



2011 Courses

Your future. Our business

Employing, training and keeping staff is costly and time consuming in today's labour market.

Introducing Platinum: a premium consultancy and part of Polytechnic West, the largest Registered Training Organisation in Western Australia.

We needed to respond to market demand so Polytechnic West had changed the way we do business. The Platinum training brand comes to the marketplace with a strong commitment to combine our extensive experience in the vocational education and training sector with a fresh look to the future.

Platinum understands that every business must consider its workforce development needs to improve productivity and sustainability.

Workforce development is more than staff training – Platinum offers services that will help you address skill shortages, select, retain and up skill your staff to meet specific needs.

Through research and collaboration with industry, Platinum has introduced a suite of programs focused on management and leadership, tailored to the needs of your organisation.

The Platinum team will consult with you about the best training option for your organisation, or customise a course to meet a specific need.

We look forward to working with you today for a stronger tomorrow.



Antonio Giometti
Director



WHO IS PLATINUM?

Platinum is a premium consultancy service. We add another dimension to how you can develop your workforce capabilities. We understand industry. We know that you need skilled, job ready people. Drawing on over 50 years experience of Polytechnic West, we design the training you need today.

Dealing with Platinum, means dealing with people who know your business from the ground up.

We provide

- Job ready workers
- Skill sets specific to your industry
- Professional short courses
- Training needs analysis
- Recognition of prior learning
- Language and Australian culture workplace training for overseas workers
- We can customise any training to meet your needs

Let me give you an example

When our clients at Barrow Island asked for training in native animal care and handling; we sent them the staff and resources to get the job done.

Industry said it needed a large aircraft for training aspiring engineers, so we bought a Boeing 737.

We are interested in real life solutions.

Got a problem? Bring it to us, we'll get it sorted.

Call Platinum today to discuss your training needs 1300 188 717

You're in good company.

Platinum industry connections include:

Rio Tinto

Clough Engineering

Chevron

BHP Billiton

Royal Australian Navy

Barminto

Scientific Management Associates

Swan Transit

Western Power

Leighton International Ltd.

Burswood Entertainment Complex

Hitachi

HWE Mining

Delta Corporation

Kimberley Fine Diamonds

Ausdrill



COURSES ON OFFER

MANAGEMENT

Leadership

Mastering Emotional Intelligence 1:
How Smart Emotions Produce Smart Managers

Mastering Emotional Intelligence 2:
Managing the Emotions of Staff

Mastering Emotional Intelligence 3:
Managing Your Own Emotions at Work

Business Leadership: Becoming Management Material

Leadership Skills for Supervisors

Delegation: The Art of Delegating Effectively

Coaching: A Leadership Skill

Business Ethics for the Office

Stress Management

Keys to Personal Success

Management and Skills Development

Supervising Others: The Essential Skills

Change Management: Change and How to Deal with it

Performance Management: Managing Employee Performance

Teamwork: Building Better Teams

Meeting Management: The Art of Making Meetings Work

Customer Service Training: Managing Customer Service

Time Management: Get Organised for Peak Performance

Project Management Fundamentals

Presenting with Confidence

Building Self Esteem and Assertiveness Skills

Essential Skills for the Administrative Assistant

Cert 4 in Frontline Management

Online Business Courses

BUSINESS DEVELOPMENT AND SUPPORT

Sales and Marketing

Building Relationships for Success in Sales

Marketing and Sales

Client Relationship Management (CRM)

