

REPORT 4 — TIME 10:17:15 Jun 30 2011



Training for Work Pty Ltd

Enrolments and completions (Units of Competency) by State/Territory

Year 2010, Offshore flag: N

Unit	Description	NSW		VIC		QLD		Total	
		Enrol	Compl	Enrol	Compl	Enrol	Compl	Enrol	Compl
BSBITU401A	DESIGN AND DEVELOP COMPLEX TEXT DOCUMENTS	0	0	7	5	0	0	7	5
BSBITU402A	DEVELOP AND USE COMPLEX SPREADSHEETS	0	0	5	3	0	0	5	3
HLTFA301B	APPLY FIRST AID	0	0	34	33	0	0	34	33
SIRRFSA001A	APPLY RETAIL FOOD SAFETY PRACTICES	0	0	2	2	0	0	2	2
SITXFSA001A	IMPLEMENT FOOD SAFETY PROCEDURES	0	0	33	20	0	0	33	20
SITXOHS002A	FOLLOW WORKPLACE HYGIENE PROCEDURES	0	0	78	52	0	0	78	52
BSBITU201A	PRODUCE SIMPLE WORD PROCESSED DOCUMENTS	0	0	0	0	0	0	0	0
BSBITU202A	CREATE AND USE SPREADSHEETS	0	0	0	0	0	0	0	0
BSBITU302A	CREATE ELECTRONIC PRESENTATIONS	0	0	0	0	0	0	0	0
BSBITU303A	DESIGN AND PRODUCE TEXT DOCUMENTS	0	0	0	0	0	0	0	0
BSBITU304A	PRODUCE SPREADSHEETS	0	0	0	0	0	0	0	0
BSBITU306A	DESIGN AND PRODUCE BUSINESS DOCUMENTS	0	0	0	0	0	0	0	0
HLTCPR201A	PERFORM CPR	0	0	0	0	0	0	0	0
HLTFA201A	PROVIDE BASIC EMERGENCY LIFE SUPPORT	0	0	0	0	0	0	0	0
BSBADM405B	ORGANISE MEETINGS	0	0	25	19	0	0	25	19
BSBADM406B	ORGANISE BUSINESS TRAVEL	0	0	21	10	0	0	21	10
BSBADM407B	ADMINISTER PROJECTS	0	0	13	8	0	0	13	8
BSBADM409A	COORDINATE BUSINESS RESOURCES	0	0	23	16	0	0	23	16
BSBADM502B	MANAGE MEETINGS	0	0	113	87	0	0	113	87
BSBADM504B	PLAN OR REVIEW ADMINISTRATION SYSTEMS	0	0	104	75	0	0	104	75
BSBADM506B	MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT	0	0	118	80	0	0	118	80
BSBCUS401A	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES	2	2	33	17	0	0	35	19
BSBCUS501A	MANAGE QUALITY CUSTOMER SERVICE	0	0	127	80	2	1	129	81
BSBFIA401A	PREPARE FINANCIAL REPORTS	0	0	10	7	0	0	10	7
BSBFIM501A	MANAGE BUDGETS AND FINANCIAL PLANS	0	0	34	17	1	1	35	18

