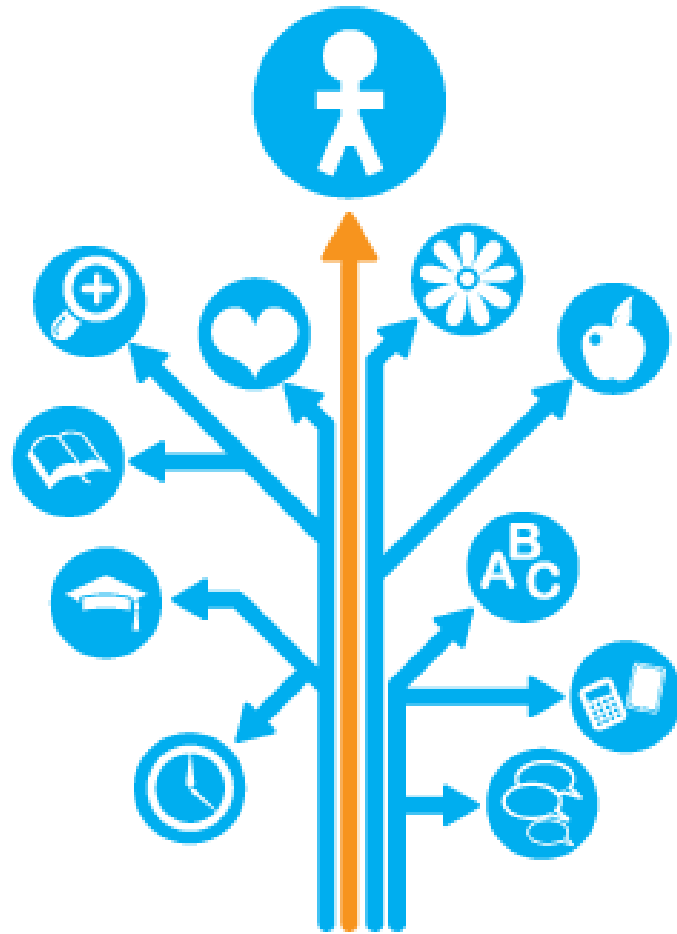


# INTRODUCTION TO



# Training For Me



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# Training For Me

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Training For Me is an Nationally Recognised Registered Training Organisation (RTO 52253) delivering a variety of nationally accredited courses and training services. Our training is delivered in the classroom or workplace and developed and adapted to suit individual business needs. Training For Me conducts training needs analysis, workplace training and assessment across a broad range of Industries.

We are your complete dedicated training academy. We are dedicated to students, trainers and employers who work with us to attain one thing: best-possible learning environments for anyone that has a passion to learn and make a difference in their industry. We understand everyone learns, thinks and responds differently, so we tailor our training courses to you, your business as an individual.

In 2015 Training For Me became an approved delegate of the Australian Skills Quality Authority recognised as a high performing Registered Training Organisation with a track record of Compliance This privilege is only offered to a very small group of proven high quality RTO's that are able to meet the criteria. Through demonstrating a continuously high standard of training delivery and compliance, Training For Me is proud to have been appointed as an [approved delegate of the Australian Skills Quality Authority](#) (ASQA).

Training For Me has the highest professional standards of operation compliant with the Australian Quality Framework (ATF). With an established risk management framework, we are well versed in risk management practices and incorporate risk identification and mitigation strategies into all aspects of business operations, including service delivery, quality maintenance, governance and financial commitments.

Training For Me's organisational and accountability structure promotes clear lines of authority and accountability and has a strong focus on compliance, performance and continuous improvement.



# Our Goals

1. To Build and maintain excellence in our products and services
2. To Lead and innovate in the way we deliver and identify markets
3. Be a credible and integral business partner
4. Provide consistency and quality of delivery to all
5. Be the first choice... front of mind ..... for our clients and our staff

At Training For Me we work with clients to provide positive and measurable outcomes in learning & development through specialist training services in the Early Childhood, School Age, Education Support, Information Technology, Retail, Customer Engagement, Hospitality and the Business sectors.

Training For Me has a flexible learning approach which expands choice on what, when, where and how people learn.

Our delivery modes include:



- Workplace delivery
- Class room delivery
- Mixed-mode delivery
- Online/e-learning
- One on One, Self-paced and self-directed learning

Employers benefit from the ability to integrate training into their workplace in a way that suits their operations, while learners can access training that best suits their learning style and helps them balance their work, life and education commitments.

Training For Me can also assist with advice on identifying any government funding, subsidies or incentives which may be applicable.

