

REPORT 2 — TIME 09:57:27 Jun 30 2011



Training for Work Pty Ltd

Enrolments and completions by Units of Competency

Year 2010, Offshore flag: N

Unit of Competency	Description	Enrolments	Completions
BSBITU401A	DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS	7	5
BSBITU402A	DEVELOP AND USE COMPLEX SPREADSHEETS	5	3
HLTFA301B	APPLY FIRST AID	34	33
SIRRFSA001A	APPLY RETAIL FOOD SAFETY PRACTICES	2	2
SITXFSA001A	IMPLEMENT FOOD SAFETY PROCEDURES	33	20
SITXOHS002A	FOLLOW WORKPLACE HYGIENE PROCEDURES	78	52
BSBITU201A	PRODUCE SIMPLE WORD PROCESSED DOCUMENTS	0	0
BSBITU202A	CREATE AND USE SPREADSHEETS	0	0
BSBITU302A	CREATE ELECTRONIC PRESENTATIONS	0	0
BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	0	0
BSBITU304A	PRODUCE SPREADSHEETS	0	0
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	0	0
HLTCPR201A	PERFORM CPR	0	0
HLTFA201A	PROVIDE BASIC EMERGENCY LIFE SUPPORT	0	0
BSBADM405B	ORGANISE MEETINGS	25	19
BSBADM406B	ORGANISE BUSINESS TRAVEL	21	10
BSBADM407B	ADMINISTER PROJECTS	13	8
BSBADM409A	COORDINATE BUSINESS RESOURCES	23	16
BSBADM502B	MANAGE MEETINGS	113	87
BSBADM504B	PLAN OR REVIEW ADMINISTRATION SYSTEMS	104	75
BSBADM506B	MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT	118	80
BSBCUS401A	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES	35	19
BSBCUS501A	MANAGE QUALITY CUSTOMER SERVICE	129	81
BSBFIA401A	PREPARE FINANCIAL REPORTS	10	7
BSBFIM501A	MANAGE BUDGETS AND FINANCIAL PLANS	35	18
BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	5	0
BSBHRM501A	MANAGE HUMAN RESOURCES SERVICES	16	15
BSBHRM503A	MANAGE PERFORMANCE MANAGEMENT SYSTEMS	20	16
BSBHRM504A	MANAGE WORKFORCE PLANNING	17	16
BSBHRM505A	MANAGE REMUNERATION AND EMPLOYEE BENEFITS	16	14
BSBHRM506A	MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES	40	25

BSBHRM507A	MANAGE SEPARATION OR TERMINATION	3	0
BSBHRM509A	MANAGE REHABILITATION OR RETURN TO WORK PROGRAMS	2	0
BSBHRM510A	MANAGE MEDIATION PROCESSES	15	13
BSBINM401A	IMPLEMENT WORKPLACE INFORMATION SYSTEM	17	8
BSBINM501A	MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM	158	100
BSBINM601A	MANAGE KNOWLEDGE AND INFORMATION	27	14
BSBINN601A	MANAGE ORGANISATIONAL CHANGE	26	12
BSBLED501A	DEVELOP A WORKPLACE LEARNING ENVIRONMENT	122	79
BSBLED502A	MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS	79	60
BSBMGT401A	SHOW LEADERSHIP IN THE WORKPLACE	19	16
BSBMGT402A	IMPLEMENT OPERATIONAL PLAN	19	15
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	106	71
BSBMGT515A	MANAGE OPERATIONAL PLAN	1	0
BSBMGT516A	FACILITATE CONTINUOUS IMPROVEMENT	102	72
BSBMGT605B	PROVIDE LEADERSHIP ACROSS THE ORGANISATION	25	12
BSBMGT608B	MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT	22	13
BSBMGT616A	DEVELOP AND IMPLEMENT STRATEGIC PLANS	21	12
BSBMGT617A	DEVELOP AND IMPLEMENT A BUSINESS PLAN	19	12
BSBMKG413A	PROMOTE PRODUCTS AND SERVICES	28	22
BSBMKG514A	IMPLEMENT AND MONITOR MARKETING ACTIVITIES	94	74
BSBMKG609A	DEVELOP A MARKETING PLAN	17	10
BSBOHS407A	MONITOR A SAFE WORKPLACE	45	33
BSBOHS509A	ENSURE A SAFE WORKPLACE	8	0
BSBPMG510A	MANAGE PROJECTS	177	103
BSBREL401A	ESTABLISH NETWORKS	16	12
BSBRSK401A	IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES	31	21
BSBRSK501A	MANAGE RISK	4	0
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	17	11
BSBWOR404A	DEVELOP WORK PRIORITIES	28	18
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	115	85
BSBWOR502A	ENSURE TEAM EFFECTIVENESS	92	62
BSBWRT401A	WRITE COMPLEX DOCUMENTS	47	30
ICTCC320A	USE MULTIPLE INFORMATION SYSTEMS	4	0
SIRWFIN001A	COMPLETE DEBTOR PROCESS	1	0
SIRWINV002A	ADMINISTER SUPPLY INTO A BUSINESS	3	0
SIRWINV003A	MONITOR INVENTORY CAPACITY TO MEET DEMAND	3	0
SIRWSLS002A	BUILD SALES RELATIONSHIPS	4	0
SIRWSLS003A	OPTIMISE CUSTOMER AND TERRITORY COVERAGE	5	2
SIRXADM002A	COORDINATE RETAIL OFFICE	2	1
SIRXCCS001A	APPLY POINT-OF-SALE HANDLING PROCEDURES	2	0

