

2010 TRAINING CALENDAR

January							
Monday, 4 January 2010	Tuesday, 5 January 2010	Wednesday, 6 January 2010	Thursday, 7 January 2010	Friday, 8 January 2010	Construction Induction	Tr	28th
					Introduction to Excel	Tr	28th - 29th
Monday, 11 January 2010	Tuesday, 12 January 2010	Wednesday, 13 January 2010	Thursday, 14 January 2010	Friday, 15 January 2010	Introduction to Word	Tr	21st - 22nd
					Manual Handling/Hazard ID &	Tr	29th
Monday, 18 January 2010	Tuesday, 19 January 2010	Wednesday, 20 January 2010	Thursday, 21 January 2010	Friday, 22 January 2010	Meter Certification training	Tr	21st - 22nd
					Introduction to Word		
					Meter Certification training		
Monday, 25 January 2010	Tuesday, 26 January 2010	Wednesday, 27 January 2010	Thursday, 28 January 2010	Friday, 29 January 2010	NWP201B - OH&S Policies &	Tr	28th
	Australia Day - Public Holiday				OH&S (Office-Based)	Tr	29th
					Introduction to Excel		
February							
Monday, 1 February 2010	Tuesday, 2 February 2010	Wednesday, 3 February 2010	Thursday, 4 February 2010	Friday, 5 February 2010	Chainsaw Operation	Tr	12th
					Conducting Effective Meetings	Tr	3rd
					Establish Networks		
					Confined Space Entry	Tr	16th - 17th
Monday, 8 February 2010	Tuesday, 9 February 2010	Wednesday, 10 February 2010	Thursday, 11 February 2010	Friday, 12 February 2010	CSE Refresher	Tr	15th
					DM5 training	-	3rd
					Dogger Assessment	Tr	8th - 10th
					Chainsaw Operation		
					----- Doggers -----		
Monday, 15 February 2010	Tuesday, 16 February 2010	Wednesday, 17 February 2010	Thursday, 18 February 2010	Friday, 19 February 2010	Dogger Assessment	-	11th
					Establish Networks	-	5th
					First Aid Level II	Tr	15th - 16th
					Intermediate Excel	Tr	15th - 16th
Monday, 22 February 2010	Tuesday, 23 February 2010	Wednesday, 24 February 2010	Thursday, 25 February 2010	Friday, 26 February 2010	Intermediate Word	Tr	8th - 9th
					Coordinating a Customer Service		
March							
Monday, 1 March 2010	Tuesday, 2 March 2010	Wednesday, 3 March 2010	Thursday, 4 March 2010	Friday, 5 March 2010	CPR Update	Tr	24th
					DM5 training		
					Irrigation Operation Technology		
Monday, 8 March 2010	Tuesday, 9 March 2010	Wednesday, 10 March 2010	Thursday, 11 March 2010	Friday, 12 March 2010	DM5 training	-	3rd
Labour Day - Public Holiday					Speech Communication/ Public		
					First Aid Level II Update	-	24th
Monday, 15 March 2010	Tuesday, 16 March 2010	Wednesday, 17 March 2010	Thursday, 18 March 2010	Friday, 19 March 2010	Intro/Intermediate PowerPoint	Tr	15th - 16th
					Irrigation Operation Technology	Tr	4th
Monday, 22 March 2010	Tuesday, 23 March 2010	Wednesday, 24 March 2010	Thursday, 25 March 2010	Friday, 26 March 2010	Manual Handling/Hazard ID &	Tr	26th
					MS Outlook	-	17th
					NWP201B OH&S Policies &		
					Manual Hand/Hazard ID		
					OH&S (office-based)		
Monday, 29 March 2010	Tuesday, 30 March 2010	Wednesday, 31 March 2010			NWP201B - OH&S Policies &	Tr	25th
					OH&S (Office-Based)	Tr	26th
					Property Law for Irrigation	Tr	31st
					Speech Communication/Public	Tr	11th
					Traffic Control & Management	Tr	23rd
April							
					5-Day OH&S (days 1-2)	Tr	29th - 30th
					Good Friday - Public Holiday		
Monday, 5 April 2010	Tuesday, 6 April 2010	Wednesday, 7 April 2010	Thursday, 8 April 2010	Friday, 9 April 2010	Agricultural Chemical Users	Tr	15th - 16th
Easter Monday - Public Holiday					ACUP Calibration Session	-	23rd
					ACUP Refresher	Tr	22nd
Monday, 12 April 2010	Tuesday, 13 April 2010	Wednesday, 14 April 2010	Thursday, 15 April 2010	Friday, 16 April 2010	Chainsaw Operation	Tr	8th
					----- Inland Waters Coxswain -----		
					First Aid Level II		
					Agricultural Chemical Users Permit		
					Confined Space Entry	Tr	20th - 21st
					CSE Refresher	Tr	19th
Monday, 19 April 2010	Tuesday, 20 April 2010	Wednesday, 21 April 2010	Thursday, 22 April 2010	Friday, 23 April 2010	Construction Induction	Tr	22nd

