

## More than just filing...

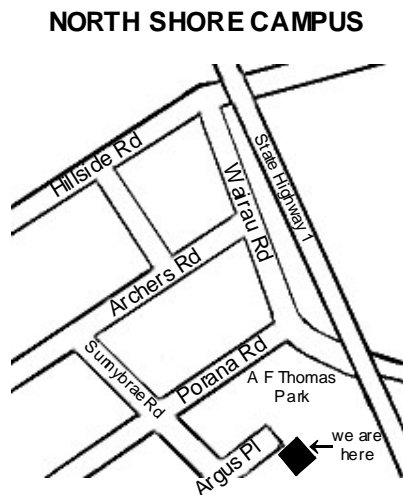
If this programme isn't for you, we have other practical hands-on learning programmes that may be suited to you and your needs. Other programmes include:

- Cookery
- Food and Beverage
- Sport Level 2
- Pharmacy
- Floristry

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

## You'll find us here:

7 Argus Place, Northcote, Auckland



## Directory

Christchurch	387 Manchester Street, Christchurch PO Box 21-199, Christchurch Ph (03) 366 3489 Fax (03) 366 7934 Email <a href="mailto:info@chch.academy.ac.nz">info@chch.academy.ac.nz</a>
North Shore	7 Argus Place, Northcote, Auckland PO Box 101-579, NSMC, Auckland Ph (09) 443 7640 Fax (09) 443 7650 Email <a href="mailto:info@aknorth.academy.ac.nz">info@aknorth.academy.ac.nz</a>
Otahuhu	51 Huia Road, Otahuhu, Auckland PO Box 22-871, Otahuhu, Auckland Ph (09) 276 0576 Fax (09) 276 0570 Email <a href="mailto:info@manukau.academy.ac.nz">info@manukau.academy.ac.nz</a>
Website	<a href="http://www.academy.ac.nz">www.academy.ac.nz</a>

## Eligibility

Our Training Opportunities 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 the training. For our adult programmes you must be registered with WINZ and be genuinely wanting to work.

For more details, or to find out if you are eligible, either give us a call at the North Shore Academy on 09 443 7640, 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.



# Business Administration & Computing

Including National Certificates in both Business Administration and Computing at Level 2

HANDS-ON LEARNING THAT GETS YOU EARNING



## Introduction

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

We'll do more than teach you how to operate a computer or process paperwork- we'll also sit down with you to determine the skills and attitudes you need to get working! And you can gain National Certificates in Business Administration and in Computing at level 2!



The Business Administration & Computing programmes offer a broad base of skills, essential in any position, ranging through a variety of key industries.

It is ideal for people wishing to enter this profession or upgrade their skills in office work and information technology.

The standard programme length is 1 year, this may vary by individual.

## The Business Administration & Computing programme includes

- Administration skills including the stages of financial documents, personal presentation, and roles in an office.
- Office equipment - photocopying, faxing, emailing, and even filing.
- Customer Service and Reception skills - how to greet clients, answer queries and deal with complaints
- Producing documents from completing forms to creating presentations with images.
- Communication skills - letter writing, communicating face to face with people from many cultures, and telephone techniques.
- Computer skills - inputting text, how to lay out documents, how to use a spreadsheet and how to use a data base.
- Health and safety plus safe and secure working practices
- The legislation that applies to people who work in administration such as employment contracts, rights and responsibilities.

## All programmes offer

- Practical hands-on training
- CV preparation or updating
- Work experience
- Career planning and job search - set your own goals
- Drivers licence assistance
- Literacy and numeracy tuition
- NZQA units and/or qualifications
- Opportunity to complete NCEA up to Level 2

## 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. This practical experience gives you real exposure to the work environment and we have found many have gained employment directly from their placements!

## What you could achieve

The Academy assists every trainee to set learning goals and plan steps towards achieving employment.

All the skills gained from this programme are recorded with the New Zealand Qualifications Authority and you'll receive the NZQA Record of Learning alongside the Academy New Zealand Record of Achievement. These achievements remain with you forever and can be added to at any time.

Trainees who successfully complete the course will achieve the National Certificates in Business Administration - Level 2, and the National Certificate in Computing Level 2; with the opportunity to complete NCEA.

