

Welcome to our first edition for 2006

The secret of happiness is not doing what one likes to do, but liking what one has to do.



In this edition we launch e-trainingandlearning.com and discuss the option of having it funded by the Australian government. Over the page see details of the new Cert IV trainer qualifications and we announce the opening of our Melbourne office.

Have you had a chance to visit our website? It's the easiest way to keep in touch, as well as be informed of our special package offers.

This publication is targeted at keeping you In Touch with the retail world, in touch with the latest techniques in developing your staff, and in touch with our very special training options and packages. It's too hard doing it by yourself, so fortunately there are alternatives.

Welcome to our new clients....

- Blackwoods
- Kellyville Pets
- Kids Central
- Macro Wholefoods
- The Warehouse Group

We are focused on your success.

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For an e-version of this newsletter, simply contact us at info@targetttraining.com.au

Wishing you successful trading through 2006.

TRT launches e-learning project

There's a degree of passion in every great business decision.

Do you have staff in far-flung locations where it is logistically difficult and costly to pull them together for meetings or training sessions?

TRT's e-training and learning system is designed to cope with these issues, rostering issues and even productivity downtime as a result of commuting.



Louise Targett (project manager) and Denise Archie (e-trainer) launch the e-learning solution at the Dept Education showcase at the Australian Technology Park in December 2005

The benefit of this e-learning solution is in the design. Ease of use is guaranteed so that the focus is on learning, and not on technology. In this way it doesn't matter if the learner is new to computers or experienced.

Ongoing participation by learners is supported by trainer monitoring, feedback, assessment and virtual training sessions. All of this while the learner remains at their computer screen, either in the workplace or in their home.

All Australian recognised qualifications offered by our team are available via e-learning. The cost of this delivery method is the same as our group training workshops...so the choice is yours. See more details over the page.

e-learning opportunity funded by Australian Government initiative

If you are not learning today, you are not earning tomorrow.

Did you know that your staff may be eligible to receive Australian Government funding for nationally recognised qualifications in **Business** or **Retail**? The learning can occur in group training sessions or by e-learning and the great news is that the costs for either option remain the same. See below for an outline of the steps involved:

Step 1: Induction and enrolment

Step 2: Recognise Prior Learning process, course customisation, assessments developed and trainer appointed.

Step 3: Commence training

*** Choose your delivery method – group training workshops or e-learning.

Step 4: Complete training and assessment.

We work with businesses that have 10 staff or more who qualify for this funding. In this way your incentive from the Government adequately covers the cost of training sessions and/or e-learning.



The program is customisable to any consumer-focussed retail company as TRT has worked with a team of subject matter specialist, designers and technical experts to produce this valuable learning experience. Please call us if you would like more details regarding this very special opportunity.

The new Certificate IV in Training and Assessment (TAA04)

There are no short cuts to any place worth going.

To complete this qualification you are required to complete 12 core units and 2 elective units. The sort of organisational role you might be in, as a guide:- currently performing as a co-ordinator, team leader or management role, having some responsibility for training and assessing other staff and their workload, for managing yourself and your own work load and being responsible for some "senior" level work. This might be work involving complex decisions and work where you must use competencies for performing processes and adherence to procedures. You are also perhaps called upon to apply your own initiative and have some discretion in the use of resources.

If you already have achieved BSZ98 Certificate IV in Assessment and Workplace Training (superseded by this one) then there are 5 core units and 3 elective units that you could align your qualification with.

The units are grouped into 5 clusters and recommended to be completed in the following order:

- Learning Environment field,
- Learning Design field,
- Delivery and Facilitation field,
- Assessment field,
- Your chosen elective units.

The qualification can be completed by RPL (Recognise Prior Learning) upon completion of our application form. If you would like more details of this new qualification; please contact our office on 02 9659-5313.

The opening of our Melbourne office

Our Melbourne office opens on 1st February and we are pleased to introduce Craig Martin, our Business Manager and Franchisee. Craig and his team of trainers and mystery shoppers will offer all of our same services and will be particularly focussed on the North West Melbourne suburbs.

Look out in the next edition for our Melbourne office address and contact details.