

## Computer basic's

Basic understanding of computer navigation, troubleshooting and will be familiar with basic MS Office applications.

**20 hours (Term 1, 2, 3, 4)**

## Digital 1

Getting started

1. Using your smartphone
2. Using SMS
3. Navigating the Internet
4. Using email
5. Staying safe online

**30 hours (Term 4)**

## Digital essentials

- Getting started
- Building email skills
- Creating in Word
- Finding information online
- Being social
- Managing information
- Connecting to devices
- Day to day technology
- Being safe and secure
- New on line experiences

**30 Hours (Term 2, 4)**



## Intro to Wood work

this course is designed to learn about tools, working with recycled wood and how to repair wooden furniture. This course will assist learners to explore a pathway into wood working courses and/or to develop their basic furniture making skills of repairing and making household items.

**30 Hours (Term 1,2,3,4 )**



## About

Learn local are Pre Accredited courses that can give you an introduction to further learning and more information into a field of employment or study you may have an interest in. These course run for between 20 and 30 hours per term and are delivered face to face unless Covid 19 restrictions are in place then we will run as an online course.

### Cost:

Course's are free.  
Some course may have a fee for materials.



(03) 9401 6666

learnlocal@whittleseacc.org.au  
whittleseacc.org.au



Whittlesea  
**Community**  
**Connections**



Learn  
Local

Skills for study  
work and life

# Learn local

## 2023 COURSES

whittleseacc.org.au



(03) 9401 6666

learnlocal@whittleseacc.org.au

## Beginning with English

This is the first in a sequence of three English courses that builds the Learners level of English from basic/beginner to everyday use in the community to English in the workplace.

**20 hours (Term 1, 3)**

## English for the workplace

This course will focus on providing Learners with the confidence to speak English at the level of workplace in an everyday employment context from office based language to the art of small talk over morning tea. This will enable our learners to more confidently begin seeking out employment and volunteering opportunities and provide them with the skills to feel comfortable once they begin.

**20 Hours (Term 2, 4)**



## Barista

Hands on training, Workplace safety, Customer service, Coffee art

**20 hours (Term 1, 3)**

## Hospitality

These sessions address various aspects of the hospitality industry covering: food handling, hygiene, customer service, communication skills, and espresso coffee making skill development.

**30 Hours (Term 2, 4)**

## Introduction to Conservation

This course will be an introduction to conservation. It will be applicable for those wishing to continue into formal education and also those who are interested in their local environment and pursuing conservation in their own lives.

**15 Hours (Term 4)**

## Intro to Horticulture

This course is designed as a taster for learners who are unsure whether this industry is and further accredited training is for them, Learners will also have the opportunity to learn through practical components of horticulture.

**20 Hours (Term 1, 2, 3, 4)**

## Sustainable Gardening

Are you interested in Sustainability in general, , then come and join us for a 40 week Sustainability course, where we will learn about Composting, worm farming, soils and preparation, water management and more.

**20 Hours (Term 1, 2, 3, 4)**



## Intro to Fashion Sewing

Learners will practice and learn basic sewing techniques including seams, waistbands, zips and pockets. This course is an introduction to sewing and is designed to open up the world of fashion sewing for learners.

**30 Hours (Term 1, 2)**

## Sewing for Employment

This course is designed for people looking to explore and expand their creative skills in fashion sewing enabling them to seek employment or further study in the field of fashion.

This course is an introduction to sewing for upcycling used clothes as a product for selling at markets or online.

**30 hours (Term 3)**

## Micro Business - Sewing

Participants will develop skills in a creative industry, research small business opportunities, explore potential markets online and actual, leading to potential microbusiness opportunities.

**30 Hours (Term 4)**



Whittlesea  
Community  
Connections

