

How to enrol

- In person** Visit one of our offices during office hours (9am to 5pm, Monday to Friday)
- Website** Get access to all required enrolment forms at www.westvic.org.au

Course locations

- Warrnambool** 171 Lava Street, phone 5561 9000
- Portland** 6 Gawler Street, phone 5521 0700
- Colac** 89 Bromfield Street, phone 5234 3200
- Hamilton** 228 Gray Street, phone 5551 3400

All enrolments must be completed prior to commencing and be accompanied by the full course payment
Courses will only proceed subject to sufficient numbers

More detailed information on the following courses is available by visiting www.westvic.org.au, dropping in to any of Westvic Staffing Solutions offices, phoning 5561 9000, or emailing jbutler@westvic.org.au

Full qualifications

Diploma of Business (BSB50207)

If you have substantial experience in a range of business settings and seek to further develop your skills in areas such as staff recruitment & induction, workforce planning, project management, risk management and marketing then contact us now. You may be employed or self employed or have previous experience in a range of workplace contexts, typically performing duties as a frontline manager or leading hand with direct reporting lines to more senior managers.

Program Delivery: This qualification may be commenced at any time and completed fully on the job with ongoing support from our trainers and assessors, **or** monthly workshops may also be accessed to assist you. If you wish to access all workshops throughout your training two established enrolment periods are set out below. Each workshop will introduce set unit/s and this timetable is available upon enrolment.

Info Sessions: (6.00pm to 7.00pm in our Warrnambool office)

Semester 1: Thursday February 16th

Semester 2: Monday June 4th

Workshops: Fridays from 9.30am – 4.00pm in Warrnambool

Dates: **Semester 1:** March 9th to October 12th

Semester 2: June 29th to 1st February 2013

Cost: Eligible for funding (concession or non concession) is \$1225 (Resources & Tuition Fees)

Non Funded is \$1500 (Resources & Tuition Fees)

This training may be delivered with Victorian and Commonwealth Government Funding. Please inquire about your eligibility for funding and employer incentives for this course if you are currently working.

Certificate IV Dual Qualification

Cert IV in Front Line Management (BSB40807) and Certificate IV in Business Administration (BSB40507)

If you seek to further develop your skills and knowledge in identifying risk and applying risk management processes, organising meetings, developing text documents and spreadsheets, leadership in the workplace, operational plans and monitoring a safe workplace then this is the course for you. 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.

Program Delivery: This qualification may be commenced at any time and completed fully on the job with ongoing support from our trainer and assessors, **or** two day workshops every six weeks may also be accessed to assist you. If you wish to access all workshops throughout your training two established enrolment periods are set out below. Each workshop will introduce set unit/s and this timetable is available upon enrolment.

Info Sessions: (6.00pm to 7.00pm in our Warrnambool office)

Semester 1: Thursday February 2nd

Semester 2: Monday May 28th

Workshops: Thursdays and Fridays in Warrnambool

Dates: **Semester 1:** February 23rd to August 17th

Semester 2: June 21st to November 30th

Cost: Eligible for Funding (concession or non concession) is \$447.50 (Resources & Tuition Fees)

Non Funded is \$1575 (Resources & Tuition Fees)

This training may be delivered with Victorian and Commonwealth Government Funding. Please inquire about your eligibility for funding and employer incentives for this course if you are currently working.

Diploma Dual Qualification

Diploma of Management (BSB51107) and

Human Resources Management (BSB50607)

The Diploma of Management enhances your current skills in managing individuals and staff as a whole, OH&S requirements in the workplace, finance, marketing, business planning, managing projects and industrial relations. **The Diploma of Human Resources Management** aims to give you the confidence in your recruitment, selection and induction of new staff, performance management procedures and practice in developing and implementing employment policies. Overall this program is designed for individuals aspiring to middle manager positions in large organisations or those in a leadership role in smaller organisations.

Info Sessions: (6.00pm to 7.00pm in our Warrnambool office)

Semester 1: Thursday February 16th

Semester 2: Monday June 4th

Workshops: Fridays from 9.30am – 4.00pm in Warrnambool

Dates: **Semester 1:** March 2012 to March 2013

Semester 2: TBC

Cost: Eligible for Funding (concession or non concession) \$1375 for resources plus \$580 Tuition Fees. Non Funded is \$3300 (Resources & Tuition Fees for both qualifications)

Program Delivery: This qualification may be commenced at any time and completed fully on the job with ongoing support from our trainer and assessors, **or** monthly workshops may also be accessed to assist you. If you wish to access all workshops throughout your training two established enrolment periods are set out below. Each workshop will introduce set unit/s and this timetable is available upon enrolment.

