

Newsletter Issue no. 12

At the recent Chisholm Institute Awards, LINK Group Training Apprentices took out awards in three categories:

Matthew Parsons from Orana Custom Built Furniture received the Best Apprentice Level 2, in Certificate III in Furniture Making.

Kelly Byford from Doncaster BMW received the Best Apprentice Level 2 in Certificate III in Automotive (light vehicle).

George Haider from Special Patterns received the Best Apprentice Level 3, in Certificate III in Engineering.

Our congratulations go to all award winners. It's great to see a female apprentice win an award in a male dominated Automotive industry.

Congratulations also to Jayde McSweeney for receiving the best Second Year Painting Apprentice Award at Holmesglen TAFE.

For the second year running Jayde has been nominated for Apprentice of the Year in the field of Painting & Decorating. A mature age apprentice, Jayde has excelled in all areas of her schooling and on the job. Host employer Scott Coxhell of Coxhell Paints cites Jayde's attention to detail and excellent manner with clients as an asset to the business.

Congratulations to Amy Ellis who was recognised at Box Hill TAFE's awards night for her outstanding achievement as a Second Year Apprentice in a Certificate III in Automotive (Light Vehicle). Amy is being provided with her on-the-job training at Doncaster BMW. Amy is a shining example of determination and perfection in her application to her trade.

For more information on our apprenticeships and traineeships please contact our group training department on 1300 135 008.

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Courses Update

Enquiries & Enrolment:

Training Department on 1300 135 008

LINK offers on and off-the-job competency based nationally accredited training, corporate training, recognition of prior learning, apprenticeships/traineeships employment and training services in VIC and NSW. Industry areas covered are: automotive, building & construction, carpentry, children's services, aged care, disability, hospitality, retail, business, administration, information technology, customer contact, hairdressing, training & assessment.

Office Skills

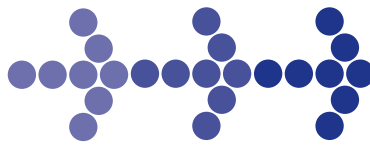
Basic Word, Basic Excel and Customer Service skills – covers basic introduction to MS Office.

Starts 29th April 09 on Wednesdays - 3 days over 3 weeks, 9.30am – 2.00pm

Location: LINK Training Facility
290 Thomas St Dandenong
Fee: \$600

Refresh or learn essential basic office skills if you are considering returning to or seeking work in an office.





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Intermediate Word, Intermediate Excel and Customer Service Skills

Starts 27th May 09 on Wednesdays - three days over three weeks, 9.30am – 2.00pm

Location: LINK Training Facility
290 Thomas St, Dandenong
Fee: \$600

Upgrade your office skills with this 3 day course covering:

Word – fonts and effects, macros, tables and calculations, hyperlinks, embedding, mail merging, templates, headers and footers.

Excel – formatting spreadsheets, formulas, charts, linking workbooks, functions, data tables, cell protection, templates.

Customer Service – identify customer needs and expectations, delivering customer service, monitor and report on customer satisfaction.

Fee: \$600

Parents Returning to Earnings funding available, eligibility criteria apply. Further information below.

Certificate IV in Training & Assessment

Suitable for a wide range of industries

Starts: mid-May date to be advised, 5.30pm – 9.00pm, attend weekly on Wednesdays for 14 weeks.

Location: LINK Training Facility
290 Thomas St Dandenong

Full Course Fee: \$1,600

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Upgrades: attend eight sessions of four hours

Trainers with BSZ40198, Fee: \$900

Qualified teachers, Fee: \$900.

Funding Available:

Priority Education & Training Program* State Govt. funding is available to applicants working either voluntary, casual, part-time or full-time in any Community Services industry sector, (eg: Health industry, Employment Services, Aged Care, Disability, Community Workers etc).

With PETP funding the Fee is: \$460 (with Health Care Card only \$255) includes resources.

Places almost sold out!!!

Parents Returning to Earnings funding available, eligibility criteria apply. Further information below.

White Card – compulsory OH & S Induction for the Building & Construction industry

White Card is administered by WorkSafe and replaces the Red Card. Red Card holders need to upgrade to the White Card (also known as CI Card)

Starts: Monday 11th May at 9.30am

Duration: One day only – six hrs

Fee: \$150.

Location: LINK's Technical Training Centre
89 Cheltenham Rd, Dandenong.

Other training dates coming up on: 29th June and 13th July.

Parents Returning to Earnings funding available, eligibility criteria apply. Skills Store RPL funding available. Further information below.



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www.linkemploy.org.au

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Hospitality Courses

Enrol now to learn new skills, refresh or update skills and obtain a nationally recognised qualification.

All courses highly recommended for jobseekers, new workers or individuals employed voluntarily, casual, part-time or full-time in the food and beverage industry such as cafes, clubs, hotels, sporting venues, restaurants, canteens and catering.

