



# 2018-2019 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](mailto:hello@time.net.au).

## Training and Assessment

Qualification	Code	*Duration	Attendance	Start Date
Certificate IV in Training & Assessment	TAE40116	0.5-2 Years	2-3 Days / Month	October 25th 2018 February 7th 2019 May 16th 2019
Certificate IV in Training & Assessment - Evening Program	TAE40116	0.5-2 Years	1 Night / Week	January 16th 2019
Diploma of Training Design & Development / Diploma of Vocational Education & Training	TAE50216 / TAE50116	1-2 Years	2 Days / Month	October 8th 2018 February 18th 2019

## Health Services

Qualification	Code	Duration	Attendance	Start Date
Certificate III in Sterilisation	HLT37015	1-2 Years	Refer to Delivery Schedule	October 15th 2018 October 29th 2018 November 5th 2018

## Children's Services

Qualification	Code	Duration	Attendance	Start Date
Certificate III in Early Childhood Education & Care	CHC30113	1-2 Years	1 Day / Week	August 23rd 2018
Diploma of Early Childhood Education & Care	CHC50113	1-2 Years	1 Day / Week	August 22nd 2018
Certificate III in Individual Support	CHC33015	1-2 Years	3 Days / Week	November 12th 2018

## Business Services

Qualification	Code	Duration	Attendance	Start Date
Diploma of Work Health & Safety	BSB51315	1-2 Years	1 Day / Month	November 5th 2018
Certificate III in Business Administration	BSB30415	1-2 Years	1 Day / 3 Weeks	November 2nd 2018
Certificate IV in Leadership & Management	BSB42015	0.5-2 Years	1 Day / Month	February 7th 2019
Diploma of Human Resource Management/ Diploma of Business	BSB50618 BSB50215	1-2 Years	1 Day / Month	February 13th 2019
Diploma of Leadership & Management	BSB51915	1-2 Years	1 Day / Month	February 15th 2019



# Short Programs

## Leadership and Management

Unit	Code	Date
Develop Work Priorities (Time Management)	BSBWOR404	July 5th 2018
Develop Teams and Individuals	BSBLED401	May 3rd 2018
Mentor in the Workplace	TAEDEL404	September 6th 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	October 18th & 19th 2018 December 6th & 7th 2018

## Training and Assessment

Unit	Code	Date
Address Adult Language, Literacy and Numeracy Skills	TAELLN411	October 17th 2018 December 12th 2018 January 23rd 2019 February 6th 2019 March 13th 2019 April 10th 2019
Design and Develop Assessment Tools	TAEASS502	October 18th & 19th 2018 November 8th & 9th 2018 December 13th & 14th 2018 January 24th & 25th 2019 February 7th & 8th 2019 March 14th & 15th 2019 April 11th & 12th 2019

## Health Services

Unit	Code	Date
Provide First Aid	HLTAID003	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](http://www.time.net.au) or call the team on 08 8351 9888.

\* As required under the Australian Qualifications Framework, duration of learning may alter based on Stakeholder Engagement associated with employer needs, individual ability and support services available.

