

# Full Time Traineeships

Full Time Traineeships are offered to employees wishing to gain qualifications and move into new areas of the company. As with School Based Traineeships, trainees begin their training with the Certificate III in Transport and Distribution (Warehouse and Storage).

## ***Certificate III in Transport and Distribution (Warehousing and Storage)***

This certificate provides trainees with the skills and knowledge for a role in general warehousing duties. This course covers topics such as:

- Receipting
- Stock Locating
- Stock Replenishment
- Forklift Operation
- Order Picking
- Packaging
- Stocktaking
- Reconciliation and Order Checking
- Dispatch

This course, combined with product knowledge and services, develops the skills needed to progress within the company..

Employees wishing to further their careers within the business and have completed the Certificate III in Transport and Distribution can then undertake Certificate III in Wholesale Operations.

## ***Certificate III in Wholesale Operations***

This course is designed to ensure staff have the necessary sales and interpersonal skills to be a successful company salesperson in a wholesale business. The course covers topics such as:

- Confirm wholesale business practices
- Build sales relationships
- Access product and service performance data
- Sell products and services to business customers
- Communicate in the workplace
- Understand and use product and service information to improve business

Career Development Pathways can be individualised for the employee and further training is offered dependant on the pathway. Development Pathways lead to Branch Management and beyond.

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