

Reproduced from the newsletter of NDA Tasmania - www.nda.com.au - phone 1300 765 736.

NDA welcomes new staff

We welcome Vicki Fox and Patrick Tilley to our Hobart team. Vicki and Patrick bring with them a wealth of practical expertise to help support the growing number of clients studying for qualifications with NDA.

Patrick Tilley has experience in government and private industry. Some of his previous positions include Business Systems Consultant with International Computers Ltd, Director of International Marketing at Tourism Tasmania and teaching the Advanced Diploma of Tourism at Drysdale. He also has experience as a private consultant providing business, marketing and project management support to small businesses. Patrick will present many of [NDA's business skills](#) courses.



Patrick says this photo was taken when he applied to teach conversational English at Guantanamo during a recent trip to Central America. The stern expression belies his engaging nature - here is what a client said after a recent course he presented:

"I really enjoyed the course. Patrick Tilley was fantastic in his presentation and very helpful. The venue and service were excellent. NDA is always professional yet easy to relate to. Look forward to coming back!"

ED, Access Solutions, Superior Customer Service, 29/6/2011

Vicki Fox has a background in training and development with local government, project management in medical research organisations and management consultancy with Volunteering Tasmania. Vicki will supervise clients completing [NDA qualifications](#) up to Diploma level in Management, Business Administration, Human Resources and Project Management.

PPP tender results

In March NDA submitted tenders on behalf of 116 clients for Certificate IV and Diploma qualifications in IT, Project Management, Training and Assessment, Management, Business and Business Administration. We were able to obtain

funding for 36 clients - an excellent result given the strong competition.

The message that came through loud and clear from the tender process though, was that partnership tenders between RTOs and client organisations have a much better chance of success than 'Open Stream' tenders where RTOs tender on behalf of individuals. We have informed both our successful and unsuccessful applicants of the results and recommended strongly that they work through their HR departments to partner with NDA for the next round of PPP tenders. **Please call Chris Carlson on 1300 765 736 if you would like to discuss how this might be arranged with your organisation.**

Too much technology?

For the last three years my daily drive has been a rather smart Audi; fast, metallic black and loaded with technology. One of its more interesting technical innovations is key-less ignition. You just have to have the proximity key in your pocket and when you approach the car the doors unlock automatically, you get in, press the starter button (no need to put the key in the ignition) and drive away.



The unfortunate key

As someone who frequently arrives at the car with an armful of computers and folders this technology has always been extremely useful - until the trip to St Helens.

Picture it. It's late afternoon in the sunshine at the end of a remote bush track. We've just completed an orienteering event in the marshy, granite terrain of the East Coast that lends itself so well to this sport, the event has gone well, I'm relaxed, everyone else has packed up and left, I strip off, change into street clothes and drive back to St Helens. So far so good.

Pulling up in the main street of St Helens I switch off the ignition and, in the split second as the engine dies, wonder what I did with the proximity key. Yes, I removed it from my pants pocket as I changed clothes - and put it on the roof of the car (did I leave it there? The engine would still have started if the key was on the roof - and kept running.) But if the key had fallen off the roof there was no way the car would start again now. I looked at the start button for a long moment, pressed it - and of course, nothing. I was stranded in St Helens with a high-tech immobile car!

Of course I looked through the car's manual. There were seven pages of instructions about all the possible problems that could arise from misuse of the proximity key. But nothing entitled "*What to do if you leave the key on the roof of the car*". I imagined the talented German designers sitting around a conference table and discussing the technology: "*But vat vill happen iff der key remainen on der auto roofen? Ach, nein, Manfred, only der Australliens would do zis - ho ho ho*".



The unfortunate driver

To cut a long story short, a friend was good enough to provide a lift back to the event site. We searched the gravel, leaf litter and washouts of the access track but found nothing. Then driving back on the main road into St Helens, long after you might have expected the key to part company with the roof, we spotted half the key in the middle of the road and after some searching the other half in the roadside grass. We put the two halves together and - amazingly - the car started. Too much technology indeed...

Certificate IV in Training and Assessment

NDA offers TAE40110 [Certificate IV in Training and Assessment](#) based on the 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. Here are some comments from people who have recently completed these courses:

"This was a dynamic presentation...I was totally engaged from the opening line...the way the training was presented was so different to any presentation I have ever attended...this was hilarious and a fantastic way to finish a sensational training course"

John Prairie, Department of Foreign Affairs and Trade

(See [TAE Review](#) to read the full letter we received from John following this course).

"It was great to have so many practical activities to participate in."

AR, Diagnostic Services Pty Ltd

"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 Kristina on 1300 765 736 for more information about NDA's Certificate IV in Training and Assessment.**

Tour de France specials

It's that time of year and once again our boy Cadel has a chance of winning the Tour. Will he - won't he? We will know in another couple of weeks. In the meantime, here are two TdeF flavoured activities you might want to know about.