BSBHRM402A	RECRUIT, SELECT AND INDUCT STAFF	0	0	5	0	0	0	5	0
BSBHRM501A	MANAGE HUMAN RESOURCES SERVICES	0	0	16	15	0	0	16	15
BSBHRM503A	MANAGE PERFORMANCE MANAGEMENT SYSTEMS	0	0	20	16	0	0	20	16
BSBHRM504A	MANAGE WORKFORCE PLANNING	0	0	17	16	0	0	17	16
BSBHRM505A	MANAGE REMUNERATION AND EMPLOYEE BENEFITS	0	0	16	14	0	0	16	14
BSBHRM506A	MANAGE RECRUITMENT SELECTION AND INDUCTION PROCESSES	0	0	40	25	0	0	40	25
BSBHRM507A	MANAGE SEPARATION OR TERMINATION	0	0	3	0	0	0	3	0
BSBHRM509A	MANAGE REHABILITATION OR RETURN TO WORK PROGRAMS	0	0	2	0	0	0	2	0
BSBHRM510A	MANAGE MEDIATION PROCESSES	0	0	15	13	0	0	15	13
BSBINM401A	IMPLEMENT WORKPLACE INFORMATION SYSTEM	0	0	17	8	0	0	17	8
BSBINM501A	MANAGE AN INFORMATION OR KNOWLEDGE MANAGEMENT SYSTEM	0	0	157	99	1	1	158	100
BSBINM601A	MANAGE KNOWLEDGE AND INFORMATION	0	0	27	14	0	0	27	14
BSBINN601A	MANAGE ORGANISATIONAL CHANGE	0	0	26	12	0	0	26	12
BSBLED501A	DEVELOP A WORKPLACE LEARNING ENVIRONMENT	1	1	120	77	1	1	122	79
BSBLED502A	MANAGE PROGRAMS THAT PROMOTE PERSONAL EFFECTIVENESS	1	1	78	59	0	0	79	60
BSBMGT401A	SHOW LEADERSHIP IN THE WORKPLACE	0	0	19	16	0	0	19	16
BSBMGT402A	IMPLEMENT OPERATIONAL PLAN	3	3	16	12	0	0	19	15
BSBMGT502B	MANAGE PEOPLE PERFORMANCE	0	0	105	70	1	1	106	71
BSBMGT515A	MANAGE OPERATIONAL PLAN	0	0	1	0	0	0	1	0
BSBMGT516A	FACILITATE CONTINUOUS IMPROVEMENT	0	0	101	71	1	1	102	72
BSBMGT605B	PROVIDE LEADERSHIP ACROSS THE ORGANISATION	0	0	25	12	0	0	25	12
BSBMGT608B	MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT	0	0	22	13	0	0	22	13
BSBMGT616A	DEVELOP AND IMPLEMENT STRATEGIC PLANS	0	0	21	12	0	0	21	12
BSBMGT617A	DEVELOP AND IMPLEMENT A BUSINESS PLAN	0	0	19	12	0	0	19	12
BSBMKG413A	PROMOTE PRODUCTS AND SERVICES	0	0	28	22	0	0	28	22
BSBMKG514A	IMPLEMENT AND MONITOR MARKETING ACTIVITIES	0	0	94	74	0	0	94	74
BSBMKG609A	DEVELOP A MARKETING PLAN	0	0	17	10	0	0	17	10
BSBOHS407A	MONITOR A SAFE WORKPLACE	1	1	44	32	0	0	45	33
BSBOHS509A	ENSURE A SAFE WORKPLACE	0	0	8	0	0	0	8	0
BSBPMG510A	MANAGE PROJECTS	1	1	174	101	2	1	177	103
BSBREL401A	ESTABLISH NETWORKS	1	1	15	11	0	0	16	12
BSBRISK401A	IDENTIFY RISK AND APPLY RISK MANAGEMENT PROCESSES	1	1	30	20	0	0	31	21
BSBRISK501A	MANAGE RISK	0	0	4	0	0	0	4	0
BSBWOR402A	PROMOTE TEAM EFFECTIVENESS	1	1	16	10	0	0	17	11

