



Traineeships tailored to **your** requirements



Traineeship Information Package

*savvy training solutions designed around **YOUR** business needs*

A BIT ABOUT US...

We'd rather talk about you, but we have to tell you a little about us, so here goes...

Work Savvy Training is a boutique training company that specialises in, well, being boutique. By being small, we have the ability to really listen and immediately act on what you tell us.

Work Savvy Training is a flexible and customer focused outfit with a mission to deliver unique and tailored services. We don't want to be the biggest, we want to be the best .

Bottom Line: We are flexible, quick and ready to design a program that is all about your business



Work Savvy Pty Ltd
NTIS ID 91778

www.worksavvytraining.com.au

1300 764 828

Why is Work Savvy Training different?



You maintain positive cash flow

We know it sounds too good to be true—but it is true! You will always make money out of our traineeship packages, and you will never have to pay until you have the cash in your own bank account. It's profitable and cash flow positive. Train your staff and make money? Absolutely!

Every approved traineeship generates Government incentives. Where our training services are fee-for-service, we won't bill you until after you have received the Government payment. Our costs are always less than the incentive, so you will always financially benefit.

We incorporate existing workplace training

Do you already have quality in-house or induction training? If so, we don't try re-invent the wheel. Instead, we look at what you already provide, and incorporate that learning into the qualification.

We can incorporate existing in-house training a number of ways. For example, we may look into your existing material and map it to the accredited qualification. If there are a few gaps between your training and the accredited course, we may deliver training that fills just those gaps. Why go through the process twice?

In some cases, we may work with our client's Learning and Development team to help them incorporate additional information into a program so that it can be Nationally Recognised. Not just for the trainee, but for all staff.

You call the shots

You dictate the terms! When you want , where you want and how you want the training to be delivered is up to you. Our job is to listen and then do.

We can deliver training in a variety of ways, in fact, if you have an idea we don't already use, we'll be happy to give that a go too! On-the-job, workshops in your workplace, utilising existing in-house training, Recognition of Prior Learning, distance learning, self-paced learning..... whatever suits your workplace.

You determine the timetable. How long it takes, when we deliver— its all on the table.

We don't pre-package our training

Many training companies have a standard way of delivering traineeships. We don't. Our mission is to tailor each trainee's qualification to their specific job role and individual learning needs.

Our job is to work with our clients to design a package that improves the performance and work outcomes of each trainee. We work with you to put together the subjects, or units of competency, in each qualification. How we deliver the training is also individually tailored. We don't tell you how we train, we ask you how you want us to train. We have plenty of suggestions and ideas, but the choice is always yours.

We recognise existing skills

Why study when you already know your stuff? We are not afraid of Recognition of Prior Learning (RPL). We love RPL!

Some workers are already competent in their role, but have never gained a qualification that recognises their skill. Traineeships provide an opportunity for those workers to gain a formal qualification on-the-job.

The RPL process provides the opportunity for those employees to gain a qualification based on their existing skills. Our assessors work with these trainees to help them gather evidence of their skill.

WANT MORE INFO ON TRAINEESHIPS?

We'd love to come and speak to you personally, but if you want to do some research, here are some great places to start.

AUSTRALIAN APPRENTICESHIPS WEBSITE

www.australianapprenticeships.gov.au

DET NSW—STATE TRAINING SERVICES

www.training.nsw.gov.au

Call us if you want more information



Work Savvy Pty Ltd
NTIS ID 91778

www.worksavvytraining.com.au
1300 764 828

What kind of Traineeships are available?



What qualifications are available?

Work Savvy Training has the following qualifications on our scope

- Certificate III in Business
- Certificate IV in Business
- Certificate IV in Frontline Management
- Certificate IV in Employment Services
- Certificate III in Aged Care

We also partner with other RTO's

We are into partnerships. We work with a number of other Registered Training Organisations, and can partner with those organisations to deliver a massive variety of qualifications. In total there are more than 100 other qualification possibilities! Here are a few ideas....

- Business & Management
- Retail
- Tourism & Hospitality
- Community Services
- Disabilities
- Children's Services
- Transport & Logistics
- Asset Maintenance (Cleaning)

Most of these qualifications can be delivered at a variety of levels, from Certificate III right through to Diploma .

What types of traineeship?

Traineeships for new staff

New Entrant Trainees are pretty much funded by the Government. Bottom line is that you get the incentives, and usually pay about 10% of that as an Administration Fee.

New Entrant Trainees must be new employees who have worked for your business for less than 3 months if full-time, or less than 12 months if part-time.

Traineeships for existing staff

Existing Worker Trainees still generate the generous Government subsidies, but generally require the employer to pay for the training. Our training fees are always less than the Government incentive, so there is always a financial gain for the employer.

Existing Worker Trainees must be existing employees who have worked for your business for more than 3 months if full-time, or more than 12 months if part-time.

Is the training on-the-job or in the classroom?

That's up to you.

We will work with your business to figure out what the best option is. We can deliver the training in a number of ways, and in combination if that is appropriate. Some examples of delivery methods include:

- Employment Based (our assessors visit your workplace)
- Classroom based
- On-site workshops (for business with multiple trainees)
- Self paced or distance learning
- Recognition of Prior Learning (we work with trainee to gather evidence of their existing skills)
- A combination of the above