

## More than packing and lifting...

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 Trades

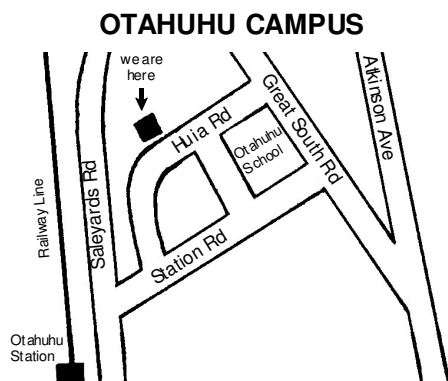
WORKnow programmes include:

- Construction Trades
- Service Sector

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 Work and Income.

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



Warehousing  
and  
Distribution

# 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)



## 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 unit standards

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 drive a forklift - we'll also sit down with you to determine the skills and attitudes you need to get working!

## 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 & independence is successful.

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 Warehousing and Distribution includes

- Warehouse safety and housekeeping practices
- Inventory receipt, storage, handling, dispatch and tracking
- Packing and packaging
- Manual and computerised systems for stock control
- Stocktaking and loss prevention
- In-store fork hoist operations (reach and counter balance) Certificate
- Goods and hazardous goods handling

The WORKstart Warehousing and Distribution programme offers skills, knowledge and a sound common-sense approach to working within this industry, while gaining a qualification (students who have not achieved the required credits for NCEA may be able to complete the qualification at Academy NZ).

It is ideal for people wishing to enter the warehousing, distribution, packaging and stock control sector of the job market.

