

**Contact us:**

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RTO # 21808

Course	Description	Duration	Fees	July	August	Sept	October	November	December	
				<b>Confined Space Entry</b>	<b>Accredited Confined Space Entry Initial Training</b> (RIIWHS202D 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 4/7 & Friday 5/7	Thursday 8/8
<b>Confined Space Entry Refresher</b> (RIIWHS202D 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.						

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				<b>WorkSafe Approved Health &amp; Safety Representative Training</b>	<b>Health and Safety Representative Initial OHS Training Course</b>	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	
<b>Health &amp; Safety Representative Refresher OHS Training Course</b>	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	Wednesday 17/7		Tuesday 10/9	Thursday 31/10	Wednesday 18/12	

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				<b>First Aid</b>	<b>First Aid Initial</b> (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.	1 Day with workbook completed prior to class	\$260.00	
<b>First Aid Refresher</b> (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 CPR.	1 Day (8.30am-4.30pm)	\$260.00	Friday 12/7	Friday 16/8	Wednesday 4/9	Wednesday 30/10	Thursday 7/11	Friday 6/12
<b>CPR Update</b> (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						

General Occupational Health & Safety

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<b>Construction Induction Training</b> (CPCCWHS1001 Prepare to 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	Thursday 11/7		Friday 13/9		Thursday 21/11	
<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> (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						
<b>TLID2003 Handle dangerous goods/hazardous substances</b>	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		Thursday 15/8		Friday 18/10		Friday 13/12
<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> (HLTWHS005 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)	\$180.00	Please contact us to discuss your needs					
<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> (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).	4-6 Hours (8.30am - 12.30pm)	\$260.00		Wednesday 21/8		Friday 25/10		Thursday 5/12
<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> (RIIWHWS204D 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	Thursday 18/7	Wednesday 14/8	Thursday 12/9	Tuesday 15/10	Wednesday 13/11	Thursday 12/12

Misc

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Mentor can customise many short courses to meet your business requirements. Please contact us to discuss your needs.									

Full Qualifications

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<b>Auditing</b>	BSB51615 Diploma of Quality Auditing	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.															
<b>Business</b>	BSB20115 Certificate II in Business BSB30115 Certificate III in Business BSB40215 Certificate IV in Business BSB50215 Diploma of Business																
<b>Business Administration</b>	BSB30415 Certificate III in Business Administration BSB40515 Certificate IV in Business Administration																
<b>Customer Contact</b>	BSB20215 Certificate II in Customer Engagement BSB30215 Certificate III in Customer Engagement																
<b>Management</b>	BSB50615 Diploma of Human Resources Management BSB51915 Diploma of Leadership and Management BSB61015 Advanced Diploma of Leadership and Management																
<b>Safety</b>	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									<b>Scheduled Workshops for BSB41415 Certificate IV in Work Health and Safety will occur throughout 2019 to further support self-paced students.</b>  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.							
<b>Warehousing and Logistics</b>	TLI31616 Certificate III in Warehousing Operations TLI50415 Diploma of Logistics									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.							

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