



The Outlook School of Outdoor Recreation

PO Box 226
Boonah Qld 4310



Ph (07) 5463 1900
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16th March 2005

To whom it may concern,

RE: Funding for Qualifications in Outdoor Recreation, and the 2005 Employer Survey

The Outlook School of Outdoor Recreation will soon be launching the 2005-2006 Certificate III (SRO30303) and Certificate IV (SRO40203) training on a part time basis (up to 24 months), allowing for continued employment and on-the-job training and assessment.

You have been contacted, as we believe you employ potential candidates for our Certificate III and Certificate IV courses in Outdoor Recreation. This has recently been identified as an area where a large number of skilled workers are currently operating without these qualifications, so incentives are being offered in order to certify existing workers and assist new entrants to the industry. This is a unique opportunity to invest in your staff whilst meeting industry standards under the Outdoor Recreation Training Package (SRO03). You also have the option to apply for certification within the National Outdoor Leaders Registration Scheme (NORLS).

1. Existing Workers in the Outdoor Recreation Industry:

An existing worker is an employee who has worked for a minimum of 3 months full-time or longer than 12 months on a part-time or casual basis. The Federal Government will pay up to \$4 400 (approx half the training cost) directly to employers for each employee enrolled in the Certificate III and IV Outdoor Recreation traineeships. The remaining half of the training costs is covered by the State Government. Under the Industry Training Partnerships initiative, we are offering 12 fully funded positions for Certificate IV, and 12 fully funded training positions for Certificate III candidates.

2. New Entrants to the Industry:

New entrants to the Outdoor Recreation field are also subsidised (under the User Choice contract) for Certificate III traineeships. We are offering 12 fully funded positions for Certificate III candidates. Under the User Choice initiative, the State Government will fund 100% of training costs.

There are some exclusions for the Federal money around existing qualifications less than 7 years old. Whether or not you are interested in accredited training at this stage, please complete the employer survey form (attached) – and provide copies of the student survey to any staff you are likely to support, then return them to us as soon as is practical. This will inform us of your needs and enable us to tailor a better training plan for everyone. Thank you.

We hope to hear from you soon

Yours Faithfully,

Kevin D'Arcy



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Employer Survey Form 2005

As an employer of potential candidates for accredited training in Outdoor Recreation, please answer the following questions regarding this training opportunity. Your comments will be kept confidential.

#	Question:	Your Response:	
1	To what extent does your service use Outdoor Recreation/Education as a medium?		
2	Do you think accredited training is necessary for your current operations?		
3	What type of training do you currently deliver or provide for program staff?		
4	Have you previously considered, or provided accredited training for your staff? Please list the qualifications applicable.		
5	What level of training, skills or qualifications do you expect from incoming field staff?		
6	How many staff do you currently employ in Outdoor Recreation/Education field or in related program work?		
7	What percentage of their time/role is directly involved with this field?		
8	How many staff do you currently employ in administration or management related to Outdoor Recreation?		
9	Which staff members would you consider suitable candidates for the Cert III/IV in Outdoor Recreation courses?		
10	Can you release existing staff for part time study?		
11	What criteria would you use to determine which of your staff is recommended to apply?		
12	What special requirements (eg with timing, timetabling or method of delivery etc) would you need for your staff?		
13	Do any of your staff have special learning requirements? What type of information suits them best?		
14	Identify any future need for accredited training in this field you may have.		
14	Other comments/information required?		
15	Would you like an enrolment pack?	YES PLEASE	NO THANKS
16	Your name:	Organisation:	Mailing Address:
	Organisation Contact person:	Phone/Fax:	Email:

Thank you for participating in this Employer Survey. Please post, fax or reply by e-mail to get your responses back to us as soon as practical.



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Student Survey Form 2005

NAME:

As a potential candidate for accredited training in Outdoor Recreation, please answer the following questions regarding your interest in this training opportunity. Your comments will be kept confidential.

#	Question:	Your Response:	
1	Please identify your role, and the extent you use Outdoor Recreation/Education activities.		
2	Briefly (dot point) outline your relevant work history.		
3	List any relevant personal interests that influence your work.		
4	What types of skills, training or qualifications are required in your role?		
5	What type/level of training do you currently receive at work?		
6	Do you undertake any additional training for yourself?		
7	Would you consider yourself a suitable candidate for the Cert III or Cert IV course in Outdoor Recreation? Why?		
8	Are you able to commit personal resources (eg. car travel, time and energy) to part time study, while still working?		
9	What special requirements (eg with timing, timetabling or method of delivery etc) would you need as a part time student?		
10	What type of training, information or delivery style suits you the best?		
11	Other comments/information required?		
12	Would you like an enrolment pack?	YES PLEASE	NO THANKS
13	Your name:	Organisation:	Mailing Address:
	Organisation contact person:	Phone/Fax:	Email:

Thank you for participating in this Student Survey.

Please post, fax or reply by e-mail to get your responses back to us as soon as practical.