

RECRUITMENT • TRAINING • APPRENTICESHIPS • TRAINEESHIPS



Westvic Staffing Solutions is offering a unique opportunity to complete a **DUAL qualification** in:

Cert IV in Front Line Management (BSB40807)

and

Cert IV in Business Administration (BSB40507)



Ideal for employees who provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its outcomes. Employees who use well developed administration skills and a broad knowledge base in a wide variety of administrative contexts should also enquire.

2010 MID YEAR COURSE DATES:

All training days are Thursdays & Fridays every six weeks from 9.30am - 4.30pm for a total of 10 days course room based training.

Dates: July 22 & 23, Aug 26 & 27, September 30 & October 1, November 4 & 5, December 2 & 3.

For more information contact Alisha Cameron on 5561 9000 or e-mail acameron@westvic.org.au during office hours

If you are aged 15 – 24 years or a Retrenched Worker or Existing Worker wanting professional development, you *may* be eligible for Government Funded Training.
To find out more contact our office

This training may be delivered with
Victorian Government funding



Westvic Staffing Solutions
171 Lava Street, Warrnambool
www.westvic.org.au

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Creating pathways to rewarding careers for over 25 years



Cert IV Dual Qualification - Program Outline

10 UNITS:

BSBRK401A	Identify risk and apply risk management processes
BSBWRT401A	Write complex documents
BSBADM405B	Organise meetings
BSBINM401A	Implement workplace information system
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBWOR402A	Promote team effectiveness
BSBOHS407A	Monitor a safe workplace
BSBMGT401A	Show leadership in the workplace
BSBMGT402A	Implement operational plan

Using a combination of core and elective units from both qualifications, participants only require completion of the above 10 units to achieve dual recognition for both:

Certificate IV in Frontline Management & Certificate IV in Business Administration

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