

Experience

Jobtrain's reputation as one of Queensland's most respected registered training organisations is demonstrated by our history of delivering training and assessment solutions to individuals, business and government that spans over 30-years.

Specialising in Business and Community Services training, throughout our long history the team at Jobtrain has consistently demonstrated our person-centred approach to providing training solutions of the highest quality, ensuring our students maintain a passion for lifelong learning.

Our dedicated team is guided by a Board of Directors with qualifications and proven experience in the vocational training sector and who represent a diverse cross-section of the community.

Vision, Mission and Goals

OUR VISION

'To be the most respected training organisation in Northern Australia'

OUR MISSION

'Inspire achievement through innovative education for individuals and communities'

OUR GOALS

- Secure Future Growth and sustainability
- Monitor and respond to changing community and individual needs
- Be an employer of excellence
- Develop and maintain organisational capacity
- Maintain high levels of course participant satisfaction
- Enhance organisational connectivity
- Foster a positive and inclusive culture

We promote excellent performance through leadership, professional development and an unwavering commitment to ethical conduct

- We are committed to providing an environment which is safe and equitable which promotes a confident and productive training and assessment environment

Established in 1987, Jobtrain is a not-for-profit, registered training organisation (RTO) with a proud track record of providing high quality training solutions to regional Queenslanders.

At Jobtrain, we truly understand that education and skills development can empower a person to pursue his or her personal and career goals and become passionate about life-long learning.

At Jobtrain we strive to excel as a community training provider and model the following values in everything we do:

- Integrity
- Respect
- Trust
- Collaboration
- Inclusion and Courage

Capability Profile

Jobtrain provides capabilities to:

- Small to Medium Businesses
- Community Service Organisations
- Corporate Sector Enterprises

Key deliverables are:

Short Courses

- ✓ Microsoft 2010 – Word and Excel from foundation to advanced level
- ✓ Microsoft 2010 – PowerPoint, Publisher and Outlook
- ✓ MYOB Accounts and Payroll
- ✓ Introduction to Community Services Employment
- ✓ Professional Boundaries for Community Service Workers
- ✓ Mental Health First Aid (4th Edition Standard)
- ✓ Personal Recovery Oriented Practice (Mental Health)
- ✓ Mental Health Awareness and Wellbeing
- ✓ Leadership Training
- ✓ Engaged Groups

Nationally Recognised Training

- ✓ Certificate II in Business
- ✓ Certificate III in Business
- ✓ Certificate III in Business Administration
- ✓ Certificate IV in Business
- ✓ Certificate IV in Business Administration
- ✓ Certificate III in Accounts Administration
- ✓ Certificate IV in Bookkeeping
- ✓ Certificate IV in Accounting
- ✓ Dual Qualification – Certificate IV in Bookkeeping and Accounting
- ✓ Certificate IV in Training and Assessment
- ✓ Certificate III in Community Services
- ✓ Certificate III in Individual Support
- ✓ Certificate IV in Mental Health
- ✓ Certificate IV in Mental Health and Peer Work



Jobtrain has the capacity to operate locally, regionally or remotely to provide targeted and flexible training solutions. Jobtrain also has the capability to respond to short notice and urgent requirements and to work collaboratively to design training solutions tailored to meet the individual needs of each client.

Contact Information

Office location

Suite F4, Nathan Business Centre
340 Ross River Road
Cranbrook Qld 4817

Postal Address

PO Box 189
Aitkenvale Qld 4814

Contact details

Telephone: (07) 4723 1666
Facsimile: (07) 4723 1150
Website: www.jobtrain.org.au
ABN: 36 759736468
RTO Code: 0281

Chief Executive

Mr David Kippin

Email: enquiries@jobtrain.org.au

Mobile: 0427 136 857