



Nationally
Accredited
Courses

Enrol Anytime

TRAINING

at **KEY** Employment

Training Calendar 2018

Short Courses
Non Accredited
Courses

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keyemployment.com.au/training-key/

RTO Code: 91639

KEY
Employment



Nationally Accredited Courses

Please note: ALL ACCREDITED ENROLMENTS MUST HAVE 100 POINTS OF IDENTIFICATION AND A USI# (UNIQUE STUDENT IDENTIFIER NUMBER)

BSB20115 Certificate II in Business

This nationally recognised qualification is a great starting point for a career in Administration

Units: 1 core unit & 11 electives

Delivery Options: Full time, start anytime; 12 months or fast track: 27 weeks; join a class or directed self-paced

Directed self-paced: \$1500 or \$140 per unit. (Recognised prior learning \$90 per unit)

Classroom: \$2000 or \$140 per unit.

BSB30415 Certificate III in Business Administration

This nationally recognised qualification is a starting point for a career in Administration, this qualification covers booking and payroll

Units: 2 core units & 11 electives

Delivery Options: Full time, start anytime; 12 months or fast track: 27 weeks; join a class or directed self-paced

Directed self-paced: \$1600 or \$155 per unit. (Recognised prior learning \$100 per unit)

Classroom: \$2000 or \$155 per unit.

BSB42015 Certificate IV in Leadership and Management

This nationally recognised qualification provides the skills needed to work as a Supervisor/ Manager

Units: 4 core units & 8 electives

Delivery Options: Full time, start anytime; 12 months or fast track: 27 weeks; directed self-paced plus one on one mentoring sessions

Directed self-paced: \$1700 or \$190 per unit. (Recognised prior learning \$90 per unit)

SIR20216 Certificate II in Retail Services

This nationally recognised qualification is a great starting point for a career in Retail

Units: 8 core units & 5 electives

Delivery Options: Full time, start anytime; 12 months or fast track: 27 weeks; join a class or directed self-paced

Directed self-paced: \$1500 or \$140 per unit. (Recognised prior learning \$90 per unit)

Classroom: \$2000 or \$140 per unit.

SIR30216 Certificate III in Retail

This nationally recognised qualification provides the skills to become a Retail Supervisor

Units: 8 core units & 5 electives

Delivery Options: Full time, start anytime; 12 months or fast track: 27 weeks; join a class or directed self-paced

Directed self-paced: \$1600 or \$155 per unit. (Recognised prior learning \$100 per unit)

Classroom: \$2000 or \$155 per unit.

CHC33015 Certificate III in Individual Support (Disability)

This nationally recognised qualification provides the skills to become a disability worker.

Units: 7 core units & 6 electives

Delivery Options: Full time, start anytime; 12 months or fast track: 27 weeks; join a class or directed self-paced

Directed self-paced: \$1600 or \$155 per unit. (Recognised prior learning \$100 per unit)

Classroom: \$2000 or \$155 per unit.

SIT30616 Certificate III in Hospitality

This nationally recognised qualification provides the skills to become a hospitality worker

Units: 7 core units & 8 electives

Delivery Options: Full time, start anytime. 27 weeks. Join a class or self-paced

Flexible: \$1600 or \$155 per unit. (Recognised prior learning \$100 per unit)

Classroom: \$2000 or \$155 per unit.

CHC41115 Certificate IV in Employment Services

This nationally recognised qualification will provide the skills needed to work in Employment Services.

Units: 9 core units & 5 electives

Delivery Options: Full time, start anytime; 12 months or fast track: 27 weeks; directed self-paced plus one on one mentoring sessions

Directed self-paced: \$1700 or \$175 per unit. (Recognised prior learning \$90 per unit)

Nationally Accredited Short Courses**RSA - SITHFAB002 Provide responsible service of alcohol**

Apply skills and knowledge required to responsibly sell or serve alcohol. The unit applies to all levels of sales personnel involved in the sale, service and promotional service of alcohol in licensed premises

1 day course Enquire for next course start date

Investment: \$195 (Includes competency card)

RCG- SITHGAM001 Provide responsible gaming service

Learn the skills to provide responsible gambling services and you could get ahead and work in a range of venues such as hotels, motels, clubs, pubs, and casinos. This is an essential course for anyone who wants to work in Hospitality where sales and service of gambling activities occur.

1 day course Enquire for next course start date

Investment: \$140 (Includes competency card)

HLTAID003 Provide first aid

Learn the skills and knowledge required to provide a first aid response to a casualty.

2 day course Enquire for next course start date

Investment: \$150

Safe Food Handling - SIRRFSA001 Handle food safely in a retail environment

Enroll anytime- **self paced plus 1 on 1 practical assessment**

This course is for anyone who works with food or serves food

Investment: \$125

Food Safety Supervisor - SIRRFSA001 Handle food safely in a retail environment

Enroll anytime- **self paced plus 1 on 1 practical assessment**

This course meets the NSW Food Authority legal requirements to handle and sell food.

Investment: \$190 (Includes NSW Food Authority Certificate, valid for 5 years)

Typing Test Australian Standard 2708/2001

Typing test is required for the police force and other employment

Half hour practice + 5 minute test

Investment: \$80 pp booking essential

Non- Accredited Courses *All non-accredited classes need 5 students to run.*

Mental Health First Aid

2 day course from Mental Health First Aid Australia 4th Edition

Learn skills and gain confidence to assist friends, family and co-workers experiencing mental health problems

Enquire for next course start date.

Investment: \$280 (Includes morning tea and lunch)

Introduction to Computers

Topics covered include ergonomics, file management, MS Word, MS Excel

7 x 3 hour sessions Enquire for next course start date

Investment: \$400 pp

Introduction to MS Office

Must be computer literate or have completed Intro to computers

7 x 3 hour sessions Enquire for next course start date

Investment: \$400 pp

Barista Training

Coffee grinding, dosing, extraction & milk texturing using commercial equipment
2 hour 1 on 1 session

Wednesdays 9am-11am or 1pm till 3pm

Investment: \$180



Driver Knowledge Training

Learn the theory side to be able to pass your learner driver exam

6 x 1.5 hour class on Fridays. Start anytime

Investment: \$200 pp

Life Skills

Life-Skills and Self-Management program learning how to budget, prepare simple food, body language and shopping tips

6 x 3 hour class sessions Enquire for next course start date

Investment: \$400 pp

Art Therapy

Learn different art techniques such as Art Journal/ Sketch Book work and pastels

6 x 3 hour class sessions Enquire for next course start date

Investment: \$400 pp

Meditation for Anxiety & Stress Management

Is stress making you anxious or sick? Learn how to relax and reduce stress

6 x 3 hour class sessions Enquire for next course start date

Investment: \$400 pp