



## The Neighbourhood Houses



### Living & Learning @ Ajani LL

Ted Ajani Reserve  
2/284 Thompsons Road  
Lower Templestowe, VIC 3107  
03 9850 3687 or 03 9852 4613  
office@livelearnajani.org.au  
livelearnajani.org.au



Manningham Learns offers a wide variety of courses designed to help you learn work skills, increase knowledge for your job, develop your small business or to try for a new career!



### Park Orchards Community House and Learning Centre PO

572 Park Road  
Park Orchards, VIC 3114  
03 9876 4381  
pochi@parkorchards.org.au  
parkorchards.org.au

We receive funding from the Victorian Government, through the Board of ACFE, (Adult Community and Further Education). This funding is provided to community-based organisations across Victoria. The organisations who receive this funding are known as Learn Local providers, all 5 Neighbourhood houses in Manningham are Learn Local providers.



### Pines Learning PL

1/520 Blackburn Road  
Doncaster East, VIC 3109  
03 9842 6726  
info@pineslearning.com.au  
pineslearning.com.au

The funding helps Manningham Learns provide affordable courses for those looking to upskill, return to work or further study (funded price) or for personal interest (non-funded price). This brochure includes the many Learn Local courses on offer!



### Warrandyte Neighbourhood House W

Level 1, 168 Yarra Street  
Warrandyte, VIC 3113  
03 9844 1839  
admin@wnh.org.au  
warrandyteneighbourhoodhouse.org.au

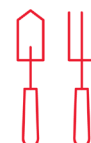
All courses can lead to a pathway toward employment or further training.

Please contact the relevant Neighbourhood House or visit their website for more information on a course, such as cost and dates.



### Wonga Park Community Cottage WP

Unit 1, 9-13 Old Yarra Road  
Wonga Park, VIC 3115  
03 9722 1944  
wpcc@bigpond.com.au  
wongaparkcommunitycottage.org.au



## Disability

### Kick start your career in Disability

PO

This course aims to provide an overview of employment in the disability support industry. Participants will be well placed to apply for relevant positions within disability support services.

## Hospitality

### Intro to Hospitality

PO

For learners to gain employment in the hospitality industry. Participants will be well placed to apply for entry level employment.

### Cafe Skills Level 1 & 2

LL

Gains skills and experience for employment in the hospitality industry. These courses include cafe skills, back of house duties and cooking skills. You will also have the opportunity to cater for small functions.

### Safe Food Handling and Barista

LL

Get your food handling certificate and learn how to operate a commercial espresso machine. A good start for employment in the hospitality industry or a step towards further with our Café

### Home Cooking Bootcamp

WP

Contact Wonga Park Community Cottage for more information in 2020.

## All Abilities

### Digital Literacy for All Abilities

PO

This course will cover the skills required for the students to use a computer for desktop publishing. The course encompasses Word and other Microsoft programs.

### All Abilities Essential Skills for Work

PL

This course is designed to provide hands on opportunities for students with an intellectual disability. Students will build on literacy and numeracy skills and develop employability skills.

## Intro to the Outdoors

### Intro to Floristry

PO

This course will provide a pathway to further education in Floristry. Students will gain the basic knowledge of floristry to enable them to make the decision to pursue further study.

### Intro to Permaculture

PO

This course will provide a pathway to further work or education in this field of study. Learners will gain a basic knowledge of permaculture principles and landscape design.

### Gardening & Horticulture Skills

LL

Grow food, increase yields and use nature to do the work, with easy organic gardening methods. Understand beneficial weeds and bugs, identify micro environments in your garden to find the best spot for better results.

## English as an Additional Language

Pines Learning offers an extensive variety of EAL courses, from basic and introductory levels to advanced written and spoken English. Some of the courses they provide include, The Multicultural Kitchen, Starting out with English, Improve your Grammar for Work and Australian Life and Culture. Visit their website for more information.

PL

## Computers and Business Skills

### Bookkeeping

PO

Gain an understanding of bookkeeping principles which can lead to further study with an accounting package, or work, or to manage the financial requirements of business.

### Bookkeeping - XERO

PO

Learners will gain the knowledge to use the Xero software program to perform bookkeeping functions to improve their work prospects, to assist with running their own small business or to gain entry into further study.

### Business Administration Skills

PL

Become job ready in just nine weeks. Update your resume, be skilled at MS Office programs, admin, social media plus much more. Students attend classes three days a week.

### Business Administration Skills - Refresher

PL

Students will focus on developing Word and Excel skills to advanced level as well as broadening skills to manage social media and digital images.

### Business Technology Skills

LL

Digital skills required for employment or home based businesses. This will include online selling and marketing with different online media.

### Computer for Beginners level 1

PL

Learn the basics of how to use a personal computer. Content includes creating and saving documents, file management, using MS Outlook for email and Google Chrome for internet.

### Computer for Beginners level 2

PL

This course is designed for students with some computer skills. It develops file management, MS Word, internet and email skills introduces, MS Excel as well as builds confidence to use a personal computer independently.

### Intro to Project Management

W

Learn the fundamentals of project management including planning a project, risk assessment and mitigation, communicating with stakeholders, contracts and preparing a basic budget.

### Personal Project Practises

WP

Contact Wonga Park Community Cottage for more information in 2020.

### MYOB

PL

Gain an overview of rudimentary bookkeeping principles and learn how to create and manage account records for small to medium businesses. Basic computer skills, and English for everyday life required.

### Websites for Small Business

W

Build a website from concept to publication ready. Make a simple, multipage website including text, images and a range of plug-ins such as blog, video, shop, payment portal.

### Writing for Business

WP

Improve your written expression for the business world.

## Languages

### Auslan - Intro or Intermediate

PO

This course will introduce students to basic communication skills with Deaf people and background information on Deaf Community and Culture. Or develop further skills in the intermediate class to gain employment in the disability or support industries.