SIRXCCS002A	INTERACT WITH CUSTOMERS	2	0
SIRXCCS003A	COORDINATE INTERACTION WITH CUSTOMERS	9	3
SIRXCCS006A	MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS	6	0
SIRXFIN001A	BALANCE POINT-OF-SALE TERMINAL	12	4
SIRXINV002A	MAINTAIN AND ORDER STOCK	6	1
SIRXMER005A	CREATE A DISPLAY	12	5
SIRXMPR001A	PROFILE A RETAIL MARKET	8	1
SIRXOHS002A	MAINTAIN STORE SAFETY	12	3
SIRXQUA001A	DEVELOP INNOVATIVE IDEAS AT WORK	19	13
SIRXRSK001A	MINIMISE THEFT	43	27
SIRXRSK002A	MAINTAIN STORE SECURITY	9	4
SIRXSLS001A	SELL PRODUCTS AND SERVICES	14	5
SIRXSLS004A	BUILD RELATIONSHIPS WITH CUSTOMERS	16	4
SITHCCC001A	ORGANISE AND PREPARE FOOD	28	15
SITHCCC002A	PRESENT FOOD	31	15
SITHCCC003A	RECEIVE AND STORE KITCHEN SUPPLIES	54	36
SITHCCC004A	CLEAN AND MAINTAIN KITCHEN PREMISES	31	20
SITHCCC005A	USE BASIC METHODS OF COOKERY	24	12
SITHCCC006A	PREPARE APPETISERS AND SALADS	24	15
SITHCCC007A	PREPARE SANDWICHES	29	17
SITHCCC008A	PREPARE STOCKS, SAUCES AND SOUPS	25	14
SITHCCC009A	PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES	26	16
SITHCCC010A	SELECT, PREPARE AND COOK POULTRY	28	18
SITHCCC011A	SELECT, PREPARE AND COOK SEAFOOD	19	12
SITHCCC012A	SELECT, PREPARE AND COOK MEAT	28	18
SITHCCC013A	PREPARE HOT AND COLD DESSERTS	27	16
SITHCCC014A	PREPARE PASTRIES, CAKES AND YEAST GOODS	24	16
SITHCCC015A	PLAN AND PREPARE FOOD FOR BUFFETS	12	8
SITHCCC016A	DEVELOP COST EFFECTIVE MENUS	48	32
SITHCCC025A	MONITOR CATERING REVENUE AND COSTS	28	17
SITHCCC026A	ESTABLISH AND MAINTAIN QUALITY CONTROL OF FOOD	40	23
SITHCCC027A	PREPARE, COOK AND SERVE FOOD FOR FOOD SERVICE	19	11
SITHCCC028A	PREPARE, COOK AND SERVE FOOD FOR MENUS	19	11
SITHCCC029A	PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS	23	17
SITHFAB001A	CLEAN AND TIDY BAR AREAS	28	21
SITHFAB002A	OPERATE A BAR	20	14
SITHFAB003A	SERVE FOOD AND BEVERAGE TO CUSTOMERS	19	15
SITHFAB004A	PROVIDE FOOD AND BEVERAGE SERVICE	19	12
SITHFAB005A	PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES	7	4
SITHFAB009A	PROVIDE RESPONSIBLE SERVICE OF ALCOHOL	27	22
SITHFAB010A	PREPARE AND SERVE NON ALCOHOLIC BEVERAGES	13	12

