



# Mentor HR Training & Development

## Public Training Calendar Semester 2, 2010



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Confined Space Entry	Course	Description	Duration	Fees (inc GST)	July	August	September	October	November	December	
	Accredited Confined Space Entry Initial Training (MSAPMPER200B Work in accordance with an issued permit, MSAPMPR205B Enter a confined space & HLTCP201A Perform CPR)	PMA08 Chemical, Hydrocarbons and Refining Training Package. To train personnel in the legislative requirements of safely entering or working in and around confined spaces or for personnel who supervise, plan or design confined spaces. This course provides participants with the knowledge in accordance with OH&S legislation. Includes CPR.	2 Days (8am-4pm)		Please contact us to discuss your needs						
	Accredited Confined Space Entry Initial Training (BCCCM1001C Follow OH&S policies and procedures & BCCCM2009B Work in confined spaces)	BCC03 Civil Construction 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.	2 Days (8am-4pm)	\$396.00	Tues 20/7 & Wed 21/7		Thurs 9/9 & Fri 10/9		Mon 15/11 & Tues 16/11		
	Confined Space Entry Awareness	For personnel who are required to enter Confined Spaces but who require awareness and basic understanding of confined space entry issues.	2 Hours		Please contact us to discuss your needs						
	Confined Space Entry Refresher	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)	\$214.50	Monday 12/7	Monday 30/8	Wednesday 22/9	Friday 29/10	Tuesday 23/11	Friday 17/12	

WorkSafe Approved Health & Safety Representative Training	Course	Description	Duration	Fees (inc GST)	July	August	September	October	November	December
	5 Day Initial Health & Safety Representative Course (in partnership with Bureau Veritas)	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	Thursday's 15/7-12/8			Tuesday's 5/10-9/11 (skipped 2/11 for Melb. Cup)	Thursday's 18/11-16/12	
1 Day Refresher Health & Safety Representative Course (in partnership with Bureau Veritas)	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)	\$214.50		Friday 20/8		Wednesday 20/10		Tuesday 21/12	

H.I.R.A.C	Course	Description	Duration	Fees (inc GST)	July	August	September	October	November	December
	Risk Management Training (PUAEMR001A Establish context and develop risk evaluation criteria, PUAEMR002A Identify, analyse & evaluate risk, PUAEMR006A Treat risk at an operational level & PUAEMR007A 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)	\$214.50			Friday 17/9			

First Aid	Course	Description	Duration	Fees (inc GST)	July	August	September	October	November	December	
	First Aid Level 1 (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						
	First Aid Initial (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						
	First Aid Refresher (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.	7.5 Hours	\$214.50			Thursday 9/9				

General Occupational Health & Safety	Course	Description	Duration	Fees (inc GST)	July	August	September	October	November	December	
	BSB41407 Certificate IV in Occupational Health & Safety	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.	10 x 6 hour Sessions (4.00-10.00pm) & Project Based		Please contact us to discuss your needs						
	Construction Induction Training 21883VIC Course in Construction (OH&S Induction)	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 23/7	Thursday 19/8	Monday 27/9	Thursday 28/10		Wednesday 1/12	
	Electrical Awareness	To advise personnel of the inherent electrical hazards in the workplace.	2 Hours		Please contact us to discuss your needs						
	Emergency Evacuation Training (MSAPMOHS110A Follow emergency response procedures)	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						
	Dangerous Goods/Hazardous Substances (TLID307D 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				Thursday 21/10			
	Hearing Conservation Training	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						
	Lock out Tag out	To train all personnel of the inherent Lock out Tag hazards in the workplace.	2 Hours		Please contact us to discuss your needs						
	Manual Handling (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				Thursday 14/10			
	Mobile Equipment Awareness	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						
	Operate Breathing Apparatus (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).	7.5 Hours	\$214.50					Monday 22/11		
	Operate Breathing Apparatus - Awareness Only	To provide participants with a working level of knowledge and skill, according to training requirements under AS 1715/AS 1716. To enable them to competently and safely use Breathing Apparatus equipment under operational working conditions (non-emergency).	4 Hours		Please contact us to discuss your needs						
	Portable Fire Equipment Training	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						

Misc	Course	Description	Duration	Fees (inc GST)	July	August	September	October	November	December
	Time Management	Developing effective time management strategies and guidelines for controlling your work time.	2 Hours (9am to 11am)	\$44.00		Thursday 12/8				
Filing Management	Find out about filing records, categories, archiving and more. Covers electronic and manual filing.	2 Hours (9am to 11am)	\$44.00		Wednesday 25/8					