

**GOVERNMENT FUNDED  
TRAINING**

This course can be fully funded through a variety of Government Funding options including:

- Traineeships for existing and new workers
- Experience+ Training Grant for workers aged 50+
- SSP Funding (funding application must be approved by NSW DET)

Students can also access this qualification, or some of the unit/workshops on a fee-for-service basis.

Talk to us for more information on how to fund this program for your staff.



Work Savvy Pty Ltd  
NTIS ID 91778

www.worksavvytraining.com.au

**1300 764 828**

## CHC42008 Certificate IV in Employment Services Penrith Workshop Program

### Day Workshop Training Schedule

HLTOHS300A Contribute to OHS processes	Mon 31 <sup>st</sup> October 2011	9.30am – 4.30pm
CHCES311B Collect, analyse and apply labour market information	Mon 21 <sup>st</sup> November 2011	9.30am – 4.30pm
BSBWOR403A Manage stress in the workplace	Fri 9 <sup>th</sup> December 2011	9.00am – 4.30pm
CHCORG405D Maintain an effective work environment	Mon 12 <sup>th</sup> December 2011	9.30am – 4.30pm
CHCES413A Develop and monitor employment plans with clients	Mon 20 <sup>th</sup> February 2012	9.30am – 4.30pm
CHCCDP402B Assist clients to plan and access career pathways	Mon 19 <sup>th</sup> March 2012	9.30am – 4.30pm
CHCES416A Plan and provide job search support	Mon 16 <sup>th</sup> April 2012	9.30am – 4.30pm
CHCES404B Promote clients to employers	Mon 21 <sup>st</sup> May 2012	9.30am – 4.30pm
BSBEMS401B Develop and implement business development strategies to expand client base	Mon 4 <sup>th</sup> June 2012	9.30am – 4.30pm
CHCES415A Monitor and improve contracted employment services	Mon 18 <sup>th</sup> June 2012	9.30am – 4.30pm
BSBWOR404B Develop work priorities	Mon 16 <sup>th</sup> July 2012	9.30am – 4.30pm
CHCCOM403A Use targeted communication skills to build relationships	Mon 13 <sup>th</sup> August 2012	9.30am—4.30pm
CHCCS400B Work within a legal and ethical framework	Mon 17 <sup>th</sup> September 2012	9.30am – 4.30pm
CHCES311B Work effectively in employment services	Mon 15 <sup>th</sup> October 2012	9.30am – 4.30pm

Rolling enrolment format—students can join at anytime. More workshops will be scheduled beyond October 2012

### Flexibility and other training options

The Certificate IV in Employment Services is a really flexible qualification which can include a wide range of alternative electives. If you would like to complete electives not listed in our workshop program, there are a variety of options available including:

- eLearning
- Distance/Correspondence
- On-the-Job assessments
- Recognition of Prior Learning

If you have 5 other colleagues that are also interested in a different unit of competency, we will simply add that workshop to our training schedule.

We are currently running a DES Workshop stream in Campbelltown. Those units include:

- CHCORG529B Provide coaching and motivation
- HLTHIR405B Work effectively with culturally diverse clients and co-workers
- CHCDIS408C Support people with disabilities as workers
- CHCDIS509D Maximise participation in work by people with disabilities

**Call us for more information**

**RECOMMENDED  
ELECTIVE UNITS**

This qualification has a wide range of elective options to ensure that the qualification can address individual and workplace requirements.

We have recommended a variety of units that we believe would best suit most roles in the Employment Services Industry, however there are many more elective options available.

We are happy to meet with you to discuss additional options for tailoring this qualification. Call us any time for more detail on other elective options not listed in this document.



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## CHC42008 Certificate IV in Employment Services Penrith Workshop Program

### Evening Workshop Training Schedule

BSBMKG413A Promote products and services	Tue 11 <sup>th</sup> October Tue 25 <sup>th</sup> October	3–6 pm
CHCES404B Promote clients to employers	Tues 18 <sup>th</sup> October 2011 Tues 1 <sup>st</sup> November 2011	5 – 8 pm
BSBCUS402A Address customer needs	Tues 8 <sup>th</sup> November 2011 Tues 22 <sup>nd</sup> November 2011	3 – 6 pm
BSBEMS402B Develop and implement strategies to source and assess	Tues 6 <sup>th</sup> December 2011 Tues 20 <sup>th</sup> December 2011	5 – 8 pm
BSBEMS403B Develop and provide employment management services to candidates	Tues 7 <sup>th</sup> February 2012 Tues 20 <sup>th</sup> February 2012	5 – 8 pm
BSBEMS404B Manage the recruitment process for client organisations	Tues 6 <sup>th</sup> March 2012 Tues 20 <sup>th</sup> March 2012	5 – 8 pm
HLTOHS300A Contribute to OHS processes	Mon 2 <sup>nd</sup> April 2012 Mon 16 <sup>th</sup> April 2012	5 – 8 pm
CHCCS400A Work within a relevant legal and ethical framework	Mon 30 <sup>th</sup> April 2012 Mon 14 <sup>th</sup> May 2012	5 – 8 pm
CHCES311A Work effectively in employment services	Mon 28 <sup>th</sup> May 2012 Mon 11 <sup>th</sup> June 2012	5 – 8 pm
CHCES411A Collect, analyse and apply labour market information	Mon 25 <sup>th</sup> June 2012 Mon 9 <sup>th</sup> July 2012	5 – 8 pm
CHCES415A Monitor and improve contracted employment services	Mon 23 <sup>rd</sup> July 2012 Mon 6 <sup>th</sup> August 2012	5 – 8 pm
CHCORG405C Maintain an effective work environment	Mon 20 <sup>th</sup> August 2012 Mon 3 <sup>rd</sup> September 2012	5 – 8 pm
CHCCOM403A Use targeted communication skills to build relationships	Mon 17 <sup>th</sup> September 2012 Mon 1 <sup>st</sup> October 2012	5 – 8 pm

Rolling enrolment format—students can join at anytime. More workshops will be scheduled beyond October 2012

### Recognition of Prior Learning

Do you have extensive experience in the Employment Services Industry? If so, Recognition of Prior Learning (RPL) offers you the opportunity to gain a qualification that demonstrates your existing skill and expertise.

There is no additional cost involved in RPL. Our RPL Assessors work with you to help you collect the relevant evidence of your experience. Your evidence may include the following:

- Verbal interview with our assessors where you answer questions relating to your skills and experience
- Collection of documentary and physical evidence of your skills
- Observation of existing skills in the workplace
- Workplace tasks that demonstrate your existing skills

You can complete part, and in some cases, all, of your qualification through RPL. Call us to find out how we can assist you to gain formal recognition of your professional skills.