Finance

Accounting Skills for Supervisors and Managers

Budgets and Managing Money

Conflict and Negotiation

Conflict Resolution: Understanding and Resolving Conflict

Conflict Resolution: Dealing With Difficult People

Negotiation Skills

Problem Solving and Decision Making

Aboriginal Specific Training

Public Speaking Skills for Aboriginal People

Real Jobs for Aboriginal People

Training and Assessment

Train-The-Trainer: Inspire, Motivate and Educate –
One Day Primer

Developing Your Training Program

Cert 4 in Training and Assessment

Computing

Word 2007: Core Essentials for Business

Excel 2007: Core Essentials for Business

PowerPoint: Core Essentials for Business

Access 2007: Core Essentials for Business

Microsoft Office: OneNote

Excel 2007: Formatting and Referencing

Excel 2007: Formulae and Functions

Excel 2007: Macro and Modelling

Building Professional Websites with Dreamweaver

Build and Test Your Own PC

Digital Photography and Photoshop Album

Digital Video Editing

Web Designer with Adobe Dreamweaver

COURSES ON OFFER

Advanced Computing

- Microsoft Project 2007
- Microsoft Access 2007: Advanced
- Photoshop Lite Introduction
- Adobe Photoshop CS4
- Microsoft Excel for Power Users
- Cisco CCNA 1 & 2
- Cisco CCNA 3 & 4
- CompTIA A+ Essentials
- CompTIA Linux+
- CompTIA Network+
- Microsoft MCTS 70 – 640 Configuring Windows Server 2008 Active Directory
- Visualisation Strategies for Business

WORK, LIFE, BALANCE

Wellness Meditation

- Breath Focussed Meditation Relaxation
- Chatter-Buster Meditation
- Kundalini Meditation
- Silent Meditation
- Seated Chair Massage
- Happiness Workshop
- Breath-Dance Workshop
- Weight Loss Meditation

INDUSTRY SPECIFIC TRAINING

OSH

- Introductory Safety and Health Representatives Course
- Safety and Health Representatives Refresher Course

Electrical

- Best Practice Testing and Tagging of Electrical Equipment AS/NZS 3760
- Electrical Trade Revision Program

Engineering

- Welding for the Maintenance Person
- Coded Welding
- Hydraulic System Components
- Fluid Conductor/Hose Fitting Course
- Introductory AutoCAD
- Introductory MasterCAM
- Cert IV in Engineering: Instrumentation

Telecommunications

- ACMA Restricted Cabler Registration Course
- ACMA Open Cabler Registration Course

Automotive

- Cert III in Automotive Specialist: LNG
- Cert III in Automotive Specialist: CNG
- Cert III in Automotive Specialist: LPG
- New Generation Steels in the Automotive Industry

Aviation

- Basic Aeronautical Knowledge (BAK)
- Private Pilot's License (PPL) Theory

Furniture Technology

- French Polishing
- Introduction to WoodWop CNC

Horse Management

- Care for Horses
- Equine Property Maintenance
- Horse Massage
- Horse Riding School

Specialised Courses

- Responsible Service of Alcohol
- Safe Use of Gardening Chemicals
- Airbrushing Course – Sign Craft
- Photovoltaic (Pv) Solar Panels Installation Connect And Design
- Plan and Cost Flooring Technology Work
- Safe Animal Handling

CUSTOMISED TRAINING

Platinum has developed strong working relationships with clients across the private and public sectors. Platinum understands the value of strategic alliances with our clients and partners based on mutual values, aspirations and the desire to add value.

Our clients tell us we deliver exceptional service by

- Understanding their needs and harnessing the capability of their staff
- Adding to existing capability by developing key individuals – managers, trainers, safety advisors, production teams; and business developers
- Delivering nationally accredited training
- Conducting skills audits
- Providing recognition of prior learning
- Increasing productivity and the return on training investment

Our clients look to us to meet current and future challenges.

To date, Platinum has delivered customised and industry specific training to more than 250 organisations and across industries including mining, building and construction, engineering and fabrication, aerospace, manufacturing, horticulture, information technology, hospitality, business and defence services.

The Platinum team is here to ensure your organisation maximises its return on training investment. So, get the training you want, how you want, and when you want it.

PLATINUM HAS THE SOLUTION FOR YOU

- Customised training aligned to clients' needs
- Specialised training assessment and consultancy
- Workable and measurable solutions
- Flexible and innovative delivery strategies
- Recognition of Prior Learning
- Addressing Cultural differences in your workplace
- Training international students and migrants to be work ready
- Advice on government funded training options



Call Platinum today to discuss your training needs 1300 188 717

WORKFORCE DEVELOPMENT

Let's work together to
build a stronger WA.