BSBWOR404A	DEVELOP WORK PRIORITIES	0	0	28	18	0	0	28	18
BSBWOR501A	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	0	0	115	85	0	0	115	85
BSBWOR502A	ENSURE TEAM EFFECTIVENESS	0	0	91	61	1	1	92	62
BSBWRT401A	WRITE COMPLEX DOCUMENTS	0	0	47	30	0	0	47	30
ICTCC320A	USE MULTIPLE INFORMATION SYSTEMS	0	0	4	0	0	0	4	0
SIRWFIN001A	COMPLETE DEBTOR PROCESS	0	0	1	0	0	0	1	0
SIRWINV002A	ADMINISTER SUPPLY INTO A BUSINESS	0	0	3	0	0	0	3	0
SIRWINV003A	MONITOR INVENTORY CAPACITY TO MEET DEMAND	0	0	3	0	0	0	3	0
SIRWSLS002A	BUILD SALES RELATIONSHIPS	0	0	4	0	0	0	4	0
SIRWSLS003A	OPTIMISE CUSTOMER AND TERRITORY COVERAGE	0	0	5	2	0	0	5	2
SIRXADM002A	COORDINATE RETAIL OFFICE	0	0	2	1	0	0	2	1
SIRXCCS001A	APPLY POINT-OF-SALE HANDLING PROCEDURES	0	0	2	0	0	0	2	0
SIRXCCS002A	INTERACT WITH CUSTOMERS	0	0	2	0	0	0	2	0
SIRXCCS003A	COORDINATE INTERACTION WITH CUSTOMERS	0	0	9	3	0	0	9	3
SIRXCCS006A	MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS	0	0	6	0	0	0	6	0
SIRXFIN001A	BALANCE POINT-OF-SALE TERMINAL	1	0	11	4	0	0	12	4
SIRXINV002A	MAINTAIN AND ORDER STOCK	0	0	6	1	0	0	6	1
SIRXMER005A	CREATE A DISPLAY	1	0	11	5	0	0	12	5
SIRXMPR001A	PROFILE A RETAIL MARKET	0	0	8	1	0	0	8	1
SIRXOHS002A	MAINTAIN STORE SAFETY	1	0	11	3	0	0	12	3
SIRXQUA001A	DEVELOP INNOVATIVE IDEAS AT WORK	0	0	19	13	0	0	19	13
SIRXRSK001A	MINIMISE THEFT	0	0	43	27	0	0	43	27
SIRXRSK002A	MAINTAIN STORE SECURITY	1	0	8	4	0	0	9	4
SIRXSLS001A	SELL PRODUCTS AND SERVICES	1	0	13	5	0	0	14	5
SIRXSLS004A	BUILD RELATIONSHIPS WITH CUSTOMERS	1	0	15	4	0	0	16	4
SITHCCC001A	ORGANISE AND PREPARE FOOD	0	0	28	15	0	0	28	15
SITHCCC002A	PRESENT FOOD	0	0	31	15	0	0	31	15
SITHCCC003A	RECEIVE AND STORE KITCHEN SUPPLIES	0	0	54	36	0	0	54	36
SITHCCC004A	CLEAN AND MAINTAIN KITCHEN PREMISES	0	0	31	20	0	0	31	20
SITHCCC005A	USE BASIC METHODS OF COOKERY	0	0	24	12	0	0	24	12
SITHCCC006A	PREPARE APPETISERS AND SALADS	0	0	24	15	0	0	24	15
SITHCCC007A	PREPARE SANDWICHES	0	0	29	17	0	0	29	17
SITHCCC008A	PREPARE STOCKS, SAUCES AND SOUPS	0	0	25	14	0	0	25	14
SITHCCC009A	PREPARE VEGETABLES, FRUIT, EGGS AND FARINACEOUS DISHES	0	0	26	16	0	0	26	16
SITHCCC010A	SELECT, PREPARE AND COOK POULTRY	0	0	28	18	0	0	28	18
SITHCCC011A	SELECT, PREPARE AND COOK SEAFOOD	0	0	19	12	0	0	19	12
SITHCCC012A	SELECT, PREPARE AND COOK MEAT	0	0	28	18	0	0	28	18
SITHCCC013A	PREPARE HOT AND COLD DESSERTS	0	0	27	16	0	0	27	16

SITHCCC014A	PREPARE PASTRIES, CAKES AND YEAST GOODS	0	0	24	16	0	0	24	16
SITHCCC015A	PLAN AND PREPARE FOOD FOR BUFFETS	0	0	12	8	0	0	12	8
SITHCCC016A	DEVELOP COST EFFECTIVE MENUS	0	0	48	32	0	0	48	32
SITHCCC025A	MONITOR CATERING REVENUE AND COSTS	0	0	28	17	0	0	28	17
SITHCCC026A	ESTABLISH AND MAINTAIN QUALITY CONTROL OF FOOD	0	0	40	23	0	0	40	23
SITHCCC027A	PREPARE, COOK AND SERVE FOOD FOR FOOD SERVICE	0	0	19	11	0	0	19	11
SITHCCC028A	PREPARE, COOK AND SERVE FOOD FOR MENUS	0	0	19	11	0	0	19	11
SITHCCC029A	PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS	0	0	23	17	0	0	23	17
SITHFAB001A	CLEAN AND TIDY BAR AREAS	0	0	28	21	0	0	28	21
SITHFAB002A	OPERATE A BAR	0	0	20	14	0	0	20	14
SITHFAB003A	SERVE FOOD AND BEVERAGE TO CUSTOMERS	0	0	19	15	0	0	19	15
SITHFAB004A	PROVIDE FOOD AND BEVERAGE SERVICE	0	0	19	12	0	0	19	12
SITHFAB005A	PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES	0	0	7	4	0	0	7	4
SITHFAB009A	PROVIDE RESPONSIBLE SERVICE OF ALCOHOL	0	0	27	22	0	0	27	22
SITHFAB010A	PREPARE AND SERVE NON ALCOHOLIC BEVERAGES	0	0	13	12	0	0	13	12
SITHFAB011A	DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE	0	0	43	29	0	0	43	29
SITHFAB012A	PREPARE AND SERVE ESPRESSO COFFEE	0	0	8	5	0	0	8	5
SITHFAB015A	PREPARE AND SERVE COCKTAILS	0	0	8	6	0	0	8	6
SITHFAB021A	PROVIDE AND COORDINATE FOOD AND BEVERAGE SERVICE	0	0	10	8	0	0	10	8
SITHIND001A	DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE	0	0	54	32	0	0	54	32
SITHIND003A	PROVIDE AND COORDINATE HOSPITALITY SERVICE	0	0	33	21	0	0	33	21
SITXADM002A	SOURCE AND PRESENT INFORMATION	0	0	22	16	0	0	22	16
SITXADM003A	WRITE BUSINESS DOCUMENTS	0	0	27	17	0	0	27	17
SITXADM004A	PLAN AND MANAGE MEETINGS	0	0	34	24	0	0	34	24
SITXCCS002A	PROVIDE QUALITY CUSTOMER SERVICE	0	0	46	32	0	0	46	32
SITXCCS003A	MANAGE QUALITY CUSTOMER SERVICE	0	0	25	17	0	0	25	17
SITXCOM001A	WORK WITH COLLEAGUES AND CUSTOMERS	0	0	69	43	0	0	69	43
SITXCOM002A	WORK IN A SOCIALLY DIVERSE ENVIRONMENT	0	0	59	37	0	0	59	37
SITXCOM003A	DEAL WITH CONFLICT SITUATIONS	0	0	48	26	0	0	48	26
SITXEVT005A	ORGANISE IN HOUSE EVENTS OR FUNCTIONS	0	0	29	20	0	0	29	20

