2025

SHORT COURSE CALENDAR

GOLDFIELDS - SEM 1

GOVERNMENT OF WESTERN AUSTRALIA | TAFE Central Regional
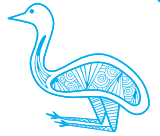
CODE	COURSE TITLE	JAN	FEB	MAR	APR	MAY	JUN	COST	DAYS
COMPUTER SKILLS									
G001P	**Getting Started with Microsoft Office**	-	-	-	-	-	-	$300.00	1
G002P	**Microsoft Excel Introduction**	-	17	-	-	-	-	$300.00	1
G003P	**Microsoft Excel Intermediate**	-	18	24	-	-	-	$300.00	1
G004P	**Microsoft Excel Advanced**	-	-	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	17	1, 27	19	$300.00	1
INDUSTRY SPECIFIC									
RIIVEH305F^	**Operate and Maintain a 4WD vehicle**	16-17	-	26-27	15-16	14-15	EOI	$10.37	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	17-19	EOI	EOI	10-12	$21.11	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.	15, 30	14	EOI	11	1,27	19	$14.63	1
KAD73	**Traffic Management Skill Set**	-	-	18-20	-	27-29	18-20	$136.3	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 Mnths
GAC85	**WHS for Statutory Managers & Supervisors Skill Set**	-	-	-	-	27-28, 29-30	-	TBA	2

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

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

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 Intro/Intermediate

Build on your Excel skills and learn:
- Key screen features
- To create & work with resource pools
- To assign materials to tasks

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

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.

RTO: 52789

For more information or to enrol

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