

Every business needs **trained staff** to be successful, and every staff member needs **sound training** to reach their full potential.

Workspace Training is offering training via flexible delivery mode in:

- **Timber Sales Representative short course**
- **Certificate II in Timber Merchandising**
- **Certificate III in Timber Merchandising**

Flexible delivery training allows students to work through the course notes in their own time, and complete assignments or assessment tasks in their own workplace. For practical competencies, such as docking saw operation, students are assessed by the trainer at a scheduled site visit.

Training is provided either on a **fee-for-service** basis, or under a **government-funded scheme**. To be eligible for government funding, students must meet certain requirements. For more information on funding opportunities, please contact us, or visit the government training website at:

www.training.com.au



For more information please contact

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You can also visit our website at:

www.workspacetraining.com.au

Workspace Training is a
Registered Training Organisation
and the trading name of
McElvenny Ware Pty Ltd
ABN: 38 119 120 955



NATIONALLY RECOGNISED
TRAINING

Training for **Sales Representatives** and

Timber Merchandising employees



by Flexible Delivery
through self-paced learning and
on-the-job training in your own
workplace

Timber Sales Representatives – SHORT COURSE

For sales representatives involved in wholesale or trade timber sales. Competencies cover the following skills and knowledge:

- **Wood technology**
- **Engineered timber products**
- **Selling skills**
- **Managing a sales area**

Training is delivered through self-paced **distance learning** course notes. **Assessments** are conducted via a series of assignments which are posted or emailed by the participant back to Workspace Training for feedback and marking.

Cost: \$660 (GST exempt)

On successful completion, participants are issued with a Statement of Attainment in the competencies shown below. Other competencies may be substituted or added to the course by negotiation – please see the attached enrolment form for more details.

Statement of Attainment – other competencies available in request	
FPICOT3247A	Select timber for forestry operations
WRRSS20A	Recommend specialised products and services
WRRS4B	Build relationships with customers

Certificate II in Timber Merchandising (FPI20605)

The **Certificate II** is a one-year entry-level qualification designed for workers in timber yards or other merchandising businesses. Eligible participants may be funded via state government traineeships. Employers may also receive incentive payments when enrolling new employees.

Training is provided via flexible delivery. **Assessments** are conducted through a combination of assignments, practical demonstrations and third-party reports from the participant's supervisor.

Certificate II sample training plan – other competencies available on request		
C O R E	FPICOR2201A	Work effectively in the forest and forest products industry
	FPICOR2202A	Communicate and interact effectively in the workplace
	FPICOR2203A	Follow environmental care procedures
	FPICOR2205A	Follow OHS policies and procedures
	WRRCS3B	Interact with customers
	WRRS2B	Advise on products and services
E L E C T I V E	FPICOT2229A	Dock material to length
	WRRCA1B	Operate retail equipment
	WRRF1B	Balance register/terminal
	WRRM1B	Merchandise products
	FPICOT2212A	Grade hardwood sawn and milled products
	FPICOT2216A	Visually stress grade softwood
	FPICOT3247A	Select timber for forestry operations

Certificate III in Timber Merchandising (FPI30605)

The **Certificate III** is a two-year qualification designed for supervisors, senior sales staff and other key personnel in responsible positions. Eligible participants may be funded through government schemes, such as Existing Worker traineeships.

Training is provided via flexible delivery. **Assessments** are conducted through a combination of assignments, portfolio of evidence and third-party reports from the participant's line manager.

Certificate III sample training plan – other competencies available on request		
C O R E	BSBFLM312A	Contribute to team effectiveness
	FPICOR2201A	Work effectively in the forest and forest products industry
	FPICOR3201A	Implement SHE policies and procedures
	FPICOR3202A	Conduct quality and product care procedures
	WRRS4B	Build relationships with customers
	WRRSS20A	Recommend specialised products and services
E L E C T I V E	FPICOR3204A	Visually assess materials
	FPICOT3236A	Coordinate stock control procedures
	TLIA1807C	Organise despatch operations
	FPICOT3204A	Prepare and interpret sketches and drawings
	WRRLP3B	Maintain store safety
	WRRS3B	Coordinate sales performance
	FPICOT3247A	Select timber for forestry operations