

Four steps to getting the best training for your business

Purchasing training is just like any other procurement for your business. You review your current and future situation and identify your business needs, then shop around for the product that meets your needs and budget.

Then you monitor your training purchase and assess if it's achieving your objectives and whether it's good value for money. You evaluate your purchase and use that knowledge next time you need to purchase training.

Review your current and future needs	Procure and don't forget to shop around	Implement the training	Evaluate your purchase
Before you go to a training provider, take some time to write down what training you need for your business			
Review your business plan if you have one or develop one.	Identify Registered Training Organisations (RTOs) in your business area or industry specialty.	Work with your chosen training provider to confirm the course or the units you will be purchasing.	Evaluate with employees what worked and what didn't.
Review your team's current qualifications and experience and consider their current position descriptions.	Contact the RTO to find out if they deliver the kind of training you want.	Be clear with your training provider about your expectations of the training.	Check to see if the new skills are being utilised.
Write down the skills necessary to deliver your business plan in a workforce development plan.	Request a quote from the RTOs you are interested in on the basis of your training plan. Can they create training tailored to your business needs?	Keep in regular contact with your RTO and monitor the training.	Ask yourself, 'Has the training helped me to achieve my business objectives?'
Identify your team's skills gaps and training needs, use the information to write a training plan to take to training providers. Ask yourself: <ul style="list-style-type: none"> - Who needs training? - What training do they need? - When and where is the training best conducted? - Do your workers need language or literacy support or do they have special needs? 	Compare quotes and negotiate with the providers.		Revisit your business plan and update it if needed.
			Use this evaluation next time you consider purchasing training.

Four steps to getting the best training for your business

Where can I find RTOs?

- For a searchable list of RTOs visit www.education.vic.gov.au/victorianskillsgateway
- Contact your industry body: they may have lists of associated RTOs
- Use the checklist for choosing an RTO in the **Training and your business** toolkit. This is also in the Employers section of www.education.vic.gov.au/victorianskillsgateway

Where can I get help with business planning?

There are many different business resources available to assist you, from templates to business mentors and workshops you can attend. The following websites are a good starting point.

- The Business Victoria website has a large amount of information including a business plan template, links to business advisers and mentors, as well as workshops and seminars – www.business.vic.gov.au
- There are many online resources – www.thesbhub.com.au is a good Australian site.

Market Facilitation Manager Contacts

Market Facilitation Managers are specialists who provide Victorian businesses with advice and support to navigate the training system at no cost. Visit www.education.vic.gov.au/training for more information.

Central Metropolitan Office: (03) 9637 2262 Mobile: 0425 794 932	Eastern Metropolitan Office: (03) 9938 0165 Mobile: 0418 808 092	Grampians Office: (03) 5337 8426 Mobile: 0417 598 455	Gippsland Office: (03) 5127 0481 Mobile: 0438 474 884
Northern Metropolitan Office: (03) 9935 0609 Mobile: 0418 680 719	Western Metropolitan Office: (03) 9934 1306 Mobile: 0418 559 375	Hume Office: (03) 5895 4102 Mobile: 0409 903 926	
Southern Metropolitan Office: (03) 9938 0145 Mobile: 0418 816 065	Barwon South West Office: (03) 5221 4902 Mobile: 0419 281 057	Loddon Mallee Office: (03) 4433 8047 Mobile: 0418 861 511	