



# Mentor HR Training & Development Public Training Calendar Semester 1, 2012 GEELONG

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Confined Space Entry	Course	Description	Duration	Fees	January	February	March	April	May	June
	<b>Accredited Confined Space Entry Initial Training</b> (RIIOHS202A Enter and work in confined spaces)	RIIO9 Resources and Infrastructure Industry Training Package. To learn how to apply safe work procedures in accordance with legislation. Applying the definition of a confined space. Assess confined space risks and use safety equipment and clothing. It includes planning and preparing for entry of confined spaces; entry and working in confined spaces, exiting confined spaces and clean up.	2 Days (8am-4pm)	\$396.00		Monday 13/2 and Tuesday 14/2	Tuesday 27/3 and Wednesday 28/3			
<b>Confined Space Entry Refresher</b> (RIIOHS202A Enter and work in confined spaces)	To confirm the knowledge and skills to identify confined spaces, employ appropriate testing and safety procedures when working within a confined space according to, and in line with Australian Standard AS 2865 and the Code of Practice for Confined Spaces.	4 Hours (8am-noon)	\$195.00		Thursday 9/2			Wednesday 18/4		Monday 18/6

WorkSafe Approved Health & Safety Representative Training	Course	Description	Duration	Fees	January	February	March	April	May	June
	<b>5 Day Initial Health &amp; Safety Representative Course</b>	This course is designed to provide managers, supervisors and health and safety representatives the skills, knowledge and tools in implementing OH&S policies, procedures and practices in the workplace.	5 Days (8.30am-4.30pm)	\$880.00			Wednesday's 15/2 to 14/3		Friday's 20/4 to 18/5	
<b>1 Day Refresher Health &amp; Safety Representative Course</b>	This course is required for health and safety representatives as an annual refresher and is designed to provide managers, supervisors and health and safety representatives the skills, knowledge and tools in implementing OH&S policies, procedures and practices in the workplace.	1 Day (8.30am-4.30pm)	\$220.00		Wednesday 8/2			Friday 13/4		Thursday 28/6
<b>Managers and Supervisors 6 Day OHS Training Course</b>	This course has been designed to provide managers and supervisors with information and skills to enable them to; effectively address occupational health and safety concerns within the workplace, implement control measures to address these concerns, consult with employees to resolve health and safety issues, assist injured workers to successfully return to work.	6 Days (8.30am-4.30pm)	\$1,100.00					Tuesday's 3/4 to 8/5		
<b>Managers and Supervisors 1 Day OHS Extension Course</b>	This course has been specifically designed and tailored to the needs of managers and supervisors. It can be undertaken by those managers and supervisors who have previously completed the Initial five (5) day OHS Training Course for Health and Safety Representatives.	1 Day (8.30am-4.30pm)	\$220.00						Tuesday 15/5	

H.I.R.A.C	Course	Description	Duration	Fees	January	February	March	April	May	June
	<b>Risk Management Training</b> (PUAEMR001B Establish context and develop risk evaluation criteria, PUAEMR002B Identify, analyse & evaluate risk, PUAEMR006B Treat risk at an operational level & PUAEMR007B Conduct risk assessment)	Risk management is the process of identifying, quantifying and ranking risks and their associated losses and developing cost effective management strategies to eliminate or control the risks. There are many ways that a risk assessment can be conducted.	1 Day (8.30am-4.30pm)	\$220.00				Friday 16/3		

First Aid	Course	Description	Duration	Fees	January	February	March	April	May	June
	<b>First Aid Level 1</b> (HLTFA201A Provide basic emergency life support)	This course is designed for specific personnel as well as employees from all sections of the community.	7 Hours		Please contact us to discuss your needs					
<b>First Aid Initial</b> (HLTFA301B Apply first aid)	This course is designed for persons who require the skills and knowledge to provide first aid response, life support, and the management of casualty(s) at an incident until the arrival of medical or other assistance. Includes Perform CPR.	2 Days		Please contact us to discuss your needs						
<b>First Aid Refresher</b> (HLTFA301B Apply first aid)	For those who have completed Apply First Aid or previous Level 2. Three years prior. Please bring with you original certificate. Includes Perform CPR.	1 Day (8.30am-4.30pm)	\$220.00					Wednesday 11/4		
<b>CPR Update</b> (HLTCPR201A Perform CPR)	The purpose of this module is to provide participants with a theoretical knowledge and practical ability to respond appropriately to a broad range of basic life support in Cardiopulmonary Resuscitation and associated skills until medical assistance is available.	4 Hours	\$220.00					Wednesday 11/4		

