



## Roomba Roomba - the robot vacuum cleaner revisited

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In the [June 2010 issue](#) of this newsletter we purchased and reviewed the Roomba model 560 robot vacuum cleaner. First impressions were excellent: our little worker swept and cleaned tirelessly, on a daily basis. Well - how is it going now, I hear you ask? Is it still sucking it up with the best of them, or is it perhaps unused and gathering dust in some remote cupboard?

The good news is that Roomba is still cleaning our rooms after some two-and-a-half years of operation. There was a slight performance infringement a few months back when it stopped automatically docking itself to the recharging unit, and recently the battery lost its ability to hold a charge. Both faults were rectified by a replacement battery (\$99 including postage).



As with any technology there are, of course, some limitations in its application. I am grateful to a reader for [this YouTube link](#) that illustrates the dangers of combining robotics with domestic pets.

## The new Work Health and Safety Act

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Just when you thought it was safe to go back in the water - that black fin speeding towards you is the new Work Health and Safety Act 2012, and those prominent white teeth are Minter Ellison, Clayton Utz and Freehills.



Listen carefully! That cosmic background hum is *harmonisation*, the sweet sound of the States working in concert for the General Good - more of an *umm* than an *omm*, unfortunately.

The old occupational health and safety laws were replaced with the new Act on 1 January 2013, and the new legislation is quite different. A mistake in a policy, contract or form - even if it's unintentional - could cost your organisation thousands of dollars in fines and legal costs.

To help you navigate through these shark infested waters we have re-written NDA's OH&S course to comply with and explain the new legislation - you should probably think about attending. And as a gesture of solidarity with the over-governed, we offer this course at a discount of 10% for a single enrolment, 20% pp for two enrolments and 30% pp for three or more.

*Excellent resource for later reference. Opportunity to contact later. Content very relevant to current future workplace requirements. Flexibility delivered with very good examples.*

FW, DHHS - OH&S in the Workplace, 12 December 2012

NDA's [OH&S in the Workplace](#) training course - the new Work Health and

## Safety Act 2012

Hobart Tuesday 26 February (full) - extra course Thursday 14 March  
Launceston Tuesday 26 February



**OHS laws are harmonising**

The next presentation of this course will be on 14 March in Hobart and 26 February in Launceston. There are still places available - call Janelle on 1300

**765 736 to reserve your spot.**

## Skills Fund tender success # 2: Comstar Systems

NDA and Comstar Systems have been successful with a tender to the Skills Fund for five Diplomas of Project Management and two Diplomas of Human Resources.

Hobart-based Comstar Systems was formed in 2009 as a result of a management buy-out. The company specialises in all areas of telecommunications and promotes the cross skilling of their multi-skilled team. The company has tripled turnover and doubled staffing in the last three years and just taken



out the 2012 *Small Employer of the Year* in the *National Australian Training Awards*.

Catherine Cave, General Manager, highlights the opening of an office in Launceston and the company's first mainland office in Shepparton as the next stage in expansion.

Catherine sees training as the foundation of the company: "it is how we build a resilient and sustainable future". The project management training will assist five of the company's project managers to consolidate their knowledge base and benefit the company's productivity into the future.

The NDA team looks forward to working with such a talented and dynamic organisation.

## Partner NDA in a Skills Fund tender

We invite organisations to partner NDA in this year's *Skills Fund Program* administered by *Skills Tasmania*. Tenders for the program opened on October 13 and remain open until 26 April 2013:

For your current workforce:

- An employer may apply for a maximum of **40 qualifications** (Cert III or higher) and **unlimited skill sets**
- An industry association may apply for a maximum of **80 qualifications** and **unlimited skill sets**
- The *Skills Fund* will cover between **50% and 90% of the cost of qualifications**, depending on the size of the organisation and **90% of the cost of skill sets**

For people seeking employment:

- An RTO may apply for a maximum of 15 Cert II - Cert IV qualifications in partnership with a Disability Employment Services organisation or Jobseeker Agency
- The *Skills Fund* will cover **100% of the cost of qualifications**

### The offer

Applications must come from an employer or industry association and must be developed in partnership with a Registered Training Organisation (RTO). NDA will:

- Work with you to identify the best qualifications and skill sets for your staff
- Help you prepare an application with NDA specified as the RTO

### Why partner NDA?

NDA has considerable experience in tendering to *Skills Tasmania* and enjoyed a **100% success record** in the last round of funding. We have a strong track record for **delivering quality training** and helping clients to **complete qualifications successfully**. Partnering with NDA may **increase your chances of a successful tender**.

