

Pre-accredited course list

Programs delivered at SwinLocal Learn Local partner organisations

As at March 2022

COMPUTERS AND TECHNOLOGY	
Course	Venues
Adobe lightroom (in preparation for Cert 1 photography)	The Basin
Advanced computing and digital media	Healesville
Cloud –based programs for the workplace	VSLC
Computer refresher for return to work	Rowville
Computers – an introduction	The Basin, Pines, NRCH, Arrabri, Yarrunga, Alamein, Mackie RD
Computers – next step for beginners	The Basin, Pines, NRCH, Arrabri, Alamein
Computers for the workplace	Cire, Kew, Healesville
Desktop publishing – an introduction	Arrabri
Desktop publishing module 2	Arrabri
Digital essentials – level 1	MDLC, Orana, Coonara, Rowville, CRCC, LL@Ajani, Park O, Healesville, Japara, Kew, VSLC
Digital essentials – Level 2	MDLC, Orana, Coonara, Rowville, CRCC,LL@Ajani, Park O, Kew, VSLC
Digital literacy for all abilities	Park O
Digital media – an introduction	Healesville, VSLC
Digital story telling – an introduction	Coonara
Excel – an introduction	MDLC, Arrabri, The Basin
Excel - module 2	Arrabri, NRCH, VSLC
Internet and email	The Basin
Ipad and tablet basic technology	The Basin, Orana, CRCC
Ipads and tablets advanced	The Basin, Orana
Ipads next step	Orana, CRCC
Laptop – beginners (BYO) level 1	CRCC
MS Office	Arrabri, Park O, Alamein, VSLC
Introduction to Multimedia	Orana
MYOB	Rowville, Pines, NRCH, Arrabri, MDLC, Park O
New technology – an introduction	Coonara
Powerpoint and Publisher	The Basin, Orana
Smartphone photography for the workplace	VSLC
Social media for beginners	Orana
Tech HUB	Cire - Chirnside, Lilydale, Seville, Yarra junction
Technology for return to work	The Basin, Kew,
Technology support drop in	The Basin, CRCC
Video conferencing for work and study	VSLC
Website development	VSLC
Word - working with documents	The Basin
Word and Excel – introduction	Mackie RD
Word and Excel – beyond basics	NRCH
Word, Excel and Powerpoint – beyond basics	Arrabri

Wordpress – introduction to website development	Healesville, Rowville
EMPLOYABILITY SKILLS	
Courses	Venues
Communication skills for work and community	Yarrunga, Glen Park
Communication in the digital age	Alamein
Developing skills for the workplace – for learners with a disability	CRCC, Pines
Employment skills pathways	The Basin
Employability skills through art	VSLC
Enterprise skills through art	Yarrunga
Get back into it	VSLC
Job ready	Arrabri, Mitcham, NRCH, LL@Ajani
Stepping stones (further education or employment)	Glen Park
Work ready- transition to employment	Cire, Kew, Orana, Alamein
LEAP - Short taster courses/workshops (under 20 hours)	
Aged care & HACCC – introduction	NRCH
Barista	Yarrunga
Business administration	Alamein
Conversation café (EAL)	CRCC
Creative art for engagement	Rowville
Customer service	Pines
Digital essentials	Coonara, Pines, Alamein
e-business and digital literacy	Kew
Food preparation and serving – introduction	Coonara, LL@Ajani
Get online	Park Orchards
Infection prevention and hazard control	Coonara
Job ready skills	Park Orchards, Glen Park, Coonara, Park O
Life planning for women	Coonara
Literacy	Alamein
Managing stress/work life balance	Coonara
Marketing and advertising	Coonara
Networking skills for work and business	Coonara
Negotiation	Coonara, Alamein
Online learning	Glen Park, Arrabri, Japara, Kew, VSLC
Planning for success	Yarrunga
Pathway planning	Glen Park
Rural operations – pathway to	Coonara
Resume – rejuvenate	Alamein
Return to learn	Park O, Rowville, Cire, Alamein
Volunteering as a pathway to employment	Orana, Glen Park, Alamein
Work ready and interview skills	Cire
Working with tools	Coonara
INDUSTRY PREPARATION	
Courses	Venues
Aged care industry – an introduction	MDLC, Cire Yarra junction, NRCH, Arrabri, Pines, Orana, Coonara, VSLC

