



trainwest
training your future



BUSINESS & FINANCE

Enquiry package

Trainwest is proudly a Western Australian owned and run company with the prime objective of providing nationally recognised training programs with exceptional professionalism and support. Our business is built on the relationships we form with our clients. Our team have pride in their work and love what they do.

Trainwest is co-directed by Michelle Munrowd-Harris and Ann Marie Wragg who have a commitment to provide innovative training with a difference and their passion for education has enabled them, with the support of the Trainwest team, to put Trainwest at the forefront of training in WA. Trainwest's commitment to providing a training program that is high in quality and flexible in delivery ensures that our clients get the best possible service.

There are many factors that contribute to the Trainwest difference, including:

- » Highly regarded and enthusiastic Trainers and Assessors
- » Experienced and friendly staff
- » A positive and motivating learning experience
- » Flexible Training Options
- » In-house training options are our speciality
- » Superior facilities and resources

In today's fiercely competitive market place there is no better time to train and up skill.

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Belmont WA 6104
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Provider number: 51807

POSSIBILITIES

EDUCATION

FUTURE

LEADERSHIP



BSB20115 - CERTIFICATE II in Business



OVERVIEW: This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

UNIT CODE	DESCRIPTION
BSBWHS201	Contribute to the health and safety of self and others
BSBWOR203	Work effectively with others
BSBWOR202	Organise and complete daily work activities
BSBWOR204	Use business technology
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail
BSBITU201	Simple work processed documents using Word
BSBCMM201	Communicate in the workplace
BSBSUS201	Participate in environmentally sustainable work practices
BSBITU202	Create and use spreadsheets using Excel



RECOMMENDED FOR: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ✓ Administration Assistant
- ✓ Data Entry Operator
- ✓ Office Junior



DELIVERY METHOD:

Self-paced learning: You receive hard copy learner guides and assessments to complete. It is your responsibility to return the completed assessments to Trainwest.

eLearning: All training is conducted online, through Trainwest's eLearning portal.

assessments are submitted directly through the eLearning portal. Hard copy learner guides can be purchased for an additional cost. As a self-directed student, you receive ongoing remote support from Trainwest trainers. This is in the form of telephone and email communication. Face-to-Face training can be arranged at an additional fee.

DURATION: up to 24 months from the date you receive your resources



INVESTMENT:

Self-Paced Learning \$1500

eLearning \$1200

eLearning **\$1000 Special book before 30th March 2017**



BSB30115 - CERTIFICATE III in Business



OVERVIEW: This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

UNIT CODE	DESCRIPTION
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBINM301	Organise workplace information
BSBCMM301	Process customer complaints
BSBITU304	Produce spreadsheets
BSBITU306	Design and produce business documents
BSBPUR301	Purchase goods and services
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents



RECOMMENDED FOR: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ✓ Administration Assistant
- ✓ Data Entry Operator
- ✓ Office Junior



DELIVERY METHOD:

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DURATION: up to 24 months from the date you receive your resources

INVESTMENT:

Self-Paced Learning \$1500

eLearning \$1200

eLearning **\$1000 Special book before 30th March 2017**



BSB30415 - CERTIFICATE III in Business Administration



OVERVIEW: This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

UNIT CODE	DESCRIPTION
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBFIA302	Process payroll
BSBFIA303	Process accounts payable and receivable
BSBFIA304	Maintain a general ledger
BSBAMD307	Organise schedules
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBFIA301	Maintain financial records



RECOMMENDED FOR: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ✓ Customer Service Advisor
- ✓ Data Entry Operator
- ✓ General Clerk



DELIVERY METHOD:

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DURATION: up to 24 months from the date you receive your resources



INVESTMENT:

Self-Paced Learning \$1500

eLearning \$1200

eLearning **\$1000 Special book before 30th March 2017**

BSB40215- CERTIFICATE IV in Business



OVERVIEW: This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

UNIT CODE	DESCRIPTION
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBRK401	Identify risk and apply risk management processes
BSBLED401	Develop teams and individuals
BSBINN301	Promote innovation in a team environment
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBADM405	Organize meetings
BSBREL401	Establish networks
BSBMKG413	Promote products and services
BSBITU401	Design and develop complex text documents



RECOMMENDED FOR: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ✓ Administrator
- ✓ Project Officer



DELIVERY METHOD:

Self-paced learning: You receive hard copy learner guides and assessments to complete. It is your responsibility to return the completed assessments to Trainwest.
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DURATION: up to 24 months from the date you receive your resources



INVESTMENT:

