



What will I be learning & doing?

During the 13 weeks of the course you will be working towards full time employment.

You will consider employee responsibilities and meet a range of local employers. You will look at.....

- Restricted and Full class one licences (if not already held)
- The importance of image
- Health and Safety in the workplace
- Customer service and retail skills
- Get assistance with finding suitable employment
- Enhance workplace communication skills
- Basic computer skills
- Work experience
- And more....

Who is eligible for free training?

This programme is free for Job-seekers who meet the **Work and Income** eligibility criteria . A referral to the programme from work and income is essential.



Contact Us

Email: info@karoro.co.nz
 Website: www.karoro.co.nz
 Free Phone: 0800 WE TEACH
 (0800 93 83224)

Address: 180 Tainui Street
 GREYMOUTH
 Ph: 03 768 9998

Contact: Karoro Learning Office staff



Karoro Learning is a division of Greymouth High School
 Greymouth High School is NZQA accredited

'Customer Service & Retail'

13 Week programme 2012



Your opportunity to gain
 Customer Service and
 Retail Skills
 for Employment





Got some drive? Get going with Karoro Learning...

It is essential that you have a current drivers licence to get to and from work.

We can help you gain either

- Your Car Restricted Licence or
 - Your Class 1 Full Licence (if you don't already hold a full licence)
- (conditions apply)



What is the application process?

Drop into our local Work and Income Office to arrange an interview. Places are limited, so you should apply early.

We will not enrol students without the following:

- a Birth Certificate or passport

All applicants must be prepared to accept Karoro Learning rules and policies. Previous dishonesty convictions may hinder full time employment opportunities. Priority of place will be given to students without dishonest convictions.

We expect all trainees to be in fulltime employment by the end of the 13 weeks.

Travel Arrangements

For students in Hokitika, Cobden, Ruanga or Dobson, we offer a courtesy pick-up and drop-off service to help you attend classes.

If we can't pick you up and you live more than 5km from Karoro Learning, a travel subsidy may be available to you to help meet your travel costs. (Discuss this when enquiring or enrolling)

All applicants must complete a Priv/F2 form prior to enrolment. (Processing can take up to 20 working days)

Priv/F2

REQUEST BY THIRD PARTY UNDER THE OFFICIAL INFORMATION ACT 1982 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE'S COMPUTER SYSTEMS

Course Hours

Monday - Thursday 8.30am - 3:30pm
Friday 8.30am - 12.00pm

Start Date for Course One
23 April 2012 to 3 August 2012
Interviews from 16 April 2012

Start Date for Course Two
8 October 2012 to 14 December 2012
Interviews from 9 July 2012