Food Handlers Level 1 - Follow Workplace Hygiene Procedures (SITOHSo02A)

Essential for anyone involved in food handling in the Hospitality or Retail industry. Provides participants with the knowledge and skills in safe food handling practices by learning safe methods in storage, preparation, the principles of food contamination and cross contamination, and effective methods of prevention. Resources included.

Dates: May & June – dates to be advised
9.00 am to 4.00 pm. Duration: seven hours

Fee: normally \$90, FREE if upgrading a certificate or if Recognition of Prior Experience / Learning.

Location : LINK Training Facility
290 Thomas St, Dandenong

Parents Returning to Earnings funding available, eligibility criteria apply. Skills Store RPL funding available. Further information below.

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Food Handlers Level 2 (Supervisors) – Implement Food Safety Procedures (SITXFSA001A)

Dates: May & June – dates to be advised 9.00 am to 4.00pm, duration: seven hours

Fee: normally \$120, FREE if upgrading a certificate or if Recognition of Prior Experience / Learning.

Location: LINK Training Facility
290 Thomas St, Dandenong

Parents Returning to Earnings funding available, eligibility criteria apply. Skills Store RPL funding available. Further information below.

RSA - Provide Responsible Service of Alcohol (SITHFAB009A)

Learn to serve alcohol in a responsible manner in compliance with relevant liquor legislation.

This course explains the problems associated with excessive alcohol consumption and provides strategies to prevent problems before they occur. Outlines the requirements of the Liquor Licensing Act. Participants will receive the RSA Certificate issued by Liquor Licensing Victoria.

Dates: 29th April (also 20th May, 10th June)
9.00 am to 1.00pm, duration: four hours

Fee: normally \$70, FREE if upgrading a certificate or if Recognition of Prior Experience / Learning.

Location : LINK Training Facility
290 Thomas St, Dandenong

Parents Returning to Earnings funding available, eligibility criteria apply. Skills Store RPL funding available. Further information below.



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Food & Beverage Service

Participants will gain skills and understanding of the hospitality industry, customer service skills, correct food handling, and the importance of product knowledge. Students will then be able to participate in one of the following basic kitchen knowledge or basic food and beverage skills. Resources and materials included. Students will be required to wear non slip covered shoes.

Course will cover elements of the following modules:

- Work with colleagues and customers
- Promote products and services to customers
- Develop and update hospitality knowledge
- Follow workplace hygiene procedures
- Organise and prepare food OR prepare and serve espresso coffee/ provide food and beverage service

Dates: Mon 4th May 2009 to Wed 6th May 2009

Duration : 3 x six hour Sessions

Location: LINK Training Facility

290 Thomas St, Dandenong

Fee: \$330.00

Parents Returning to Earnings funding available, eligibility criteria apply. Skills Store RPL funding available. Further information below.



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Certificate II in Hospitality

Participants will gain current skills and understanding of the Hospitality Industry. The course will cover customer service skills, correct food handling, the importance of product knowledge and practical cookery skills. Students will also receive training in responsible service of alcohol, first aid and basic computer skills. Resources and materials included. Students will be required to wear non-slip covered shoes. The course is targeted to youth (other age groups also welcome) seeking employment or a traineeship in the hospitality industry.

Start date: Monday 11th May to Wednesday 29th July, Mon & Tues will be from 9:00am to 3:00pm Wednesday – work placement during hospitality industry hours.

Location: LINK Employment and Training, Thomas St, Dandenong & Paddy O'Donoghue Centre, Noble Park.

Please Note: Participants will be required to attend work placement in the industry to complete the training.

Course Fee: State Government Funded Places

There are four funded places available for Disengaged Youth (aged 15 – 19 yrs) who have a health care card to enrol in the course at the reduced fee of \$305.00 (includes resources and materials). Eligibility criteria applies.

- Full Fee: \$1,500 (includes resources and materials).

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Community Services Courses

Certificate III in Home & Community Care
Certificate III in Disability Work

Dates: 7th May, attend one day per fortnight over 12 months

Location: LINK Training Facility
290 Thomas St, Dandenong

Funding Available:

Priority Education & Training Program* State Govt. funding is available to applicants working either voluntary, casual, part-time or full-time in any Community Services industry sector, (eg: Health industry, Aged Care, Disability, Employment Services, Community Workers etc).

With PETP funding the Fee is: \$977 (with Health Care Card only \$255) includes resources.

- Parents Returning to Earnings* State Govt funding is available.
- Skills Store RPL* funding available
- Productivity Places Program funding may be available

* Eligibility criteria apply. Further information below.

Fee: normally \$2,500



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Automotive Pre-Apprenticeship - (Certificate II in Automotive Technology)

TAKING EXPRESSIONS OF INTEREST Course
Commences July 2009

Numbers for this course are limited. State Government, Priority Education & Training Program (PETP) funding is available for youth only. Applies to young people between the ages of 15 to 19 years, not attending school or another course. Students must have an interest in the subject and have a need to succeed.

