

2026

SHORT COURSE CALENDAR

GOLDFIELDS - SEMESTER 2

CODE	COURSE TITLE	JUL	AUG	SEP	OCT	NOV	DEC	COST	DAYS
COMPUTER SKILLS									
G001P	Getting Started with Microsoft Office	-	-	1	-	2	-	\$300.00	1
G002P	Microsoft Excel Introduction	-	-	7	-	9	-	\$300.00	1
G003P	Microsoft Excel Intermediate	-	-	8	-	10	-	\$300.00	1
G006P	Microsoft Word Intermediate	-	-	2	-	3	-	\$300.00	1
G0051P	Introduction to AI	-	-	4	-	6	-	\$300.00	1
CODE	COURSE TITLE	JUL	AUG	SEP	OCT	NOV	DEC	COST	DAYS
SAFETY									
D9551P	Health & Safety Representative	27-31	17-21	14-18	-	23-27	-	\$1,320.00	5
D9559P	Health & Safety Representative (Refresher)	-	-	22	-	19	-	\$495.00	1
G0050P	Prep Course for DMIRS Law exam	-	4	15	-	10	1	\$300.00	1
KAE39	WHS Risk Management Skill Set for Statutory Managers and Supervisors	-	-	-	-	-	-	\$38.00	2
G0043P	Manual Handling	-	-	-	-	-	-	TBA	1
AE875	Provide First Aid	-	-	-	-	-	-	TBA	1
INDUSTRY SPECIFIC									
KAA10	Operate and Maintain a 4WD Vehicle RIIVH305F [^] Operate and Maintain a 4WD vehicle	-	5-6	-	-	25-26	-	\$10.37	2
KAC41	Mine Site Preparation (Job Ready Skill Set) RIIWH5202E [^] Enter and work in confined spaces RIIWH5204E [^] Work safely at heights MSMWHS217 [^] Gas test atmospheres	-	-	23-25	-	18-20	-	\$21.11	3
KAC41	Mine Site Preparation - Permit & Isolation Skill Set (5 Day) MSMWHS217 [^] Gas test atmospheres RIIWH5202E [^] Enter and work in confined spaces RIIWH5204E [^] Work safely at heights MSMPER200 [^] Work in accordance with an issues permit RIISAM202E [^] Isolate and access plant.	-	10-14	-	-	-	-	\$22.27	5
KAD77	White Card Skill Set CPCWHS1001 [^] Prepare to work safely in the construction industry. Mandatory work health and safety training required prior to undertaking construction work.	29	7	4 & 22	30	27	-	\$24.41	1
KAE31	Chainsaw - Operate and Maintain Skill Set	30-31	EOI	EOI	-	EOI	-	\$70.29	2
KAE16	Licence to Operate+ Maintain Forklift Skill Set	7-9	EOI	EOI	EOI	17-19	-	\$113.14	3

International Fees may apply to some VISA holders. Please request quote if not Australian or New Zealand Citizen.

"[^]" Indicates this is a nationally recognised training and a Statement of Attainment will be issued upon successful completion.



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.

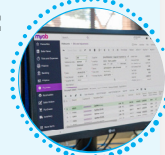


G004P

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:

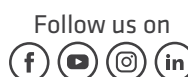
- Create and edit presentations
- Format style, layout and content
- Navigate a slide show and more.



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

**For more
information or
to enrol**

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Scan this
QR Code to
find out more:

RT0: 52789

