \$50
<b>Urban Farming</b>	C	Wednesdays 6:30pm – 9:30pm Fourth Wednesday of the month Commencing 24 February \$80
<b>Back to Basics Cooking</b>	B	Mondays 10:00am – 12:30pm 1 February to 29 March (No class 8 March) \$20

<b>Kitchens of the World</b>	O	Fridays 9:30am – 12:30pm or 1:00pm – 4:00pm 29 January to 25 June (No class 2, 9 & 16 April) \$60
Industry Preparation		
<b>Introduction to Medical Reception (Includes Manual)</b>	R	Does not include Pracsoft Tuesdays 9:30am – 12:30pm 9 February to 30 March \$84
<b>Introduction to Real Estate</b>	B	Thursdays 9:30am – 12:00pm 4 February to 25 March \$50
<b>Introduction to Community Services – Early Childhood</b>	C	Tuesdays 6:30pm – 8:30pm 9 February to 6 March \$50
Craft		
<b>Introduction to Floristry – Part 1</b>	R	Thursdays 1:00pm – 4:00pm 18 February to 18 March \$70 (Flowers not included)
<b>Sewing Skills for the Beginner</b>	C	Wednesdays 9:30am – 12:30pm 10 February to 31 March \$50
<b>Upcycling Textiles</b>	C	Mondays 9:30am – 1:00pm 8 February to 29 March \$50
<b>Woodwork for All</b>	B	Wednesdays 5:00pm – 9:00pm 3 February to 24 March \$75 (Held at Bayswater Factory)
<b>Woodwork for Women</b>	B	Wednesdays 1:00pm – 5:00pm 3 February to 24 March \$75 (Held at Bayswater Factory)

Creative Writing		
<b>Digital Storytelling</b>	C	Mondays 12:30pm – 3:00pm 1 February to 29 March (No class 8 March) \$50
<b>Creating Writing Group</b>	C	Wednesdays 9:30am – 12:00pm 3 February to 31 March \$50
Business & Administration		
<b>Establish &amp; Maintain Your Small Business</b>	R	Saturdays 9:30am – 3:30pm 20 February to 13 March \$40
<b>Learn Google Suite &amp; Canva for Small Business</b>	R	Tuesdays 6:00pm – 9:00pm 23 February to 23 March \$50
<b>Marketing for Business – Part 1 (Introduction to Marketing)</b>	R	Wednesdays 6:00pm – 9:00pm 17 February to 10 March \$40
<b>Social Media for Business – Part 2 (Marketing Using Social Media)</b>	R	Wednesdays 6:00pm – 9:00pm 17 March to 7 April \$40
<b>XERO for Beginners</b>	M	Wednesdays 9:30am – 11:30am 5 February to 25 March \$50
<b>XERO and Small Business</b>	M	Tuesday 7:00pm – 9:00pm 9 February to 30 March \$50
<b>Xero – Accounting</b>	R	Wednesdays 6:30pm – 9:00pm 10 February to 31 March \$50
<b>Introduction to MYOB Including Payroll</b>	R	Mondays 9:30am – 1:30pm 8 February to 29 March (No class 8 March) \$64

<b>Introduction to MYOB Including Payroll</b>	R	Tuesdays 6:00pm – 9:00pm 9 February to 6 April \$64
<b>Introduction to Business Administration</b>	M	Mondays 9:30am – 3:00pm 8 February to 29 March \$80
<b>Introduction to Creating a WordPress Website – Part 1</b>	R	Thursdays 6:00pm – 9:00pm 18 February to 1 April \$60
<b>Maintaining Your WordPress Website – Part 2</b>	R	Wednesdays 6:00pm – 9:00pm 17 February to 31 March \$60
Literacy		
<b>English Conversation</b>	O	Mondays 6:00pm – 8:00pm 1 February to 29 March (No class 8 March) \$50
<b>Read Write Now</b>	M	Wednesdays 7:00pm – 9:00pm 10 February to 23 June \$100
<b>NEW Read Write Now (Afternoon Class)</b>	M	Wednesdays 12:30pm – 2:30pm 10 February to 23 June \$100
<b>Short Story Writing</b>	M	Tuesdays 12:15pm – 2:45pm 9 February to 30 March \$50
Workshops		
<b>Smart Phones</b>	M	Saturday 27 February 10:00am – 12:00pm \$10
<b>Smart Phones</b>	M	Saturday 27 March 10:00am – 12:00pm \$10

Legend: C Coonara Community House M Mountain District Learning Centre O Orana Neighbourhood House R Rowville Neighbourhood Learning Centre B The Basin Community House Online Delivery No classes are held on public holidays unless otherwise stated.

# MAKE NEW FRIENDS AND LEARN NEW SKILLS

Your neighbourhood house is a welcoming and friendly place to connect with people. You can learn new skills and make new friends by joining a class at your local centre.

<b>Art &amp; Craft</b>		The Lab	●	Gardening Club	●
Art	●	Yoga	●	Knit & Chat	●
Balloon Artistry	●	<b>Community Events</b>		Knitting/Crochet Group	●
Cake Decorating	●	Community Lunch	●	Mahjong Players Group	●
Card Making	● ●	Australia's Biggest Morning Tea	●	Men's Chat Group	●
Clay Play	●	Celebrating International Women's Day	●	Mountain Treasures By Night Craft Group	●
Craft Groups	●	Pancake Day	●	Mountain Treasures Craft Group	●
D.I.Y Kokedama	●	<b>Health &amp; Wellbeing</b>		Movie Club	●
Drawing & Painting	●	Fitness for Over 40'S	●	New Life for Me – Women's Support Group	●
Embroidery	●	Gentle Exercise for Ladies Over 65	●	Philosophy Group	●
Knitting Group	●	Gentle Exercise for Over 55's	●	Social Circle 55+	●
Macrame Hanger	●	Live Well Be Well	●	Social Friendship Group	●
Mosiacs	●	Meditation	● ● ●	Upcycle Crafters	●
Organic Soapmaking	●	Men's Walking Group For Men With Limited Mobility	●	<b>Other</b>	
Photo Books with Snapfish	●	Stretch2Go	●	Early Childhood Professional Development	●
Photography	●	Tai Chi	● ●	Essential Oils	●
Tree of Life	●	Walking Group	● ●	Green Cleaning on a Budget	●
Wire Wrapped Crystal Pendant	●	Yoga	● ● ●	Introduction to Working with Diverse People	●
<b>Cooking</b>		Belly Dancing	●	Lizard Wizard – Reptile Encounter Presentation	●
Cooking Workshops	●	<b>Language</b>		Managing Stress in the Workplace	●
Quick & Easy Desserts for 1	●	French	●	Research Your Family History	●
<b>Charity Work &amp; Volunteering</b>		French	●	Tech Support Drop in class	●
Growing & Propagating Food	●	German	●	<b>Register Your Interest</b>	
Making Bags	●	Spanish	●	German Language	●
Upcycling Pallets	●	<b>Social &amp; Support Groups</b>		Highland Dancing	●
<b>Children &amp; Teens</b>		Bounce Back	●	Italian Language	●
Early Learning Centre	●	CAE Book Club	●	Mandarin Language	●
Facilitated Playgroup	●	Coffee & Connect	●	Mosaics Classes	●
Preschool Music & Dance	●	Community Gardening	●		
Sketching & Drawing	●				

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

*Some of these activities may be delivered online. Please contact your local neighbourhood house for details.*



# NATIONALLY RECOGNISED TRAINING

Did you know you can study a nationally recognised course at a neighbourhood house? You can complete your training in a welcoming inclusive environment right at your doorstep.

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