

full name (same as on your drivers' licence)

postal address

city

state

postal code

contact phone number

contact fax number

E-mail address

where did you hear about Safecity?

Please enrol me/ send me an RCC/RPL Kit (circle)

for the _____

conducted at _____

I am paying by

Cheque Money order Credit Card

Please charge the amount of \$ _____ to my

MasterCard Visa Bankcard Diners

Amex

Name on Card _____

Card No. _____

Expiry _____

Signature _____

Safecity Training Academy

PO Box 177 Oberon NSW 2787 Australia

www.openlearning.net.au

Tel. 02-6335 5216 Fax 02-6335 5229

⌋ Welcome to Safecity Training Academy ⌋

Our staff are competent and qualified educators who understand the difficulties and hurdles which confront modern employers and trainers.

Adult Education and Training techniques differ greatly from the traditional academic methods. Our system enables you to plan and deliver effective and efficient training sessions. We show you how to avoid commonly made errors which act as barriers to learning, training and assessing.

Most importantly, you will practise techniques which will help you improve student's self-esteem and generate enthusiasm. Effective learning is enjoyable learning -- think back to your last learning experience and you will surely agree with us.

Safecity's Instructors have been involved in the training of over 10,000 adult learners from a variety of backgrounds: first time learners with literacy and numeracy difficulties, persons with learning difficulties, and well educated, articulate students.



We have first hand experience with the problems involved in adult education. Allow us to introduce you to time-tested techniques which will help you remove barriers to learning!

Verify our credentials at the NTIS website: <http://www.ntis.gov.au/> (National Registered Training Organisation # 1367)

What are the benefits of enrolling in a distance education program?

- h study in the comfort of your own home
- h work at your own pace – submit your assignments at a time that suits you
- h the course can be tailor-made to your requirements
- h adapt the course to suit your daily/weekly schedule
- h complete the course in your own time (no time limits)

Our support services include:

- h honest evaluations
- h constructive and positive feedback
- h prompt responses
- h telephone conferencing when required
- h audio taped evaluation and feedback

Frequently Asked Questions

What are the prerequisites for the course? The beauty of competency based training is that it is available to anyone who can speak, read and write in English.

Who will recognise the qualification? This is a Government accredited course that is nationally recognised.

What am I going to be able to teach at the end of this course? This course does not teach you *what* to teach – it teaches you *how* to teach. You can immediately apply the theory that you learn in this program in your workplace.

I am unemployed. Can I do the course even though I have no current workplace? This course is available to everyone. If you feel passionate about a topic, and have the required knowledge of the subject, you will be able to participate in this program.

If I study by distance learning ...

how long will it take me to complete the course?

You can take as long as you need. There are no time limits for this course. Approx. 210 hours.

how do I submit my work? Fax, E-Mail or post.

... but I don't have a computer or typewriter! Your work can be handwritten.

how do I know how I am going? Every time you submit an assignment, we send you feedback.

do I get a manual? Yes. You receive your training manual with an instruction letter on application and payment.

Testimonials

JW (WA) – *"The flexibility of the program is just what I needed. It fitted into my work schedule, as well as that of my colleagues. I did not have to take time off work, so they were happy about not having the increased workload."*

EM (NSW) – *"There was no pressure to get things done. It was easy to study at home in my own time."*

KM (Vic) – *"I looked forward to your comments, and have appreciated all the feedback you have given me."*

ST (NSW) – *"Thank you so much for your help during the program. I thought your comments were very helpful to me. I have taken your feedback on board. Thank you!"*

PR (Tas) – *"This course gave me the confidence I needed to train others at work. Thanks for your encouragement. It was also good to do it at home."*

SH (QLD) – *"Being a mother of 8, I appreciated the opportunity to study in my own time, in my own home. It was great to do the work when I could – with no pressure placed on my normally hectic day!"*

GB (Qld) – *"Finding time was difficult. I appreciated the opportunity to apply the theory to my workplace situation. My tutor helped me to adapt the learning material to my fellow employees."*

Recognition of Prior Learning (RPL)

The principle takes into account competencies you have achieved through other studies, formal and informal courses and life experience. These competencies are evaluated and credits are awarded towards your course. To help you prepare a good submission we provide you with a template--all you have to do is complete it. The template is included in the RPL/RCC Kit. To obtain this kit please send us an order form and appropriate fee. **If your submission for credits is unsuccessful, we will credit the money you paid for the kit toward cost of your course.**

Certificate IV in Assessment and Workplace Training (BSZ40198)

What will you be doing in this course?

BSZ401A	Plan Assessment
BSZ402A	Conduct Assessment
BSZ403A	Review Assessment
BSZ404A	Train Small Groups
BSZ405A	Plan and Promote a Training Program
BSZ406A	Plan Sessions of Training
BSZ407A	Deliver Training Sessions
BSZ408A	Review Training

What is the course duration? 210 nominal hours (the minimum number of hours required to achieve competency). Available via distance learning.

What is the cost of the course? \$600.00

What is the cost of RPL? \$350.00

Train Small Groups (BSZ404A)

What is the course duration?

30 nominal hours (the minimum number of hours required to achieve competency). Available via distance learning.

What is the cost of the course?

A\$350.00. Cost is all inclusive.

What is the cost of RPL? \$250.00

Workplace Assessor

What are the units covered in this program?

BSZ401A, BSZ402A and BSZ403A.

In this program, you learn to plan, conduct and review assessments that lead to a qualification.

What is the course duration?

35 nominal hours (the minimum number of hours required to achieve competency). Available via distance learning.

What is the cost of the course?

\$350.00. Cost is all inclusive.

What is the cost of RPL? \$250.00

Distance Education Home Study Program Certificate IV in Assessment and Workplace Training

BSZ4098



NATIONALLY
RECOGNISED TRAINING



Whether you are ...

- € a job seeker wanting to improve your employment prospects
- € a trainer wanting to achieve new skills/qualifications
- € a small business operator involved in staff training
- € a corporate trainer wanting to use nationally accredited training models
- € an organisation (hospitals, defence, law) seeking to use nationally endorsed training standards
- € a government agency requiring national qualifications for its training staff
- € an experienced trainer seeking Recognition of Current Competency (RPL)

Safety can help you achieve your goals!

**Study in the comfort of your own
home. Work at your own pace.
AUSTUDY Approved (5 weeks)**

Safety Services Pty Ltd A.C.N. 055464581