

Cairns Training Calendar 2018/2019

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	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
White Card – self-paced study CPCCWHS1001 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	17-21					4-8	
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	Full	19	16				
Remove Non-Friable Asbestos CPCCE3014A Remove non-friable asbestos	1 day	Full	15	13	11			
Supervise Asbestos Removal CPCBC4051A Supervise asbestos removal	1 day	Full	15	13	11			

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

CERTIFICATE IV IN TRAINING & ASSESSMENT	TIME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Certificate IV in Training and Assessment[*] TAE40116 Certificate IV in Training and Assessment	10 days	See dates below for the 5 clusters which make up the TAE40116						
TAE40116[*] DESIGN CLUSTER TAEDES401 Design and develop learning programs TAEDES402 Use training packages and accredited courses to meet client needs	2 days		17-18			21-22		
TAE40116[*] LLN UNIT (CLUSTER) TAELLN411 Address adult language, literacy and numeracy skills	1 day		31				12	
TAE40116[*] DELIVER CLUSTER TAEDEL401 Plan, organise and deliver group-based learning TAEDEL402 Plan, organise and facilitate learning in the workplace BSBCMM401 Make a presentation	2 days	17-18		1-2			13-14	
TAE40116[*] ASSESS CLUSTER - PART 1 TAEASS401 Plan assessment activities and processes TAEASS502 Design and develop assessment tools	3 days	3-5		FULL		16-18	25-27	18-20
TAE40116[*] ASSESS CLUSTER - PART 2 TAEASS402 Assess competence TAEASS403 Participate in assessment validation	2 days		4-5		10-11			
TAEASS502 Design and develop assessment tools[*]	2 days	3-4		6-7 28-29		16-17	25-26	18-19
TAELLN411 Address adult language, literacy and numeracy skills[*]	1 day		31				12	

^{*}In partnership with [Fortress Learning RTO 31974](#)

NON-ACCREDITED COURSES	TIME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Health & Safety Representative – full course WHSQHSRNCB01 Workplace Health & Safety Representative	5 days	Full	Full		3-7		18-22	25-29
Health & Safety Representative – refresher WHSQHSRNCB01 Workplace Health & Safety Representative	1 day			14			13	

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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ONLINE STUDY OPTIONS	ONLINE STUDY OPTIONS
Fire Safety Adviser – full course PUAWER001B through to PUAWER008B units of competency	Rehabilitation & Return-to-Work Coordinator BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs
Fire Safety Adviser – refresher PUAWER001B through to PUAWER008B units of competency	White Card Trainer Course CPCCOHS2001a Apply OHS requirements, policies and procedures in the construction industry

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.

ACCREDITED TRAINING	TIME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
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						25	
Participating in WHS Processes BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes	1 day							18
Implementing WHS Management Systems BSBWHS405 Contribute to implementing and maintaining WHS management systems	1 day							18
Hazard ID, Risk Assessment, Risk Control BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control	1 day							
Contractor Management BSBWHS408 Assist with effective WHS management of contractors	1 day	3						
Implementing Emergency Procedures PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented	1 day	24						
Incident Response BSBWHS406 Assist with responding to incidents	1 day		8					
Rehabilitation & Return-to-Work Coordinator BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs	1 day		15					
Health & Safety Measures & Initiatives BSBWHS410 Contribute to work-related health and safety measures and initiatives	1 day			5				
Conduct WHS Inspections DEFWHS016 Conduct work health and safety inspections	1 day			19				

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

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ACCREDITED TRAINING	TIME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
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		17			21		
Design and Develop Learning Programs TAEDES401 Design and develop learning programs	1 day		18			22		
Address Adult LLN Skills TAEELLN411 Address adult language, literacy and numeracy skills	1 day		31				12	
Make a Presentation BSBCMM401 Make a presentation	1 day	17		1			13	
Deliver Group Based Learning TAEDEL401 Plan, organise and deliver group based learning	1 day	17		1			13	
Learning in the Workplace TAEDEL402 Plan, organise and facilitate learning in the workplace	1 day	18		2			14	
Design and Develop Assessment Tools TAEASS502 Design and develop assessment tools	2 days	FULL		6-8 28-30		16-18	25-27	18-20
Plan Assessment Activities and Processes TAEASS401 Plan assessment activities and processes	1 day							
Assess Competence TAEASS402 Assess competence	1 day		4		10			
Participate in Assessment Validation TAEASS403 Participate in assessment validation	1 day		5		11			
TAE Presentation Day (see website for pricing)	1 day				12			

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

ACCREDITED TRAINING	TIME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Leadership in the Workplace BSBMGT401 Show leadership in the workplace	1 day			6				
Communicating Effectively as a Leader BSBLDR401 Communicate effectively as a workplace leader				27				
Implement Customer Service Standards BSBCUS403 Implement customer service standards	1 day		9					
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

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CORPORATE PROFESSIONAL DEVELOPMENT	TIME	GROUP DELIVERY – MAXIMUM 12 PEOPLE
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	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
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	Contact our office to book a dedicated course for your team
Change Management Non-accredited	½ day	Contact our office to book a dedicated course for your team
Infection Control and Prevention Non-accredited	½ 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	Licence to operate a forklift truck* TLILIC2001A Licence to operate a forklift truck	1 day
Incident Investigation course BSBWHS505A Investigate WHS incidents	2 days	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

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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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