



Peninsula Training and Employment Program

For Employers

PTEP provides a range of services and support for employers including:

Staff Development

- Customised training for your staff
- Upskilling / reskilling
- Compliance with regulations:
 - Occupational Health and Safety
 - Food Handling
 - RSA and more
- Staff qualifications

Staff Recruitment

Access to quality jobseekers

- Screening
- Workplace preparation
- Staff support

Payroll Facilities

- Provision of payroll and EFT services
- Workcare
- Superannuation

Work Experience Placements

Provision of extra staff in work experience placements and voluntary work.

Redundancy/ Exiting Support

- providing retraining and other support for exiting workers

Training Courses

Business

- Certificate II in Business (BSB20107)
- Certificate III in Business Administration (BSB30407)
- Introduction to MYOB

Community Health

- Certificate III in Aged Care Work (PCA) (CHC30102)
- Certificate III in Children's Services (CHC30402)
- Certificate III in Health Services Assistance (PSA) (HLT32507)
- Certificate III in Home and Community Care (PCA) (CHC30202)
- First Aid / First Aid (CPR Upgrade) (HLTFA301B) (HLTCPR201A)
- Assist Clients with Medication (CHCCS305A)
- Occupational Health and Safety

Computers/Information Technology

- Computer Applications
- Introduction to Computers
- Open Access Computer Training

General Education

- Get That Job
- Back to Work
- Certificate IV in Training and Assessment (TAA40104)

Horticulture/Construction

- Certificate III in Horticulture (Landscape) (RTF30403)
- Certificate III in Horticulture (Parks and Gardens) (RTF20703)
- Chainsaw Operations (RTC2304A)

Hospitality

- Food Handling Safety (SITXOHS002A)
- Food Safety Supervisor (SITXSFA001A)
- Responsible Service of Alcohol (RSA) (SITHFAB009A)
- Responsible Service of Gambling (RSG) (SITHGAM006A)
- Certificate II in Hospitality (SIT20207)
- Certificate III in Hospitality (SIT30707)

Traineeships

- Certificate II in Hospitality (SIT20207)
- Certificate III in Hospitality (SIT30707)
- Certificate III in Aged Care Work (PCA) (CHC30102)
- Certificate III in Business Administration (BSB30407)
- Certificate III in Children's Services (CHC30402)
- Certificate III in Home and Community Care (PCA) (CHC30202)

Apprenticeships

- Certificate III in Horticulture (Landscape) (RTF30403)
- Certificate III in Horticulture (Parks and Gardens) (RTF20703)
- Certificate III in Horticulture (Wholesale Nursery) (RTF30603)

Funding Options

Free training for retrenched workers

Retrenched workers aged over 25 years may be entitled to a training place for a government-subsidised Vocational Education and Training qualification.

Contact

Rosebud

1/10 Ninth Avenue
Rosebud Victoria 3939

T: 5986 4623

F: 5986 8377

ptep.com.au

enquire@ptep.com.au

Mornington

3 Archer Drive
Mornington Victoria 3931

Hastings

10 Pound Road
Hastings Victoria 3915