Developing your workforce - Developing WA

The State Government's recently released workforce development plan shows how we can all work together to address workforce and skills shortages that could impact on the State's growth potential. This State's potential is linked to the potential of individual businesses and the skills and capacity of their respective workforces.

Platinum can offer strategies and solutions for meet your specific workforce needs by:

- Matching your workforce's skills and qualifications to the task at hand
- Introducing new workers, some from groups in our community you may have not considered eg. mature-aged workers.
- Assisting with the sourcing, training and skills recognition of migrant workers
- Providing training opportunities as a way of attracting and retaining staff.
- Providing flexible, responsive and innovative training which enables your staff to develop and utilise the skills necessary for them to realise their potential.
- Assisting with workforce development planning within your organisation



RETAIN STAFF

Give them a qualification

If you or your staff have existing knowledge and experience relevant to your area of work you may get credit for this. It's called:

Recognition of Prior Learning (RPL)

Basically, RPL is Assessment without Training.
The process at a glance:

1. RPL enquiries directed to RPL Team or Assessor.
RPL Team or Assessor arranges consultation with applicant.
2. At consultation Applicant is given overview of RPL process, completes RPL readiness questionnaire and a self evaluation for the qualification sought.
3. Completed questionnaire and self evaluation forwarded to Portfolio Manager who delegates Assessor. Applicants details recorded by RPL Coordinator for tracking purposes.
4. Assessor counsels applicant and decides if applicant is suitable for RPL and which units/qualification they should enrol in for RPL. Assessor advises client on assessment process to be conducted. The assessor should allow up to 30 minutes for this initial discussion.
5. **Enrolment** using RPL enrolment codes. If applicant is already enrolled, he/she can remain on existing roll.
6. Assessment process conducted as negotiated by assessor and applicant. (for RPL of Trade Qualifications - evidence required of workplace experience equivalent to that completed by an apprentice and regulatory requirements. Eg plumbing, electrical, builders registration.
7. Gap training conducted concurrently, or upon completion of, RPL process (if required)

