

## **HAVE YOU BUDGETED FOR YOUR TRAINING IN THE 2012/2013 FINANCIAL YEAR?**

The MWOA recognises there is a need for the Local Government sector to address the future of having and retaining a skilled workforce, to sustain a high level of quality service delivery, for all stakeholders. For some time there has been a shortfall in the area of specific training for the Local Government sector, i.e. Certificate III and IV.

The MWOA in conjunction with the “The Management Edge” (TME) will provide Certificate III in Local Government, (Operational Works).

The cost per student has been set at \$4k and we envisage that the course will be completed within 12 months. The Federal Government offers an incentive for training to the value of \$3k, but there are specific pre requisites for this incentive, and if you fill out the Employee Analysis Form (on back) and return to the MWOA or TME, (one per student) we will submit on your behalf and notify you of any entitlements. If at any stage this rate or other incentives are available for a reduced rate, this will be passed on to councils as soon as we can.

- Cluster Group Training
- Seasonal Delivery tailored for council (one shoe does not fit all)

We are delighted to be a part of the future training needs and will contact and visit each council and seek your involvement and assistance in a more detailed “Skills Development Program”.



**Further information please contact  
Bruce Douglas, 0457 785 159  
Mike Stoll, TME, 0411 856 013  
or Stephen Robertson, MWOA CEO, 0418 144 460**



## EMPLOYEE ANALYSIS FORM

Complete one of these forms for **each** of your employees, whom you may consider undertaking Certificate III in Local Government (Operational Works), so that their eligibility for incentives can be assessed.

PERSONAL DETAILS			
First Name			
Surname			
Address			
Email			
Mobile Telephone			
Date of Birth			
Job Title			
Employment Start Date			
Employment Status	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Casual <input type="checkbox"/>

PRIOR QUALIFICATIONS			
Which of the following qualifications have you successfully completed?			
Bachelor, Degree or higher	<input type="checkbox"/>	Certificate III or Trade Certificate	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>
Diploma or Associate Diploma	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>
Certificate IV or Adv. Certificate / Technician	<input type="checkbox"/>	Certificates other than above	<input type="checkbox"/>
List course name / s completed			

EMPLOYER DETAILS	
Company Name	
Contact Name	
Workplace Address	
Telephone Number	
Email Address	

**For processing, please return completed forms to Mike Stoll,  
Training Manager, "The Management Edge" (TME)  
Via fax on (03) 9427 7433  
A summary of your employees' eligibility will be sent  
to you once assessed**