

2010 TRAINING CALENDAR

| January | | | | | | | |
|------------------------------------|---|------------------------------------|--|-------------------------------------|---|----|-------------|
| Monday, 4 January 2010 | Tuesday, 5 January 2010 | Wednesday, 6 January 2010 | Thursday, 7 January 2010 | Friday, 8 January 2010 | | | |
| | | | | | 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 | | Tr | |
| | | | | | | Tr | |
| 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 |
| | | | | | | Tr | |
| | | | | | Meter Certification training | Tr | |
| Monday, 25 January 2010 | Tuesday, 26 January 2010 | Wednesday, 27 January 2010 | Thursday, 28 January 2010 | Friday, 29 January 2010 | | | |
| | Australia Day - Public Holiday | | | | | | |
| | | | | | 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 |
| | | | | | | Tr | |
| | | DM5 training | | | 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 |
| | Intermediate Word | | Dogger Assessment | Chainsaw Operation | DM5 training | - | FULL |
| | | | | | Dogger | Tr | 8th - 10th |
| Monday, 15 February 2010 | Tuesday, 16 February 2010 | Wednesday, 17 February 2010 | Thursday, 18 February 2010 | Friday, 19 February 2010 | Dogger Assessment | - | 11th |
| | CSE Refresher | Confined Space Entry | | | Establish Networks | - | 5th |
| | | | | | First Aid Level II | Tr | 15th - 16th |
| | Intermediate Excel | | | | Intermediate Excel | Tr | FULL |
| 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 |
| | | | | | | | |
| 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 |
| | Spotters | DM5 training | Irrigation Operation Technology | | Conduct Effective meetings | | 16th |
| | | | | | Construction Induction | Tr | 25th |
| Monday, 8 March 2010 | Tuesday, 9 March 2010 | Wednesday, 10 March 2010 | Thursday, 11 March 2010 | Friday, 12 March 2010 | Coord. Customer Service | | 23rd |
| Labour Day - Public Holiday | Inspect and Report Dam Safety Surveillance (NWP325A) | | Speech Communication/ Public | | DM5 training | - | FULL |
| | | | | | Establish Networks | | 18th |
| | | | | | 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 | NWP325A Inspect Dam Safety | | 9th - 10th |
| | | | | | Intro/Intermediate PowerPoint | Tr | 15th - 16th |
| | | | | | Introduction to PowerPoint/Intermediate PowerPoint | | |
| | | MS Outlook | | | 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 |
| | Traffic Control & Management | CPR Update | NWP201B OH&S Policies & | Manual Hand/Hazard ID | MS Outlook | - | 17th |
| | | First Aid Level II Update | Construction Induction | OH&S (office-based) | NWP201B - OH&S Policies & | Tr | 25th |
| Monday, 29 March 2010 | Tuesday, 30 March 2010 | Wednesday, 31 March 2010 | | | OH&S (Office-Based) | Tr | 26th |
| | Coordinating a Customer Service | Property Law for Irrigation | | | Property Law for Irrigation | Tr | 31st |
| | | | | | Speech Communication/Public | Tr | 11th |
| | | | | | Spotters | Tr | 2nd |
| | | | | | Traffic Control & Management | Tr | 23rd |
| April | | | | | | | |
| | | | Thursday, 1 April 2010 | Friday, 2 April 2010 | 5-Day OH&S (days 1-2) | Tr | 29th - 30th |
| | | | | Good Friday - Public Holiday | Agricultural Chemical Users | Tr | 15th - 16th |
| Monday, 5 April 2010 | Tuesday, 6 April 2010 | Wednesday, 7 April 2010 | Thursday, 8 April 2010 | Friday, 9 April 2010 | ACUP Calibration Session | - | 23rd |

