

With warm regards

Nigel Davies
Director, NDA

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The new Work Health and Safety Act

NDA's Work Health and Safety course is attracting large numbers of clients. The Hobart course on 14 March is full so we have scheduled two additional courses for clients who need to understand their obligations under the new Act.



WH&S in the Workplace training course - the new Work Health and Safety Act 2012



The next presentation of this course is on 17 April in both Hobart and Launceston. There are still places available - **call Janelle on 1300 765 736 to reserve your spot.**

Very Informative. Now realizing the seriousness of officers and workmates duty of care (safety)

LM, Fusion Home Support

Great, and helpful as always. Thanks for the extra service in emailing answers for participant unanswered questions

JD, PYCSAM

Value the sample answers, the website links and the overall summary of changes under the Act

JA, Mechanised Logging

Appendix 2 was a real benefit for samples, templates and checklists

ME, Heritage Isle Credit Union

Very comprehensive templates and checklists provided

DG, Scott Smith Orthodontics

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

Business Writing Skills

Literacy and numeracy are in the news right now, with the Commonwealth pushing new standards for teacher training. Quite right too, I remember my stint marking essays at Uni and being disturbed by the inability of otherwise intelligent students to write an essay.



Time for a quick self-test on your English language skills, then, how many redundant words can you identify in the following sentence?

Thanks to their joint collaboration the archaeologists found the handwritten manuscript in the destroyed ruins of the monastery.

(answer below)

How to edit text is one of the topics we teach in NDA's [Business Writing Skills \(Basics\)](#) course. Too easy? OK - see if you can identify some common grammatical errors we cover in the [Advanced](#) course:

I decided to never visit the old ramshackle houses again, they are just to scary.

- a) An incorrect spelling of 'to'. TRUE / FALSE
- b) 'Houses' needs an apostrophe. TRUE / FALSE
- c) The sentence contains a split infinitive. TRUE / FALSE
- d) The sentence contains a comma splice. TRUE / FALSE

We have spent a lot of time refining our business writing courses to help you make the right impression every time you touch a keyboard. It's not all dry grammar, though. We also cover important topics such as **how to organise your material**, **how to structure formal documents**, and **how to write persuasively**. Our most recent innovation is an adaptation of Google's keyword strategy to achieve extra conviction in your writing.

There are still places available for the next presentations of these courses in Hobart and Launceston - call Janelle on 1300 765 736 to reserve your spot (**10% discount for two enrolments and 20% for three or more**).

Just what I needed - much better than other writing courses I have attended elsewhere.

CC, Transend, Business Writing Skills (Advanced)

Provided extremely useful info that I will continue to use on a daily basis.

RH, Kraft Foods Australia, Business Writing Skills (Basics)

Enjoyed the course and can't wait to put it into practice.

KS, RACT, Business Writing Skills (Advanced)

I really enjoyed the course, it was easy to follow and gave me a lot more insight.
HB, Howrah Plumbing, Business Writing Skills (Basics)

Overall the training was very thorough and in-depth and the trainer had a strong and sound knowledge.

ES, Huon Valley Council, Business Writing Skills (Basics)

[Business Writing Skills \(Basics\)](#)

Launceston Monday 22 April
Hobart Monday 6 May

[Business Writing Skills \(Advanced\)](#)

Launceston Tuesday 23 April
Hobart Tuesday 7 May



Answers to questions

1. The redundant words are 'joint', 'handwritten' and 'destroyed'. You can delete these words without changing the sense of the sentence.
2. a True; b False; c True; d True.

Google Goggles + Grand Canyon Street View



What is it with Google? We have no special brief on their behalf, but they do keep coming up with interesting ideas and products. The latest is Google Glass - an "augmented reality wearable computer with a head mounted display operated by natural language voice commands" - scheduled for commercial release in 2014. You can read about it and view a video [here](#).

Descending into the Grand Canyon is one of the world's great walks. I recall setting off one winter's morning in deep snow from the South Rim, gradually stripping off layers of clothing, and eventually reaching the Colorado River in a semi-desert environment wearing just shorts and a T shirt. Now, thanks to Google's Street View, you can walk the [Bright Angel Trail](#) without leaving your desk, or take a leisurely stroll around the [Arizona Meteor Crater](#).



Glass, Street View, Maps, Goggles and G-Mail are just some of the many innovations that came out of Google Labs, and the 20 per cent free research time Google grants to all technical staff. As Google is reportedly closing the Labs, it seems appropriate to do a retrospective on [some of the great products](#) that came from this creative environment.

This month on YouTube

The big thing to go viral on YouTube this month is the [Harlem Shake](#), created, interestingly enough, by three teenagers from the Sunshine Coast. For sheer athleticism, though, we prefer this video (skip the first 20 seconds) of [Benny Kimoto](#).



Certificate IV in Training and Assessment (TAE)

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)

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.

20% public course discount for clients studying qualifications

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

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

[Word Introductory](#) 14/18 Mar - \$480 **two for the price of one**
[Word Intermediate](#) 18/20 Mar - \$480 **two for the price of one**
[Word Advanced](#) 20/22 Mar - \$480 **two for the price of one**
[MYOB Payroll](#) 22 Mar - \$285
[MYOB Advanced](#) 25 Mar - \$285 **course full - ask for dates**
[SQL Introductory](#) 27 Mar - \$285 **one place left**
[Excel Introductory](#) 4/8 Apr - \$480
[Designing Simple Websites](#) 5 Apr - \$240
[Crystal Reports Advanced](#) 8/9 Apr - \$570
[Excel Intermediate](#) 8/10 Apr - \$480
[Excel Advanced](#) 10/12 Apr - \$480

Hobart Business Skills Courses

[WH&S in the Workplace](#) 14 Mar - \$285 **course full - ask for dates**
[Effective Supervision Skills](#) 20 Mar - \$285
[Delivering Convincing Presentations](#) 28 Mar - \$285 **two for the price of one**

Launceston IT Courses

[Excel Advanced](#) 14/15 Mar - \$480 **two for the price of one**
[Word Intermediate](#) 18/20 Mar - \$480 **two for the price of one**
[Word Advanced](#) 20/22 Mar - \$480 **two for the price of one**
[PowerPoint](#) 22 Mar - \$240
[MYOB Payroll](#) 26 Mar - \$285
[Access Advanced](#) 26 Mar - \$240 **two for the price of one**
[MYOB Advanced](#) 27 Mar - \$285
[Publisher](#) 3 Apr - \$285 **two for the price of one**
[Excel Introductory](#) 4/8 Apr - \$480
[Excel Intermediate](#) 8/10 Apr - \$480

Launceston Business Skills Courses

[Effective Supervision Skills](#) 18 Mar - \$285
[Time Management](#) 4 Apr - \$285

Devonport IT Courses

[MYOB Payroll](#) 22 Mar - \$285
[Access Advanced](#) 25 Mar - \$285
[Access Advanced](#) 26 Mar - \$240
[Excel Intermediate](#) 8/10 Apr - \$480

[Excel Advanced](#) 10/12 Apr - \$480 **two for the price of one**

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