2024 | SHORT COURSE CALENDAR

GOLDFIELDS - SEM 2

CODE	COURSE TITLE	JUL	AUG	SEP	OCT	NOV	DEC	COST	DAYS
	COMPUTER SKILLS								
G001P	Getting Started with Microsoft Office	-	-	-	-	1	-	**$300.00**	**1**
G002P	Microsoft Excel Introduction	29	19	-	-	-	-	**$300.00**	**1**
G003P	Microsoft Excel Intermediate	30	20	-	28	-	-	**$300.00**	**1**
G004P	Microsoft Excel Advanced	31/7 - 1/8	-	-	29-30	-	-	**$600.00**	**2**
G013P	Visual Basic for Excel	-	20-21	-	-	-	-	**$600.00**	**2**
G006P	Microsoft Word Intermediate	-	21	-	-	-	-	**$300.00**	**1**
G005P	Microsoft Project Introduction/Intermediate	-	22-23	-	31/10-1/11	-	-	**$600.00**	**2**
	SAFETY								
D9551P	Safety Health Representative Training	22-26	19-23	16-20	-	18-22	-	**$1,320.00**	**5**
D9559P	Safety Health Representative Training (*Refresher*)	30	-	-	-	-	3	**$495.00**	**1**
KAD49	WHS Risk Management for Statutory Supervisors	EOI	EOI	EOI	EOI	EOI	EOI	**$231.42**	**6mo**
KAD50	WHS Risk Management for Statutory Managers	EOI	EOI	EOI	EOI	EOI	EOI	**$1213.53**	**6mo**
	INDUSTRY SPECIFIC								
RIIVEH305F^	Operate and Maintain a 4WD vehicle	EOI	EOI	EOI	EOI	EOI	EOI	**$10.10**	**2**
RIIWHS202E^ RIIWHS204E^ MSMWHS217^	**Mine Site Preparation (Job Ready Skill Set)** Enter and work in confined spaces Work safely at heights Gas test atmospheres	EOI	EOI	EOI	EOI	EOI	EOI	**$20.54**	**3**
CPCWHS1001^	**White Card Skill Set** Basic knowledge to safely enter and work on a construction site as required under the Work Health and Safety legislation.	30	27	24	29	26	EOI	**$14.78**	**1**
KAD73^	**Traffic Management Skill Set**	-	-	-	-	26-28	-	**$135.68**	**4**

"^" *indicates this is a nationally recognised training and a Statement of Attainment will be issued upon successful completion.*

RECOGNISED PRIOR LEARNING (RPL)

RIIHAN311F ^	Conduct operations with integrated tool carrier	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

RTO: 52789

Computer Skills

G001P - GETTING STARTED WITH MICROSOFT OFFICE

Learn the basics of Microsoft Excel:
• Microsoft Word, Excel and Outlook
• Formatting and creating emails, workbooks, documents and more.

G002P - MICROSOFT EXCEL INTRODUCTION

Learn the basics of Microsoft Excel:
• Creating spreadsheets
• Formatting data
• Incorporating charts, objects and 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
• Protecting data in worksheets & workbooks
• Using PivotTables and Scenario Manager.

G005P - MICROSOFT PROJECT INTRODUCTION/INTERMEDIATE

Learn how to utilise Project to:
• Master project management techniques
• Create, assign and edit tasks
• Monitor and track assignments

G011P - MICROSOFT POWERPOINT

Learn to present like a pro:
• Create & edit presentations
• Format style, layout & content
• Navigate a slideshow and more.

G013P - MICROSOFT EXCEL VBA

Improve your efficiency! Learn to:
• Create command procedures
• Write simple code
• Present and manipulate data.

Health & Safety

D9551P - HEALTH & SAFETY REPRESENTATIVE

In this 5-day course you will learn the basics of:
• Applying legislative requirements to the workplace
• Applying the principles of Risk Management by conducting a workplace inspection & more.

D9559P - HEALTH & SAFETY REPRESENTATIVE REFRESHER

In this 1-day course you will learn the basics of:
• Legislative requirements in the workplace
• The principles of Risk Management
• Accident investigation techniques & more.

Industry Specific

RIIVEH305F - OPERATE AND MAINTAIN A FOUR WHEEL DRIVE VEHICLE

In this 2-day course you will learn:
• Pre-departure checks / terminology
• Perform minor repairs / maintenance
• Use 4WD mode & recover your vehicle

MINESITE PREPARATION (JOB READY SKILL SET)

In this course you will learn to:
• Enter & work in confined spaces
• Work safely at heights
• Gas test atmospheres

CPCWHS1001 - WHITECARD (JOB READY SKILL SET)

In this course you will learn to:
• Basic knowledge to safely enter and work on a construction site as required under the Work Health and Safety legislation.

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