

## More than just filing...

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
- Hospitality
- Natural Beauty
- Warehousing & Distribution

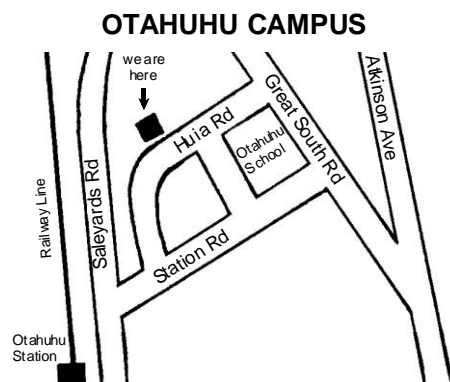
WORKnow programmes include:

- Construction Trades
- Work Focused Training

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

## You'll find us here:

51 Huia Road, Otahuhu, Auckland



## 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)

North Shore 7 Argus Place, Northcote, Auckland  
PO Box 101-579, NSMC, Auckland  
Ph (09) 443 7640 Fax (09) 443 7650  
Email [info@aknorth.academy.ac.nz](mailto:info@aknorth.academy.ac.nz)

Otahuhu 51 Huia Road, Otahuhu, Auckland  
PO Box 22-871, Otahuhu, Auckland  
Ph (09) 276 0576 Fax (09) 276 0570  
Email [info@manukau.academy.ac.nz](mailto:info@manukau.academy.ac.nz)

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 Otahuhu Academy on 09 276 0576, 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 and  
Computing

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

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 - set your own goals
- Personal development to further enhance your skills for the workplace. You'll be able to develop essential attributes such as time keeping, personal presentation, cultural and community awareness, 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 job seeker to set learning goals and plan steps to gain 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 Business Administration and Computing 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 - telephone techniques, communicating face to face with people from many cultures and letter writing.
- Computer skills - inputting text, how to lay out documents, how to use a spreadsheet and how to use a database.
- 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.

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 WORKstart Business Administration and Computing 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 enter this profession or upgrade their skills in office work and information technology.