



Workplace
Training
Specialists

SA Works

Regional Work Ready Training

About the course

The Regional Work Ready Training includes a mix of short courses that can lead to qualifications in Business, Media or Retail, as well as non- accredited training covering social media and marketing.

The program focuses on raising customer service standards in the Riverland, and adding to community capability to promote businesses and the region using digital means such as websites and social media.

SA Works Programs are funded by the Department of Further Education, Employment, Science and Technology (DFEEST).

Program Overview:

Units from Certificate III in Business

BSBITU302A Create electronic presentations (PowerPoint)

BSBITU303A Design and produce text documents (Word)

BSBITU304A Produce spreadsheets (Excel)

BSBITU309A Produce desktop published documents (Publisher)

Units taken from Certificate III in Media

CUFDIG303A Produce and prepare photo mages (Photoshop)

CUFDIG304A Create visual design components (InDesign)

BSBCRT301A Develop and extend critical and creative thinking skills

Customer Service skills (using flexible delivery)

SIRXCCS002A Interact with customers

BSBCUS201A Deliver a service to customers

BSBCUS301A Deliver and monitor a service to customers

Also non-accredited training, in the use of social media, and web presence for marketing.

The program will commence in February with the following Groups available

Group 1 – Business and Customer Service Skills

Group 2 – Media and Customer Service Skills

Group 3 – Business and social media

Group 4 – Media and social media

Target Groups

All job seekers, including underemployed and retrenched workers are eligible to access Working Regions programs. All participants must live in the Riverland Region of South Australia.

To enrol or for more information

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