



# FRANKSTON CITY LEARN LOCAL

2024

Unlock Your Potential:  
Short Courses to Transform  
Your Tomorrow with Frankston  
City Learn Local.



Skills for study  
work and life

# What is Learn Local?

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Frankston City Council is a registered Learn Local pre-accredited training provider. Completing a Learn Local course equips participants with the foundational skills required to progress to further accredited training through reputable institutions such as TAFE and Registered Training Organisations (RTOs).

Participants can discover a journey of self-improvement and endless possibilities with Frankston City's Learn Local program. Our short courses are designed to be an individual's first step into new opportunities, providing a safe and supportive environment for skill development and confidence-building. Whether individuals are exploring a new career path or seeking a refresh in their skills, our courses offer flexibility and real-world experience.

## Key Features:

- Small Class Sizes: Experience personalised attention and tailored guidance in intimate class settings. Our highly experienced professionals are dedicated to helping participants achieve their goals, ensuring a supportive and engaging learning experience.
- Diverse Course Offerings: From coffee making and hospitality, to gardening, digital and computer skills and in home care, our comprehensive range of courses caters to diverse learning needs and interests.
- Benefits: acquiring practical skills in high demand by local employers, fostering confidence through hands-on learning and community support. Providing essential skills for both work and life, empowering individuals for future opportunities in an affordable and accessible manner, regardless of financial circumstances.



# Success spotlight: From Overlooked to Employed - Nathan's Journey with Café Creations

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One of our recent program participants, Nathan had not been able to find employment for a long time. He registered for our Café Creations Hospitality course as he felt he was being overlooked for jobs and wanted to get skills and qualifications to enter the field.

Nathan found the Café Creations course not only gave him the skills and qualifications he needed by working in our training café, but also gained self-confidence, met new people and had fun at the same time. Most importantly, Nathan soon found employment after completing the course with a fresh look resume and new skills.

Nathan is now working at a café and community kitchen three days a week preparing and serving light lunches. He intends to undertake our Barista course next so that he has Barista qualifications and can utilise these skills where he works as well.

Gaining employment has given Nathan a new outlook and direction. He attributes his employment and wellbeing to completing the course as it provided him with real work experience. He found everyone friendly and supportive and he cannot thank the team enough for making him feel so welcome.



# Course List

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## **Cafe Creations & Coffee**

Aims to empower participants to take meaningful steps towards a career in the hospitality industry. This will include hands on experience in a commercial kitchen, upskilling in basic cooking and coffee making skills and OH&S compliance as well as CV writing and interview preparation skills.

Duration: 4 weeks - 3 x 6 hour days per week

Location: Frankston South

Course Fee: TBA

## **Barista Basics**

A practical Barista course designed to prepare participants for employment or further training in the hospitality industry. This course is focused on understanding the coffee machine and making a basic coffee offering entry level Barista skills aimed at developing techniques in coffee and beverage preparation and customer service skills.

Duration: 1 day - 6 hours

Location: Frankston South

Course Fee: TBA

## **Crash Course Coffee**

A practical Barista course designed to engage those participants that have had some training in the essentials of Barista work and would like to build on their current skills and further prepare them for employment or more specific training in the hospitality industry.

Duration: 1 day - 6 hours

Location: Frankston South

Course Fee: TBA

## **Cook and Create**

An entry-level, capacity-building cooking program for participants to build literacy and food comprehension. Cook and Create is commonly requested as a Centre program and is designed to support community member's aged 17+ facing barriers to life skills, self-care, literacy and knowledge about food. The program will work to achieve health-related outcomes around knowledge of healthy foods, as well as intermediary factors such as attitudes, motivations and behaviours around foods, external solutions to food access, and the relationship of how these factors influence each other.

Duration: 5 weeks - 1 x 3 hour day per week

Location: Frankston North

Course Fee: \$30 (\$20 concession)



# Course List

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## **Garden and Grow**

A practical course that takes an applied learning approach to developing numeracy skills within the context of growing and cooking food. The course is designed to provide participants with a foundation in numerical concepts while fostering a deeper connection to the food we grow and consume.

Duration: 10 weeks - 1 x 3 hour day per week

Location: Frankston North

Course Fee: \$35 (\$20 concession)

## **Introduction to In Home Support**

This program was developed in response to an industry identified need for increase in skilled staffing and the high rates of unemployment in the local community. The course aims to provide a supportive space to (re)learn skills and context required as entry point into a critical, undersupplied and growing industry. The resources were developed in consultation with Frankston City Council's Family Health Support Services Team.

Duration: 10 weeks - 1 x 3.5 hour day per week

Location: Frankston North

Course Fee: \$40 (\$30 concession)

## **Navigating Work Skills**

A hospitality course that focuses on the front-and-back-of-house hospitality work experience - while also building capacity in confidence, conflict resolution and communication, leadership and emotional management. The course will provide support and education to new learners who are looking to develop transferrable skills which previously may have been barriers to maintaining sustainable paid work.

Duration: 4 weeks - 2 x 4 hour days per week

Location: Frankston North

Course Fee: \$35 (\$25 concession)



# Course List

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## **Digital Skills for Work – In the Cloud**

The module targets adult learners who need to upskill or reskill their digital abilities working in the Cloud. This may be either within their current work situation or for the purposes of finding new employment.

Duration: Option 1: 5 weeks - 1 x 3 hour day per week

Option 2: 3 weeks - 1 x 5 hour day per week

Location: Frankston North

Course Fee: \$25 (\$15 concession)

## **Digital Skills for Work – Microsoft Office**

The module targets adult learners who need to upskill or reskill their digital abilities. This may be either within their current work situation, or for the purposes of finding new employment. The modules have been aligned to the Digital Literacy Skills Framework (DLSF) and aim to develop the learners' active awareness of self as a digital user, and knowledge, use, and application of digital literacy skills.