### Qualifications offered by NDA

- Certificate IV in Training and Assessment
- Diploma / Cert IV / Cert III / Cert II in Business
- Diploma / Cert IV / Cert III in Business Administration
- Diploma / Cert IV in Human Resource Management
- Diploma / Cert IV in Management
- Diploma / Cert IV in Project Management
- Diploma / Cert IV / Cert III / Cert II in Information Technology

You can view the outlines for these qualifications [here](#).

### Skill Sets offered by NDA

Many of NDA's IT and Business Skills training courses are mapped to nationally accredited units and qualify for skill set funding. These include:

- IT courses such as Excel, Microsoft Word, Access and Project
- Business Skills courses such as Time Management, Business Writing Skills, Project Management and many others

You can view a list of NDA courses and course outlines [here](#).

### What to do next

If you would like to discuss this opportunity, please either reply to this email or call me on 1300 765 736.

### Google Cloud Print

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Printing is still a largely unresolved problem with tablets and smartphones. It is further complicated by the growing number of operating systems (iOS, Windows 8 and multiple flavours of Android), multiple device manufacturers, and the wide range of things you might want to print (documents, pages from websites, images, screen contents etc.).



Google Cloud Print is therefore worth a look as an attempt at a one-size-fits-all solution. Essentially, you connect your printers to the Google Cloud then access them over the Internet:

- [This page](#) provides an overview of the technology.
- [This page](#) describes how to apply the technology on a variety of devices and applications.

After some trial and error I was able to connect NDA's local and wireless printers to the Google Cloud and then use an iPhone to print a Word document from Google Docs. We switched off Wi-Fi and printed the document again over wireless to prove that it wasn't reliant on accessing the printer through NDA's local area network.

So - how useful is this? Well let's say you are travelling and have something on your smartphone that you want to print. Google Cloud Print will print it for you back at your home base, but what does that achieve? Will you have the document posted to you?

More likely you will want a hard copy right where you happen to be now. But to achieve this you will have to persuade the owner of a local printer (hotel or airport lounge) to connect a printer to the Google Cloud and email you an invitation to share it (see item 5 [How do I share my printer](#) on the Google support page). No? I didn't think so either. You might as well use the time-honoured solution of emailing the document to your Gmail or Hotmail account, accessing the email on a local PC and printing the document on a local printer.

If all this talk of solutions in search of a problem gives you an appetite then you may just want to know about the [Uuni wood-fired pizza oven that fits in a suitcase](#) - just the thing if you have an urgent need for a wood-fired pizza in the check in queue at the airport. I kind of thought that Uuni might be Finnish for thin crust or home delivery, so I popped it into [Google Translate](#) with automatic language detection

switched on and it turned out to be Indonesian - for Uuni!

### Tutorials for qualification units

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Many people find returning to study and completing assignments an intimidating prospect - especially those without previous experience of higher education. To assist clients in completing Diploma qualifications, NDA offers optional tutorial sessions in Hobart and Launceston. Each session is aligned to a particular unit of a qualification and provides opportunities for clients to discuss the unit content with their assessor, network with other clients and complete assessment exercises. There is no charge for attendance.

We present tutorials in the most popular units annually and notify clients enrolled in those units by email closer to the date (**so please don't try to enrol just yet!**). Here is the draft schedule for tutorials in 2013.

Unit	Hobart Date	L'ton Date
Manage operational plan	11/04/2013	22/02/2013
Develop a workplace learning environment		13/03/2013
Manage personal work priorities and professional development	27/03/2013	19/03/2013
Manage people performance	3/04/2013	22/04/2013
Manage quality customer service	10/04/2013	
Ensure team effectiveness	18/04/2013	
Promote innovation in a team environment	16/05/2013	24/05/2013
Develop workplace policy and procedures for sustainability	23/05/2013	18/06/2013
Manage an information or knowledge management system	6/06/2013	
Manage workforce planning	12/06/2013	25/06/2013
Plan or review administrative systems	13/06/2013	18/07/2013
Manage budgets and financial plans	8/07/2013	
Manage business document design and development	31/07/2013	30/07/2013
Manage payroll	2/08/2013	13/08/2013
Manage performance management systems	29/08/2013	16/08/2013
Plan and manage conferences	September	September
Recruit, select and induct staff	September	September
Manage recruitment selection and induction processes	October	October
Manage risk	October	October

### Certificate IV in Training and Assessment (TAE)

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The new [Certificate IV in Training and Assessment](#) (TAE40110) becomes a compulsory qualification for anyone delivering accredited training after June 30, 2013. NDA offers this qualification through our classroom courses [Learning Design](#), [Training Delivery](#) and [Assessment](#). Being a specialised training company we like to think we do a reasonable job with this qualification.