## Qualifications

BSB10115 - Certificate I in Business  
BSB20115 - Certificate II in Business  
BSB30115 - Certificate III in Business  
BSB42015 - Certificate IV in Leadership and Management  
BSB51915 - Diploma of Leadership and Management  
BSB61015 - Advanced Diploma of Leadership and Management  
BSB30415 – Certificate III in Business Administration  
BSB20215 – Certificate II in Customer Engagement  
BSB30215 – Certificate III in Customer Engagement  
CHC30113 - Certificate III in Early Childhood Education and Care  
CHC30213 - Certificate III in Education Support  
CHC40113 - Certificate IV in School Age Education and Care  
CHC40213 - Certificate IV in Education Support  
CHC50113 - Diploma of Early Childhood Education and Care  
CHC50213 - Diploma of School Age Education and Care  
SIT30616 - Certificate III in Hospitality  
SIT50416 - Diploma in Hospitality Management  
SIR20216 – Certificate II in Retail  
SIR30216 – Certificate III in Retail  
ICT40415 – Certificate IV in Information Technology Networking  
ICT40815 – Certificate IV in Digital Media Technologies  
ICT41015 – Certificate IV in Computer Systems Technology  
ICT50415 - Diploma in Information Technology Networking



## First Aid

HLTAID001 - Provide cardiopulmonary resuscitation  
HLTAID002 - Provide basic emergency life support  
HLTAID003 - Provide first aid  
HLTAID004 - Provide an emergency first aid response in an education and care setting

## Barista

SITHFAB005 – Prepare and service espresso coffee  
SITXFSA001 – Use hygienic practices for food safety

# Customised Training

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Training For Me focus on delivering a continuous and sustainable training model that boost sales, enhances customer service and strengthens leadership. Our client focused approach to training and our solid track record in client relationships ensures we realise the commitment we have made working to increasing the bottom line of your business through positive, practical and motivating training sessions.

Our expertise is in staff training and customer service delivery. Our tailored training plans are developed after discussing with our clients the intricate details required to shift your business bottom line.

Training For Me conducts:

- Industry specific workplace training
- Business and training needs analysis
- Nationally accredited training
- Tailored short courses / Professional Development
- Creative workplace resources



# Upskilling

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Training For Me business partners benefit from having more highly skilled workers, rewarded with greater job satisfaction as well as nationally accredited qualifications. By working closely with businesses we are able to identify skills gaps, design individualised training plans and arrange for industry specific experts to deliver your training. To stay competitive and progressively grow, your workforce is essential to your continued success. Training For Me understands the importance of highly trained personnel, and we are an organisation that works with Australian businesses to improve business operation through upskilling the workforce.

It is time to take your organisation to the next level, increase your productivity, sales, and customer base through investing in your workforce. Increase your workforce's job satisfaction by providing high quality training. Industry demands highly skilled workers, Training For Me will support you to help loyal workers gain the high level skills required to take your business to the next level.

# Recognised Prior Learning

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Recognition of Prior Learning (RPL) is a process that allows the competencies your staff already possess to be recognised, regardless of how you obtained them. These might include skills picked up on the job or from other life experiences that do not necessarily include formal training.

Recognition of prior learning could provide your staff with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or could provide a pathway to higher qualifications for staff who may not have had access to further training.

The recognition of prior learning process suits people who are skilled and need to gain formal recognition of their abilities and become qualified.

## E – Learning

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Training For Me is excited to be able to offer Local/Regional Businesses the opportunity to work with Training For Me for the provision of Training and Assessment services via our new e-learning platform.

E-Learning is a great opportunity to up-skill your staff and address identified skills gaps within your organisation without the inconvenience of taking staff off the floor or out of the business on a regular basis.

E- Learning is a supported training mode that consists of online theory based tutorials and activities and a diverse range of final assessment activities that ensure that learner has the required level of knowledge, skills and abilities to achieve competence within the studied unit of competency.





E-Learning is a great opportunity to train on the job with the flexibility of accessing the resource at convenient times during business hours.

The benefits include

- Time & cost effective
- Tailored learning program
- No geographical restrictions
- Interactive and relevant learning materials
- Accessible from any workstation with internet access
- Material can be printed at users discretion
- Provides user with point in time measure of training/assessment progress
- State funding available for eligible individuals (eligibility criteria applies)
- Personal monthly workplace visits with allocated specialist Trainer/Assessor

## Student CLIC

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Training For Me Students access information about their training via a web browser using the new Student Clic Portal.

