



HERE'S TO A PROSPEROUS 2009

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NRMA is a corporate sponsor of Illawarra ITeC Small Business Services providing small business owners with up to date insurance information.

TCF INDUSTRY WORKSHOPS

Do you belong to the TCF Industry?

Would you like to know how to grow and expand your business?

The Textile, Clothing and Footwear (TCF) Business Growth Project based in Western Australia is running the following workshops in both Wollongong and Nowra. This five hour workshop will include the following topics:

- **Growing Your Fashion Business** – Working in or on your business, developing a check
- **Pricing and Costing** – have you priced your products correctly?
- **Debt Collection and Credit Management** – Collecting debts, providing credit to retailers and the cash back into your business.
- **TCF Global – Sourcing off shore manufactures** – TCF Global Sourcing raw materials and manufactures, Hong Long, China, Bali, Philippines, Sri Lanka, Fiji information on TECFW Buying Missions to Hong Kong Fashion Week July 2009
- **TCF NSW and Designedge Online Shops and Networking Groups**

The TCF Industry includes the design and manufacture processes and would be relevant to the following industry sectors:

- Bridal Wear, Baby Wear, Boy's Wear, Blinds, Awnings, Beading, Automotive
- Children's Wear, Caps, Curtains, Carpets, Corporate Wear, Canvas Active Wear
- Designer Fashion, Designers, Collars, Cushions, Belts Books, Banners
- Footwear, Equestrian, Furnishings, Evening Wear, Embroidery, Cloth Rags
- Intimate Apparel, Interior Textiles, Health, Grading, Girls wear, Dance Ware
- Leather, Luggage, Handbags, Felts, Knitwear, Home wares, Hats Flags
- Millinery, Maternity, Lifejackets, Lace, Industrial Textiles, Insulation
- Menswear, Manufacturers CMT, Marine, Mattresses, Paper Machine Clothing,
- Rugs, Ropes, pet Accessories, Patternmaking, Tanneries, Non Woven Textiles
- Sporting Wear, Socks, Skins Seat Belts, School Wear, Ski Wear, Saddlery
- Swimwear, Surf wear, Soft Toys, Safety, Sails, Sandals, Tablecloths, Sleepwear
- Textiles, Fibres, Towels, Tens, Sport wear, Tourist Souvenirs, Textile Artists
- Women's Wear, Wallets, Wool Wetsuits, Work wear, Uniforms, Underwear, Yarns

Time : 9.00 am to 1.00 pm - then networking and lunch between 1.00pm and 2.00pm
Date : Tuesday 10th March at Shoalhaven City Council

: Wednesday 11th March Illawarra ITeC Wollongong
Cost : \$40.00 – includes light lunch
RSVP : Please call 1300 650 058 to register your details

Hurry as spaces are filling fast – this is your chance to increase your business potential and network with others in the TCF Industry.

ARE YOU CHARGING THE RIGHT PRICE TO MAKE PROFIT IN YOUR BUSINESS?

Price is one of the things that can cause the most grief in business. Is my price too high, should I offer discounts?

In this workshop we will discuss how you:

- Identify what profit is
- Know the elements of a Cost Structure
- Understand pricing
- Learn how to determine the break even point
- Examine how profit differs from Cash Flow
- Apply the concepts to a case study.

Time : 9.30am noon to 12 noon

Date : Thursday 26th February 2009 Illawarra ITeC Wollongong

Cost : \$40.00 – light refreshments included

To Book in please call The Illawarra ITeC on 4223 31 00 or 1300 650 058.

FREE ADVICE ON PATENTS, TRADE MARKS, DESIGN AND COPYRIGHT

Do you have a new invention? Do you need assistance with how to register a patent, trade mark, design or need information about copy right? Then make an appointment to see one of our business advisors to discuss the above through the Illawarra Innovation Advisory Service. The Innovation Advisory Service is a FREE Program and is supported through funding from the NSW Department of State and Regional Development.

We also have the services of an Intellectual Property Attorney who provides free advice at our office once a month. Appointments are now being made for

Time : Half hour appointments
Date : Friday 6th March 2009 Illawarra ITeC Wollongong
Cost : FREE
RSVP : Call 1300 650 058 to make an appointment

WORKSHOPS HELP EMPLOYERS DO THE RIGHT THING

If you're an employer then it is essential that you understand your obligations to your employees relation to the keeping of good employment records and the requirement to provide pay slips.

Employers must keep general employment records, time and pay records as well as leave and superannuation records. The *NSW Industrial Relations Act* requires an employer to keep records least six years.

Employment records should include the following information; employer and employee details, wages paid, the hours worked, leave accruals and employee superannuation contributions.

It is also a requirement that employers provide pay slips to their employees at the time wages are paid.

Employers also need to make sure they provide specific information on the pay slips they provide to their employees. All pay slips should provide the name of the employer, their ABN, as well as the name of the employee and their classification.

If you feel you could benefit from learning more about your obligations or just need further information relating to your workplace rights as an employer, the Office of Industrial Relations can help.

The OIR is running a series of workshops at the Wollongong Golf Club starting mid February.

To find out more or to book into a workshop, visit www.industrialrelations.nsw.gov.au and select 'Workshops' from the quick links on the home page or contact them on 9020 4611.

FREE BUSINESS ADVISORY SERVICES

The Illawarra ITeC has five Small Business Programs to help you get started and further develop your established business. All programs provide free and confidential business advice and are available at no charge in the Illawarra, Southern Highlands and Shoalhaven areas:

- Illawarra Business Advisory Service (IBAS)
- Business Enterprise Centre (BEC)
- New Enterprise Development Scheme (NEIS)

- Illawarra Innovation Advisory Service (IIAS)
- Aboriginal Enterprise Development Officer (ADEO) Program

Are you interested in starting an online business? By trading online you can save time and money, reduce your overheads and reach a much wider market and you make it easier for your customers to do business with you.

If you plan to trade over the internet, you will need to register your business name in the state or territory you intend to operate. You also need find out what registration and licenses apply to your business. Federal, state and territory governments offer a range of information and services to help you get started in business.

Contact our Nowra or Wollongong Office for more advice on business registration and licensing

SERVICED OFFICES - AVAILABLE

Are you looking for **serviced offices** in the CBD of Wollongong for a reasonable cost?

Illawarra ITeC has fully serviced office space available now
No LEASE – Monthly Rental Agreement only.

Run your business from established offices in a prime location or utilise Illawarra ITeC's virtual office facility.

Benefits include:

- Short term / Long term availability
- FULLY serviced offices
- Reception/Mailing/Cleaning
- Your phone answered in your business name
- Business name signage

Additional services available:

- Broadband Internet Access
- Undercover Parking available
- Training/Casual Interview Rooms for hire

Premises located at:

1/336 Keira Street (Cnr Keira & West Streets) Wollongong NSW 2500.

Contact Sarah or Rebecca on 4223 3100 to arrange an inspection and discuss rates.

This is only a brief outline of the types of small business advice and assistance that we offer. Want to know more? Remember this is a FREE service and can assist you in developing your business in many ways. Call me today on 4223 3100 or check out our website www.illawarraitec.com.au

Regards,

Virginia

Virginia Wren
Business Development Manager
The Illawarra ITeC Ltd

[Unsubscribe](#) from this list.

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