



ACAPMAcademy, the Educate are of ACAPMA brings together the best trainers and programs in the industry as well as identifying education gaps and developing programs to address these issues.

In addition to the regular workplace relations training listed and provided by dedicated ACAPMA staff, ACAPMA Members are offered a range of discounted and even FREE training courses provided by some of the most respected institutions in the industry.

ACAPMAcademy Courses

Classroom Courses

Workplace Relations training for Managers

Emergency Response Course for Managers

Online Courses

Responsible Retailing – Tobacco Law Compliance

Trade Practices Act Compliance Awareness

Retail Workplace Safety

Safe Food Handling

Services Station Forecourt Safety

Store Security and Armed Robbery Survival

Apply Retail Food Safety Practices

C-Store Induction Training

Classroom Courses

Workplace Relations training for Managers



Presented By: ACAPMA and the ACAPMAcademy
Course Cost: FREE! To ACAPMA Members

A regular travelling Classroom style training session.

Provided FREE of charge to all ACAPMA Members and their employees and covers the operational, practical and strategic business implications of workplace relations changes to petrol distribution and petroleum convenience operations.

This course is presented by ACAPMA and the ACAPMAcademy and is run by our qualified Workplace Relations Advisor – Marg Taylor

The next round of courses will cover Modern Awards and the National Employment Standards and will commence in April
Email elishar@acapma.com.au to enquire about this course

Emergency Response Course for Managers



Presented By: CROIERG and TISC
Course Cost: please see www.suttonroad.com.au for up-to-date costs

A regular Classroom and Practical style training and assessment course that is conducted on a regular basis in Canberra.
This course aims at readying management and organisations for appropriate Emergency Management and Response.

This is a nationally accredited course and is the benchmark for best practice operation.

This course is presented by qualified and experienced trainers from TISC and operates throughout the year

Visit www.suttonroad.com.au to learn more about course dates, prices and to register

Online Courses

Responsible Retailing – Tobacco Law Compliance



Presented By: atmp Training and Development
Course Cost: \$24.95 for ACAPMA Members a saving of \$15.00!

For retail frontline staff & others, providing compliance awareness and training for various retailing laws and codes of practice in Australia; including:

- Tobacco sales and display restrictions
 - Sale of alcohol and restricted classification magazines
- Energy drinks codes of practice

Trainees and their employer receive an email e-certificate of successful competent completion of the program that can be kept as evidence of risk management compliance under the various trading laws.

Email elishar@acapma.com.au to register your interest in this course.

Trade Practices Act Compliance Awareness



Presented By: atmp Training and Development
Course Cost: \$24.95 for ACAPMA Members a saving of \$15.00!

For everyone in the C-Store Industry including Retailers, wholesalers and suppliers providing compliance awareness and training for various provisions of the Trade Practices Act, that impact on operations in retail and the supplier chain:

- Resale Price Maintenance
- Price Fixing
- Arrangements to Exclude
- Forcing Another's Product or 3rd Line forcing
- Misleading & Deceptive Conduct

Trainees and their employer receive an email e-certificate of successful competent completion of the program that can be kept as evidence of risk management compliance under the various provisions of the Act as they apply to the convenience channel and suppliers.

Email elishar@acapma.com.au to register your interest in this course.

Retail Workplace Safety



Presented By: atmp Training and Development
Course Cost: \$34.95 for ACAPMA Members a saving of \$5.00!

Covers all aspects of safe work practices in a retail environment, including manual handling and other common workcover incidents.

Trainees simply log on to view their chosen interactive training program/s and complete assessment activities via atmp's e-Learning web site.

When the trainee has successfully completed their interactive assessment activities on line (there are 3 opportunities to achieve 100% competence) a completion of training record/s is provided to the employer as proof of their current knowledge of compliance with retail workplace safety

Email elishar@acapma.com.au to register your interest in this course.

Services Station Forecourt Safety



Presented By: atmp Training and Development
Course Cost: \$34.95 for ACAPMA Members a saving of \$5.00!

Covers all aspects of the appropriate safe working procedures when working on the forecourt including handling fuels.

