

2023 SHORT COURSE CALENDAR

GOLDFIELDS

| COURSE TITLE | JAN | FEB | MAR | APR | MAY | JUN | COST | DAYS |
|--|-----|-------|-------------------|-----|------|-------|---------|-------|
| COMPUTER SKILLS | | | | | | | | |
| 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 |
| SAFETY | | | | | | | | |
| 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 |
| Understanding your Role with Changed WHS Laws | | | | | | 22 | \$275 | 1 |
| LEISURE: Taking expressions of interest for the below courses -contact us for more information. | | | | | | | | |
| Beginners Cake Decorating - 5 evening classes | | | 8 March - 5 April | | | | \$330 | 5 |

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2023 SHORT COURSE CALENDAR

GOLDFIELDS (CONTINUED)

| CODE | COURSE TITLE | JAN | FEB | MAR | APR | MAY | JUN | COST | DAYS |
|--------------------------|---|-----|-----|--------|-------|-----|-------|----------|------|
| INDUSTRY SPECIFIC | | | | | | | | | |
| | Traffic Management Training <i>(Must have White Card & have or held a Driver's Licence)</i> | | | | | | | | |
| RIIWH302E [^] | Implement traffic management plan | | EOI | 14-16 | 18-20 | EOI | 20-22 | \$138.02 | 3 |
| RIIWH305E [^] | Control traffic with stop-slow | | | | | | | | |
| RIICOM201E [^] | Communicate in the workplace | | | | | | | | |
| RIIWH301E [^] | Work safely and follow WHS policies and procedures | | | | | | | | |
| | Traffic Management Refresher | | EOI | EOI | EOI | EOI | EOI | \$350.00 | 1 |
| RIIVEH305E [^] | Operate and Maintain a 4WD Vehicle | | EOI | EOI | EOI | EOI | EOI | \$61.39 | 2 |
| | Mine Site Preparation (Job Ready Skill Set) | | | | | | | | |
| RIIWH302E [^] | Enter and work in confined space | | EOI | EOI | EOI | EOI | EOI | \$135.82 | 3 |
| RIIWH304E [^] | Work safely at heights | | | | | | | | |
| MSMWH3217 [^] | Gas test atmospheres | | | | | | | | |
| | White Card Skill Set | | | | | | | | |
| CPCWH31001 [^] | Prepare to work safely in the construction industry | | 24 | 29, 30 | EOI | 31 | 1 | \$27.36 | 1 |
| TLILIC0003 [^] | Licence to Operate a Forklift Truck | EOI | EOI | EOI | EOI | EOI | EOI | \$187.25 | 3 |
| TLILIC0005 [^] | Licence to Operate a Boom-Type Elevating Work Platform (boom length 11m or more) | EOI | EOI | EOI | EOI | EOI | EOI | \$147.09 | 2 |
| AHCMOM213 [^] | Operate and Maintain Chainsaws | | | EOI | | | | \$72.20 | 2 |

RECOGNISED PRIOR LEARNING (RPL)

| | | |
|-------------------------|---|-----|
| RIIHAN311F [^] | Conduct integrated tool carrier options | POA |
| RIIMPO206D [^] | Conduct Bulk Water Truck Operations | POA |
| RIIMPO301E [^] | Conduct Hydraulic Excavator Operations | POA |
| RIIMPO302E [^] | Conduct Hydraulic Shovel Operations | POA |
| RIIMPO304E [^] | Conduct Wheel Loader Operations | POA |
| RIIMPO308F [^] | Conduct Tracked Dozer Operations | POA |

RECOGNISED PRIOR LEARNING (RPL)

| | | |
|-------------------------|--|-----|
| RIIMPO310F [^] | Conduct Grader Operations | POA |
| RIIMPO337E [^] | Conduct Articulated Haul Truck Operations | POA |
| RIIMPO338E [^] | Conduct Rigid Haul Truck Operations | POA |
| RIIMPO317F [^] | Conduct Roller Operations | POA |
| RIIMPO334E [^] | Conduct Skid Steer Loader Operations using Attachments | POA |
| RIICOM302D [^] | Communicate Workplace Information | POA |

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