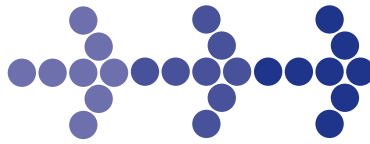
The course is designed to give students a lead into the automotive industry with the focus being on identification and function of vehicle components. Provides insight into the industry and allows students to build their resume portfolio. Students will undergo continuous OH&S training and be encouraged to keep the highest standards in OH&S. Students who successfully complete the course will be able to work confidently and safely in a workshop environment as an Automotive Apprentice. Our training facility is brand new and filled with new top quality tools and equipment.

Dates: to be advised, attend two days a week for 16 weeks.

Location: LINK Automotive Training Facility,
89 Cheltenham Rd, Dandenong

Fee: \$ 616 with PETP funding to eligible applicants (with Health Care Card full cost is only \$55).

ACCESS Programs – Fully Government Funded
(No fees)



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Introductory courses for a career in Children's Services, Hairdressing or Automotive.

Eligibility criteria apply and participants must be referred on the Job Network system by their Job Network Consultant, Centrelink Consultant or Youth Pathways Consultant.

Location: All programs will be held at the LINK Training Facility in Dandenong.

Hairdressing - expected Start date 13th May

The course is based on Certificate IV in Hairdressing, participants will be trained in four competencies of Certificate IV. Job seeking skills is included and participants will be assisted in gaining employment as an apprentice hairdresser.

Eligibility: Applicants need to have completed Certificate III in Hairdressing.

Participants interested to complete Certificate IV in Hairdressing may do so for an additional fee of \$2,500.

Children's Services- expected start date 4th May

This program is designed for job seekers wishing to enter the Children's Services industry.

Participants will be trained in four competencies in Children's Services and the program will be completed over three days per week over six weeks.

Automotive - expected start date 18th May

This course is based on Certificate II in Automotive

Learn about the essential skills to kick start your career in Automotive participants. Job seeking skills is included and participants will be assisted in gaining employment in the Automotive industry.

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The course is open to males and females of all ages groups.

GOVERNMENT FUNDING AVAILABLE FOR TRAINING

1. Parents Returning to Earnings Program (PRTE) www.parentsreturningtowork.net.au

Victorian State Government funding, provides up to \$1,000 towards training costs to parents who are eligible for the program. There are 60 places available.

Participants can undertake any course with LINK listed in this newsletter or on our website that will assist the participant to gain employment.

Also on offer is the following list of short courses:

- | | |
|------------------------------------|-------|
| • Introduction to Aged Care | \$600 |
| • Introduction to Disability Work | \$600 |
| • Introduction to Hairdressing | \$600 |
| • Office Skills Sets | \$600 |
| • Skills Sets in Retail Operations | \$600 |
| • Skills Sets in Hospitality | \$600 |

Participants will obtain a nationally recognised and accredited Statement or Certificate of Attainment.

Eligibility Criteria:

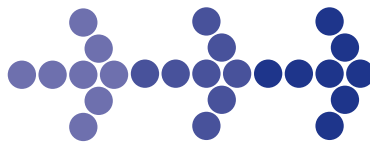
- Parent must have been absent from education, accredited training &/or the workforce for two years or more
- Have not worked for a total of more than four months full-time or equivalent part-time in the last two years (ie: up to 640 hours or less in the last two years)



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- Wish to return to the workforce
- Are Australian citizens & permanent residents living in Victoria.

Funding expires 30th June 2009 so enrol NOW!!!!

2. Skills Stores

Funding for Skills Recognition - South East Skills Store

This is a Victorian Government initiative that enables all Victorians to have their skills and experience formally recognized (RPL). It provides a pathway to gain a valuable qualification. It involves an initial, free, preliminary assessment with a Skills Store consultant, you will then be referred to a registered training organization (RTO). The RTO consultant will make a full assessment of your experience and skills and provide you with the competencies in which you are able to obtain RPL, based on available evidence you provide. You will also obtain advice on the most appropriate way to complete your qualification.

A grant of \$250.00 will be made to the RTO on completion of the assessment. For more information on the South Eastern Skills Store please contact Ph 1300 135 008 or visit www.otte.vic.gov.au/skillsstores.

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3. Priority Education & Training Program (PETP)

State Government funding is available to eligible participants to help meet the cost of training. Applicants who are working either voluntarily, casual, part-time or full-time in any Community Services industry sector, such as: the Health industry, Employment Services, Aged Care, Disability, Community Workers etc are eligible. Applicants can be either new entrants to the industry or existing workers in the industry.

Participants with a Health Care Card receive a further discount on the fee. Resources are included.

For further information or to register call: LINK Training Department on: 1300 135 008.



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