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AMA TRAINING SERVICES

AMATraining

Division of AMAWA Group of Companies

▶ ● A Training Guide



Delivering nationally recognised training.



NATIONALLY RECOGNISED
TRAINING



TRAINING

AMATraining

AMATraining is an Australian Registered Training Organisation.

Through the Australian Medical Association (WA) and its associated entities, a broad range of quality training services is provided for business, the health sector and the general community. Since the mid 1990s **AMATraining** has been delivering nationally accredited training courses that have been developed to meet the needs of clients and are delivered by trainers who have appropriate backgrounds and experience.

Services provided include:

- > Delivery of nationally recognised training to Australian Quality Training Framework standards
- > Quality and reputable training services that are endorsed by the Training Accreditation Council
- > Comprehensive support and mentoring throughout the training period
- > Delivery of industry developed training packages by skilled trainers
- > Flexible training, tailored to meet the needs of employers
- > Added value to current training initiatives
- > Delivery of training under Traineeship arrangements



From short evening seminars to two or three year courses, **AMATraining** courses are aimed at improving the skills of participants and assisting businesses and organisations develop their workforce.



Providing
quality
training
solutions.

AMAT training courses have been specifically established to meet the needs of industry and are suitable for people of all ages. Participants who successfully complete Certificate training are well placed to develop a career pathway with the health, community or business services sectors.

Training courses available vary from short courses and seminars to year long training programmes. The formal courses have been developed to recognised training standards, while the short courses have a particular industry focus.

Training is conducted in a variety of ways and through various mediums. Short courses and seminars or workshops are conducted during the day and evenings on site or at the **AMAT** training Centres. Traineeship training is generally undertaken in the workplace. On-line and distance learning is provided for some courses.

.....▶ ● Courses cover a range of areas for businesses, medical practices and community and health sectors, including:

> **Business**

- Cert II in Business (BSB20107)
- Cert III in Business (BSB30107)
- Cert III in Business Administration (BSB30407)
- Cert III in Business Administration (Medical) (BSB31107)
- Cert IV in Business (BSB40207)

> **Medical Practice Training**

- Medical Reception Course
- Medical Reception Unit
- Medical Accounts Unit
- Medical Terminology Unit
- Medical Audio Typing
- Computerised Medical Accounts

> **First Aid Training**

- CPR (HLTCPR201A)
- First Aid (HLTFA301B)
- First Aid Refresher
- First Aid of Anaphylaxis and Asthma

For information on the current courses available through **AMAT** training please visit the website at www.courses.amatraining.com.au. If you wish to enrol in any of our courses outlined on the website, please complete the enrolment forms associated with the individual courses.

Customised, professional services.



● AMATraining

Learning guides and assessment resources

In addition to delivering training directly by our staff, the Australian Medical Association (WA) in conjunction with Health Training Australia, has developed a range of comprehensive learning resources in an easy to follow format for use in either self-directed or classroom learning.

Assessment tools include fully mapped assessments with oral questioning (and answers) plus solutions to written activities.

Please refer to the website for information on the range available at www.sales.amatraining.com.au, or to view samples and purchase the learning and assessment resources on-line. If you require further information, please contact **AMATraining**.

AMATraining is a leading training provider, offering flexible training options delivered in a cost effective manner.

For assistance with any of your training requirements please contact AMATraining personnel on (08) 9273 3000 or by email at training@amawa.com.au.





AMATraining

12-14 Stirling Highway, Nedlands
Western Australia 6009

Telephone:

National: (08) 9273 3033

International: +618 9273 3033

Facsimile: (08) 9273 3045

Email: training@amawa.com.au

www.amatraining.com.au



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