

Pinnacle Training Solutions

Taking your business from where it is to where it wants to be!

Australian Apprenticeships

Australia boasts a world-class, truly national vocational education and training (VET) system. No matter what industry you are in, investing in training through an Australian Apprenticeship can provide your business with real benefits and contribute to your bottom line.

No two businesses are the same, and that is why Australian Apprenticeships have been designed to be flexible, while at the same time providing nationally recognised quality training developed by industry for industry.

What is a Traineeship?

A traineeship is a training contract between an employer and an employee in which the trainee learns the skills needed for a particular occupation or trade. A traineeship can be undertaken on a full-time or part-time basis and can be used as a valuable stepping stone to start a career in the industry you want to work in.

Traineeship services are provided with funds made available by the government of Victoria.

What are the Benefits?

Australian Apprenticeships can provide a range of benefits to your business including:

- Train employees to your business requirements
- User Choice funding available for New Workers
- A range of financial incentives available to eligible employers
- Nationally recognised qualifications and competencies

Training your existing staff

Traineeships are not only available for your new workers, but also for existing staff who are looking to update their skills or receive a nationally recognised qualification for their current skill set. Training existing staff as an Australian Apprentice gives you the benefit of:

- Investing in employees who you know and trust
- Receiving government incentives for training existing staff for eligible participants
- Not having to go through an expensive and time consuming recruitment process
- Ensuring that skills are tailored specifically for your company and industry

Pinnacle... Perfect Business Balance!

Pinnacle Training Solutions can work in partnerships with you to develop and manage all your training needs. We have a total commitment to our quality. Our training programs are tailored to meet your specific business objectives. We recognise and acknowledge your employee's current work/life experience. We also train and up-skill your employees so they receive nationally accredited qualifications. We excel in the areas of Business Administration, Warehousing, Customer Service and Management.

The training programs are competency based, which means participants undertake training in the workplace that relates to the practical skills required to work in a variety of roles with relevance to your specific business and industry.



We Can:

- Deliver training in a location suitable to you
- Project manage your training
- Conduct training needs analysis
- Customise accredited training to suit your business needs
- Deliver high quality, interactive, enjoyable and effective training
- Link your existing training to accredited courses
- Provide training to students with physical and/or intellectual disabilities.

In today's competitive market, well trained, customer focused staff are the cornerstone of any successful business.

If you are looking for an increase in profits as well as well trained, motivated, customer centric employees, along with a safer and happy workplace, why not enrol your team in one of our programs?

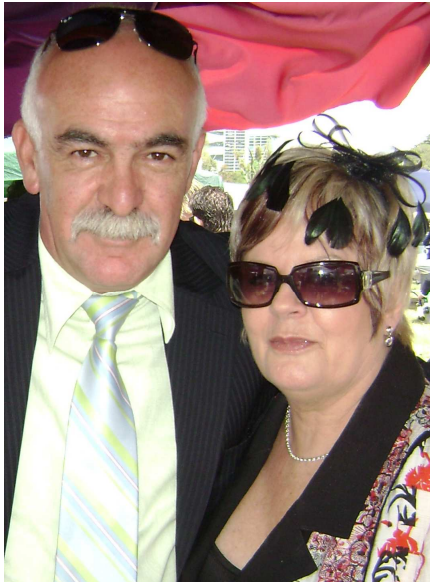
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Warehousing Traineeships

Overview

An organisations' reputation can be easily destroyed if the products being sold and promoted are not housed and delivered efficiently. The warehouse is the important link between the goods and the customer. All organisations are aiming to deliver their goods 'in full and on time'. Product quality and ultimate profitability can be maximised if warehousing procedures are documented, followed and implemented. This certificate will improve warehouse practices and develop strategies that warehouse personnel can implement in the workplace immediately.



*Photo: Mick Menta and Vivian Brinsmead
(Oaks Day with clients 2008)*

Introducing Mick Menta

Bringing a fresh forward thinking approach and immense expertise to his work as a trainer, Pinnacle is honoured to include **Mick Menta** as our **full-time** warehousing trainer.

Within the diversity of his experience ranging from forklift and order picker training and licensing, general warehouse operations and management, to Workplace Training and

Assessment, Mick has cultivated an extraordinary ability to engage and teach others with flair and ease.

Business Administration Traineeships

Overview

As the world becomes more competitive, exceptional administrative and interpersonal skills play an increasingly important role in ensuring success for both your staff and your business. Effective administration systems and roles can have a significant impact on the productivity of any office environment. Our training programs are designed to increase your staff confidence in their image and administration skills while developing trust with your business customers and associates.

Articulation

Successful completion of the Certificate III in Business Administration program will allow trainees to take their training to the next level, with articulations to Certificate IV in Business Administration and Certificate IV in Frontline Management available.

Introducing Vivian Brinsmead

Vivian Brinsmead is another of our **full-time** trainers dedicated to delivering high-quality, relevant and challenging training programs on behalf of Pinnacle. Bringing immense expertise, passion and warmth to her work as a trainer, Vivian has spent the past 10 years working with organisations to identify training needs and develop and deliver training solutions for staff at all levels.

**Free Forklift or Order Picker License
with every Certificate III or IV
Transport & Logistics
(Warehousing and Storage)
enrolment!!!**

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PERFECT BUSINESS BALANCE