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| Easter Monday - Public Holiday | | DM5 training | Chainsaw Operation | | ACUP Refresher | Tr | 22nd |
| | | Emergency Warden Training | | | Chainsaw Operation | Tr | 8th |
| <i>Monday, 12 April 2010</i> | <i>Tuesday, 13 April 2010</i> | <i>Wednesday, 14 April 2010</i> | <i>Thursday, 15 April 2010</i> | <i>Friday, 16 April 2010</i> | Confined Space Entry | Tr | 20th - 21st |
| ----- Inland Waters Coxswain ----- | | | First Aid Level II | | CSE Refresher | Tr | 19th |
| Introduction to Word | | Agricultural Chemical Users Permit | | | Construction Induction | Tr | 22nd |
| <i>Monday, 19 April 2010</i> | <i>Tuesday, 20 April 2010</i> | <i>Wednesday, 21 April 2010</i> | <i>Thursday, 22 April 2010</i> | <i>Friday, 23 April 2010</i> | DM5 training | - | 7th |
| CSE Refresher | Confined Space Entry | | NWP201B OH&S Policies & | Manual Hand/Hazard ID | Emergency Warden Training | | |
| 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 |
| <i>Monday, 26 April 2010</i> | <i>Tuesday, 27 April 2010</i> | <i>Wednesday, 28 April 2010</i> | <i>Thursday, 29 April 2010</i> | <i>Friday, 30 April 2010</i> | 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 | | | | | | | |
| <i>Monday, 3 May 2010</i> | <i>Tuesday, 4 May 2010</i> | <i>Wednesday, 5 May 2010</i> | <i>Thursday, 6 May 2010</i> | <i>Friday, 7 May 2010</i> | 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 |
| <i>Monday, 10 May 2010</i> | <i>Tuesday, 11 May 2010</i> | <i>Wednesday, 12 May 2010</i> | <i>Thursday, 13 May 2010</i> | <i>Friday, 14 May 2010</i> | 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 |
| <i>Monday, 17 May 2010</i> | <i>Tuesday, 18 May 2010</i> | <i>Wednesday, 19 May 2010</i> | <i>Thursday, 20 May 2010</i> | <i>Friday, 21 May 2010</i> | DM5 training | - | 5th |
| ----- 5-Day OH&S (days 3-5) ----- | | | Meter Certification training | | Dogger | Tr | 3rd - 5th |
| Intermediate Excel | | | HSR Refresher Training Kerang | | Dogger Assessment | - | 6th |
| <i>Monday, 24 May 2010</i> | <i>Tuesday, 25 May 2010</i> | <i>Wednesday, 26 May 2010</i> | <i>Thursday, 27 May 2010</i> | <i>Friday, 28 May 2010</i> | First Aid Level II Update | - | 25th |
| | | | | | Front End loader - Kerang | | 26th-27th |
| | | | | | HSR Refresher - Kerang | | 20th |
| ----- Visio ----- | | Spotters | 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 | Front End loader Competency | Assessment - Kerang | | Intro/Intermediate Access | Tr | 3rd - 4th |
| <i>Monday, 31 May 2010</i> | | | | | 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 |
| | | | | | Spotters | Tr | 26th |
| | | | | | Visio | Tr | 24th - 25th |
| | | | | | Weed Identification & Plant | Tr | 7th |
| June | | | | | | | |
| | <i>Tuesday, 1 June 2010</i> | <i>Wednesday, 2 June 2010</i> | <i>Thursday, 3 June 2010</i> | <i>Friday, 4 June 2010</i> | 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 |
| <i>Monday, 7 June 2010</i> | <i>Tuesday, 8 June 2010</i> | <i>Wednesday, 9 June 2010</i> | <i>Thursday, 10 June 2010</i> | <i>Friday, 11 June 2010</i> | Confined Space Entry | Tr | 1st - 2nd |
| | HSR Refresher | | Public Aggression Management | | Construction Induction | Tr | 21st |
| <i>Monday, 14 June 2010</i> | <i>Tuesday, 15 June 2010</i> | <i>Wednesday, 16 June 2010</i> | <i>Thursday, 17 June 2010</i> | <i>Friday, 18 June 2010</i> | 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 |
| <i>Monday, 21 June 2010</i> | <i>Tuesday, 22 June 2010</i> | <i>Wednesday, 23 June 2010</i> | <i>Thursday, 24 June 2010</i> | <i>Friday, 25 June 2010</i> | 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 |
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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 nominations is cancelled within ten days of the scheduled date, 50% of the course fee will be charged.*

TRAINEE INFORMATION BOOK

