



## Traineeships: The Benefits

To learn how to reduce your labour costs.

Call us now on  
1300 559 666

**FutureStaff is the leading provider of quality training and assessment programs to the financial services and business industries since 1989.**

Our expertise and know-how developed over 20 years, allows us to help discerning employers to find career-starters that are driven and committed to learn on the job for FREE.

We provide employers with a FREE way to find career-minded people with the benefit of SUBSIDISED ongoing training. Our offer includes:

- **Free Recruitment Service.** Free recruitment service for business and financial services staff who undertake a traineeship [Group Training Organisation (GTO) Only];
- **Try Before You Buy.** Trial a trainee that is employed by FutureStaff and hosted by you. You only convert them to a full time employee after completion of the traineeship;
- **Succession Planning.** Allows you to bring in junior and return-to-work staff who can be trained to meet your specific requirements thus allowing you to promote existing staff to more senior roles;
- **Reduced Labour Costs.** Complement and support existing staff with trainees and lower your overall staffing costs;
- **On the Job Training.** FutureStaff will provide induction and training support to achieve the desired nationally recognised qualification; and
- **Payroll & HR Support.** FutureStaff will provide all administrative support including payroll, workers' compensation, superannuation and human resource management and will invoice clients on a fortnightly basis.

### Win-win situation

Trainees also benefit from our 28-years of experience, as we help them transition effortlessly in to their new workplace:

- **Finding the right fit.** FutureStaff can employ and place candidates in a permanent job from a selection of great companies all over Australia;
- **Induction.** Successfully placed candidates will receive formal induction program to help achieve high performance in the workplace;
- **Quality training.** Undertake a nationally recognised qualification via completion of workbooks and on-the-job experience; and
- **Support.** We will provide ongoing support to help candidates succeed in their chosen field.



**Fax**  
Aust: 1300 366 170  
Int: + 61 2 9231 4124



**Phone**  
Aust: 1300 559 666  
Int: +61 2 8233 1300



**Email**  
[recruitment@futurestaff.com.au](mailto:recruitment@futurestaff.com.au)



**Web**  
[www.futurestaff.com.au](http://www.futurestaff.com.au)



FutureStaff is a Group Training Organisation (GTO) and a Registered Training Organisation (RTO) and is dedicated to providing new and existing employees with a professional development pathway.

Dependent on state funding priorities, traineeships may be available in:

- Certificate III or IV in Financial Services
- Certificate III or IV in Business
- Certificate IV in Business (Frontline Management)

This training is nationally recognised and accredited as per industry standards.

**For further information, please call us on 1300 559 666; visit us at [www.futurestaff.com.au](http://www.futurestaff.com.au) or email us [recruitment@futurestaff.com.au](mailto:recruitment@futurestaff.com.au)**

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### Request a FutureStaff Trainee

Complete this request form and fax back to **1300 366 170**

#### 1. Employer Host Contact Details

Title:  Mr  Mrs  Ms  Miss

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (w): \_\_\_\_\_ Mobile: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_ Position/Role: \_\_\_\_\_

Referrer: \_\_\_\_\_ FutureStaff Adviser: \_\_\_\_\_

#### 2. Trainee Candidate Contact Details

Title:  Mr  Mrs  Ms  Miss

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (w): \_\_\_\_\_ Mobile: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

#### 3. Traineeship Dependent on state funding priorities

- Certificate III or IV in Financial Services
- Certificate III or IV in Business
- Certificate IV in Business (Frontline Management)

#### 4. Potential Roles

Business	Financial Services	Call Centres
Intended role for required trainee:	Intended role for required trainee:	Intended role for required trainee:
<input type="checkbox"/> Secretary	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Call Centres
<input type="checkbox"/> Marketing Assistant	<input type="checkbox"/> Lending	<input type="checkbox"/> Telesales Consultant
<input type="checkbox"/> Computer Operator	<input type="checkbox"/> Member Services Officer	<input type="checkbox"/> Teleclaims Officer
<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Accounts Clerk	<input type="checkbox"/> Telephone Customer
<input type="checkbox"/> Personal Assistant	<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Service Officer
<input type="checkbox"/> HR Assistant	<input type="checkbox"/> Payroll Clerk	<input type="checkbox"/> Help Desk Officer
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
_____	_____	_____

#### 5. Special Instructions

\_\_\_\_\_

\_\_\_\_\_

#### 6. When Complete

Please fax to FutureStaff on **1300 366 170** or mail to **FutureStaff, Level 18, 25 Bligh Street, Sydney NSW 2000**



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