



Get Qualified

with NovaSkill's Advance Skills Program

Do you have employees who are great at their job and have fantastic skills but have never received the qualification they deserve? Having staff with recognised qualifications can help a business strengthen consumer confidence and can build staff loyalty.

NovaSkill's **Advance Skills Program** offers your existing staff a chance to Get Qualified!

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

Employees can complete their qualification with minimal disruption to their work time and in most cases in less than 12 months!

Best of all where eligible, government funding may be available to cover all training costs.

The **Advance Skills Program** is tailored to each individual and they receive personalized support from NovaSkill trainers and assessors.

What better way to reward and acknowledge your most valuable asset – your staff!

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



How does the Advance Skills Program work?

Step One

Identify your valuable employees who would benefit from NovaSkill's **Advance Skills Program** and the subject area that is suitable for them.

Step Two

Contact NovaSkill to enrol your employee in the **Advance Skills Program**.

Step Three

A NovaSkill trainer will attend your workplace and will assist in the selection of suitable units whilst identifying your employee's existing skills and experience. An individual training and assessment plan is developed for each employee. Assistance in gathering evidence to enable them to gain credit for their knowledge and on the job experience is also provided.

Step Four

The employee commences the **Advance Skills Program** and begins working towards completing their qualification. A NovaSkill trainer and assessor will provide support and guidance for your employee where necessary.

Step Five

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

Participation in the **Advance Skills Program** will result in a rewarded employee who will add value to your business.

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 consultants will work with you to provide a cost effective training solution.

What next?

To enrol your employees or receive more detailed information about the **Advance Skills Program** and the qualifications it covers contact your local NovaSkill branch to speak with a 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 you can go to www.novaskill.com.au/Pages/AdvanceSkills.aspx to learn more or register your interest.

