

# 2023 SHORT COURSE CALENDAR

## GOLDFIELDS

COURSE TITLE	JAN	FEB	MAR	APR	MAY	JUN	COST	DAYS
<b>COMPUTER SKILLS</b>								
Getting Started with Microsoft Office		13		28			\$295	1
Microsoft Excel Introduction		14	28	26	29	12	\$295	1
Microsoft Excel Intermediate		15	29	27	30	19	\$295	1
Microsoft Excel Advanced						20-21	\$590	2
Microsoft Project Introduction/Intermediate			13-14			13-14	\$590	2
Microsoft Word Intermediate			15				\$295	1
Microsoft Word Advanced						15-16	\$590	2
MYOB - AccountRight Introduction/Intermediate			16-17				\$590	2
MYOB - AccountRight Advanced					31		\$295	1
Payroll with MYOB AccountRight			30				\$295	1
Microsoft PowerPoint			27			2	\$295	1
Administration Skills in Microsoft			31				\$295	1
Visual Basic for Excel		16-17				22-23	\$590	2
Microsoft Project Advanced							\$295	1
Developing Skills in Microsoft	EOI						\$295	1
MS Publisher	EOI						\$295	1
<b>SAFETY</b>								
PEG Feeding		23		20			\$130	3 HRS
Manual Handling (in a health setting)			2		25		\$160	3 HRS
First Aid Skill Set								
HLTAID011 ^ Provide First Aid		16	16	27	18	15	\$80.34	1
HLTAID009 ^ Provide Cardiopulmonary Resuscitation								
HLTAID010 ^ Provide Basic Emergency Life Support								
Safety Health Representative Training		20-24	27-31		8-12	26-30	\$1,320	5
Safety Health Representative Training - Refresher				3	15		\$495	1
<b>LEISURE: Taking expressions of interest for the below courses -contact us for more information.</b>								
Beginners Cake Decorating - 5 evening classes			8 March - 5 April				\$330	5
Intermediate Cake Decorating - 4 evening classes							\$235	4
Advanced Cake Decorating - 4 evening classes							\$210	4

[centralregionaltafe.wa.edu.au](http://centralregionaltafe.wa.edu.au)

# 2023 SHORT COURSE CALENDAR

## GOLDFIELDS (CONTINUED)

CODE	COURSE TITLE	JAN	FEB	MAR	APR	MAY	JUN	COST	DAYS
<b>INDUSTRY SPECIFIC</b>									
	<b>Traffic Management Training</b> <i>(Must have White Card &amp; have or held a Driver's Licence)</i>								
RIIWH302E <sup>^</sup>	Implement traffic management plan		EOI	14-16	18-20	EOI	EOI	\$138.02	3
RIIWH3205E <sup>^</sup>	Control traffic with stop-slow								
RIICOM201E <sup>^</sup>	Communicate in the workplace								
RIIWH3201E <sup>^</sup>	Work safely and follow WHS policies and procedures								
	<b>Traffic Management Refresher</b>		EOI	EOI	EOI	EOI	EOI	\$350.00	1
RIIVEH305E <sup>^</sup>	<b>Operate and Maintain a 4WD Vehicle</b>		EOI	EOI	EOI	EOI	EOI	\$61.39	2
	<b>Mine Site Preparation (Job Ready Skill Set)</b>								
RIIWH3202E <sup>^</sup>	Enter and work in confined space		EOI	EOI	EOI	EOI	EOI	\$135.82	3
RIIWH3204E <sup>^</sup>	Work safely at heights								
MSMWHS217 <sup>^</sup>	Gas test atmospheres								
	<b>White Card Skill Set</b>								
CPCWHS1001 <sup>^</sup>	Prepare to work safely in the construction industry		24	29, 30 & 31	EOI	EOI	EOI	\$27.36	1
TLILIC0003 <sup>^</sup>	<b>Licence to Operate a Forklift Truck</b>	EOI	EOI	EOI	EOI	EOI	EOI	\$187.25	3
TLILIC0005 <sup>^</sup>	<b>Licence to Operate a Boom-Type Elevating Work Platform (boom length 11m or more)</b>	EOI	EOI	EOI	EOI	EOI	EOI	\$147.09	2

### RECOGNISED PRIOR LEARNING (RPL)

RIIHAN311F <sup>^</sup>	Conduct integrated tool carrier options	POA
RIIMPO206D <sup>^</sup>	Conduct Bulk Water Truck Operations	POA
RIIMPO301E <sup>^</sup>	Conduct Hydraulic Excavator Operations	POA
RIIMPO302E <sup>^</sup>	Conduct Hydraulic Shovel Operations	POA
RIIMPO304E <sup>^</sup>	Conduct Wheel Loader Operations	POA
RIIMPO308F <sup>^</sup>	Conduct Tracked Dozer Operations	POA

### RECOGNISED PRIOR LEARNING (RPL)

RIIMPO310F <sup>^</sup>	Conduct Grader Operations	POA
RIIMPO337E <sup>^</sup>	Conduct Articulated Haul Truck Operations	POA
RIIMPO338E <sup>^</sup>	Conduct Rigid Haul Truck Operations	POA
RIIMPO317F <sup>^</sup>	Conduct Roller Operations	POA
RIIMPO334E <sup>^</sup>	Conduct Skid Steer Loader Operations using Attachments	POA
RIICOM302D <sup>^</sup>	Communicate Workplace Information	POA

[centralregionaltafe.wa.edu.au](http://centralregionaltafe.wa.edu.au)