

## More than just eftpos...

If this programme isn't for you, there may be another programme that would better suit you and your needs.

**WORKstart** programmes include:

- Community Care
- Construction Skills
- Focus - Learning Adventures
- Horticulture
- Hospitality
- Mechanical Trades
- Natural Beauty
- Part Time Training for Work
- Salon Assistant

**WORKnow** programmes include:

- Workplace Training
- Industry Focused Training
- Work Focused Training

Give us a call to find out how we can help get you working.

## You'll find us here:

387 Manchester Street, Christchurch



## Directory

Christchurch 387 Manchester Street, Christchurch  
PO Box 21-199, Christchurch  
Ph (03) 366 3489 Fax (03) 366 7934  
Email [info@chch.academy.ac.nz](mailto:info@chch.academy.ac.nz)

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PO Box 101-579, NSMC, Auckland  
Ph (09) 443 7640 Fax (09) 443 7650  
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Website [www.academy.ac.nz](http://www.academy.ac.nz)

## Eligibility

Our WORKstart courses are government funded through the Tertiary Education Commission, so there is no cost to you. You may also receive a travel allowance to cover your costs of getting to and from the course.

There are eligibility criteria for this training.

For more details, or to find out if you are eligible, either give us a call at the Christchurch Academy on 366 3489, or talk to your Case Manager at WINZ.

Academy New Zealand is registered as a Private Training Establishment by the New Zealand Qualifications Authority pursuant to the 1990 Education Amendment Act.



Retail Sales

# HANDS-ON LEARNING TO GET YOU EARNING

## It's all about getting jobs

It is vitally important that your reason for training with us is to get a job and that you are prepared to do what it takes to get that job!

Throughout this programme, you will be shown the skills needed to find employment successfully. This support is continued following the programme, with help finding employment or the appropriate next education programme to further your career.

As a part of your training, you will be placed into the industry for work experience. Many gain employment from this work experience

You finish WORKstart when you gain employment (a maximum of 26 weeks training). However this may be extended in some instances for Youth Training job seekers



## WORKstart is

- Practical hands-on training
- CV preparation or updating
- Work experience
- Career planning and job search
- Personal development to further enhance your skills for the workplace. You'll be able to develop essential attributes such as personal presentation, cultural and community awareness, time keeping, team work, dealing with stress and communicating in a working environment

## WORKstart offers

- Literacy and Numeracy support
- NZQA units and/or qualifications
- Opportunity to complete NCEA up to Level 2

If you're totally committed to gaining employment, then we're totally committed to helping you!

## What you could achieve

The Academy assists every trainee to set learning goals and plan steps towards achieving employment. When in employment support is given to ensure the transition to earning and independence is smooth.

All unit standard based learning gained from this programme is recorded with the New Zealand Qualifications Authority. These achievements remain with you forever and can be added to at any time.

## WORKstart Retail Sales includes

- Health & Safety in the workplace
- Types of selling, attributes of a salesperson, calculations, sales documentation and product knowledge
- Customer Care and Service skills which include building a rapport with customers and assisting customers with their purchases
- Loss prevention and legislation relating to the purchasing and sale of goods and services
- Merchandising and creating sales displays

We'll do more than teach you how to operate a cash register and create a sales display - we'll also sit down with you to determine the skills and attitudes you need to get working!

The WORKstart Retail Sales programme offers a broad base of skills, essential in any position, ranging through a variety of key industries.

It is ideal for people wishing to upgrade their skills and learn the procedures required in any retail, wholesale or sales position.