Barista – an introduction	Kew, VSLC
Beauty and wellness services – taster	Kew
Bushtucker program	Healesville
Café skills	LL@Ajani
Carpentry	Glen Park, Healesville
Carpentry, tiling, plaster and painting- intro	Kew
Commercial cleaning – an introduction	Yarrunga, Alamein
Community services – an introduction	Coonara, VSLC
Creative industries – an introduction	Kew, Coonara
Creative industries for all abilities	Park O
Creative writing - advanced	Coonara
Creative writing- beginners	Coonara, NRCH, Arrabri, Pines
Culinary arts – an introduction	Orana
Customer service essentials	Alamein
Dental assistant – taster in	Kew
Digital photography part 1, 2 and 3	The Basin
Early Childhood education and Care – an introduction	Coonara, Yarrunga
Events and project management	MDLC, Arrabri, Kew, VSLC
Floristry – an introduction	Kew, Rowville, Park O
Food preparation – a taster	Orana
Garden basics	Orana
Gardening for sustainability and employment	Japara
Health Industry – an introduction	Healesville
Hospitality – an introduction	Cire, Kew, Arrabri, Yarrunga, Pines, Orana, Glen Park, VSLC
Hospitality – level 2	Orana
Kitchen hand and basic food preparation	Kew
Kitchen KAOS	Cire
Landscaping and horticulture – an introduction	Coonara, Kew, Orana, The Basin, CRCC, LL@Ajani, Alamein
Mental health peer work – an introduction	Coonara
Permaculture design – In the garden	CRCC, Healesville
Real estate – an introduction	The Basin
Retail – an introduction	Healesville
Rural operations – a pathway	Orana
Rural operations – make and grown food	Coonara
Sewing and garment construction - introduction	Coonara, NRCH
Social enterprise – introducing employment skills	Coonara
Sport and recreation – taster	Kew
Textiles and fashion industry – taster	Kew
Tools – an introduction to working with	Coonara
Try a trade – building industry	Cire, Coonara
Visual arts for employability	Rowville
Visual design – an introduction	VSLC
Wellness gardening	Orana
Woodwork for Women – an introduction	The Basin
Woodwork/carpentry – an introduction	The Basin, Kew, Glen Park
Woodwork level 2	Glen Park

PERSONAL DEVELOPMENT	
Course	Venue
Bloke's on board –participating in a project	Cire
Brainworks: The training program	MDLC
Financial wellbeing basics	Alamein
Health and financial literacy	MDLC
Return to work	Coonara
Smart money	Cire
Women's warehouse – employability skills	Cire Yarra ranges & Maroondah
BUSINESS AND ADMINISTRATION	
Courses	Venue
Accounting software – an introduction	VSLC
Bitcoin – an introduction	Healesville
Bookkeeping	MDLC, Arrabri, Cire Lilydale, Park O
Business administration – an introduction	MDLC, Pines, Arrabri,
Business administration refresher	Pines
Customer service and engagement - taster	Kew
Digital marketing for small business	MDLC, Rowville, Coonara
Medical reception (including Pracsoft) – an introduction	Rowville, Pines
Micro-business skills	Coonara
MYOB	MDLC, Pines, Rowville, Park O
Office administration and reception	Rowville, The Basin, VSLC
Reception and office skills	The Basin
Small business start up skills	Kew, Rowville, Alamein, VSLC
Social media marketing	Kew, The Basin
Social media marketing	Rowville
XERO - beginners	Rowville, Arrabri, Pines, Coonara, Park O
ADULT LITERACY AND EAL	
Course	Venue
Auslan	Mitcham, Park O
Auslan intermediate	Mitcham, Park O
Australian Life and culture (EAL)	Pines
Brainworks	MDLC
Digital literacy for EAL	Kew
EAL beginner	Kew, Mackie Rd
EAL everyday level 2	Kew, Mackie Rd
Effective writing for EAL	Kew
English 101	Cire Lilydale
English 102	Cire Lilydale
English as a second language	Mitcham, VSLC
English as a second language – intermediate	Mitcham
English conversation classes	CRCC, Kerrie NH, NRCH, Pines, Orana, CRCC, Alamein, VSLC
English for work and study	NRCH, CRCC, Alamein
English language education support	NRCH
Everyday English language, literacy and numeracy skills	Kew, Rowville, Alamein
Improve your grammar for work (EAL)	Pines

Literacy and EAL through computers	Alamein
Literacy and numeracy through cooking	VSLC
Literacy and numeracy via everyday life skills	VSLC
Living English	Alamein
Jumpstart – literacy for parents playgroup	Coonara
Moving on with English	Pines
Multicultural kitchen (EAL)	Pines
Read write now	MDLC, The Basin
Reading and writing for further study (EAL)	Pines
Sew, talk and learn	CRCC
Speaking English	Pines
Starting out with English	Pines
Talk, sew and learn for EAL	CRCC
Work related English	Cire Lilydale, Mooroolbark, Chirnside
Writing with purpose	Healesville
YOUTH PATHWAYS	
Course	Venue
Future4me!	Cire