SITXFIN001A	PROCESS FINANCIAL TRANSACTIONS	0	0	50	35	0	0	50	35
SITXFIN003A	INTERPRET FINANCIAL INFORMATION	0	0	44	27	0	0	44	27
SITXFIN004A	MANAGE FINANCES WITHIN A BUDGET	0	0	35	19	0	0	35	19
SITXFIN005A	PREPARE AND MONITOR BUDGETS	0	0	22	15	0	0	22	15
SITXFIN007A	MANAGE PHYSICAL ASSETS	0	0	4	4	0	0	4	4
SITXFIN008A	MANAGE FINANCIAL OPERATIONS	0	0	2	2	0	0	2	2
SITXFSA002A	DEVELOP AND IMPLEMENT A FOOD SAFETY PROGRAM	0	0	11	7	0	0	11	7
SITXGLC001A	DEVELOP AND UPDATE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE	0	0	24	18	0	0	24	18
SITXHRM001A	COACH OTHERS IN JOB SKILLS	0	0	69	49	0	0	69	49
SITXHRM002A	RECRUIT, SELECT AND INDUCT STAFF	0	0	34	26	0	0	34	26
SITXHRM003A	ROSTER STAFF	0	0	34	27	0	0	34	27
SITXHRM005A	LEAD AND MANAGE PEOPLE	0	0	34	21	0	0	34	21
SITXHRM006A	MONITOR STAFF PERFORMANCE	0	0	26	17	0	0	26	17
SITXHRM007A	MANAGE WORKPLACE DIVERSITY	0	0	21	11	0	0	21	11
SITXINV001A	RECEIVE AND STORE STOCK	0	0	33	21	0	0	33	21
SITXINV002A	CONTROL AND ORDER STOCK	0	0	37	27	0	0	37	27
SITXMGT001A	MONITOR WORK OPERATIONS	0	0	29	17	0	0	29	17
SITXMGT002A	DEVELOP AND IMPLEMENT OPERATIONAL PLANS	0	0	19	12	0	0	19	12
SITXMGT004A	DEVELOP AND IMPLEMENT A BUSINESS PLAN	0	0	2	2	0	0	2	2
SITXMGT006A	ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS	0	0	25	18	0	0	25	18
SITXMPR005A	DEVELOP AND MANAGE MARKETING STRATEGIES	0	0	2	2	0	0	2	2
SITXOHS001A	FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES	0	0	70	50	0	0	70	50
SITXOHS004A	IMPLEMENT AND MONITOR WORKPLACE HEALTH, SAFETY AND SECURITY PRACTICES	0	0	40	22	0	0	40	22
SITXOHS005A	ESTABLISH AND MAINTAIN AN OHS SYSTEM	0	0	16	10	0	0	16	10
TAADEL301C	PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS	0	0	4	0	0	0	4	0

Comments

<p>Enrolments:</p> <p>Completions:</p>
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