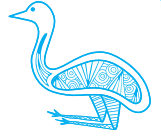




2025

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	-	-	-	-	-	-	\$600.00	2
G005P	Microsoft Project Introduction/Intermediate	-	20-21	27-28	-	-	-	\$600.00	2
SAFETY									
D9551P	Safety Health Representative Training	-	24-28	24-28	-	19-23	-	\$1,320.00	5
D9559P	Safety Health Representative Training (Refresher)	-	-	31	-	26	-	\$495.00	1
G0050P	Prep Course for DMIRS Law exam	8, 10, 14, 16, 20	25	18+20	1, 3, 15, 17, 29	1, 13, 15, 27, 29	17+19	\$300.00	1
INDUSTRY SPECIFIC									
RIIEH305F [^]	Operate and Maintain a 4WD vehicle	16-17	-	26-27	15-16	14-15	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									
CPCWH51001 [^]	Basic knowledge to safely enter and work on a construction site as required under the Work Health and Safety legislation.	15, 30	14	EOI	EOI	EOI	EOI	\$14.63	1
KAD73	Traffic Management Skill Set	-	-	18-20	-	-	18-20	\$135.68	3
AE871	Heavy Vehicle Driving Operations Skill Set	-	-	17 March-4 April	-	12-30	-	TBA	TBA
D9780P	Barista Coffee Short Course	EOI	EOI	EOI	EOI	EOI	EOI	\$145	1
KAE16	Licence to Operate a Forklift Truck Skill Set	EOI	EOI	EOI	EOI	EOI	EOI	\$111.14	3
AE826	Responsible service of alcohol	EOI	EOI	EOI	EOI	EOI	EOI	From \$28.60	6 Mnth

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



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

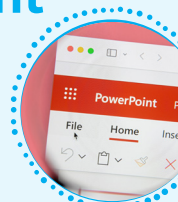


G011P

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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