

## Training Services Australia – Calendar of Public Courses for 2018/19 (Click on a Date to Enrol)

Course		Duration	Fee	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Course in Field-based Training and Assessment (10235NAT)	Provide work skill instruction	3 days	\$695	<u>30-1 Aug</u>			<u>29-31</u>				<u>11-13</u>			<u>6-8</u>	
	Carry out workplace assessments	2 days	\$600		<u>2-3</u>			<u>1-2</u>			<u>14-15</u>			<u>9-10</u>	
Cert IV in Training and Assessment (TAE40116)	Introduction to Vocational Education and Training	2 days	\$600	<u>9-10</u>		<u>10-11</u>			<u>4-5</u>	<u>21-22</u>		<u>25-26</u>		<u>27-28</u>	
	Design & Deliver Training†	5 days	\$1,300		<u>6-10</u>		<u>8-12</u>		<u>3-7</u>		<u>4-8</u>		<u>29-3 May</u>		<u>17-21</u>
	Plan, Organise & Facilitate Workplace Learning	2 days	\$600			<u>25-26</u>			<u>6-7</u>			<u>5-6</u>			<u>24-25</u>
	TAE Assessor Skill Set†	5 days	\$1,300		<u>13-17</u>		<u>22-26</u>		<u>10-14</u>	<u>21-25</u>			<u>1-5</u>		
	Address adult language literacy and numeracy (LLN) skills=	1 day	\$300		<u>6</u>		<u>22</u>		<u>17</u>	<u>17</u>		<u>8</u>			<u>18</u>
TAE Assessor Upgrade		3 days	\$975	<u>9-11</u>	<u>7-9</u>	<u>12-14</u>	<u>10-12</u> <u>24-26</u>	<u>5-7</u> <u>12-14</u>	<u>10-12</u>	<u>14-16</u>	<u>18-20</u>	<u>13-15</u>	<u>15-17</u>		<u>4-6</u>
Presentation Skills		2 days	\$500		<u>1-2</u>			<u>7-8</u>				<u>28-29</u>			
Learner Engagement and Participation (LEAP)**		2 days	\$695**												
Cert IV in Leadership and Management (BSB42015)	Leadership, Team effectiveness and diversity	5 days	\$1200			<u>17-21</u>		<u>26-30</u>			<u>25-1st Mar</u>		<u>29-3 May</u>		
	Planning, Organising and Risk Management	4 days	\$950			<u>3-6</u>		<u>26-29</u>				<u>11-14</u>			<u>24-27</u>
	Workplace Communication and Continuous Improvement	4 days	\$950	<u>2-5</u>				<u>5-8</u>				<u>18-21</u>			
	WHS for Supervisors	2 days	\$550	<u>16-17</u>		<u>25-26</u>		<u>19-20</u>			<u>20-21</u>		<u>15-16</u>		<u>20-21</u>
Time Management Course**		1 day	\$440**	<u>24</u>		<u>7</u>			<u>3</u>			<u>6</u>			<u>10</u>
Certificate IV in Work Health and Safety (BSB41415)	Research and apply WHS legislation	4 days	\$950			<u>25-28</u>			<u>4-7</u>			<u>18-21</u>			
	WHS communication and consultation	3 days	\$695			<u>3-5</u>			<u>10-12</u>				<u>15-17</u>		
	WHS management systems and risk management	3 days	\$695		<u>20-22</u>				<u>17-19</u>				<u>1-3</u>		
	Emergency prevention and incident response	4 days	\$950	<u>30-2 Aug</u>				<u>5-8</u>				<u>26-29</u>			
Safety and Health Reps Course Mt Lawley		5 days	\$950*	<u>9-13</u> <u>23-27</u>	<u>6-10</u> <u>20-24</u> <u>27-31</u>	<u>3-7</u> <u>10-14</u> <u>17-21</u>	<u>1-5</u> <u>15-19</u> <u>29-2 Nov</u>	<u>5-9</u> <u>12-16</u> <u>26-30</u>	<u>10-14</u>	<u>7-11</u> <u>21-25</u>	<u>4-8</u> <u>11-15</u> <u>18-22</u>	<u>11-15</u> <u>18-22</u> <u>25-29</u>	<u>1-5</u> <u>8-12</u> <u>29-3 May</u>	<u>13-17</u> <u>20-24</u> <u>27-31</u>	<u>10-14</u> <u>17-21</u> <u>24-28</u>
Safety and Health Reps Course Joondalup		5 days	\$950*	<u>23 - 27</u>	<u>27-31</u>		<u>29 – 2 Nov</u>				<u>25-1 Mar</u>		<u>8-12</u>	<u>20-24</u>	<u>17-21</u>
Safety and Health Reps Course Jandakot		5 days	\$950*	<u>2 - 6</u>			<u>22 - 26</u>				<u>25-1 Mar</u>				<u>10-14</u>
Safety and Health Reps Refresher Mt Lawley		2 Days	\$550**				<u>22-23</u>		<u>6-7</u>			<u>6-7</u>			<u>24-25</u>
Comcare HSR Initial Training Course**		5 Days	\$950**					<u>12-16</u>							
Assignment Support Workshop		1 day	\$0 for TAE40116	<u>12</u> <u>27</u>	<u>7</u> <u>23</u>	<u>10</u> <u>27</u>	<u>8</u> <u>23</u>	<u>9</u> <u>30</u>	<u>18</u>	<u>10</u> <u>29</u>	<u>7</u> <u>21</u>	<u>7</u> <u>27</u>	<u>5</u> <u>30</u>	<u>9</u> <u>31</u>	<u>7</u> <u>26</u>

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### Notes:

Training Services Australia strongly recommends that people undertaking the Certificate IV in Training and Assessment (TAE40116), the Certificate IV in Leadership and Management (BSB42015) and the Certificate IV in Work Health and Safety (BSB41415) schedule a maximum of one workshop per month, as the training is intensive and each workshop is accompanied by a comprehensive workplace assignment.

\* An additional assessment fee of \$150 applies for those undertaking the Safety and Health Representative's Course who wish to be formally assessed against the units of competency on which the course is based. This assessment is an optional component of the course

\*\* The fee for the LEAP, Time Management, SHR Refresher and Comcare HSR courses is inclusive of GST. GST is not chargeable on other courses shown above.

† The Design & Deliver Training Course and the TAE Assessor Skill Set each include an assessment support day which must be attended in addition to the 5-day face-to-face training course

≡ It is a pre-requisite for attending the Address adult language literacy and numeracy (LLN) skills course that you hold the TAE40110 Certificate IV in Training and Assessment or, have completed TSA's Introduction to Vocational Education and Training, Design & Deliver Training and TAE Assessor Skill Set courses.