Trainees simply log on to view their chosen interactive training program/s and complete assessment activities via atmp's e-Learning web site.

When the trainee has successfully completed their interactive assessment activities on line (there are 3 opportunities to achieve 100% competence) a completion of training record/s is provided to the employer as proof of their current knowledge of compliance with service station forecourt safety.

Email elishar@acapma.com.au to register your interest in this course.

Store Security and Armed Robbery Survival



Presented By: atmp Training and Development
Course Cost: \$34.95 for ACAPMA Members a saving of \$5.00!

Deals with the skills for preventing shop stealing and the recommended behaviours for surviving an armed hold up event.

Trainees simply log on to view their chosen interactive training program/s and complete assessment activities via atmp's e-Learning web site.

When the trainee has successfully completed their interactive assessment activities on line (there are 3 opportunities to achieve 100% competence) a completion of training record/s is provided to the employer as proof of their current knowledge of compliance with store security & armed robbery survival.

Email elishar@acapma.com.au to register your interest in this course.

Safe Food Handling



Presented By: atmp Training and Development
Course Cost: \$34.95 for ACAPMA Members a saving of \$5.00!

Provides employers with evidence of their staff's current knowledge as per the provision of the Food Law - "All food handlers must be trained and assessed as competent in the skills & knowledge of handling food hygienically"

Trainees simply log on to view their chosen interactive training program/s and complete assessment activities via atmp's e-Learning web site.

When the trainee has successfully completed their interactive assessment activities on line (there are 3 opportunities to achieve 100% competence) a completion of training record/s is provided to the employer as proof of their current knowledge of compliance with safe food handling.

Email elishar@acapma.com.au to register your interest in this course.

Apply Retail Food Safety Practices



Presented By: atmp Training and Development
Course Cost: \$115.00 for ACAPMA Members a saving of \$20.00!

Minimum Certificate Qualification required by nominated Food Supervisors, covering all aspects of safe food handling, interpreting food safety plans, and implementing appropriate food operating procedures; including:

- Element 1 - Apply personal hygiene and sanitation
- Element 2 – Identify food safety program
- Element 3 – Store and handle food products hygienically
- Element 4 – Clean work area and equipment
- Element 5 – Monitor food safety
- Element 6 – Contribute to continuous improvement

Trainees receive the Nationally Recognised Statement of Attainment SIRRFSA001A – Apply Retail Food Safety Practices from Certificate II in Retail.

Email elishar@acapma.com.au to register your interest in this course.

C-Store Induction Training



Presented By: atmp Training and Development
Course Cost: \$155.00 for ACAPMA Members a saving of \$10.00!

Employers need to ensure that their staff have received quality training in the retailing skills & knowledge required to perform their tasks while practicing safe work practices and complying with all relevant laws. The program covers: Workplace Safety and your Legal Compliance & Food Safety

Trainees log onto atmp's e-learning web site and view the interactive training modules and are then required to complete a series of written assessment activities

Trainees receive the Nationally Recognised Statement of Attainment SIRRFSA001A – Apply Retail Food Safety Practices from Certificate II in Retail

atmp assessors will verify all of the activity responses and provide feedback via email and the web. There are also a number of tasks that are to be demonstrated on-the-job by a supervisor using atmp checklists and sign-offs which are then forwarded to atmp. Trainee's progress is monitored by atmp and their supervisors are kept up to date with progress and outcome reports.

When the trainee has completed and been assessed on line, atmp assessors will then conduct a 15 minute telephone assessment interview with the staff member to complete the process.

Full training records are provided to the employer as proof of compliance with laws and safe work practices and the trainee will receive a Statement of Attainment for two Units from Certificate II in Retail SIR20207.

SIRRFSA001A - Apply Retail Food Safety Practices

SIRXOHS001A - Apply Safe Working Practices

The program is aimed at all frontline retail staff in C-Stores and Service Stations.

PLEASE NOTE: You will be emailed a form to complete prior to delivery of this product.

Email elishar@acapma.com.au to register your interest in this course.