

Contact us:

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RTO # 21808

Course	Description	Duration	Fees	January	February	March	April	May	June	
				Confined Space Entry	Accredited Confined Space Entry Initial Training (RIIWHS202D Enter and work in confined spaces)	R1109 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 (7.30am-3.30pm) Less than 4 1 Day (7.30am-3.30pm)	\$460.00	7/01/2020 15/01/2020 22/01/2020 30/01/2020	7/02/2020 11/02/2020 19/02/2020 26/02/2020
Confined Space Entry Refresher (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 (7.30am-12.00pm)	\$260.00	Please contact us for bookings as courses are available weekly. Courses conducted in conjunction with Confined Space Entry Initial as above.						

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				WorkSafe Approved Health & Safety Representative Training	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 section 67 of the Victorian OHS Act 2004 an employer, if requested, must allow an elected HSR and elected Deputy HSR to attend a WorkSafe approved HSR Initial OHS Training Course on paid time, pay the cost of the course and any other associated costs. Section 67 also allows HSRs to choose the approved training course they attend in consultation with their employer.	5 Days (8.00am-4.00pm)	\$1000.00 +GST	
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 (section 67) all elected HSRs and deputy HSRs after completing an initial course of training, have an entitlement (for each year they hold office) to attend Refresher training and choose the course in consultation with their employer.	1 Day (8.00am-4.00pm)	\$250.00 + GST			Wednesday 25/03		Wednesday 20/05	

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				First Aid	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.	1 Day with workbook completed prior to class	\$260.00	Friday 31/01	Friday 28/02
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							

General Occupational Health & Safety

Course	Description	Duration	Fees	January	February	March	April	May	June
Construction Induction Training (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.	6 Hours	\$190.00	Monday 20/01	Monday 24/02	Monday 30/03	Monday 27/04	Monday 25/05	Monday 29/06
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						
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 (7.30am - 12.00pm)	\$180.00						
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 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 (7.30am - 12.00pm)	\$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).	4-6 Hours (7.30am - 12.00pm)	\$260.00	Friday 17/01	Friday 21/02	Monday 23/03	Thursday 23/04	Tuesday 26/05	Friday 26/06
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 (RIIWHHS204D 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 (7.30am-3.30pm)	\$260.00	Tuesday 9/01 Tuesday 21/01	Thursday 06/02 Tuesday 18/02	Tuesday 03/03 Tuesday 18/03	Thursday 02/04 Tuesday 21/4	Tuesday 05/05 Thursday 21/05	Tuesday 02/06 Wednesday 17/06

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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Auditing	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.								
Business	BSB40215 Certificate IV in Business BSB50215 Diploma of Business									
Business Administration	BSB40515 Certificate IV in Business Administration									
Management	BSB50618 Diploma of Human Resources Management BSB51918 Diploma of Leadership and Management BSB61015 Advanced Diploma of Leadership and Management									
Safety	BSB41419 Certificate IV in Work Health and Safety BSB51319 Diploma of Work Health and Safety BSB60615 Advanced Diploma of Work Health and safety	Scheduled Workshops for BSB41419 Certificate IV in Work Health and Safety will occur throughout 2020 to further support self-paced students.								
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