Self-Paced Learning \$1500

eLearning \$1200

eLearning **\$1000 Special book before 30th March 2017**



BSB40515- CERTIFICATE IV in Business Administration



OVERVIEW: This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

UNIT CODE	DESCRIPTION
BSBITU401	Design and develop complex text documents
BSBADM407	Administer projects
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBWRT401	Write complex documents
BSBFIA401	Prepare financial reports
BSBINM401	Implement workplace information systems
BSBMKG414	Undertake marketing activities
BSBREL401	Establish networks
BSBADM409	Coordinate business resources



RECOMMENDED FOR: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ✓ Accounts Supervisor
- ✓ Executive Personal Assistant



DELIVERY METHOD:

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DURATION: up to 24 months from the date you receive your resources



INVESTMENT:

Self-Paced Learning \$1500

eLearning \$1200

eLearning **\$1000 Special book before 30th March 2017**

BSB40415 - CERTIFICATE IV in Small Business Management



OVERVIEW: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others. .

UNIT CODE	DESCRIPTION
BSBMB401	Establish legal and risk management requirements of small business
BSBMB402	Plan small business finances
BSBMB403	Market the small business
BSBMB404	Undertake small business planning
BSBCUS401	Coordinate implantation of customer service strategies
BSBINN301	Promote innovation in a team environment
BSBREL401	Establish networks
BSBMB406	Manage a small business finances
BSBMB407	Manage a small team
BBSBMB409	Build and maintain relationships with small business stakeholders



RECOMMENDED FOR: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ✓ Small Business Manager



DELIVERY METHOD:

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As a self-directed student, you will receive ongoing remote support from Trainwest trainers. This is in the form of telephone and email communication. Face-to-Face training can be arranged at an additional fee.



DURATION: up to 24 months from the date you receive your resources



INVESTMENT:

Self-Paced Learning \$1500

eLearning \$1200

eLearning **\$1000 Special book before 30th March 2017**

BSB41015 - CERTIFICATE IV in Human Resources



OVERVIEW: This qualification is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers. Workplace responsibilities would be determined at a workplace level.

UNIT CODE	DESCRIPTION
BSBHRM403	Support performance-management processes
BSBHRM404	Review human resources functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLDR402	Lead effective workplace relationships
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRK411	Support employee and industrial relations procedures
BSBLDR403	Lead team effectiveness
BSBLED401	Develop teams and individuals
BSBREL401	Establish networks
BSBRES401	Analyse and present research information



RECOMMENDED FOR: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ✓ Human Resource Manager
- ✓ Human Resource Administrator



DELIVERY METHOD:

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DURATION: up to 24 months from the date you receive your resources



INVESTMENT:

Self-Paced Learning \$1 500

eLearning \$1 200

eLearning **\$1000 Special book before 30th March 2017**



FNS40215 - CERTIFICATE IV in Bookkeeping



OVERVIEW: This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. It includes the preparation and lodgement of business and instalment activity statement tasks and the provision of advice or dealing with the Commissioner on behalf of a taxpayer in relation to the activity statements.

UNIT CODE	DESCRIPTION
BSBFIA401	Prepare financial reports
BSBITU306	Design and produce business documents
FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities
FNSBKG404	Carry out business activity and instalment activity statement tasks
FNSBKG405	Establish and maintain a payroll system
FNSINC401	Apply principles of professional practice to work in the financial services industry
BSBCUS301	Deliver and monitor a service to customers
FNSBKG402	Establish and maintain a cash accounting system
FNSBKG403	Establish and maintain an accrual accounting system
FNSACC301	Process financial transactions and extract interim reports
FNSACC302	Administer subsidiary accounts and ledgers
BSBSMB412	Introduce cloud computing into business operations
FNSACC303	Perform financial calculations
FNSACC406	Set up and operate a computerised accounting system



DELIVERY METHOD:

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DURATION: up to 24 months from the date you receive your resources

INVESTMENT:

Self-Paced Learning \$2100

eLearning \$1800



REWARDING YOU FOR YOUR REFERRAL



As you know, Trainwest goes the extra mile for our students, utilising the extensive networks we have within a multitude of industries. Our certificate holders have successfully fostered employment within their desired sector.

That's why it's no surprise that our biggest supply of new entrants comes from the referral and word of mouth from our past students. A fine distinction, as the best compliment we can receive is an endorsement from those who have trained directly with us.

Now we want to say Thank You by offering you a lucrative way to refer our future students! Simply refer three new students within six months and when they make a booking you will receive a \$1000 Trainwest training voucher! Our ambassador program also has a raft of other benefits to find out more simply call one of the friendly team.

We know how much qualifying and receiving your certification means to our students and we would like and encourage you to share your great Trainwest experience.

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Join The Trainwest Community

For more information on the course, please visit www.trainwest.com.au or call **1300 938 411** and speak to one of our friendly Trainwest team members.



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