

Are you interested in
undertaking a course
with fellow ACCO
members?



Expression of Interest – Aboriginal Workforce Development Initiative – Accredited Training

Mullum Mullum Indigenous Gathering Place would like to invite you to submit an expression of interest to join local ACCO members, and members of their community to undertake a Certificate IV in Business.

This is a fantastic opportunity within the Aboriginal Workforce Development Initiative (AWDI) Accredited Training Project, which is aimed at providing support funding to ACCOs to undertake workforce development for their organisation, in conjunction with the overall DHHS Aboriginal Workforce Initiative.

Mullum Mullum Indigenous Gathering Place (MMIGP) have identified an opportunity for staff/community members to participate in being accredited with a Certificate IV in Business.

- The Certificate IV in Business provides students with the skills and knowledge needed for administrative and entry-level business positions. Students develop foundation skills in business operations, marketing and administration, while also gaining technology skills.
- There may also be some introductory units included from the Certificate IV in Community Services. This course provides students with the knowledge and skills to work in the community services sector in a range of community settings. Students will learn how to provide a holistic approach to client needs, including social, emotional, psychological and practical support.

Final details of the training are being discussed, but we are keen to have you identify your interest in undertaking this qualification. Below is a proposed outline of how the course will work.

CIV in Business units:

- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBCUS402 Address customer needs
- BSBRES411 Analyse and Present Research Information
- BSBWRT301 Write Simple Documents
- BSBMKG413 Promote Products and Services
- BSBMGT401 Show Leadership in the workplace
- CHCCOM002 Use communication to build relationships
- CHCPRP001 Develop and maintain networks and collaborative partnerships
- CHCAGE001 Facilitate the empowerment of older people
- SISXFIN001 Develop and review budgets for activities or projects

working in the Indigenous and community organisational space.

The classroom training will be supported by a Learning Support Officer (LSO), who will be able to provide culturally appropriate learning support and individual coaching where needed.

Box Hill facilitators and the LSO will be available to guide students through the assessment tasks and provide any additional explanation or resources required, and deal with any work-related issues.

Delivery program and assessments will be practical and relevant, including group discussions, scenario based role plays, workplace case studies, and project based assessments where applicable.

The training sessions will comprise guest speakers and industry influencers, including sport and small business subject matter experts currently contributing to the Indigenous community, and relevant organisations.

Training Sessions: 54 training sessions, 1 day per week, during scheduled semesters for 2020-2021.

Time: The training will be delivered every Thursday, 9.30-4.30pm over 15 months.

Location: The course will be offered locally, and final details will follow.

So, if you are interested in undertaking the Certificate IV, please complete the following and return it to **Claire Alexander, MMIGP Administration Manager, by 5pm on 29 May 2020** by either emailing it to admin@mmigp.com.au or posting to *PO Box 80, Ringwood East, VIC, 3135*.

Name _____

Contact phone number _____

Employee Current role _____

Community Member

Other

Yes, I am interested in undertaking the CIV in Business

What would undertaking this qualification mean to you?

Signed: _____ Dated: _____