



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.

Training and Assessment

Qualification	Code	*Duration	Attendance	Start Date
Certificate IV in Training & Assessment	TAE40116	0.5-2 Years	2-3 Days / Month	March 14th 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	February 18th 2019

Health Services

Qualification	Code	Duration	Attendance	Start Date
Certificate III in Sterilisation	HLT37015	1-2 Years	Refer to Delivery Schedule	May 27th 2019

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	January 29th 2019
Certificate III in Individual Support	CHC33015	1-2 Years	3 Days / Week	February 18th 2019 April 23rd 2019

Business Services

Qualification	Code	Duration	Attendance	Start Date
Certificate IV in Work Health & Safety	BSB41415	0.5-2 Years	1 Day / Month	April 11th 2019
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	June 28th 2019
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	2 Day / Month	April 10th 2019
Diploma of Leadership & Management	BSB51918	1-2 Years	1 Day / Month	February 15th 2019



Short Programs

Leadership and Management

Unit	Code	Date
Develop Work Priorities (Time Management)	BSBWOR404	February 7th 2019
Develop Teams and Individuals	BSBLED401	June 13th 2019
Mentor in the Workplace	TAEDEL404	June 13th 2019
Lead and Manage Team Effectiveness	BSBWOR502	June 7th 2019
Manage People Performance	BSBMGT502	July 5th 2019
Communicate with Influence	BSBLDR503	April 12th 2019

Transport and Logistics

Unit	Code	Date
Licence to Transport Dangerous Goods by Road	TLILIC0001	May 2nd & 3rd 2019 June 27th & 28th 2019

Training and Assessment

Unit	Code	Date
Address Adult Language, Literacy and Numeracy Skills	TAELLN411	March 13th 2019 March 22nd 2019 April 10th 2019
Design and Develop Assessment Tools	TAEASS502	February 21st & 22nd 2019 February 26th & 27th 2019 March 14th & 15th 2019 March 28th & 29th 2019 April 11th & 12th 2019
Design and Develop Assessment Tools - Evening *Note: 4 x 3 hour evenings must be attended	TAEASS502	February 20th, February 27th, March 6th & March 13th 2019

Health Services

Unit	Code	Date
Provide First Aid	HLTAID003	February 22nd 2019 May 3rd 2019 June 28th 2019

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.

* 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.