This training may be delivered with Victorian and Commonwealth Government Funding. Please inquire about your eligibility for funding and employer incentives for this course if you are currently working.

Full qualifications

Certificate IV in Training and Assessment (TAE40110)

The TAE40110 Certificate IV in Training and Assessment specifies the competencies required to deliver and assess training in the vocational education and training sector (VET) or within your own industry. The qualification is nationally recognised. There are no prerequisites for entry into this program.

Info Sessions: 6.00pm to 7.00pm in each regional office

Dates by Location: First Semester

Warrnambool (Mon evenings from Feb 13th to May 12th)

Warrnambool (Wed evenings from Feb 22nd to May 19th)

Info Session: Tues January 24th for both courses

Hamilton (Mon evenings from Feb 13th to May 12th)

Info Session: Tues January 24th

Colac (Wed evenings from Feb 22nd to May 19th)

Info Session: Wed Feb 1st

Portland (Thurs evenings from Mar 1st to May 26th)

Info Session: Thurs Feb 9th

Dates by Location: Second Semester

Warrnambool (Mon evenings from May 28th to August 25th)

Warrnambool (Wed evenings from June 6th to Sept 1st)

Info Session: Mon May 7th for both courses

Hamilton (Mon evenings from May 28th to August 25th)

Info Session: Mon May 7th

Colac (Wed evenings from June 6th to Sept 1st)

Info Session: Wed May 16th

Portland (Tues evenings from July 17th to Oct 13th)

Info Session: Tues June 26th

Course times: 5.30pm to 9.30pm plus two full Saturdays

Cost: Eligible for Funding (concession or non concession) is \$452.50 (Resources & Tuition Fees)
Non Funded is \$1475 (Resources & Tuition Fees)

This training may be delivered with Victorian and Commonwealth Government Funding. Please inquire about your eligibility for funding.

Westvic Staffing Solutions provides a systematic approach to service delivery which is flexible and targeted to the requirements of employees, employers, the local community and those with special needs.

RTO TOID: 4184



KNOW YOUR LIMITS
Westvic supports responsible drinking awareness

Combine our recruitment, training, personnel hire and trainee services for a total employment package and reap the rewards

Your employment & training solution!

Short course options

First Aid Level 2 (Apply First Aid—HLTFA301C)

This nationally accredited course is delivered over a full day. The workbook is supplied prior to the workshop and must be completed prior to commencing. There are no pre-requisites for this course, which means Level 1 First Aid is not required. This qualification is valid for a three year period, with an annual CPR update recommended by the Australian Resuscitation Council.

Dates by Location:

Warrnambool Feb 18th (Sat), May 14th (Mon) & Aug 13 (Mon) & Nov 3rd (Sat)

Hamilton Mar 3rd (Sat) & Oct 13th (Sat)

Colac Mar 10th (Sat) & Oct 20th (Sat)

Portland Mar 17th (Sat) & Oct 6th (Sat)

Times: 9.00am – 4.00pm

Cost: \$190pp

First Aid Level 1 (Perform CPR—HLTCPR201A)

Participants attend this course from 9.00am – 12.00pm on any of the dates listed above to meet their annual CPR update requirements. Perform CPR is designed to provide participants with the knowledge and skills required to perform resuscitation and also includes basic defibrillation.

Cost: \$90pp

Times: 9.00am—12.00pm

Responsible Serving of Alcohol (RSA) (Accredited unit SITHFAB009A)

RSA is a must for anybody working in the liquor industry. Learn about the law, your obligations as a bartender, and regulations when serving alcohol. Westvic is endorsed to conduct this course by Liquor Licensing Victoria.

Dates by Location:

Warrnambool Feb 3rd, Mar 23rd, Sept 28th & Nov 2nd (All Fri)

Hamilton Feb 17th & Oct 12th (Both Fridays)

Colac Feb 24th & Oct 19th (Both Fridays)

Portland Feb 10th & Oct 5th (Both Fridays)

Times: 9.30am – 1.30pm

Cost: \$80pp

Food Handlers

This program deals with the skills and knowledge required to understand and follow good safety legislative requirements and organisational personal hygiene policies and procedures. You will also be able to understand and reduce the general hazards in handling food, linen, laundry and garbage and the sources and effects of microbiological contamination of food and equipment and how to prevent these. You will also cover the choices and applications of cleaning and sanitising equipment and materials.

Dates by Location:

Warrnambool Feb 6th, Mar 26th & Oct 1st (All Mondays)

Hamilton Feb 20th & Oct 15th (Both Mondays)

Portland Feb 13th & Oct 8th (Both Mondays)

Colac Feb 27th & Oct 22nd (Both Mondays)

Times: 9.00am – 4.00pm

Cost: \$120pp