

Learn Local Courses – Term 4

Free Language, Digital & Employability Courses





Whittlesea Community Connections

Whittlesea Community Connections is a not-for-profit, community-based organisation dedicated to supporting the diverse communities of the City of Whittlesea and surrounding suburbs. We work alongside people from culturally and linguistically diverse (CALD) backgrounds, newly arrived migrants, refugees, and other community members to build skills, confidence, and meaningful connections.

Through our Learn Local programs, we offer a range of free, accessible, and practical pre-accredited courses designed to help learners develop the skills they need for work, study, and everyday life. These courses also serve as a stepping stone to further learning and training in areas of interest.

All programs are delivered in a welcoming and inclusive environment, empowering learners to gain confidence, explore new opportunities, and strengthen their participation in the local community.

Key Information



Cost:

Most courses are provided at no cost unless indicated.



Support:

Inclusive environment with experienced educators supporting CALD learners.



Eligibility:

Open to adults who have study rights in Australia and are not engaged with formal schools living in Whittlesea or Hume LGAs.



Before You Start:

All learners must complete a short intake and assessment and fill out an enrolment form before joining a course.



Delivery:

Face-to-face sessions, with some courses offering online support.



Don't Miss Out!

- Classes fill up quickly!
- We encourage you to enrol as soon as possible to secure your place.

These courses are a great way to build skills, meet others, and take steps towards work or further study.

Acknowledgement of country

Whittlesea Community Connections respectfully acknowledges the Traditional Custodians of the land on which we live and work, the Wurundjeri Woi-Wurrung people of the Kulin Nation. We pay our respects to their Elders, past, present and emerging.

Contact Us

Whittlesea Community Connections

Level 1, Tenancy 1B Pacific Epping
571–583 High Street, Epping VIC 3076

Phone: (03) 9401 6666

Email: Learnlocal@whittleseacc.org.au



Language & Pathway Courses



Let's Learn English



Focus:
Language

Improve your everyday English to build confidence in communication, engage in your community, and prepare for future study or work.

Key topics covered:

- Greetings, introductions, and polite conversation
- Shopping and handling money
- Health and transport vocabulary
- Filling out simple forms and reading notices

Citizenship Ready



Focus:
Language

Prepare for the Australian Citizenship Test. Learn about Australian history, culture, government, laws, and rights and responsibilities as a citizen, while improving your English skills. This course is designed to assist learner with developing the core language skills needed for those interested in taking the Australian Citizenship test. This Course is delivered online in Arabic and there is a potential to be delivered in Kurdish and Dari,

Women Into Driving



Focus:
Language & Road Safety

Specially designed for women, particularly from CALD backgrounds.

Learn about road safety, traffic rules, road signs, sharing the road and prepare for the Victorian Learner's Permit test in a supportive and safe environment.



Employability Pathways



Ready for Hospitality



Focus: Language, Literacy & Numeracy for Hospitality

Gain the practical English and job-ready skills needed for café, restaurant, and catering roles in a friendly, hands-on learning environment.

Topics include:

- Food handling & hygiene
- Food Safety
- Customer service & communication
- Workplace vocabulary & numeracy
- Barista

Microbusiness for Sewing



Focus: Employability

Turn your sewing skills into a small business. This course is designed specifically for learners wishing to become familiar with the work of sewing and the production of their own business.

Learn how to:

- Develop a plan and budget
- Operate safely in a workshop
- Gain confidence using sewing machines

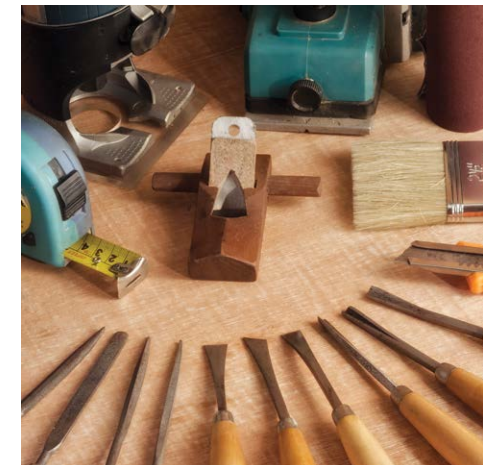
Delivered through group discussions, presentations, and practical activities.

Introduction to Woodwork – Level 2 (Fees apply)



Focus: Employability

This program is designed to offer participants a way to learn new or further their existing wood work skills for personal projects or pathways into trade training and employment.



Digital Literacy & Workplace Skills

[employability with a Digital Component]

Digital Literacy for Adults



Focus:
Digital Essentials

Gain confidence in using computers for work and daily life.

Learn to:

- Send and receive emails
- Use Microsoft Word & PowerPoint
- Create and manage folders
- Navigate online platforms safely



Workplace English & Digital Skills – Literacy for Further Learning (Hume)



Focus:
Employability & Language

For learners from CALD backgrounds looking to improve English and workplace digital skills.

Covers key software such as:

- Microsoft Word
- PowerPoint
- Google
- Tools to prepare for study and work

Digital Skills for Job Seekers – Job Search (Whittlesea and Hume)



Focus: Employability with Digital Component

This course is ready to help making finding jobs so much easier for job seekers. Through this course, learners will attend engaging sessions suitable for them regardless of their difficulties with certain learning styles, as the educators are sure to use diverse teaching strategies.

Learn to:

- Search for jobs online
- Create professional emails
- Use job search engines
- Stay safe online

Digital Skills for Job Seekers – Online Applications



Focus: Employability with Digital Component

This course contains all the right aspects of understanding to ensure an increased chance of employment with a focus on creating resumes and applying for jobs.

Boost your chances of employment by mastering:

- Resume creation
- Online job applications
- Job seeker profiles
- Setting up alerts on job websites

Online Skills for Microbusiness (Hume)



Focus: Employability with Digital Component

This course aims to help adult learners within their current work situation or that are finding new employment to go deeper into digital skills – opening doors to new opportunities within the technological world. Perfect for aspiring small business owners.

Learn to:

- Build and market your business online
- Use digital tools to streamline operations
- Understand your rights and responsibilities

Digital Literacy Essential



Digital 2 – Computer Skills



Focus: Digital Literacy Essentials

This course is intended to build the confidence and skill of low literacy learners in performing basic tasks on a computer.

Improve your basic computer and internet skills to confidently use email, search online, and complete everyday tasks by learning more about:

- Introduction to Microsoft
- File Explorer
- Keyboard Skills
- Internet Research
- Staying safe online

Office Skills



Focus: Digital Literacy Essentials

This course aims to increase confidence and extend proficiency in the skills required to work in a modern office environment. This module is a progression from Entry Level Office Administration Level 1 and builds on the skills learnt in that module.

Learn essential workplace software skills in Microsoft Word, Excel, and PowerPoint to enhance your employability.

Topics include:

- Modern Office environments in comparison to traditional Office environments
- Word Processing – Introduction to Touch Typing
- Prioritising work – Setting up calendar and reminders
- Word Processing – Typing documents using MS WORD
- Business Documents –creating a PPT/ business Email
- Business Documents – Creating Simple Invoices

Contact Us

Whittlesea Community Connections

Level 1, Tenancy 1B Pacific Epping
571-583 High Street, Epping VIC 3076

Phone: (03) 9401 6666

Email: Learnlocal@whittleseacc.org.au



Have Your Say

If you are interested in a course that is not currently offered,
we'd love to hear your suggestions.

More exciting courses will be delivered in the next term.