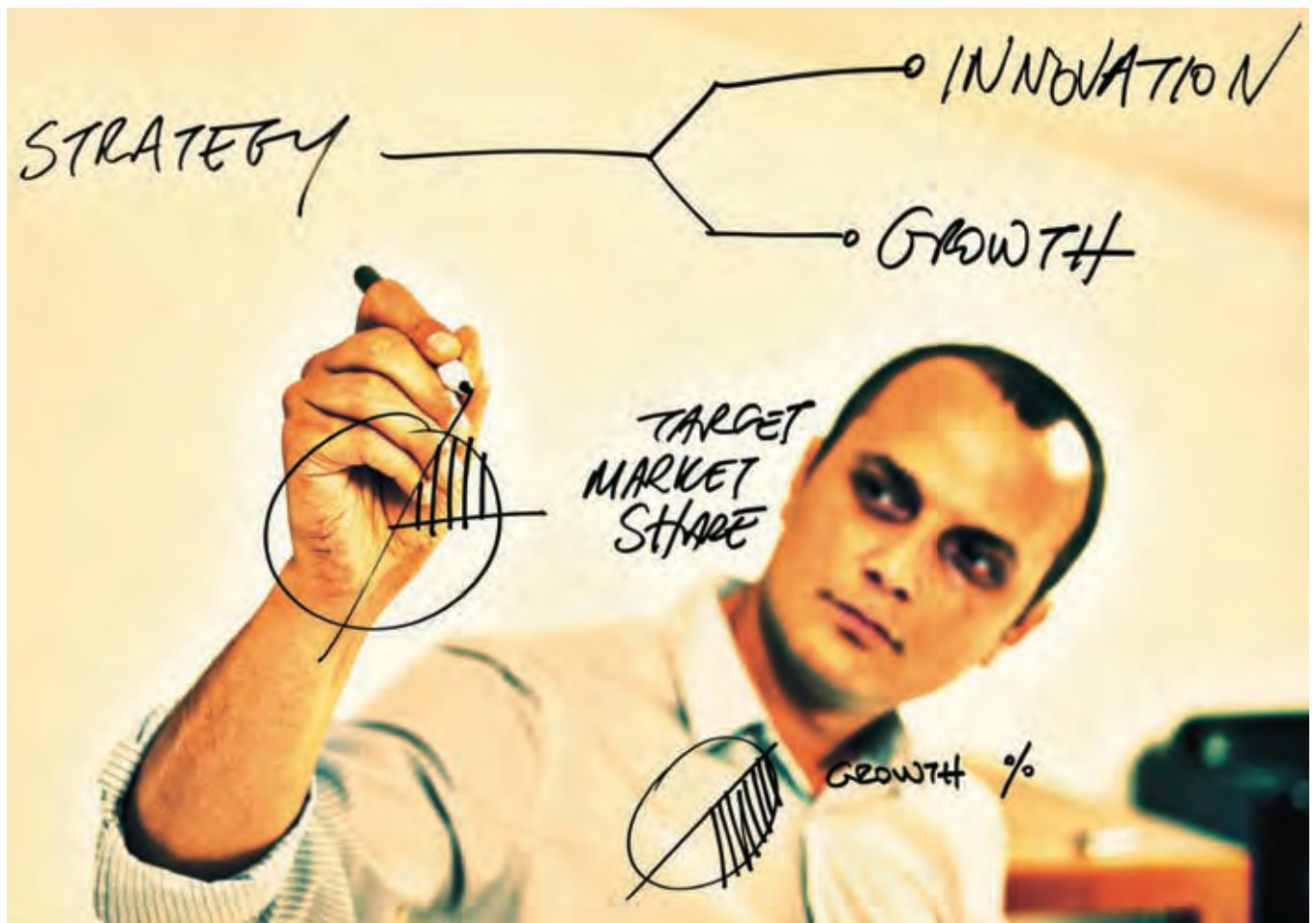


WORKING TOGETHER

DO YOU DO IN HOUSE TRAINING? WANT IT ACCREDITED?
PARTNER WITH WA'S LARGEST RTO.
WE CAN HELP.
CONTACT PLATINUM FOR FURTHER INFORMATION 1300 188 717



Critical Skills Investment Fund Did you know the Australian Government may pay between 50 – 90% of your training costs under the Critical Skills Investment Fund? The Government is contributing \$200 million over four years to match industry contributions to training in specific critical skills to build a stronger workforce capability. Contact Platinum today for more information on accessing this funding.



SKILLED MIGRATION



Workforce Development

The Western Australian workforce development plan outlines strategic goals which include supplementing our workforce with skilled migrants. Polytechnic West is Western Australia's premium provider of adult migrant education courses and can assist your business in a variety of ways. If you employ staff from overseas or English is a second language, contact Platinum today to discuss what we can offer.

Workplace English Language and Literacy (WELL)

- We can apply to the Australian Government on your behalf for WELL funding to assist your employees who are Australian citizens or permanent residents to develop the language, literacy and numeracy skills needed for their jobs
- WELL is linked to job-related workplace training skills programs, including Occupational Health and Safety

Australian Workplace Culture Training

- We can customise a workplace culture training program for your organisation
- Workplace Culture training will give your workers from a non English speaking background an insight into communication in Australian workplaces, covering topics such as instructional/idiomatic language and verbal/non-verbal communication

SKILLED MIGRATION

English Language Training for Skilled Migrants

- We provide English language training for holders of skilled migration visas
- English language training covers all of the skills necessary for life in Australia: reading, writing, listening and speaking

Adult Migrant English Program (AMEP)

- We deliver the AMEP under contract to the Commonwealth Government
- Workers who have not used their full AMEP entitlement can participate free of charge at Polytechnic West AMEP centres

International English Language Testing System (IELTS) Preparation

- We deliver courses to prepare people for the IELTS examination
- The IELTS preparation course covers all areas of the IELTS examination

With skilled migration high on the workforce development agenda our training in Australian workplace culture can help your existing overseas workers to acclimatise quickly and new workers become Australian workplace ready.



