

2025

SHORT COURSE CALENDAR

GOLDFIELDS - SEM 1



CODE	COURSE TITLE	JAN	FEB	MAR	APR	MAY	JUN	COST	DAYS
COMPUTER SKILLS									
G001P	Getting Started with Microsoft Office	-	-	-	-	-	-	\$300.00	1
G002P	Microsoft Excel Introduction	-	17	-	-	-	-	\$300.00	1
G003P	Microsoft Excel Intermediate	-	18	24	-	-	-	\$300.00	1
G004P	Microsoft Excel Advanced	-	-	25-26	-	-	-	\$600.00	2
G013P	Visual Basic for Excel	-	-	-	-	-	-	\$600.00	2
G006P	Microsoft Word Intermediate	-	19	-	-	-	-	\$300.00	1
G007P	Microsoft Word Advanced	-	-	27-28	-	-	-	\$600.00	2
G005P	Microsoft Project Introduction/Intermediate	-	20-21	-	-	-	-	\$600.00	2
SAFETY									
D9551P	Safety Health Representative Training	-	24-28	24-28	28/4 - 2/5	12-19	-	\$1,320.00	5
D9559P	Safety Health Representative Training (Refresher)	-	-	31	-	22	-	\$495.00	1
G0050P	Prep Course for DMIRS Law exam	8, 10, 14, 16, 20	EOI	EOI	EOI	EOI	EOI	\$300.00	1
INDUSTRY SPECIFIC									
RIIVEH305F^	Operate and Maintain a 4WD vehicle	16-17	EOI	EOI	EOI	EOI	EOI	\$10.10	2
Mine Site Preparation (Job Ready Skill Set)									
RIIWH5202E^	Enter and work in confined spaces	EOI	EOI	17-19	EOI	EOI	23-25	\$20.54	3
RIIWH5204E^	Work safely at heights								
MSMWHS217^	Gas test atmospheres								
White Card Skill Set									
CPCWHS1001^	Basic knowledge to safely enter and work on a construction site as required under the Work Health and Safety legislation.	15, 30	EOI	EOI	EOI	EOI	EOI	\$14.78	1
KAD73	Traffic Management Skill Set	-	-	18-20	-	-	24-26	\$135.68	3

RECOGNISED PRIOR LEARNING (RPL)

RIIMP0310F ^	Conduct Grader Operations	POA
RIIMP0337E ^	Conduct Articulated Haul Truck Operations	POA
RIIMP0338E ^	Conduct Rigid Haul Truck Operations	POA
RIIMP0317F ^	Conduct Roller Operations	POA
RIIMP0334E ^	Conduct Skid Steer Loader Operations using Attachments	POA
RIICOM302D ^	Communicate Workplace Information	POA

RECOGNISED PRIOR LEARNING (RPL)

RIIHAN311F ^	Conduct integrated tool carrier options	POA
RIIMP0206D ^	Conduct Bulk Water Truck Operations	POA
RIIMP0301E ^	Conduct Hydraulic Excavator Operations	POA
RIIMP0302E ^	Conduct Hydraulic Shovel Operations	POA
RIIMP0304E ^	Conduct Wheel Loader Operations	POA
RIIMP0308F ^	Conduct Tracked Dozer Operations	POA

RTO: 52789



KALGOORLIE CAMPUS

COMPUTING COURSES

G001P

Getting Started with Microsoft Office

Learn the basics of:

- Microsoft Word, Excel and Outlook
- Formatting and creating emails, workbooks, documents and more.



G006P

Microsoft Word Intermediate

Increase your skills in Word:

- Applying styles
- Creating headers and footers
- Performing mail merges
- Inserting and working with templates, shapes and images.



G005P

Microsoft Project In- tro/Intermediate

Build on your Excel skills and learn:

- Key screen features
- To create & work with resource pools
- To assign materials to tasks



G002P

Microsoft Excel Introduction

Learn the basics of Microsoft Excel:

- Creating spreadsheets
- Formatting data
- Incorporating charts, objects & more.



G003P

Microsoft Excel Intermediate

Build on your Excel skills and learn:

- Formula techniques
- Conditional formatting
- Logical functions and more.

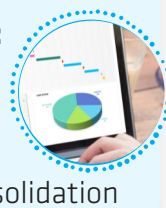


G004P

Microsoft Excel Advanced

Learn more complex skills in Excel:

- Advanced formula techniques
- PivotTables and Scenario Manager
- Protecting data in sheets & books
- Data linking, data tables, data consolidation



G013P

Microsoft Excel VBA

Improve your efficiency! Learn to:

- Create command procedures
- Write simple code
- Present and manipulate data

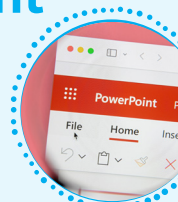


G011P

Microsoft PowerPoint

Learn to Present like a Pro:

- Create and edit presentations
- Format style, layout and content
- Navigate a slide show and more.



Please note: a Certificate of Participation will be issued upon completion.

RTO: 52789

For more
information or
to enrol



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