

GEN04

Workplace writing

This course helps participants to use a computer to produce reports and other typical documents that are required in the workplace. It provides participants with a structured approach to writing so information is presented clearly.

delivery mode

3 day course - **19, 20, 21 May 2010** in Auckland (MIT venue)

who should attend

All employees who need to provide written information in their job, for example team leaders, health and safety reps and those responsible for monitoring quality.

contributes to (qualifications)

Plastics Processing Technology (Technical) Levels 2 and 3
Plastics Processing Technology (Production) Levels 1 and 2
Pharmaceutical & Allied Products (Levels 1 and 2)
Engineering & Technology (Glass Containers) Level 4
Glass Container Manufacturing (Levels 1 and 2)

prerequisites

Nil

includes the following unit standards

Unit Standards	Level	Credits	Description
2977*	1	4	Read texts for practical purposes
2780	2	9	Demonstrate and apply knowledge of a personal computer system
3488	2	6	Write business letters and memoranda
3490	1	3	Write an incident report
3492	2	3	Write a short report
Total Credits		25	

* may require a witness testimony from the workplace after the course

alternative date / venues

For alternative dates or extra course details see our course calendar or our website www.pampito.org.nz

prices

Standard Price in 2010 is **\$1,020.00 (incl GST)** in Auckland

We have three pricing options

Standard prices: These are listed on our course calendars and website

Early bird prices: 9% discount available if payment is received 3 weeks prior to course date

Rebated Prices: up to 40% subsidy when 12 or more participants attend a course

A minimum of 8 participants are required for courses to go ahead. Courses may be rescheduled if numbers are insufficient.