

Express Interest

On Track Training & Employment also offers the following courses and programs. Please tick any you may be interested in.

ON TRACK EMPLOYMENT

Are you currently employed? YES
Casual Part Time Full Time

ACCREDITED TRAINING

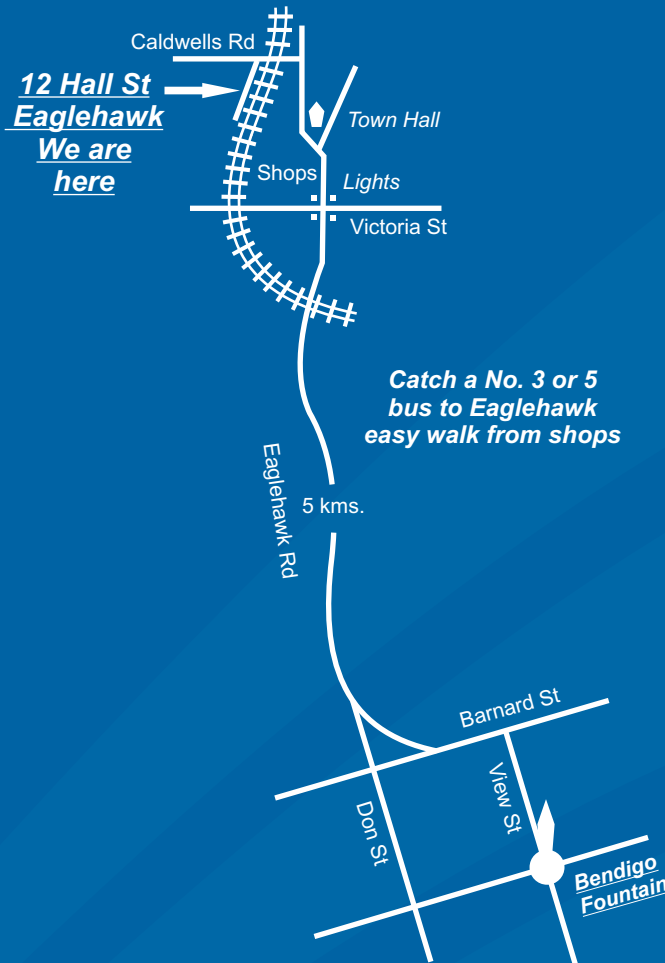
- Certificate III Aged Care
- Certificate III Home & Community Care
- Certificate III Children's Services
- Diploma Children's Services
- Certificate I Retail Services
- Certificate II Engineering
- Certificate IV Leisure & Health
- Certificate IV Training & Assessment
- GAP PROCESS - Upgrade from BSZ40198
- Master Microsoft Office & Administration
- Certificates in General Education for Adults

SHORT COURSES

- Introduction to Computers
- Open Access

On Track offers a variety of short computer courses in special interests areas such as: Microsoft Word, Excel, Publisher, Digital Photography & Internet & email that can be undertaken during Open Access. Please contact our Trainer for details.

How to find us!



25+ years of Community based Training

FEO - Winner of the 2008 Bendigo Business Excellence Awards for Not for Profit AND Environmental Sectors



On Track Training & Employment
A Department of Future Employment Opportunities Inc.
12 Hall Street
Eaglehawk, Vic. 3556
T (03) 5446 3477
F (03) 5446 3458
ontrack@feo.net.au
www.feo.net.au



Certificate I Retail Services SIR10107



Course Content

Outline:

This course is a nationally recognised course which while focusing on Retail Services is delivered as a preparatory course, providing pathways either to further vocational training or employment in the retail field at the beginner level.

A great starter for those who have not studied for some time or just want an edge in gaining employment. This course will operate on a continual basis with flexible entry on a module basis meaning that this course is available when you are.

Study Areas:

- Communicate in the workplace
- Work effectively in a retail environment
- Operate retail technology
- Organise and maintain work areas
- Apply safe working practices

Duration:

Classes take place 2 days per week, with classes running from 9:00am to approximately 3:30pm each day.

Accreditation: This is a nationally recognised qualification.

Assessment

In undertaking this course, assessments will be conducted in a variety of ways, including:

- Written Report / Assignments
- Workplace simulations
- Class activities
- Role Play

Recognition of Prior Learning for all or part of this course may be available. Please discuss this with the trainer.

Fees & Charges

This course is offered on a fee for service basis, or government funded places are available to those who are eligible.

To find out more about the fees and charges for this course, please contact On Track reception on (03) 5446 3477.

Enrolment

If you are interested in enrolling in this course please put forward your expression of interest. This can be done in one of the following ways:

Complete the expression of interest form on the next page and return the form to On Track reception - 12 Hall Street Eaglehawk 3556

Call On Track - (03) 5446 3477

Email: ontrack@feo.net.au

Or visit our website - www.feo.net.au - follow the links and complete our online expression of interest form.

Express Interest

Date: ___ / ___ / ___

Name: _____

Address: _____

Phone: _____

Mobile: _____

Date of Birth: ___ / ___ / ___

Email: _____

YES, I am interested in undertaking the Certificate I Retail Services

YES, I would like some more information about this course posted out to me

Are you in receipt of a benefit? YES

How did you first hear about On Track and this course? (please tick)

Brochure Word of Mouth

Newspaper Website

Radio TV Advertisement

Tear-off-flyer
Location: _____

Employment Agency/Other Agency
Which agency?