Building a workforce today, for tomorrow.

HOW TO REGISTER

Location

Platinum
170 Wellington Street, Perth

Registration and Enquiries

Phone:

Short Courses 9267 7810
Platinum 1300 188 717
Monday to Friday 0830 – 1630

Email:

shortcourses@polytechnic.wa.edu.au

Online:

www.shortcourseswa.com.au

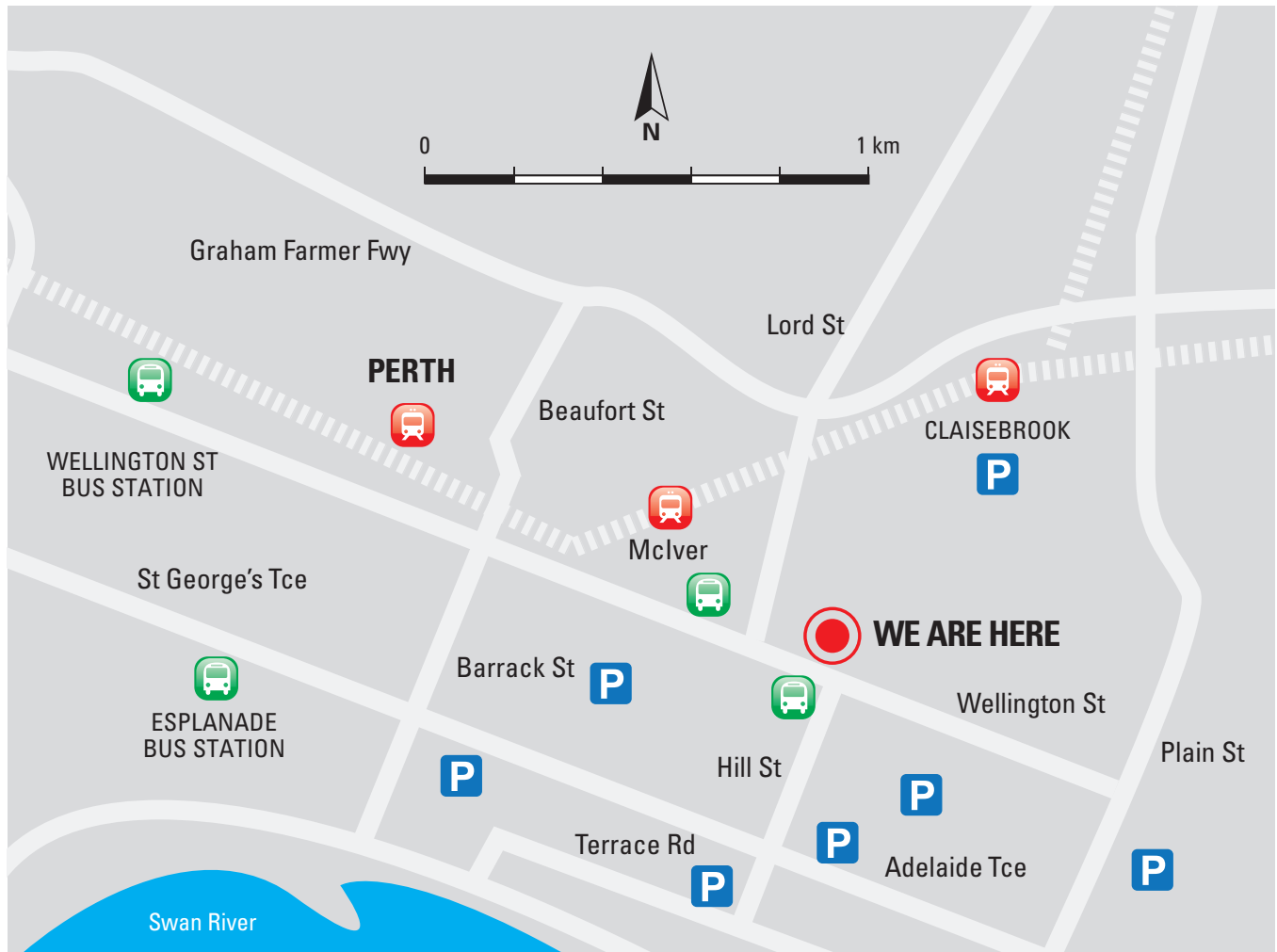
Payment: Cash, Cheque, EFTPOS,
Credit Card (Mastercard or Visa)

