

## Units covered in this training

### *For workers (Certificate IV in e-Business)*

BSBEBUS310A Work effectively as an off site e-worker  
BSBEBUS401A Conduct online research  
BSBEBUS402A Implement e-correspondence policies  
BSBEBUS403A Communicate electronically  
BSBEBUS406A Monitor and maintain records in an online environment  
BSBEBUS409A Lead and facilitate e-staff  
BSBFLM412A Promote team effectiveness  
BSBCMN402A Develop work priorities  
BSBCMN411A Monitor a safe workplace  
BSBFLM409B Implement continuous improvement

### *For managers (Diploma of e-Business)*

BSBEBUS403A Communicate electronically  
BSBEBUS505A Implement new technologies for business  
BSBEBUS508A Build a virtual community  
BSBEBUS512A Implement electronic communication policy  
BSBEBUS523A Investigate and plan e-work business solutions  
BSBEBUS524A Implement and manage e-working arrangements  
BSBFLM514A Manage people  
BSBFLM506B Manage workplace information systems



NATIONALLY RECOGNISED  
TRAINING

**ASPIN Pty Ltd**  
**Melbourne Brisbane Adelaide**

Delivery in all states of Australia and in New Zealand

Main enrolment office phone: 03 9431 1811  
Mobile 0417 550 387/0425 864 514  
E-mail: [info@aspinonlineconsulting.com.au](mailto:info@aspinonlineconsulting.com.au)

**ASPIN**

*'meeting the need for flexible training'*

## Leading and Managing Teleworkers



**Flexible learning courses for your Teleworkers, home based workers, mobile workers, and their managers.**

---

ASPIN Pty Ltd  
Melbourne Brisbane Adelaide

Tel: 03 9935 2851/08 8233 5836/07 3121 3182

## Build Your Organisation and it's People

Remote and virtual working is becoming more common in the modern organisation. New IR laws encourage flexible working, organisations want agile workplaces, and staff desire life/work balance.

The benefits to the organisation can be worth the effort to set up and manage. Benefits include:

- Lower travel costs;
- Improved access to clients and customers;
- Retaining talent;
- Flexible staffing to meet business needs;
- Lower infrastructure costs.

There are also downsides. Can you trust that the work will be done to the standard you expect? How will you build company loyalty? Staff do not naturally know how to work efficiently when teleworking, home based or mobile, and managers need new skills to set up, manage and lead staff who work this way.

ASPIN Pty Ltd is able to help your organisation get it right!



ASPIN is a registered training organisation that specialises in training remote and virtual workers and their managers.

**Staff will learn how to:**  
**Work effectively;**  
**Manage time and priorities;**  
**Communicate with team members, customers and management;**  
**Manage company records;**  
**Lead and mentor others.**

## Building the capacity of your organisation

We build the capacity of your organisation by providing quality accredited training to staff who work flexibly, and to their managers who are managing, or will manage both people and processes. All our training is practical and competency based. This means staff will be trained and assessed for competency.

Staff and managers can enrol in one or more units, or enrol in a full qualification that provides a pathway into further higher education. Our courses are nationally accredited, quality assured, and are recognised by educational institutions throughout Australia.

Remote and virtual workers who complete all units and are assessed as competent are awarded the Certificate IV in e-Business. Managers who complete all units and are assessed as competent are awarded the Diploma of e-Business. A Statement of Attainment is awarded to those who complete individual units and are assessed as competent.



**Managers will learn how to: manage, lead and motivate workers; develop policies; manage OH&S and HR; manage communication and systems.**

## E-learning and workshops

We work with your organisation to customise the training for your needs. Our courses are delivered in workshops and over the internet at times that suit you. Workshops are conducted at your workplace, in training centres across Australia and/or in Internet based classrooms (require headsets or microphone and speakers).

All units include e-learning environment, virtual classroom, workbased projects, full support and help desk, training and assessment by qualified trainers.

Each unit requires 3 hours workshop or internet based workshop plus learners should allow a further 5 hours per week over 2-4 weeks for e-learning activities, communication, workbased projects and assessment.

Staff who enrol in the Certificate IV in e-Business can expect to take 6 months to complete. Managers who enrol in the Diploma of e-Business can expect to take 6-9 months to complete.

## Costs

Diploma of e-Business \$3,800 No GST required

Certificate IV in e-Business \$3,400 No GST required

*Special prices for NFP organisations*

Individual units \$800 to a maximum of \$3,800 for Diploma level and \$3,400 for Certificate IV level. (see over for lists)

## Starting dates:

Please refer to our website for the current calendar.

**ASPIN Pty Ltd**  
**Melbourne Brisbane Adelaide**

Delivery in all states of Australia and in New Zealand

Main enrolment office phone: 03 9431 1811  
Mobile 0417 550 387/0425 864 514  
E-mail: [info@aspinonlineconsulting.com.au](mailto:info@aspinonlineconsulting.com.au)