



Get Qualified

with NovaSkill's Advance Skills Program

Do you have great experience and fantastic skills but have never received a formal qualification? NovaSkill's **Advance Skills Program** offers you the chance to Get Qualified!

This innovative program allows you to receive credit for your existing skills and experience and then work towards a nationally accredited qualification at your own pace.

You can complete a nationally accredited qualification with minimal disruption to you and in most cases in less than 12 months! There is no need to try and squeeze in evening classes or take time off work to gain your qualification. The **Advance Skills Program** allows you to get your qualification within your full time work hours!

Best of all where eligible, government funding may be available to cover all training costs. So it may not even cost you or your employer a single cent!

The **Advance Skills Program** is tailored to your needs and you receive personalized support from NovaSkill trainers and assessors.

What better way to get the recognition you deserve!

The **Advance Skills Program** is available in a variety of industries and subject areas including:

- Frontline Management
- Community Services – Leisure & Lifestyle
- Small Business Management
- Business Administration
- Retail Management
- Aged Care
- Hospitality
- Disability Services
- Business Sales
- Human Resources



for employees



How does the Advance Skills Program work?

Step One

Identify the subject area that is suitable for you and the business you work in. Contact a NovaSkill training consultant who will talk through the **Advance Skills Program** with you and your employer.

Step Two

Enrol in the **Advance Skills Program**.

Step Three

A NovaSkill trainer will attend your workplace and identify your existing skills and experience. An individual training and assessment plan is developed for you. Assistance in gathering evidence to enable you to gain credit for your knowledge and on the job experience is also provided.

Step Four

You commence the **Advance Skills Program** and begin working towards completing your qualification. A NovaSkill trainer and assessor will provide support and guidance where necessary.

Step Five

Upon successful completion of the set tasks you will receive the nationally accredited qualification in your chosen area.

Participation in the **Advance Skills Program** will give you a formal qualification that will be of value to you and the business you work in!

What will it cost me?

In many cases government funding will be available to participants of the **Advance Skills Program**. Your NovaSkill training consultant will be able to advise you on the eligibility criteria and assist you with any necessary paperwork.

If government funding is not applicable to your circumstances your NovaSkill consultant will work with you and your employer to provide a cost effective training solution.

What next?

To enrol or receive more detailed information about the **Advance Skills Program** and the qualifications it covers contact your NovaSkill training consultant.

Adamstown

Tel. 02 4906 6800

Coffs Harbour

Tel. 02 6601 7000

Port Macquarie

Tel. 02 6500 1100

Ballina

Tel. 02 6603 3000

Newcastle

Tel. 02 4906 6700

Singleton

Tel. 0408 478 085

Central Coast

Tel. 02 4351 5200

Nambucca Heads

Tel. 02 6568 9013

Tweed Heads

Tel. 07 5523 0431

Or to learn more and register your interest you can go to:

www.novaskill.com.au/Pages/AdvanceSkills.aspx

help... one step at a time



for employees