



Scheduled Training Dates Semester 2, 2018 GEELONG

Human Resources Pty Ltd

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RTO # 21808

Confined Space Entry	Course	Description	Duration	Fees	July	August	Sept	October	November	December
	Accredited Confined Space Entry Initial Training (RIIWH202D Enter and work in confined spaces)	RII09 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.	Groups larger than 4 2 Days (8am-4pm) Less than 4 1 Day (8.30am-4.30pm)	\$460.00	Thursday 5/7 & Friday 6/7	Thursday 2/8	Tuesday 4/9	Friday 5/10	Thursday 8/11	Wednesday 5/12
Confined Space Entry Refresher (RIIWH202D 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 (8.30am-12.30pm)	\$260.00	Please contact us for bookings as courses are available weekly						

WorkSafe Approved Health & Safety Representative Training	Course	Description	Duration	Fees	July	August	September	October	November	December
	Health and Safety Representative Initial OHS Training Course	This WorkSafe approved training course will help an HSR to understand their powers, entitlements and protections under the legislation. This training equips HSRs with the confidence, skills and knowledge to represent members of the designated work group and to contribute to making the workplace safer. Although HSRs are the primary audience, managers, supervisors, health and safety committee members and anyone with an interest in health and safety may also benefit from attending this course Under the OHS Act 2004 s67 (3) (c) A course must be chosen by the health and safety representative in consultation with their employer. Mentor Human Resources is approved to deliver the HSR Initial OHS Training Course.	5 Days (8.30am-4.30pm)	\$1000.00 +GST			Thursday's 9/8, 16/8, 23/8, 30/8 and 6/9 Tuesday's 25/9, 2/10, 9/10, 16/10 and 23/10		Tuesday's 20/11, 27/11, 4/12, 11/12 and 18/12	
Health & Safety Representative Refresher OHS Training Course	This course provides an opportunity for HSR's to revisit aspects of the HSR Initial OHS Training Course and refresh their knowledge of OHS legislation, workplace hazards and employee consultation. Managers and supervisors can also benefit from attending this course. Under the OHS Act 2004 s67 (3) (c) A course must be chosen by the health and safety representative in consultation with their employer. Mentor Human Resources is approved to deliver the HSR Refresher OHS Training Course.	1 Day (8.30am-4.30pm)	\$250.00 + GST	Tuesday 3/7		Wednesday 5/9	Tuesday 30/10		Wednesday 19/12	

First Aid	Course	Description	Duration	Fees	July	August	September	October	November	December
	First Aid Initial (HLTAID003 Provide 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 CPR. Hard copy workbook available for \$20	1 Day with workbook completed prior to class	\$260.00	Friday 13/7	Friday 24/8	Wednesday 5/9	Friday 26/10	Friday 2/11	Wednesday 12/12
First Aid Refresher (HLTAID003 Provide 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)	\$260.00	Friday 13/7	Friday 24/8	Wednesday 5/9		Friday 2/11	Wednesday 12/12	
CPR Update (HLTAID001 Provide cardiopulmonary resuscitation)	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.	3 Hours	\$180.00	Friday 13/7	Friday 24/8	Wednesday 5/9		Friday 2/11	Wednesday 12/12	

General Occupational Health & Safety

Course	Description	Duration	Fees	July	August	September	October	November	December
Construction Induction Training (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	\$190.00	Monday 23/7		Thursday 27/9		Thursday 22/11	
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 (PUAWER001B Identify, prevent and report potential workplace emergency situations)	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 (TLID2003 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)	\$180.00	Please contact us to discuss your needs					
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						
Manual Handling (HLTWHS005 Conduct manual handling tasks safely)	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)	\$180.00	Please contact us to discuss your needs					
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 (MSMWHS216 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).	6 Hours (8.00am – 2.00pm)	\$260.00	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						
Working at Heights (RIIWH204D 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)	\$250.00		Wednesday 1/8		Wednesday 3/10		Tuesday 4/12

Misc

Course	Description	Duration	Fees	July	August	September	October	November	December
Mentor can customise many short courses to meet your business requirements. Please contact us to discuss your needs.									

Full Qualifications

Course	Description	Duration	Fees	July	August	September	October	November	December
Auditing	BSB51615 Diploma of Quality Auditing								
Business	BSB20115 Certificate II in Business BSB30115 Certificate III in Business BSB40215 Certificate IV in Business BSB50215 Diploma of Business								
Business Administration	BSB30415 Certificate III in Business Administration BSB40515 Certificate IV in Business Administration								
Customer Contact	BSB20215 Certificate II in Customer Engagement BSB30215 Certificate III in Customer Engagement								
Management	BSB50615 Diploma of Human Resources Management BSB51915 Diploma of Leadership and Management BSB61015 Advanced Diploma of Leadership and Management								
Safety	BSB30715 Certificate III in Work Health and Safety BSB41415 Certificate IV in Work Health and Safety BSB51315 Diploma of Work Health and Safety BSB60615 Advanced Diploma of Work Health and safety								
Please contact us to discuss your individual needs; you may be eligible for reduced fees under Victorian and Commonwealth Government funding. Continuous enrolments are taken throughout the year. Courses are delivered via correspondence and workshop options. People with disabilities are encouraged to apply.									