

Skilling for Recovery – Job Trainer

Skilling for Recovery (SfR) is a key component of State’s COVID-19 Recovery Plan. The initiative fully funds identified full and part-qualifications. Part-qualifications are nationally accredited skill sets or locally designed skills groups.

Skilling for Recovery – eligibility

This training attracts full NSW Government funding under the Skilling for Recovery Program, if you meet following criteria:

You are

- ✓ An AUS citizen, PR, humanitarian visa holder, NZ citizen
- ✓ 15 years or older
- ✓ Live and work in NSW
- ✓ No longer at school or equivalent

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One of the following:

- A young person aged 17 to 24 at commencement of training, regardless of employment status, incl. Year 12 School leavers
- A person who is a recipient of a Commonwealth Government welfare benefit (and their dependants) as specified by the Department
- An unemployed person
- An employed person who is ‘expected to become unemployed’ as defined by the Department.

Part Qualifications

The following fully funded part-qualifications will commence between April and June 2021

SG00006265 Statement of Attainment in [Education](#)

SG00004161 Statement of Attainment in [Workplace](#)

SG00004186 Statement of Attainment in [Customer Service](#)

SG00007502 Statement of Attainment in [Computing Skills](#)

SG00005513 Statement of Attainment in [Office Ready Skills](#)

SG00007494 Statement of Attainment in [Business Administration Skills](#)

SG00007553 Statement of Attainment in [Microsoft Excel – Intermediate](#)

SG00005888 Statement of Attainment in [Financial Accounts](#)

Full Qualifications

ICT10115 Certificate I in [Information, Digital Media and Technology](#)

BSB20115 Certificate II in [Business](#)

BSB30415 Certificate III in [Business Administration](#)

CHC33015 Certificate III in [Individual Support](#)



Hornsby Ku-ring-gai Community College

RTO 90232

SG00006265	Statement of Attainment in Education	FSKLRG09 FSKOCM07 BSBWRT301	Use strategies to respond to routine workplace problems Interact effectively with others at work Write simple documents
SG00004161	Statement of Attainment in Workplace	FSKLRG09 FSKOCM07	Use strategies to respond to routine workplace problems Interact effectively with others at work
SG00004186	Statement of Attainment in Customer Service	BSBCUS301 BSBCMM301 BSBDIV301	Deliver and monitor a service to customers Process customer complaints Work effectively with diversity
SG00007502	Statement of Attainment in Computing Skills	BSBWHS201 BSBITU211 BSBITU212 BSBITU313	Contribute to health and safety of self and others Produce digital text documents Create and use spreadsheets Design and produce digital text documents
SG00005513	Statement of Attainment in Office Ready Skills	BSBWRT301 BSBCUS301 BSBADM307 BSBITU314	Write simple documents Deliver and monitor a service to customers Organise schedules Design and produce spreadsheets
SG00005183	Statement of Attainment in Business	BSBITU314	Design and produce spreadsheets
SG00007784	Statement of Attainment in Business Administration (Essentials)	BSBITU306 BSBITU309 BSBITU314 BSBITU312	Design and produce business documents Produce desktop published documents Design and produce spreadsheets Create electronic presentations
SG00007494	Statement of Attainment in Business Administration Skills	BSBADM307 BSBITU312 BSBITU313	Organise schedules Create electronic presentations Design and produce digital text documents
SG00007553	Statement of Attainment in Microsoft Excel – Intermediate	BSBITU212 BSBITU314	Create and use spreadsheets Design and produce spreadsheets
SG00005888	Statement of Attainment in Financial Accounts	BSBFIA302 BSBFIA303 BSBFIA304	Process payroll Process accounts payable and receivable Maintain a general ledger

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