Tour de France after work drinks in Hobart

Tim Goddard of [Cool Wine](#) in Criterion Street is holding TdeF themed wine tastings and highlight viewings on some of the Tour evenings - Tim's blurb below:

Tour de France- new tastings. You may have read some local bikers are heading for France to retrace the Paris-Brest race completed by Aussie Harry Opperman in 1928 and 1931. They will complete the course on the original bikes raising money for The Children's Oncology foundation <http://www.ocf.com.au/home.html> To tie all this in, we are holding tastings on several 'Le Tour' stage nights. You will be able to attend from 5.30 onwards; we will show the tour highlights 6-6.30 pm, tasting relevant wines in that time. Tastings will be inexpensive approx, \$8-\$12 per night, depending on what wines we taste. Profits from this will go to the Oncology foundation. An original 'Oppy' bike will be on display.

2nd Tasting Saturday 9th July 5.30-6.30 The Eastern Loire, Sancerre and and Chablis. \$12.00

3rd Tasting Wednesday 13th July \$10.00 - with new dates to be announced next week.

Tour de France indoor cycle

This stationery exercise bike lets you key in a TdeF stage from Google Maps then tilts the bike back and forwards as you ride the stage to simulate the gradient. It even calculates notional wind resistance based on your height and weight and adjusts the magnetic pedaling resistance accordingly. You can read about it [here](#).

Office 2007/2010 Conversion

Office 2007 and the ribbon marked a complete departure from previous versions of Office, causing skilled users to look like novices as they scrambled to find familiar commands in the new interface.



If you are moving from an earlier version of Office to either Office 2007 or Office 2010 you will want to get your head around the new interface and the ribbon as quickly as possible. NDA offers a half-day [Office 2007/ 2010 Conversion](#) course that may be just what you need. The course can be attended as a hands-on public course or presented as a show-and-tell seminar at your premises. **Call 1300 765 736 for details.**

Forthcoming Training Courses

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

Hobart – IT Courses

- [Excel Intermediate](#) 8/12 Jul - \$480
- [Microsoft Project](#) 11/13 Jul - \$480 - **course full**
- [Crystal Reports Advanced](#) 14/15 Jul - \$570 - **one spot**
- [Access Advanced](#) 15 Jul - \$240 - **course full**
- [MYOB Setup and Operation](#) 18/19 Jul - \$570
- [Access Intro / Intermediate](#) 19/21 Jul - \$384 **20% (discount)**
- [SQL Intro](#) 21 Jul - \$285
- [PowerPoint](#) 22 Jul - \$192 (**20% discount**)
- [MYOB Advanced](#) 25 Jul - \$285 - **one spot**
- [MYOB Payroll](#) 28 Jul - \$285
- [Excel Basics](#) 4 Aug \$240
- [Excel Introductory](#) 4/8 Jul - \$480
- [Excel Intermediate](#) 8/9 Aug - \$480
- [Excel Advanced](#) 9/12 Aug - \$480
- [Microsoft Project](#) 10/11 Aug - \$480
- [Outlook](#) 11 Aug - \$240

Hobart – Business Skills Courses

- [Effective Supervision Skills](#) 18 Jul - \$285 - **course full**
- [Managing Successful Projects](#) 27/28 Jul - \$513 (**10% discount**)
- [Time Management](#) 3 Aug - \$285 - **course full**
- [Conflict Resolution & Assertiveness](#) 5 Aug - \$285 - **two spots**
- [Superior Customer Service](#) 12 Aug - \$285

Launceston – IT Courses

- [PowerPoint](#) 15 Jul - \$240
- [Word Introductory](#) 14/18 Jul - \$480
- [Word Intermediate](#) 18/20 Jul - \$480
- [Access Intro / Intermediate](#) 19/21 Jul - \$480
- [Crystal Reports Intro](#) 21/22 Jul - \$570
- [Access Advanced](#) 26 Jul - \$240

[Outlook](#) 2 Aug - \$240
[Excel Basics](#) 4 Aug \$240
[Excel Introductory](#) 4/8 Jul - \$480
[Excel Intermediate](#) 8/10 Aug -\$480
[Access Intro / Intermediate](#) 15/17 Aug - \$480
Launceston – Business Skills Courses
[Effective Supervision Skills](#) 18 Jul - \$285
[Delivering Convincing Presentations](#) 29 Jul - \$570
[Time Management](#) 3 Aug - \$285
Devonport – IT Courses
[Word Intermediate](#) 18/20 Jul - \$480
[Excel Introductory](#) 5/8 Aug - \$480
[Excel Intermediate](#) 8/10 Aug -\$480
[Excel Advanced](#) 10/12 Aug - \$480
Devonport – Business Skills Courses
[Time Management](#) 3 Aug - \$285

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