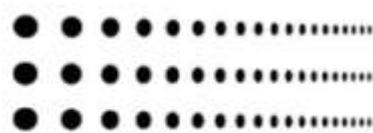




Business Skills
Qualifications
IT Solutions



[NDA website](#)

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Dear client

We are a little early this month due to a family wedding in Melbourne later this week, followed by a week in Bali with my brother and sister-in-law. It's a hard life etc...

Nevertheless - we have some important things to share with you. First up is the release of the Productivity Places tenders last weekend from Skills Tasmania. If you are not familiar with this program it is a great opportunity to gain valuable skills plus a qualification with substantial financial support from the Government. Details below.

We also announce a convenient pathway for trainers to upgrade their existing training and assessment qualification to the new TAE qualification, a conversion course from earlier versions of Microsoft Office to Office 2007/2010 and recommend you move from Windows XP to Windows 7 - bypassing the forgettable Vista.

Oh, and the [Tall Timbers Hotel Smithton](#) wins our draw for a \$100 Myer voucher for signing up to the NDA Twitter page last month. Their website is an interesting example of how social media can be used to promote a tourism business.

Kind regards

Nigel Davies
Director, NDA

You are receiving this newsletter either because you attended an NDA training course and ticked the relevant box on the course review form or because a friend subscribed you. You can unsubscribe automatically at any time by clicking the link at the bottom of the email.

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Funded Cert IV and Diploma Qualifications

NDA can tender on your behalf for Certificate IV and Diploma qualifications through the *Productivity Places Program*. Both **government** and **private organisation** employees are eligible for this program.

[The Offer](#)

1. If your organisation has six or more staff requiring the same qualification: we will help you write and submit a tender in your organisation's name with NDA specified as the Registered Training Organisation (RTO). Tenders of this type (from employers) have first level priority when assessed by Skills Tasmania.

Why should you do this? Last year these tenders were six times oversubscribed yet NDA was successful with four out of the six tenders we submitted. **Partnering with NDA may increase your chances of a successful tender.**

2. If your organisation has less than six people requiring one or more qualifications or if you wish to apply as an individual: we will group you with staff from other organisations seeking the same qualification and write and submit a tender on your behalf. Tenders of this type (from RTOs) have second level priority with Skills Tasmania.

Qualifications Offered by NDA:

- Diploma or Cert IV in Business
- Diploma or Cert IV in Business Administration
- Diploma or Cert IV in Human Resource Management
- Diploma of Management
- Diploma or Cert IV in Project Management
- Diploma or Cert IV in Information Technology

You can read more about these qualifications at:

<http://www.nda.com.au/traineeships/traineeshipoutlines.asp>

What you should do next

Copy this information to your colleagues. If you would like NDA to either **apply on your behalf** or to **assist your organisation in making an application** for Certificate IV or Diploma funding please reply to this email stating **your preferred qualifications from the list above** and **the number of people interested in each qualification.**

If successful, the *Productivity Places Program* will pay for 90% (organisations with less than 20 staff), 80% (21 - 199 staff) or 70% (>199 staff) of the cost of qualifications.

Last year NDA assisted 46 people in gaining diploma places. Don't delay if we can assist you this year - we need to hear from you by Wednesday 30 September.

Upgrade Your 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). This is the qualification of choice for:

- Private training organisations
- Trainers and assessors in a workplace or industry context
- Independent training contractor
- TAFE trainers

To meet the new Australian Qualification and Training Framework (AQTF) standard and work in the industry you **must either have the new TAE40110 qualification or be working towards it**. The old Certificate IV in Workplace Training (BSZ40198) is no longer recognised.

NDA can upgrade your old Certificate IV in TAA (TAA40104) 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 Carlson on 03 6334 4910 or email chris@nda.com.au.

Office 2010 New Features / Tips

Navigation Pane: This replacement for Document Map, Search, Thumbnail view and maybe even Outline view makes life a lot easier for those working with long documents with multiple heading levels. It's a little like the old document map, but now you can drag and drop to rearrange parts of a document in the pane instead of on the main screen in Outline view..

Save as PDF: The ability to create Acrobat documents directly from Office without expensive or flaky add-ons has finally arrived. Completely integrated into Office, it's a simple matter of choosing Save as and then pdf.

