

Course Name	Contribute to effective workplace relationships
Course code	BSBFLM303B
Contact details	Allens Training Phone 1300 559 064 or www.allenstraining.com.au
Partial completion of one of these qualification	This course is taken from the Health Training package HLT07 and is in partial completion of <input checked="" type="checkbox"/> HLT30207 Certificate III in Non Emergency Medical Transport or <input checked="" type="checkbox"/> HLT41007 Certificate IV in Health (Ambulance)
Description of this unit against the qualification	For a full understanding of the qualification, please go to the link for further information http://www.allenstraining.com.au and click on the courses tab found on the top left hand side of the web page
Descriptor	This unit specifies the outcomes required to gather information and maintain effective working relationships and networks, with particular regard to communication and representation.
What is covered in the course	<ol style="list-style-type: none"> 1. Seek, receive and communicate information and ideas 2. Encourage trust and confidence 3. Identify and use networks and relationships 4. Contribute to positive outcomes
Employability Skills	The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements
Pre-requisites	There are no pre-requisites or co-requisites for this competency unit
Course duration	10 hours
How will I be assessed	A written assessment plus project and workplace reports required to be awarded the unit competency
Policy and procedures	A copy is available on our web site http://www.allenstraining.com.au/documents.aspx