*"It was really good doing the course at NDA and a pleasure dealing with the staff there who obviously enjoy the work that they do. The customer service standard shown by*

*NDA (promptness of response to queries and client contact generally) was quite impressive."*

CB, Transend Networks

This course will give you the accreditation and, just as important, the skills to train and assess people at the workplace - why would you go anywhere else for this qualification? **Call Chris on 1300 765 736 for more information about NDA's Certificate IV in Training and Assessment.**

### **Upgrade your old Training and Assessment qualification (TAA)**

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The Certificate IV in Training and Assessment (TAA40104) has been superseded by a new qualification - Certificate IV in Training and Assessment (TAE40110).

NDA can upgrade your old Certificate IV in TAA to the new Certificate IV in Training and Assessment (TAE40110) quickly and painlessly through an RPL process for only \$295 - [see here for details](#).

**If you require further information call Chris on 1300 765 736 or email [chris@nda.com.au](mailto:chris@nda.com.au).**

### **20% public course discount for clients studying qualifications**

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For many years we have offered clients studying for qualifications free attendance at NDA public courses aligned with their qualifications. We now also offer a 20% discount for trainees on the cost of any other NDA public course. To obtain the discount just identify yourself as a trainee when you enrol.

### **Forthcoming training courses**

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The following courses will shortly be presented by NDA, some at significant discounts on standard rates (**to obtain the discount, please phone Janelle on 1300 765 736** and mention this email when making bookings):

#### **Hobart IT Courses**

[Excel Introductory](#) 7/12 Feb - \$480

[Excel Intermediate](#) 12/13 Feb - \$480

[Excel Advanced](#) 13/15 Feb - \$480 **two for the price of one**

[Access Introductory](#) 18/20 Feb - \$480

[MYOB Setup and Operation](#) 21/22 Feb - \$570

[Introduction to PCs with Windows and Office](#) 27/28 Feb - \$480

#### **Hobart Business Skills Courses**

[Time Management](#) 1 Feb - \$285

[Superior Customer Service](#) 6 Feb - \$285

[Professional Telephone Techniques](#) 8 Feb - \$285

[Managing Successful Projects](#) 13/14 Feb - \$570

[Conflict Resolution & Assertiveness](#) 27 Feb - \$285

[Training Delivery](#) 28 Feb/1 Mar - \$570

[OH&S in the Workplace](#) 14 Mar - \$285 **see discounts in article above**

### **Launceston IT Courses**

[Word Advanced](#) 30/31 Jan - \$480 **two for the price of one**

[Excel Introductory](#) 7/11 Feb - \$480

[Excel Intermediate](#) 11/13 Feb - \$480

[Access Introductory](#) 18/20 Feb - \$480

[Introduction to PCs with Windows and Office](#) 25/27 Feb - \$480

### **Launceston Business Skills Courses**

[Time Management](#) 1 Feb - \$285

[Superior Customer Service](#) 5 Feb - \$285

[Managing Successful Projects](#) 20/21 Feb - \$570

[OH&S in the Workplace](#) 26 Feb - \$285 **see discounts in article above**

[Training Delivery](#) 28 Feb/1 Mar - \$570

### **Devonport IT Courses**

[Excel Introductory](#) 6/11 Feb - \$480

[Excel Advanced](#) 13/15 Feb - \$480 **two for the price of one**

[MYOB Setup and Operation](#) 21/22 Feb - \$585

#### **HOBART**

Level 3, Trafalgar Centre,  
110 Collins St  
Hobart TAS 7000  
Phone: (03) 6224 2660

#### **LAUNCESTON**

Level 1,  
65 St John Street  
Launceston TAS 7250  
Phone: (03) 6334 4910

#### **DEVONPORT**

The Roberts Building,  
23 Stewart St  
Devonport TAS 7310  
Phone: (03) 6423 4547