Note: Registrations close one week
prior to
course commencement

Platinum Consultancy

www.platinumtraining.net.au
1300 188 717

Platinum designs and delivers training to meet your business needs. Our consultants will come to you, conduct a training needs assessment for your business and tailor training to meet your requirements.



PLATINUM COURSES 2011

CAMPUS Wellington Street **WS** Midland Campus **MC** Thornlie Campus **TC** Bentley Campus **BC**
 Carlisle Campus **CC** Balga Campus **BC** Jandakot Campus **JC** Equine Centre Armadale **ECA**

LEADERSHIP	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mastering Emotional Intelligence 1: How Smart Emotions Produce Smart Managers	WS			■		■			■				
Mastering Emotional Intelligence 2: Managing The Emotions Of Staff	WS			■		■			■				
Mastering Emotional Intelligence 3: Managing Your Own Emotions At Work	WS			■		■							
Leadership Skills for Supervisors	WS						■			■			■
Business Leadership: Becoming Management Material	WS			■				■				■	
Delegation: The Art of Delegating Effectively	WS			■						■			■
Coaching: A Leadership Skill	WS		■				■			■			
Business Ethics for the Office	WS					■				■			
Customer Service Training – Managing Customer Service	WS					■			■				
Key to Personal Success	WS		■		■		■					■	■

MANAGEMENT	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Supervising Others: The Essential Skills	WS				■	■			■			■	
Change Management: Change and How To Deal With It	WS			■					■		■		
Performance Management: Managing Employee Performance	WS			■				■		■			
Teamwork: Building Better Teams	WS												
Stress Management	WS				■				■				
Meeting Management: The Art of Making Meetings Work	WS					■			■				
Customer Service Training: Managing Customer Service	WS					■			■				
Cert 4 in Frontline Management	WS					■			■			■	
Time Management: Get Organised for Peak Performance	WS			■			■					■	
Project Management Fundamentals	WS					■				■			
Building Self Esteem and Assertiveness Skills	WS			■			■				■		
Essential Skills for the Administrative Assistant	WS			■				■			■		
Certificate IV in Frontline Management	WS				■								
Presenting With Confidence	WS		■	■		■	■		■			■	
Keys to Personal Success	WS		■		■		■		■			■	■

Please note: Program listings may be subject to change/re schedule.

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SALES AND MARKETING	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Building Relationships for Success in Sales	WS		■				■			■			
Marketing and Sales	WS		■				■			■			
Client Relationship Management (CRM)	WS		■				■						

FINANCE	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Accounting Skills for Supervisors and Managers	WS		■				■						
Budgets and Managing Money	WS					■				■			■

CONFLICT NEGOTIATION	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Conflict Resolution: Understanding and Resolving Conflict	WS						■			■			
Conflict Resolution: Dealing With Difficult People	WS			■			■						
Negotiation Skills	WS					■			■				
Problem Solving and Decision Making	WS		■				■						

TRAINING AND ASSESSMENT	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Train-The-Trainer: Inspire, Motivate and Educate	WS			■			■						
Developing Your Training Program	WS			■						■			
Cert IV in Training and Assessment	WS					■			■				■

OCCUPATIONAL HEALTH AND SAFETY	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Introductory Safety & Health Representatives Course	WS			■	■	■ 30/5 - 3/6		■	■	■	■ 31/10 - 4/11		
Safety & Health Representatives Refresher Course	WS			■	■	■		■	■	■	■		

ABORIGINAL SPECIFIC TRAINING	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Public Speaking for Aboriginal People	WS		■			■				■		■	
Real Jobs for Aboriginal People	WS	■		■									

Please note: Program listings may be subject to change/re schedule.