CSE Refresher	Confined Space Entry		NWP201B OH&S Policies &	Manual Hand/Hazard ID	DM5 training	-	7th
Introduction to Excel			Construction Induction	OH&S (office-based)	First Aid Level II	Tr	15th - 16th
			ACUP Refresher	ACUP Calibration Session	Inland Waters Coxswain	Tr	12th - 14th
Monday, 26 April 2010	Tuesday, 27 April 2010	Wednesday, 28 April 2010	Thursday, 29 April 2010	Friday, 30 April 2010	Introduction to Excel	Tr	19th - 20th
Anzac Day - Public Holiday	Lifting Gear Inspection & Use	Roof Safety/Working at Heights	5-Day OH&S (days 1-2)		Introduction to Word	Tr	12th - 13th
					Lifting Gear Inspection & Use	Tr	27th
					Manual Handling/Hazard ID &	Tr	23rd
					NWP201B - OH&S Policies &	Tr	22nd
					OH&S (Office-Based)	Tr	23rd
					Roof Safety/Working at Heights	Tr	28th
May							
Monday, 3 May 2010	Tuesday, 4 May 2010	Wednesday, 5 May 2010	Thursday, 6 May 2010	Friday, 7 May 2010	5-Day OH&S (days 3-5)	Tr	17th - 19th
----- Doggers -----			Dogger Assessment	Irrigation Operation Technology	Asbestos Removal	Tr	24th
Introduction to Access/Intermediate Access		DM5 training		Weed Identification & Plant	CSE Refresher	Tr	31st
Monday, 10 May 2010	Tuesday, 11 May 2010	Wednesday, 12 May 2010	Thursday, 13 May 2010	Friday, 14 May 2010	CSE Refresher - Swan Hill	Tr	12th
Leadership Skills	Non Slewing Crane		NWP301B - Environmental		Construction Induction	Tr	27th
Intermediate Word		CSE Refresher - Swan Hill			CPR Update	Tr	25th
Monday, 17 May 2010	Tuesday, 18 May 2010	Wednesday, 19 May 2010	Thursday, 20 May 2010	Friday, 21 May 2010	DM5 training	-	5th
----- 5-Day OH&S (days 3-5) -----			Meter Certification training		Dogger	Tr	3rd - 5th
Intermediate Excel					Dogger Assessment	-	6th
Monday, 24 May 2010	Tuesday, 25 May 2010	Wednesday, 26 May 2010	Thursday, 27 May 2010	Friday, 28 May 2010	First Aid Level II Update	-	25th
----- Visio -----			NWP201B OH&S Policies &	Manual Hand/Hazard ID	Intermediate Excel	Tr	17th - 18th
Asbestos Removal	CPR Update		Construction Induction	OH&S (office-based)	Intermediate Word	Tr	10th - 11th
	First Aid Level II Update				Intro/Intermediate Access	Tr	3rd - 4th
Monday, 31 May 2010					Irrigation Operation Technology	Tr	7th
CSE Refresher					Leadership Skills	Tr	10th
					Manual Handling/Hazard ID &	Tr	28th
					Meter Certification training	Tr	20th - 21st
					Non Slewing Crane	-	11th - 12th
					NWP201B - OH&S Policies &	Tr	27th
					NWP301B Implement Monitor &	Tr	13th
					OH&S (Office-Based)	Tr	28th
					Visio	Tr	24th - 25th
					Weed Identification & Plant	Tr	7th
June							
	Tuesday, 1 June 2010	Wednesday, 2 June 2010	Thursday, 3 June 2010	Friday, 4 June 2010	Advanced Access	Tr	28th - 29th
