



Corporate Services Program: Certificate IV in Business

This is a Cross-Sectoral workshop hosted by CEO in collaboration with AISWA and DoE

Facilitator: Carol Scott

Carol is the Coordinator of Accredited Training at the Institute for Professional Learning, Department of Education, Western Australia. Carol and the members of her team facilitate this nationally-accredited qualification which focuses on the skills and knowledge required to apply solutions to a range of unpredictable workplace problems.

Target Audience:

School, CEOWA, AISWA and DoE administration staff (eg. receptionists and administrative assistants)

Course Outcomes:

This cross-sectoral course consists of four full-day workshops with content and activities based on face-to-face learning, action learning through completion of a post-course workplace project and the opportunity for recognition of prior learning (RPL). Participants who successfully complete all course components receive a Certificate IV in Business. Through completion of this course, participants will develop:

- **enhanced skill and knowledge with regard to the administration of school and CEOWA-based operations**
- **enhanced capacity to lead fellow administration staff**

Day 1: Monday, 16th April 2012
Day 2: Tuesday, 17th April 2012
Day 3: Wednesday, 18th April 2012
Day 4: Thursday, 19th April 2012

Registration: 8:45am

Start Time: 9:00am—4:00pm

Venue: James Nestor Hall
CEO, Leederville

Cost: \$1,100 per participant

Morning tea and lunch will be provided

Registrations close on 01/04/2012

How to Register

- Log onto the Catholic Education Office of Western Australia website at <http://cms.ceo.wa.edu.au>
- On the right hand side of the screen locate the panel entitled: **PROFESSIONAL LEARNING**
- Click the hyperlink entitled: **Visit the PL Portal**
- When the screen loads, type the title of the course of interest into the search panel and press enter
- When the screen loads, click on the course of interest
- When the course page loads click the 'enrol online' tab located on the top right hand side of the screen
- Enter all required information and click the 'submit enrolment' tab located on the top right hand side of the screen
- You will receive a confirmation of your enrolment via an email message to you nominated email account

Note:

- Two weeks prior to the event, you will receive a reminder email (including venue, start/finish times, facilitator details etc) from the Administrative Assistant, Leadership, Employment & Community Relations Team
- If you experience difficulty accessing the website or completing an online enrolment, please email leadershipceowa@ceo.wa.edu.au with your details and the name of the course you would like to attend (course title, your full name, your role, school name, school postal address and contact telephone number). The Administration Assistant will complete the enrolment process on your behalf and send confirmation to you via your email address
- You will be provided with a certificate of completion on the afternoon of the event. This certificate may be used for WACOT ongoing renewal purposes
- Post-event, your school will be invoiced for your participation in the course
- All enquiries regarding the course should be directed to the CEOWA contact provided on the cross-sectoral template