Customised Ribbon: Microsoft completely removed the ability to customise the ribbon with the advent of Office 2007 but have restored it by popular demand in 2010. You can now add, remove and rearrange all elements of the ribbon including buttons, groups and tabs. However, some of us here at NDA who offer telephone helpdesk support are not entirely convinced at the wisdom of this. We can just hope that those who might totally wreck their user interface and then forget how they did it will not find out about this new feature.

Learn all about it at NDA's half-day [Office 2010 Conversion](#) course.

Windows 7 New Features / Tips

Libraries: Libraries are essentially virtual folders. Instead of agonising over how to organise files on your hard drive (should I group them by type, by application, by project or some other way?), you can store them any one way and create libraries to access them by other means. Libraries do not contain the actual files but pointers to them (a bit like shortcuts); the original folders can be anywhere on your computer or network. Not only that, the same folders can appear in multiple libraries.

Snap: The old method of window management using tile, cascade and stack was rather slow and cumbersome. This generally involved closing or minimising windows

until you had just the right ones open and then right-clicking the taskbar to choose the appropriate command. Now you can arrange everything quickly by grabbing the window's title bar with the mouse. Drag a maximized window down to restore, a restored window up to maximize, any window to one side to make it take up exactly half the screen and so on.

Snipping Tool: Those of us who frequently called on to produce documentation will love this new desk accessory. It allows you to grab any area of the screen and place it on the clipboard as a picture ready to paste into your word processor. It also comes with quite powerful features such as the ability to capture different shaped areas and some basic editing tools.

Feedback from last month's [article on social media](#)

I found your recent newsletter on social media very useful. We have been looking at social media and have agonized over what to do, since it is a black hole into which all available time could plunge. We are an experiential product and a little later into the season we might take your advice and look more closely at Facebook but your role as "informed bystander" is really valuable.

Regards
Bill Chestnut, Inverawe Native Gardens

(Editor's note: Look in at [Inverawe Native Gardens](#) in Margate next time you are south of Hobart - it's a beautiful spot!)

Well done on the article "Is social media for your business". This topic is in the St. Lukes Health 2010-11 IT Plan and scheduled for review late 4th qtr of this year. So it's interesting to hear your thoughts on this topic.

Cheers
Shaw Reid, Chief Information Officer, St Lukes Health

What's Happening at NDA this Month

Office 2007/2010 Upgrade

If you are moving from an earlier version of Microsoft Office to either Office 2007 or Office 2010 you will want to get your head around the new Ribbon interface as quickly as possible. NDA offers a half-day [Office 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

NDA is now able to release the following courses for stand-by enrolment, 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 Advanced 2003](#) 14/16 Sep - \$480
[Word Advanced 2007](#) 23/24 Sep - \$480
[MYOB Advanced](#) 27 Sep - \$285 **two for the price of one**
[MYOB Setup and Operation](#) 5/7 Oct - \$570
Hobart – Business Skills Courses
[Managing Successful Projects](#) 23/24 Sep - \$570
[Time Management](#) 1 Oct - \$285
[Training Delivery](#) 4/6 Oct - \$570
Launceston – IT Courses
[Excel Intermediate 2003](#) 14/16 Sep - \$480 **two for the price of one**
[Excel Advanced 2003](#) 16/17 Sep - \$480
[Project 2003/2007](#) 5/6 Oct - \$480
[Excel Intermediate 2007](#) 13/14 Oct - \$480
Launceston – Business Skills Courses
[Superior Customer Service](#) 5 Oct - \$285 **two for the price of one**
Devonport – IT Courses
[Word Basics 2007](#) 20 Sep - \$240
[Word Introductory 2007](#) 20/22 Sep - \$480 **two for the price of one**
[Word Intermediate 2007](#) 22/24 Sep - \$480
[Word Advanced 2007](#) 24/30 Sep - \$480
[Excel Basics 2007](#) 6 Oct - \$240
[Excel Introductory 2007](#) 6/11 Oct - \$480
[Excel Intermediate 2007](#) 11/13 Oct - \$480
[Excel Advanced 2007](#) 13/15 Oct - \$480
[Project 2003/2007](#) 12/14 Oct - \$480 **two for the price of one**

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
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