Through the Student Clic Portal students can:

- View current or future enrolments
- View their schedule, including classes and other events
- See their training progress for units and tasks
- Upload files and documents against their units and tasks
- See their awarded qualifications



**StudentCLIC**



# Employer CLIC

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Training For Me Employers access information about their training via a web browser using the new Employer Clic Portal.

Through the Employer Click employers can:

- View and update employee details.
- View employee training details, including attendance and results.
- View invoices and payments.
- Nominate employees for training.

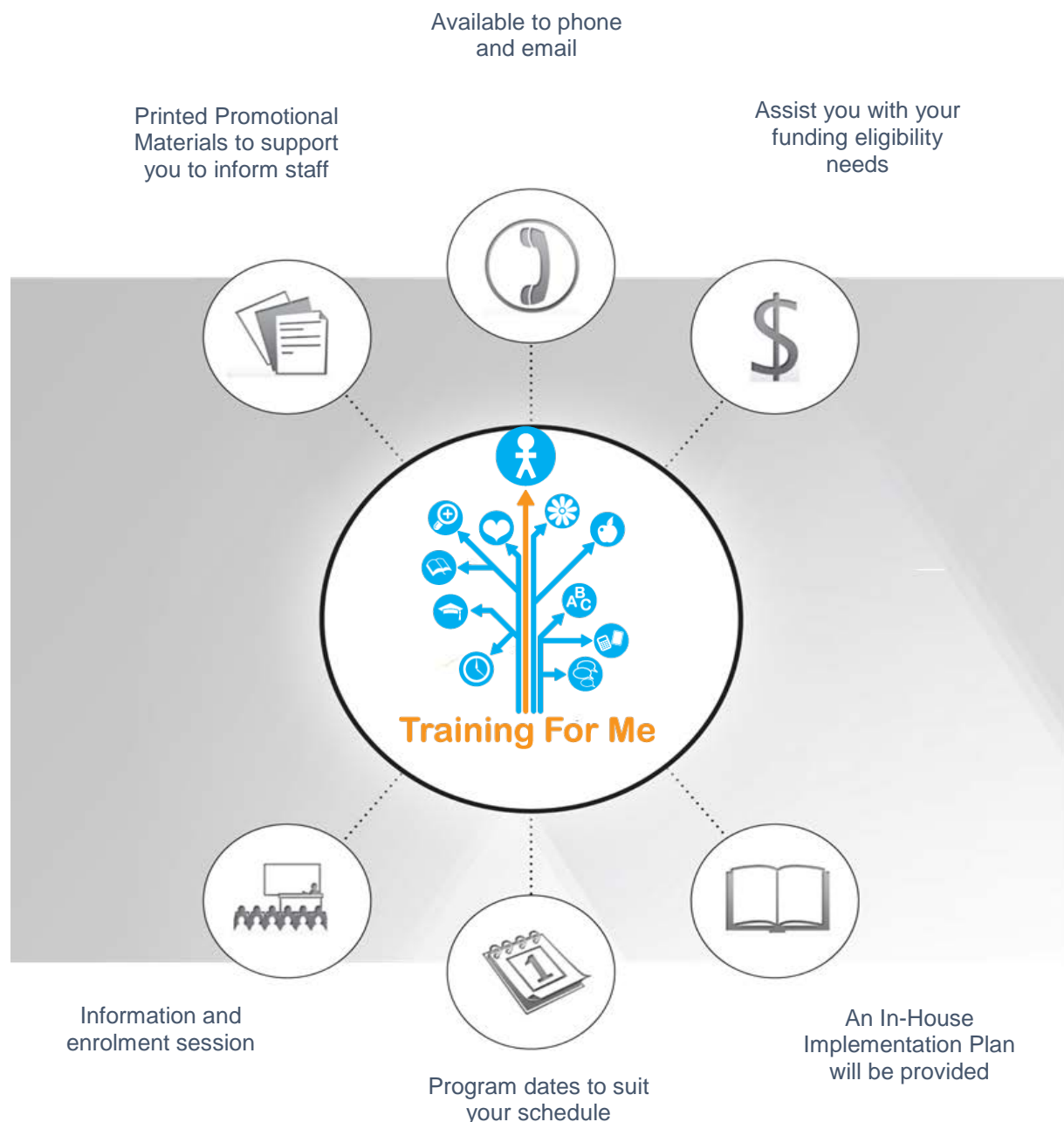


**EmployerCLIC**



# Training For Me Support

Right from the beginning, Training For Me supports you with:



**Call 1800 ACADEMY (1800 222 336)**