

Diploma of Management BSB50207 AND Diploma of Retail Management SIR50107 DUAL QUALIFICATION



**NATIONALLY RECOGNISED
TRAINING**



Training for Job Seekers

UNITS OF COMPETENCY

SIRXFIN005A	Manage operations to budget
SIRXMGT005A	Set strategic plans
BSBADM501A	Manage Meetings
BSBWOR501A	Manage personal work priorities and professional development
BSBCUS501A	Manage quality customer service
BSBMGT502B	Manage people performance
BSBHRM506A	Manage recruitment, selection and induction processes
BSBPMG510A	Manage Projects
BSBRISK501A	Manage Risk

PARTICIPANT ELIGIBILITY

To be eligible to enrol in this course participants

- ✓ Must not already be enrolled in secondary or tertiary education or training
- ✓ Must be an Australian citizen, permanent resident or Humanitarian Refugee
- ✓ Must live or work in NSW
- ✓ Have worked at least one hour the week prior to enrollment
- ✓ Have relevant retail experience

Recognition of Prior Learning (RPL) available!

www.worksavvytraining.com.au

When and Where?

- ✓ **Commencing November & December 2009**
- ✓ Classroom delivery 3 days per week
- ✓ No classes in school holidays
- ✓ Evening classes or distance available if job seeker finds employment



Cost

- ✓ **\$50 Concession Fee for eligible recipients of Government Allowances**
- ✓ FREE for Aboriginal and Torres Strait Islanders and People with a disability
- ✓ \$607 fee for non-benefit/non exemption students (does not include JSA Job Seekers)
- ✓ **All texts books FREE**

About the Course

These Diploma qualifications provide skills and knowledge required by those who have held or wish to hold management or supervisory roles, both in the retail sector or in the business sector at large. Graduates would be suited to job roles in management or in supervisory or 21C roles.

Job Seeking Assistance

Participants will also be provided with:

- ✓ Opportunities for Work Experience
- ✓ FREE Reverse Marketing
- ✓ Job Search facilities and support



This *training* is funded by the
NSW Government in
partnership with the
Australian Government

