



2017-2018 Training Calendar



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Thank you for considering **Time Education & Training** for your training and development needs. This Training Calendar represents program commencement dates, however all programs have a rolling intake. For further information and delivery modes, please call the team on 08 8351 9888 or email us at hello@time.net.au.

Training and Assessment

Unit	Code	Duration	Attendance	Start Date
Certificate IV in Training & Assessment	TAE40116	8 Months	2-3 Days / Month	November 22nd 2017
Certificate IV in Training & Assessment - Evening Program	TAE40116	8 Months	1 Night / Week	February 28th 2018
Diploma of Training Design & Development / Diploma of Vocational Education & Training	TAE50216 / TAE50116	10 Months	2 Days / Month	February 12th 2018

Health Services

Unit	Code	Duration	Attendance	Start Date
Certificate III in Sterilisation	HLT37015	6 Months	1 Day / Fortnight	5th February 2018

Children's Services

Unit	Code	Duration	Attendance	Start Date
Diploma of Early Childhood Education & Care	CHC50113	12 Months	1 Day / Week	June 14th 2017

Business Services

Unit	Code	Duration	Attendance	Start Date
Certificate III in Business Administration (Medical)	BSB31115	9 Months	1 Day / 3 Weeks	March 5th 2018
Certificate IV in Leadership & Management	BSB42015	11 Months	1 Day / Month	September 14th 2017 February 1st 2018
Diploma of Leadership & Management	BSB51915	10 Months	1 Day / Month	February 2nd 2018
Diploma of Quality Auditing	BSB51615	9 Months	1 Day / Month	March 19th 2018
Certificate IV in Work Health & Safety	BSB41415	10 Months	1 Day / Month	February 27th 2018
Diploma of Human Resource Management	BSB50615	10 Months	1 Day / Month	February 20th 2018



Short Programs

Leadership and Management

Unit	Code	Date
Develop Work Priorities (Time Management)	BSBWOR404	March 22nd 2018 / July 5th 2018
Communicate Effectively as a Workplace Leader	BSBLDR401	September 14th 2017 / February 1st 2018
Lead Effective Workplace Relationships	BSBLDR402	October 12th 2017 / March 1st 2018
Lead Team Effectiveness	BSBLDR403	November 9th 2017 / April 12th 2018
Develop Teams and Individuals	BSBLED401	December 14th 2017 / May 3rd 2018
Mentor in the Workplace	TAEDEL404	May 10th 2018 / September 6th 2018
Develop and Use Emotional Intelligence	BSBLDR501	February 2nd 2018
Lead and Manage Team Effectiveness / Manage People Performance	BSBWOR502 / BSBMGT502	June 8th 2018
Communicate with Influence	BSBLDR503	April 6th 2018

Transport and Logistics

Unit	Code	Date
Licence to Transport Dangerous Goods by Road	TLILIC0001	December 7th & 8th 2017 February 22nd & 23rd 2018 April 26th & 27th 2018 June 14th & 15th 2018 August 16th & 17th 2018 October 18th & 19th 2018 December 6th & 7th 2018

Training and Assessment

Unit	Code	Date
Address Adult Language, Literacy and Numeracy Skills	TAELLN411	October 26th 2017 December 6th 2017 March 7th 2018 June 20th 2018 September 19th 2018 December 12th 2018
Design and Develop Assessment Tools	TAEASS502	October 12th & 13th 2017 December 7th & 8th 2017 March 8th & 9th 2018 June 21st & 22nd 2018 Septmeber 20th & 21st 2018 December 13th & 14th 2018

Health Services

Unit	Code	Date
Provide First Aid	HLTAID003	November 6th 2017 February 23rd 2018 April 27th 2018 June 15th 2018 August 17th 2018 October 19th 2018 December 7th 2018

To access our full list of nationally recognised qualifications or to learn about our Corporate Customised programs please visit our website www.time.net.au or call the team on 08 8351 9888.

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