Duration: Option 1: 5 weeks - 1 x 3 hour day per week

Option 2: 3 weeks - 1 x 5 hour day per week

Location: Frankston North

Course Fee: \$25 (\$15 concession)

## **Digital Skills for Work – Business Basics**

The module targets adult learners who need to upskill or reskill their digital abilities in business basics including operations, management, marketing, legal and planning. This may be either within their current work situation owning or managing a small business, to start up a small business or for the purposes of finding new employment.

Duration: Option 1: 5 weeks - 1 x 3 hour day per week

Option 2: 3 weeks - 1 x 5 hour day per week

Location: Frankston North

Course Fee: \$25 (\$15 concession)



## Immediate Benefits

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- Practical Skills for Local Employment: Acquire practical skills that are in high demand by local employers, giving participants a competitive edge in the job market.
- Confidence Building: Build confidence through hands-on learning and practical experience, empowering participants to take on new challenges with assurance.
- Community Connection: Connect with a vibrant community of like-minded individuals, fostering and collaboration, support and networking opportunities.
- Versatile Skill Development: Our courses equip participants with essential skills for life, work, and further study, ensuring versatility and adaptability in today's fast-paced world.
- Empowerment for Future Opportunities: Whether participants aim to improve reading and writing skills, enhance life skills, or embark on a pathway to work or further study, Frankston City Learn Local provides the foundation for an individuals journey to success.
- Affordable Learning: Frankston City Learn Local courses are accessible and affordable for everyone in the Frankston community, ensuring that cost is not a barrier to education and skill development.

# Frequently Asked Questions

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- 1. Do participants get a certificate or similar upon completion?**  
Yes - certificate of completion.
- 2. Do courses include a Food Handling Certificate?**  
We provide this as an additional bonus for students who attend the Cafe Creations and Coffee course and Navigating Work Skills course (not funded by ACFE).
- 3. Is there a requirement to complete placement hours as part of these courses?**  
No.
- 4. Can participants pay by instalments?**  
Centre staff are happy to discuss payment plans.
- 5. Can participants catch up on sessions if they miss a week?**  
Unfortunately we are unable to deliver catch up sessions.
- 6. The participant has a support worker - can they attend with them?**  
Of course - we would encourage support worker attendance.
- 7. Are there any eligibility requirements?**  
Yes there are - please talk to centre staff to find out what they are.



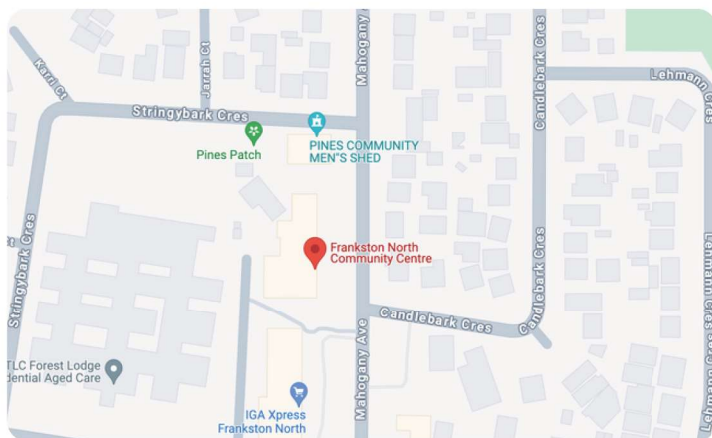


# Community Centre Locations

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Are your clients ready to embark on a learning journey or would you like to learn more? Reach out to your closest Frankston City Learn Local today.

## Frankston North Community Centre



26 Mahogany Ave,  
Frankston North VIC 3200

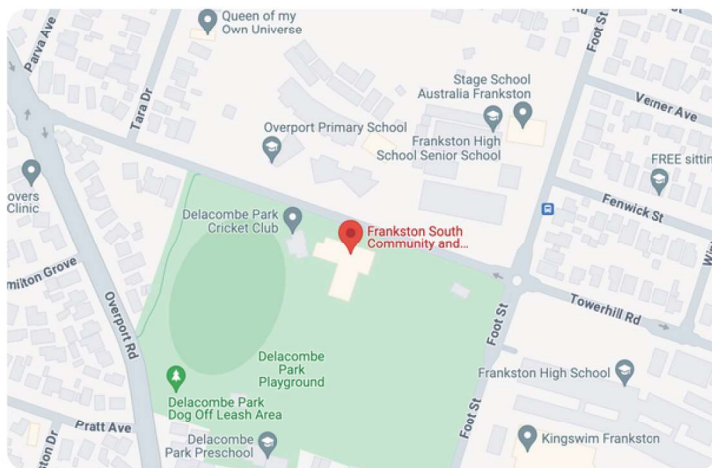
☎ (03) 8773 9545

✉ [fncc@frankston.vic.gov.au](mailto:fncc@frankston.vic.gov.au)

📘 [facebook.com/frankstonnorthcommunitycentre/](https://facebook.com/frankstonnorthcommunitycentre/)

📷 @frankstonnorthcommunitycentre

## Frankston South Community & Recreation Centre



55 Towerhill Rd,  
Frankston South VIC 3199

☎ (03) 9293 7122

✉ [fscrc@frankston.vic.gov.au](mailto:fscrc@frankston.vic.gov.au)

📘 [facebook.com/FrankstonSouthCommunityandRecreationCentre/](https://facebook.com/FrankstonSouthCommunityandRecreationCentre/)

📷 @frankstonsouthcommunitycentre

Discover the possibilities and help your clients take the first step towards transforming their future. Contact us to explore our course offerings.