SITHFAB011A	DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE	43	29
SITHFAB012A	PREPARE AND SERVE ESPRESSO COFFEE	8	5
SITHFAB015A	PREPARE AND SERVE COCKTAILS	8	6
SITHFAB021A	PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE	10	8
SITHIND001A	DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE	54	32
SITHIND003A	PROVIDE AND COORDINATE HOSPITALITY SERVICE	33	21
SITXADM002A	SOURCE AND PRESENT INFORMATION	22	16
SITXADM003A	WRITE BUSINESS DOCUMENTS	27	17
SITXADM004A	PLAN AND MANAGE MEETINGS	34	24
SITXCCS002A	PROVIDE QUALITY CUSTOMER SERVICE	46	32
SITXCCS003A	MANAGE QUALITY CUSTOMER SERVICE	25	17
SITXCOM001A	WORK WITH COLLEAGUES AND CUSTOMERS	69	43
SITXCOM002A	WORK IN A SOCIALLY DIVERSE ENVIRONMENT	59	37
SITXCOM003A	DEAL WITH CONFLICT SITUATIONS	48	26
SITXEVT005A	ORGANISE IN HOUSE EVENTS OR FUNCTIONS	29	20
SITXFIN001A	PROCESS FINANCIAL TRANSACTIONS	50	35
SITXFIN003A	INTERPRET FINANCIAL INFORMATION	44	27
SITXFIN004A	MANAGE FINANCES WITHIN A BUDGET	35	19
SITXFIN005A	PREPARE AND MONITOR BUDGETS	22	15
SITXFIN007A	MANAGE PHYSICAL ASSETS	4	4
SITXFIN008A	MANAGE FINANCIAL OPERATIONS	2	2
SITXFSA002A	DEVELOP AND IMPLEMENT A FOOD SAFETY PROGRAM	11	7
SITXGLC001A	DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE	24	18
SITXHRM001A	COACH OTHERS IN JOB SKILLS	69	49
SITXHRM002A	RECRUIT, SELECT AND INDUCT STAFF	34	26
SITXHRM003A	ROSTER STAFF	34	27
SITXHRM005A	LEAD AND MANAGE PEOPLE	34	21
SITXHRM006A	MONITOR STAFF PERFORMANCE	26	17
SITXHRM007A	MANAGE WORKPLACE DIVERSITY	21	11
SITXINV001A	RECEIVE AND STORE STOCK	33	21
SITXINV002A	CONTROL AND ORDER STOCK	37	27
SITXMGT001A	MONITOR WORK OPERATIONS	29	17
SITXMGT002A	DEVELOP AND IMPLEMENT OPERATIONAL PLANS	19	12
SITXMGT004A	DEVELOP AND IMPLEMENT A BUSINESS PLAN	2	2
SITXMGT006A	ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS	25	18
SITXMPR005A	DEVELOP AND MANAGE MARKETING STRATEGIES	2	2
SITXOHS001A	FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES	70	50
SITXOHS004A	IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES	40	22
SITXOHS005A	ESTABLISH AND MAINTAIN AN OHS SYSTEM	16	10

TAADEL301C	PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS	4	0
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Comments

Enrolments:

Completions: