

Cairns Training Calendar 2018

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	TIME	MAR	APR	MAY	JUN	JUL	AUG	SEP
White Card – self-paced study CPCWHS1001 Work safely in the construction industry	varies	Monday to Friday – no booking required Arrive at TMT before 12pm to study for your White Card						
Certificate IV in Work Health and Safety[^] BSB41415 Certificate IV in Work Health and Safety	5 days	19-23						17-21
Certificate IV in Leadership and Management BSB42015 Certificate IV in Leadership and Management	9 days	27	24	22	19	17	14	11
Certificate IV in Training and Assessment* TAE40116 Certificate IV in Training and Assessment	10 days	5-6	16-18	30 Apr- 1 May				
Upgrade from TAE40110 to TAE40116* TAE40116 Address adult language, literacy and numeracy skills	1 day		19					
Upgrade from TAE40110 to TAE40116* TAE40110 Design and develop assessment tools	2 days		16-18					
Test and Tag training UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and UEENEE026A - Conduct in-service safety testing of electrical cord connected equipment and cord assemblies	1 day	16	27	25		6		
Working Safely at Heights RIIWH5204D Work safely at heights or CPCWHS2010B Work safely at heights and CPCOHS2001A Apply OHS requirements, policies and procedures in the construction industry	1 day	26		2	4	11		
Confined Space Entry (full or reassessment) RIIWH5202D Enter and work in confined spaces	1 day	28		3	5	12		
Remove Non-Friable Asbestos CPCDE3014A Remove non-friable asbestos	1 day			22	26	31		
Supervise Asbestos Removal CPCBC4051A Supervise asbestos removal	1 day			22	26	31		

[^]Please note this qualification also runs as fortnightly 1 day sessions – see Accredited Short Courses section for dates

*In partnership with Fortress Learning RTO 31974

NON-ACCREDITED COURSES	TIME	MAR	APR	MAY	JUN	JUL	AUG	SEP
Health & Safety Representative – full course WHSQHSRNCB01 Workplace Health & Safety Representative	5 days		9-13		18-22		13-17	
Health & Safety Representative – refresher WHSQHSRNCB01 Workplace Health & Safety Representative	1 day	13				3		
Privacy and Confidentiality in Practice Non-accredited	½ day							
Conflict Resolution in the Workplace Non-accredited	½ day							
Managing Under Performance Non-accredited	½ day							
Change Management Non-accredited	½ day							
Infection Control and Prevention Non-accredited	½ day							

Please note all the above 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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THE FOLLOWING UNITS MAKE UP THE QUALIFICATION - CERTIFICATE IV IN LEADERSHIP & MANAGEMENT								
Leadership in the Workplace BSBMGT401 Show leadership in the workplace	1 day							
Communicating Effectively as a Leader BSBLDR401 Communicate effectively as a workplace leader	1 day							
Leading Workplace Relationships BSBLDR402 Lead effective workplace relationships	1 day							
Leading Team Effectiveness BSBLDR403 Lead team effectiveness	1 day							
Implement Operational Plan BSBMGT402 Implement operational plan	1 day	27						
Implement Customer Service Strategies BSBCUS401 Coordinate implementation of customer service strategies	1 day		24					
Implement Customer Service Standards BSBCUS403 Implement customer service standards	1 day		24					
Course in Presentation Skills BSBCM401 Make a presentation	1 day			22				
Implement Continuous Improvement BSBMGT403 Implement continuous improvement	1 day				19			
Promote Innovation BSBINN301 Promote innovation in a team environment	1 day					17		
Developing Work Priorities BSBWOR404 Develop work priorities	1 day						14	
Mentor in the Workplace TAEDEL404A Mentor in the workplace	1 day							11

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

ACCREDITED TRAINING	TIME	MAR	APR	MAY	JUN	JUL	AUG	SEP
THE FOLLOWING UNITS MAKE UP THE QUALIFICATION - CERTIFICATE IV IN WORK HEALTH AND SAFETY								
Understanding WHS Legislation BSBWHS402 Assist with compliance with WHS laws	1 day							
Participating in WHS Processes BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes	1 day							
Implementing WHS Management Systems BSBWHS405 Contribute to implementing and maintaining WHS management systems	1 day	12						
Hazard ID, Risk Assessment, Risk Control BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control	1 day	28						
Contractor Management BSBWHS408 Assist with effective WHS management of contractors	1 day		9					
Implementing Emergency Procedures PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented	1 day		30					

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ACCREDITED TRAINING	TIME	MAR	APR	MAY	JUN	JUL	AUG	SEP
Incident Response BSBWHS406 Assist with responding to incidents	1 day			14				
Rehabilitation & Return-to-Work Coordinator BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs	1 day			28				
Health & Safety Measures & Initiatives BSBWHS410 Contribute to work-related health and safety measures and initiatives	1 day				11			
Conduct WHS Inspections DEFWHS016 Conduct work health and safety inspections	1 day				25			

Please see our website for the different options available in studying the Cert IV in WHS

ACCREDITED TRAINING	TIME	MAR	APR	MAY	JUN	JUL	AUG	SEP
THE FOLLOWING UNITS MAKE UP THE QUALIFICATION – CERTIFICATE IV IN TRAINING AND ASSESSMENT								
Meeting Client Needs TAEDES402 Use training packages and accredited courses to meet client needs	1 day							
Design and Develop Learning Programs TAEDES401 Design and develop learning programs	1 day							
Address Adult LLN Skills TAEELLN401 Address adult language, literacy and numeracy skills	1 day							
Make a Presentation BSBCMM401 Make a presentation	1 day	5						
Deliver Group Based Learning TAEDEL401 Plan, organise and deliver group based learning	1 day	5						
Learning in the Workplace TAEDEL402 Plan, organise and facilitate learning in the workplace	1 day	6						
Plan Assessment Activities and Processes TAEASS401 Plan assessment activities and processes	1 day		16					
Design and Develop Assessment Tools TAEASS502 Design and develop assessment tools	2 days		17-18					
Assess Competence TAEASS402 Assess competence	1 day		30					
Participate in Assessment Validation TAEASS403 Participate in assessment validation	1 day			1				
TAE Presentation Day (see website for pricing)	1 day			2				

Please see our website for the different options available in studying the Cert IV in TAE

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CORPORATE PROFESSIONAL DEVELOPMENT	TIME	GROUP DELIVERY – MAXIMUM 12 PEOPLE
Time Management Non-accredited	1 day	Contact our office to book a dedicated course for your team
Interpersonal & Communication Skills Non-accredited	1 day	Contact our office to book a dedicated course for your team
Stepping Up to Supervisor Non-accredited	1 day	Contact our office to book a dedicated course for your team
The Emotionally Intelligent Manager 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
Leadership program Non-accredited	2 days	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

COURSES FOR GROUPS	TIME	COURSES FOR GROUPS	TIME
Microsoft Excel - Essentials Non-accredited	1 day	General Evacuation Instruction Non-Accredited training	2 hours
Microsoft Excel - Corporate Non-accredited	1 day	First Response Evacuation Instruction CPPFES2005A Demonstrate first attack fire-fighting equipment	2 hours
Microsoft Word - Essentials Non-accredited	1 day	Evacuation Coordination Instruction (Warden) PUAWER005B Operate as part of an emergency control organisation	½ day
Microsoft Word - Corporate Non-accredited	1 day	Chief Warden course (warden course must be trained first) PUAWER006B Lead an emergency control organisation	1 day
White Card – classroom delivery CPCCOHS1001A Work safely in the construction industry	6 hours	Fire Safety Adviser – full course PUAWER001B through to PUAWER008B units of competency	3 days
Operate Breathing Apparatus MSMWHS216 Operate breathing apparatus	½ day	Fire Safety Adviser – refresher PUAWER001B through to PUAWER008B units of competency	1 day
Gas Test Atmospheres* MSAPMOHS217A Gas test atmospheres	½ day	Asbestos Awareness Course* Non-Accredited training	½ day
WHS for Business Owners and CEO's Non-Accredited training	2 hours	Low Voltage Rescue LVR Non-accredited	3 hours
WHS for Committee Members Non-Accredited training	2 days	Low Voltage Rescue / CPR LVR Non-accredited / HLTAID001 Provide cardiopulmonary resuscitation	6 hours
Incident Investigation course BSBWHS505A Investigate WHS incidents	2 days	Safe Use of Elevating Work Platforms (Yellow Card) Non-Accredited training	1 day
Licence to operate a forklift truck* TLILIC2001A Licence to operate a forklift truck	1 day	Licence to operate a boom type EWP* TLILIC2005A Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	1 day
Maintain Chainsaws FPICOT2237A Maintain chainsaws	1 day	Fell Trees (Basic) FPICOT2236 Fall trees manually (basic)	2 days
Operate a Pole Saw FPICOT2239A Trim and cut felled trees	1 day	Fell Trees (Intermediate / Advanced) FPIFGM3212 Fall trees manually (intermediate), FPIFGM3213 Fall trees manually (advanced)	3 days
Operate a Chainsaw FPICOT2239 Trim and cut felled trees	2 days		

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QUALIFICATIONS	TIME	ENROL ANY TIME
Certificate III in Work Health & Safety BSB30715 Certificate III in Work Health and Safety	1 year	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Certificate III in Business BSB30115 Certificate III in Business	1 year	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Certificate III in Business Administration BSB30415 Certificate III in Business Administration	1 year	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Certificate III in Health Administration HLT37315 Certificate III in Health Administration	1 year	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Certificate IV in Work Health & Safety *^ BSB41415 Certificate IV in Work Health and Safety	1 year	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Certificate IV in New Small Business * BSB42615 Certificate IV in New Small Business	1 year	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Certificate IV in Leadership and Management ^ BSB42015 Certificate IV in Leadership and Management	1 year	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Certificate IV in Health Administration HLT47315 Certificate IV in Health Administration	1 year	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Diploma of Practice Management HLT57715 Diploma of Practice Management	2 years	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Diploma of Business * BSB50215 Diploma of Business	2 years	SELF-PACED ONLINE STUDY – ENROL ANYTIME
Diploma of Work Health and Safety * BSB51315 Diploma of Work Health and Safety	2 years	SELF-PACED ONLINE STUDY – ENROL ANYTIME

^Please note these qualifications also run as fortnightly or monthly 1 day sessions – see Accredited Short Courses section for dates

*These courses and qualifications attract funding for those in the Construction Industry. Please ask for details.

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.

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