

2026

SHORT COURSE CALENDAR

GOLDFIELDS - SEMESTER 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)	-	-	-	-	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
	Mine Site Preparation (Job Ready Skill Set)								
RIIWH5202E^	Enter and work in confined spaces	EOI	EOI	17-19	EOI	EOI	10-12	\$21.11	3
RIIWH5204E^	Work safely at heights								
MSMW5217^	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	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 Mnth
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



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.

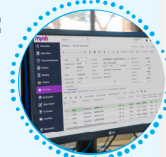


G004P

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:

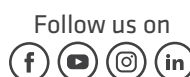
- Create and edit presentations
- Format style, layout and content
- Navigate a slide show and more.



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

**For more
information or
to enrol**

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find out more:

RT0: 52789



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FEATURED COURSES



G0050P

Preparation course for DMIRS Law Exam

This one day course is designed to assist candidates in preparing for DMIRS Statutory Position Law Exam. The course is recommended for workers being appointed to a Statutory Position including a site senior executive, exploration manager or Schedule 26 position.

This 1-day course will cover:

- Study tips and exam preparation.
- Overview of the Mines Statutory Positions Portal (MSPP).
- Review key provisions of Act.
- Review key provisions of Regulations (Mines).
- Overview of the exam.
- Practice exam using online self-test portal.

Dates:

April 17, May 1, May 27, or June 19

GAC85

WHS for Statutory Managers and Supervisors Skill Set

This Skill Set provides three units to cater to those who are employed and require any or all of these units to meet the Department of Energy, Mines, Industry Regulation and Safety (WorkSafe) requirements for being appointed to or holding statutory positions within the mining industry:

- BSBWHS411: Implement and monitor WHS policies, procedures, and programs.
- BSBWHS414: Contribute to WHS risk management.
- BSBWHS513: Lead WHS risk management.

Dates:

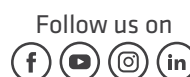
May 27-28, or May 29-30



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