

"Making a living" is not the same as "Making a life".

Equip yourself with the skills and knowledge to gain employment, independent and improve your lifestyle.

Join our Dual Employability Skills Program

BSB30120 - Certificate III in Business

CPP30316 Certificate III in Cleaning Operations

The Management Edge, a nationally accredited Registered Training Organisation, has developed a **dual nationally recognised full qualification program** aimed at assisting people seeking to join or re-join the workforce. Our Indigenous partner is the Aboriginal Employment Strategy

This program is linked to a potential employment outcome.

This program targets Indigenous and Non-Indigenous people linked Job Actives, Parents next and Disability Employment Services

This two-part program presented below are entry-level qualification that provide a range of business skills that are transferable and apply across a wide range of industries and businesses.

You will learn practical skills and techniques in the areas that include workplace safety, critical thinking skills in a team environment, working effectively with others, effective workplace relationships, service to customers along with other valuable tools to boost your employment or workplace opportunities.

Part One – Certificate III in Business Outcomes

This qualification will demonstrate to employers that a graduate has the skills and knowledge to succeed and become a valued employee and team member.

A key component of this program is its strong focus on communication,

- teamwork,
- customer engagement,
- workplace diversity and
- workplace health and safety.

Part Two – Certificate III in Cleaning Operations Outcomes

Employers are actively seeking employees, who hold a Cert III cleaning qualification. There are immediate opportunities in this industry due to the COVID environment Cleaning roles tend to have a degree of work flexibility.

Appreciating that not everyone wants to be a cleaner, this qualification provides an interim opportunity whilst seeking the preferred type of work.

Assistance will be provided the update resumes for forwarding to cleaning service providers.

Delivery Methods

- Face to face classroom instruction – online and virtual
- Trainer-led practical activities
- Coaching of students in the simulated environment
- Phone support
- Facebook support group
- Mailed out booklets
- Work experience

Costs

This training is subsidised by the NSW Government under the Smart and Skilled program subject to eligibility.

Times

Training is delivered in a friendly and supportive environment with the aim of delivering this program over a 13-week period. (with flexibility to adjust for holidays)

Considering that there are likely to be some adjustments required for people with children and

Group size – Maximum 16 people. Pre-enrolment packs are available on request.

Locations and Dates

Online / Remote Enrolment Friday 24th September 2021 With online induction 9am

Commencement date – Monday 30th September

Online via zoom and phone support

Other support

Assistance will be provided the update resumes and the employers job application processes.

Further information call please Fiona Morris 0415689720



Units of Competency

Core Business Units

1	BSBCRT311	Apply critical thinking skills in a team environment
2	BSBPEF201	Support personal wellbeing in the workplace
3	BSBSUS211	Participate in sustainable work practices
4	BSBWHS311	Assist with maintaining workplace safety
5	BSBTWK301	Use inclusive work practices
6	BSBXCM301	Engage in workplace communication
	Electives	
7	BSBADM307	Organise schedules
8	BSBSUS211	Participate in sustainable work practices
9	BSBCUE307	Work effectively in customer engagement
10	BSBCRT311	Apply critical thinking skills in a team environment
11	BSBPEF302	Develop self awareness
12	BSBPEF301	Organise personal work priorities
13	BSBTEC303	Create electronic presentations

	Core Cleaning Units	
1	CPPCL3035	clean storage areas
2	CPPCMN3006	provide effective client service
3	CPPCL03003	safe work practices
4	CPPCL3005	confirm and apply privacy
5	CPPCL3019	remove waste
	Electives	
6	CPPCL03001	Hard Floor
7	CPPCL03004	maintain carpeted
8	CPPCL3006	clean carpets
9	CPPCL3009	clean glass surfaces
10	CPPCL3017	clean wet areas
11	CPPCL3018	Clean Furniture and fittings
12	CPPCL3019	Remove waste and Recyclables
13	INFCOV	Infection Control
14	CPPCL003044	Prepare rooms for guest and residence

Industries this course is linked to roles for

- Hospitality
- Hospital
- Aged care
- Disability
- Cleaning
- Industrial
- Mining
- Shopping centre
- Car Detailing
- Business admin