

## Introduction

If you're 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!



The Transport and Warehousing programme offers skills, knowledge and a sound common-sense approach to working within this industry.

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

## Programme detail

The following areas may be covered in this programme:

- ↓ Warehouse safety and housekeeping practices
- ↓ Inventory receipt, storage, handling, dispatch and tracking
- ↓ Packing and packaging
- ↓ Manual and computerised systems for inventory control
- ↓ Stocktaking and loss prevention
- ↓ In-store fork hoist operations including OSH Safety Certificate in Fork Hoist Operations
- ↓ Goods and hazardous goods handling
- ↓ Heavy transport theory
- ↓ Personal development to further enhance your skills for the workplace. You'll be able to develop essential attributes such as time keeping, team work, dealing with stress and communicating in a working environment
- ↓ And finally, you'll complete some active preparation to gain employment. We'll help you as much as we can by placing you out in the industry for practical work experience, helping with your CV, planning for your career, and assisting with job search, job applications and interviews.

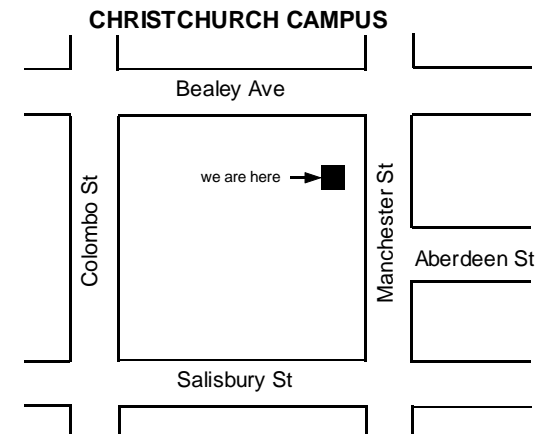
## More than using forklift & packing...

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

- Brick and Blocklaying
- Community Care and Support
- Driver Training
- Horticulture
- Hospitality
- Sales & Customer Services
- Timber Trades
- Work Based Training.

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

## You'll find us here:



## Quality points

- Self-paced learning
- Student focused
- Practical hands-on training
- A high proportion of tutor/trainee contact time
- A variety of teaching methods to suit individual learning styles
- Workplace experience
- Industry field trips.

## 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.

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

## Outcomes

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.



## Directory

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# Transport & Warehousing

HANDS-ON LEARNING THAT GETS YOU EARNING

