



# Benefits of Traineeships

## Traineeships Skill Employees

Employing a trainee in your workplace is a rewarding experience for your organisation in many ways.

You will have the opportunity to help someone gain real skills and productivity on the job through both informal and formal training activities.

Existing staff advance their skills and experience in mentoring trainees.

You have an opportunity to secure valuable long-term improvements into your industry through the skilling of trainees.

For information & advice about traineeships and employer incentives, please contact the New Apprenticeship Centre (NAC)

Toll free: **13 38 73**

or view their web site

[www.australia.gov.au/skillsforthefuture](http://www.australia.gov.au/skillsforthefuture)



# Other Training Services

Introductory to Advanced Certified Courses  
Infoxchange is a registered training provider. We offer high-quality **accredited computer courses** from Introductory through to Advanced Level. Our one or two-day courses are provided by our friendly and experienced trainers in a small group setting.

## Skills Assessment & Customised Training

Experienced trainers can assess individual or organisational training needs, identify skills gaps and make recommendations. We also provide training that is customised to meet specific needs.

## Office or Home-Based Training

We are flexible in the delivery of our training by providing services in the workplace or the home at affordable rates.



Training Facilities Hire  
The Infoxchange Training Centre in Abbotsford has overhead data projection and 10 multimedia Pentium computers with Internet and Networking capabilities.

## Reasonable Fees

Infoxchange is a not-for-profit community organisation. We charge fees at affordable rates.



# Traineeships with Infoxchange

Infoxchange Australia can help you meet your organisation's training needs.

Telephone (03)9418 7400  
[training@infoxchange.net.au](mailto:training@infoxchange.net.au)  
[www.training.infoxchange.net.au](http://www.training.infoxchange.net.au)

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# Training

Infoxchange  
AUSTRALIA Technology for Social Justice

- Technology for Social Justice -

# What We Offer

Our

## Approach

Infoxchange Australia's Training Unit obtained its Registered Training Organisation (RTO) status in November 2001 (No 20997) and brings a high level of expertise to its training delivery.

We will help you organise the traineeship, including the sign up of the trainee with Apprenticeships Melbourne and all the necessary paper work.

## Our Clients

Infoxchange training unit has extensive experience in delivering training to the community sector, with a special focus in the health sector, not-for-profit organisations and housing sector.

We also provide much needed training to and support to older people and people with disabilities.

More recently we have expanded our client base to encompass individuals and organisations from the private sector.

## Training Delivery

Trainees are supervised in the workplace where they work developing skills in their usual daily work tasks.

The trainee will also do formal training by working through self-paced modules, by participating in one-on-one training with their trainer and by attending workshops if appropriate. A record is kept of each of the units of competency undertaken by the trainee. Once the trainee has demonstrated competency for that unit, the record is signed-off by the supervisor and trainer.

## Time Commitment

Upon commencement of the Traineeship, a training plan is created. This document outlines how and when the training, assessment and regular reviews will take place.

It is anticipated that about 20% of the trainee's time is spent in training.

## Our Trainers

All our trainers hold Certificate IV in Workplace Assessment and Training and show a passion for the training in their fields of expertise. They continually vary and adopt their teaching styles to accommodate the learning needs of the participants and pay close attention to participant feedback.



We train in a casual and relaxed atmosphere and focus on small group sizes, which facilitates a high level of interaction and individual attention.

## Our Facilities

The Infoxchange Training Centre is located at 375-377 Johnston Street, Abbotsford. It is accessible by car, bus along either Hoddle or Johnston Street, or by train to Victoria Park.

# Certificate Courses

- These courses are nationally recognised and accredited courses provided as an AQF qualification upon successful attainment of the required competencies.
- Certificate II in Business
- Certificate III in Business Administration
- Certificate I in Information Technology
- Certificate II in Information Technology
- Certificate II in Information Technology (Applications)
- Certificate III in Information Technology (Network Administration)
- Certificate III in Information Technology (Software Applications)
- Certificate III in Information Technology (General)