General Occupational Health & Safety

Course	Description	Duration	Fees	January	February	March	April	May	June
<b>BSB41407 Certificate IV in Occupational Health and Safety</b>	Occupational health and safety (OH&S) is about ensuring safe and healthy working conditions, and preventing illness and injury in the workplace. This course is ideal for those responsible for OH&S in their workplace and need the skills and qualification required to carry out their duties. It is also ideal for those who wish to become trainers and assessors, human resource (HR) practitioners, safety officers or supervisors with significant OH&S responsibilities.	Distance Learning & Workshops		Contact us to discuss your needs					
<b>BSB51307 Diploma of Occupational Health and Safety</b>	Currently delivered in partnership with South West TAFE. This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.	Distance Learning & Workshops		Contact us to discuss your needs					
<b>BSB60607 Advanced Diploma of Occupational Health and Safety</b>	Currently delivered in partnership with South West TAFE. This qualification reflects the role of individuals who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes.	Distance Learning & Workshops		Contact us to discuss your needs					
<b>Construction Induction Training</b> (CPCCOHS1001A Work safely in the construction industry)	This course provides the competencies required for construction industry occupational health & safety induction training and registration of construction workers by WorkSafe.	7 Hours	\$165.00		Friday 17/2		Monday 30/4		Friday 22/6
<b>Electrical Awareness</b>	To advise personnel of the inherent electrical hazards in the workplace.	2 Hours		Please contact us to discuss your needs					
<b>Emergency Evacuation Training</b>	To provide a safe working environment for staff and members of the public by providing participants with the knowledge and skills to respond to workplace emergencies in accordance with site workplace Emergency Control Procedures, aligning with the requirements of Australian Standard AS/NZ 3745:2002.	4 Hours		Please contact us to discuss your needs					
<b>Dangerous Goods/Hazardous Substances</b> (TLID2003A Handle dangerous goods/hazardous substances)	To provide you with the tools to identify, assess, handle and store dangerous goods and hazardous substances in the workplace safely and in accordance with legislative requirements.	4 Hours (8.30am - 12.30pm)	\$165.00			Tuesday 6/3			
<b>Hearing Conservation Training</b>	The objective of this training programme is to help participants understand the basics of noise induced hearing loss (NIHL) and to improve their skills in identifying when noise is excessive and how to work within a noisy environment in a safe manner.	2 Hours		Please contact us to discuss your needs					
<b>Manual Handling</b> (HLTHSE204B Follow safe manual handling practices)	To provide personnel with the knowledge and skills to conduct Manual Handling tasks in a correct and safe manner and to alleviate incidents and injuries related to Manual Handling tasks.	4 Hours (8.30am - 12.30pm)	\$165.00					Wednesday 16/5	
<b>Mobile Equipment Awareness</b>	To provide personnel with the knowledge and skills required to correctly and safely operate Mobile Equipment in the workplace.	4 Hours		Please contact us to discuss your needs					
<b>Operate Breathing Apparatus</b> (MSAPMOHS216A Operate breathing apparatus)	This training package is designed to provide participants with the knowledge and skills required to competently and safely use Breathing Apparatus (BA) on work sites. This training package has been developed to meet the requirements of AS 1715 (training frequency).	1 Day (8.30am-4.30pm)	\$220.00						Thursday 7/6
<b>Portable Fire Equipment Training</b>	To provide participants with the knowledge and skills to safely respond to small fires within the workplace, using installed portable equipment. Gives participants a basic understanding of fire prevention and workplace fire safety issues.	2 Hours		Please contact us to discuss your needs					
<b>Working at Heights</b> (RIIOHS204A Work safely at heights)	For trades people and other personnel whose normal duties mean a higher level of exposure to fall hazards. Who are involved with regularly using personal fall protection equipment and safe access systems, and may be required to participate in conducting risk assessment of tasks/areas in fall hazards.	1 Day (8.30am-4.30pm)	\$220.00			Thursday 8/3			

Course	Description	Duration	Fees	January	February	March	April	May	June
<b>Time Management</b>	Developing effective time management strategies and guidelines for controlling your work time.	2 Hours (9am to 11am)	\$44.00					Thursday 24/5	
<b>Filing Management</b>	Find out about filing records, categories, archiving and more. Covers electronic and manual filing.	2 Hours (9am to 11am)	\$44.00					Thursday 31/5	

Course	Description	Duration	Fees	January	February	March	April	May	June
<b>Auditing</b>	BSB51607 Diploma of Quality Auditing			Please contact us to discuss your needs					
<b>Business</b>	BSB20107 Certificate II in Business BSB30110 Certificate III in Business BSB40207 Certificate IV in Business BSB50207 Diploma of Business								
<b>Business Administration</b>	BSB30407 Certificate III in Business Administration BSB40507 Certificate IV in Business Administration								
<b>Customer Contact</b>	BSB30207 Certificate III in Customer Contact BSB40307 Certificate IV in Customer Contact								