Total Management and Training is a Registered Training Organisation providing nationally recognised training and assessment. RTO Provider number 31178. Please note dates and pricing are subject to change (pricing of non-accredited courses includes GST).

### ACCREDITED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>TIME</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>White Card</strong></td>
<td>1 day</td>
<td>10, 24</td>
<td>8, 29</td>
<td>12, 26</td>
<td>16, 30</td>
<td>14, 28</td>
<td>11, 25</td>
<td>9</td>
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<tr>
<td>CPCWHS1001 Prepare to work safely in the construction industry</td>
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<tr>
<td><strong>Test and Tag training</strong></td>
<td>1 day</td>
<td>18</td>
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<tr>
<td>UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and UEENEEP026A - Conduct in-service safety testing of electrical cord connected equipment and cord assemblies</td>
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<tr>
<td><strong>Work Safely at Heights</strong></td>
<td>1 day</td>
<td></td>
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<tr>
<td>RIWHS204D Work safely at heights</td>
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<tr>
<td><strong>Remove Non-Friable Asbestos</strong></td>
<td>1 day</td>
<td>25</td>
<td>30</td>
<td></td>
<td>17</td>
<td>15</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>CPCDDE301A Remove non-friable asbestos</td>
<td></td>
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<td></td>
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<tr>
<td><strong>Supervise Asbestos Removal</strong></td>
<td>1 day</td>
<td>25</td>
<td>30</td>
<td></td>
<td>17</td>
<td>15</td>
<td>12</td>
<td>10</td>
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<tr>
<td>CPCBC4051A Supervise asbestos removal</td>
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### NON-ACCREDITED COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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</thead>
<tbody>
<tr>
<td><strong>Health &amp; Safety Representative – full course</strong></td>
<td>5 days</td>
<td>1-5</td>
<td>FULL</td>
<td>7-11</td>
<td>19-23</td>
<td>30 - 4</td>
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<tr>
<td>WHSQHSRNCB01 Workplace Health &amp; Safety Representative</td>
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<tr>
<td><strong>Health &amp; Safety Representative – refresher</strong></td>
<td>1 day</td>
<td>4</td>
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<tr>
<td>WHSQHSRNCB01 Workplace Health &amp; Safety Representative</td>
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### CERTIFICATE IV IN WORK HEALTH AND SAFETY

<table>
<thead>
<tr>
<th>Course</th>
<th>TIME</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td>5-day intensive workshop</td>
<td>5 days</td>
<td>3-7</td>
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#### THE FOLLOWING UNITS MAKE UP THE QUALIFICATION - CERTIFICATE IV IN WORK HEALTH AND SAFETY

<table>
<thead>
<tr>
<th>Course</th>
<th>TIME</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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</thead>
<tbody>
<tr>
<td><strong>Understanding WHS Legislation</strong></td>
<td>1 day</td>
<td>3</td>
<td></td>
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<tr>
<td>BSBWHS402 Assist with compliance with WHS laws</td>
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<tr>
<td><strong>Participating in WHS Processes</strong></td>
<td>1 day</td>
<td>24</td>
<td></td>
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<tr>
<td>BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes</td>
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<tr>
<td><strong>Implementing WHS Management Systems</strong></td>
<td>1 day</td>
<td>24</td>
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<tr>
<td>BSBWHS405 Contribute to implementing and maintaining WHS management systems</td>
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<tr>
<td><strong>Hazard ID, Risk Assessment, Risk Control</strong></td>
<td>1 day</td>
<td>14</td>
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<tr>
<td>BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control</td>
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<tr>
<td><strong>Contractor Management</strong></td>
<td>1 day</td>
<td>14</td>
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<tr>
<td>BSBWHS408 Assist with effective WHS management of contractors</td>
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<tr>
<td><strong>Implementing Emergency Procedures</strong></td>
<td>1 day</td>
<td>6</td>
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<tr>
<td>PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented</td>
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<tr>
<td><strong>Incident Response</strong></td>
<td>1 day</td>
<td>6</td>
<td></td>
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<tr>
<td>BSBWHS406 Assist with responding to incidents</td>
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<tr>
<td><strong>Rehabilitation &amp; Return-to-Work Coordinator</strong></td>
<td>1 day</td>
<td>26</td>
<td></td>
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<tr>
<td>BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs</td>
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<tr>
<td><strong>Health &amp; Safety Measures &amp; Initiatives</strong></td>
<td>1 day</td>
<td>26</td>
<td></td>
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<tr>
<td>BSBWHS410 Contribute to work-related health &amp; safety measures &amp; initiatives</td>
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<tr>
<td><strong>Conduct WHS Inspections</strong></td>
<td>1 day</td>
<td>26</td>
<td></td>
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<tr>
<td>DEFWHS016 Conduct work health and safety inspections</td>
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</tbody>
</table>

Please note the above units may be studied self-paced online. Cert III and IV units are $250 per unit, and Diploma level is $350 per unit.