	Confined Space Entry		Speech Communication/ Public	Water Act & Operators	Advanced Excel	Tr	21st - 22nd
		DM5 training			Advanced Word	Tr	17th - 18th
Monday, 7 June 2010	Tuesday, 8 June 2010	Wednesday, 9 June 2010	Thursday, 10 June 2010	Friday, 11 June 2010	Confined Space Entry	Tr	1st - 2nd
	HSR Refresher	Public Aggression Management			Construction Induction	Tr	21st
Monday, 14 June 2010	Tuesday, 15 June 2010	Wednesday, 16 June 2010	Thursday, 17 June 2010	Friday, 18 June 2010	CPR Update (Cairn Curran)	Tr	24th
Queens birthday - Public Holiday		MS Outlook	Advanced Word		Develop Teams & Individuals	Tr	28th
		First Aid Level II			DM5 training	-	2nd
Monday, 21 June 2010	Tuesday, 22 June 2010	Wednesday, 23 June 2010	Thursday, 24 June 2010	Friday, 25 June 2010	First Aid Level II	Tr	16th - 17th
Advanced Excel		Trench Shoring & Safety			First Aid Level II Update (Cairn	-	24th
NWP201B OH&S Policies &	Manual Hand/Hazard ID		CPR/FAL2 Update - Cairn Curran		HSR Refresher	-	8th
Construction Induction	OH&S (office-based)				Manual Handling/Hazard ID &	Tr	22nd
Monday, 28 June 2010	Tuesday, 29 June 2010	Wednesday, 30 June 2010			MS Outlook	-	16th
Develop Teams & Individuals	Traffic Control & Management				NWP201B - OH&S Policies &	Tr	21st
Advanced Access					OH&S (Office-Based)	Tr	22nd
					Public Aggression Management	Tr	9th - 10th
					Speech Communication/Public	Tr	3rd
					Traffic Control & Management	Tr	29th
					Trench Shoring & Safety	Tr	23rd - 24th
					Water Act & Operators	Tr	4th

NOTES:

- * To access an information flyer for the course you are interested in please click on the 'Tr' in column 'G' for the corresponding course & the flyer will appear, just click away from the flyer to close it & return to the calendar.
- * On-site programs by arrangement may be made & can be booked in consultation with Training Services (NB: not all courses may be suitable for on-site training)
- * Additional or specific courses not listed can be arranged upon request
- * Additional courses can be arranged by request or pending interest
- * On-the-job delivery and assessment for full course qualifications (eg: Certificate courses in Business, Water Industry Operations, Civil Construction, Workplace Assessor etc) available on request
- * Course dates are subject to change
- * Courses are confirmed two weeks prior to the scheduled date, or if insufficient participant numbers a cancellation notice will be sent.
- * **Cancellation policy: (Internal & External Clients)**
Where a nomination is cancelled within five days of the scheduled course date, the full fee will be charged.
Where a nomination is cancelled within ten days of the scheduled date, 50% of the course fee will be charged.

TRAINEE INFORMATION BOOK

