



## 2018 Training Calendar



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](mailto: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	February 7th April 26th May 7th
Certificate IV in Training & Assessment - Evening Program	TAE40116	8 Months	1 Night / Week	February 28th
Diploma of Training Design & Development / Diploma of Vocational Education & Training	TAE50216 / TAE50116	10 Months	2 Days / Month	February 12th April 23rd

### Health Services

Unit	Code	Duration	Attendance	Start Date
Certificate III in Sterilisation	HLT37015	6 Months	1 Day / Fortnight	5th February 16th April 14th May
Certificate III in Health Service Assistance	HLT33115	7 Months	2 Days / Week	23rd February

### Children's Services

Unit	Code	Duration	Attendance	Start Date
Diploma of Early Childhood Education & Care	CHC50113	12 Months	1 Day / Week	February 13th
Certificate III in Individual Support	CHC33015	6 Months	3 Days / Week	January 30th

### Business Services

Unit	Code	Duration	Attendance	Start Date
Certificate IV in Leadership & Management	BSB42015	11 Months	1 Day / Month	February 1st
Diploma of Leadership & Management	BSB51915	10 Months	1 Day / Month	February 2nd
Certificate IV in Work Health & Safety	BSB41415	10 Months	1 Day / Month	February 27th
Diploma of Human Resource Management	BSB50615	10 Months	1 Day / Month	February 20th



# Short Programs

## Leadership and Management

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

## Transport and Logistics

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

## Training and Assessment

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

## Health Services

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

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](http://www.time.net.au) or call the team on 08 8351 9888.