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ONLINE STUDY OPTIONS

**Fire Safety Adviser – refresher**
PUAWER001B through to PUAWER008B units of competency

**Risk Management**
BSBRSK401 Identify risk and apply risk management process

**Rehabilitation & Return-to-Work Coordinator**
BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs

**White Card Trainer Course**
CPCCOHS2001a Apply OHS requirements, policies and procedures in the construction industry

CORPORATE PROFESSIONAL DEVELOPMENT

**Leadership program**
Non-accredited
2 days
Contact our office to book a dedicated course for your team

**Time Management**
Non-accredited
1 day
Contact our office to book a dedicated course for your team

**Interpersonal & Communication Skills**
Non-accredited
1 day
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**Stepping Up to Supervisor**
Non-accredited
1 day
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**The Emotionally Intelligent Manager**
Non-accredited
1 day
Contact our office to book a dedicated course for your team

**Dealing with Difficult Situations or People**
Non-accredited
1 day
Contact our office to book a dedicated course for your team

**Bullying and Harassment**
Non-accredited
½ day
Contact our office to book a dedicated course for your team

**Privacy and Confidentiality in Practice**
Non-accredited
½ day
Contact our office to book a dedicated course for your team

**Conflict Resolution in the Workplace**
Non-accredited
½ day
Contact our office to book a dedicated course for your team

**Managing Under Performance**
Non-accredited
½ day
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**Change Management**
Non-accredited
½ day
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**Infection Control and Prevention**
Non-accredited
½ day
Contact our office to book a dedicated course for your team

**White Card**
– classroom delivery
CPCCOHS1001A Work safely in the construction industry
6 hours

**Operate Breathing Apparatus**
MSMWHS216 Operate breathing apparatus
½ day

**Gas Test Atmospheres**
MSAPMOHS217A Gas test atmospheres
½ day

**WHS for Business Owners and CEO’s**
Non-Accredited training
2 hours

**WHS for Committee Members**
Non-Accredited training
2 days

**Incident Investigation course**
LBWHS505A Investigate WHS incidents
2 days

**General Evacuation Instruction**
Non-Accredited training
2 hours

**First Response Evacuation Instruction**
CPPEF52005A Demonstrate first attack fire-fighting equipment
2 hours

**Evacuation Coordination Instruction (Warden)**
PUAWER005B Operate as part of an emergency control organisation
½ day

**Chief Warden course (warden course must be trained first)**
PUAWER006B Lead an emergency control organisation
1 day

**Fire Safety Adviser – refresher**
PUAWER001B through to PUAWER008B units of competency
1 day

**Asbestos Awareness Course**
Non-Accredited training
½ day

Please note most of our courses may be delivered as a dedicated course for a group. Group pricing offers substantial savings. Click on the course link to be taken to the course outline on our website.

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Cairns Training Calendar 2020

ONLINE STUDY OPTIONS

**ONLINE STUDY OPTIONS**

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Non-accredited
½ day
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**White Card**
– classroom delivery
CPCCOHS1001A Work safely in the construction industry
6 hours

**Operate Breathing Apparatus**
MSMWHS216 Operate breathing apparatus
½ day

**Gas Test Atmospheres**
MSAPMOHS217A Gas test atmospheres
½ day

**WHS for Business Owners and CEO’s**
Non-Accredited training
2 hours

**WHS for Committee Members**
Non-Accredited training
2 days

**Incident Investigation course**
LBWHS505A Investigate WHS incidents
2 days

**General Evacuation Instruction**
Non-Accredited training
2 hours

**First Response Evacuation Instruction**
CPPEF52005A Demonstrate first attack fire-fighting equipment
2 hours

**Evacuation Coordination Instruction (Warden)**
PUAWER005B Operate as part of an emergency control organisation
½ day

**Chief Warden course (warden course must be trained first)**
PUAWER006B Lead an emergency control organisation
1 day

**Fire Safety Adviser – refresher**
PUAWER001B through to PUAWER008B units of competency
1 day

**Asbestos Awareness Course**
Non-Accredited training
½ day

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### Cairns Training Calendar 2020

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<table>
<thead>
<tr>
<th>QUALIFICATIONS</th>
<th>TIME</th>
<th>ENROL ANY TIME</th>
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<tbody>
<tr>
<td>Certificate III in Work Health &amp; Safety</td>
<td>1 year</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
</tr>
<tr>
<td>BSB30715 Certificate III in Work Health and Safety</td>
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<tr>
<td>Certificate III in Business</td>
<td>1 year</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
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<td>BSB30115 Certificate III in Business</td>
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<tr>
<td>Certificate III in Business Administration</td>
<td>1 year</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
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<td>BSB30415 Certificate III in Business Administration</td>
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<tr>
<td>Certificate III in Health Administration</td>
<td>1 year</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
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<tr>
<td>HLT37315 Certificate III in Health Administration</td>
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<tr>
<td>Certificate IV in Work Health &amp; Safety</td>
<td>1 year</td>
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<tr>
<td>BSB41415 Certificate IV in Work Health and Safety</td>
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<tr>
<td>Certificate IV in New Small Business</td>
<td>1 year</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
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<tr>
<td>BSB42615 Certificate IV in New Small Business</td>
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<tr>
<td>Certificate IV in Leadership and Management</td>
<td>1 year</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
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<tr>
<td>BSB42015 Certificate IV in Leadership and Management</td>
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<tr>
<td>Certificate IV in Health Administration</td>
<td>1 year</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
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<tr>
<td>HLT47315 Certificate IV in Health Administration</td>
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<tr>
<td>Diploma of Practice Management</td>
<td>2 years</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
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<td>HLT57715 Diploma of Practice Management</td>
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<tr>
<td>Diploma of Business</td>
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<td>BSB50215 Diploma of Business</td>
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<tr>
<td>Diploma of Work Health and Safety</td>
<td>2 years</td>
<td>SELF-PACED ONLINE STUDY – ENROL ANYTIME</td>
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<tr>
<td>BSB51315 Diploma of Work Health and Safety</td>
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</table>

Please note we can offer selected Certificate III courses under User Choice funding.
Most qualifications may be done as a traineeship, and may attract Government incentives for eligible participants.