PLATINUM COURSES 2011

CAMPUS Wellington Street **WS** Midland Campus **MC** Thornlie Campus **TC** Bentley Campus **BC**
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COMPUTING	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Word 2007: Core Essentials for Business	WS			■		■			■	■		■	
Excel 2007: Core Essentials for Business	WS			■			■		■	■			■
Excel 2007: Formatting and Referencing	MC		■ 16/2 – 2/3										
Excel 2007: Formulae and Functions	MC			■									
Excel 2007: Macro and Modelling	MC			■ 30/3 – 13/4									
Power Point 2007: Core Essentials for Business	WS		■		■	■	■	■		■		■	
Access 2007: Core Essentials for Business	WS			■			■		■	■			
Build and Test Your Own PC	MC/TC		■ Midland 14/2 – 21/3, Thornlie 15/2 – 12/3, Thornlie 16/2 – 13/3										
Building Professional Websites with Dreamweaver	MC			■					■			■	
Web Design with Adobe Dreamweaver	MC/TC		■ Midland 15/2 – 23/3, Thornlie 14/2 – 28/3										
Digital Video Editing	MC/TC		■ Midland 14/2 – 28/3, Thornlie 15/2 – 22/3										
Digital Photography and Photoshop Album	MC/TC		■ Midland 24/2 – 28/3, Thornlie 17/2 – 24/3										
Microsoft Office Onenote	TC		■										

ADVANCED COMPUTING AND NETWORKING	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Microsoft Project 2007	WS					■			■			■	
Microsoft Access 2007: Advanced	WS			■					■			■	
Photoshop Lite Introduction	WS		■			■			■		■		
Adobe Photoshop CS4	WS		■	■					■	■			
Microsoft Excel for Power Users	WS		■			■			■			■	
Dreamweaver Essentials	BC			■			■		■		■		
Cisco CCNA 1 & 2	TC	■ Mondays 31/1 – 4/7											
Cisco CCNA 3 & 4	TC	■ Mondays 31/1 – 4/7											
Comp TIA A+ Essentials	TC	■ Tuesdays 1/2 – 5/7											
Comp TIA Linux+	TC	■ Tuesdays 1/2 – 5/7											
Comp TIA Network+	TC	■ Wednesdays 2/2 – 6/7											
Microsoft MCTS 70 – 640 Configuring Windows Server 2008 Active Directory	TC	■ Wednesdays 2/2 – 6/7											
Visualisation Strategies for Business	MC			■				■	■		■		

PLATINUM COURSES 2011

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INDUSTRY BASED SKILLS	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Cert IV in Engineering: Instrumentation	MC	■ Offered on Block Release basis (5 x 1 week blocks over 5 months - best suited to FIFO personnel) OR Self Paced Study OR Evening delivery OR On-site delivery (minimum numbers required) can be quoted for appropriately.											
Welding for the Maintenance Person	MC			■			■			■			
Coded Welding	TC			■	■					■		■	
Introductory AutoCAD	MC		■			■		■			■		
Introductory MasterCAM	MC			■				■					
Best Practice in Testing and Tagging of Electrical Equipment AS/NZs 3760	MC		■	■	■	■	■	■	■	■	■	■	■
Electrical Trade Revision Program	MC	■ 5 day course commencing 24/1-31/1 (excepting 26/1). Thereafter TBA											
Hydraulic System Components	MC				■		■			■		■	
Fluid Conductor/Hose Fitting Course	MC			■		■			■			■	

SPECIALISED COURSES	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Safe Use of Gardening Chemicals	MC		■	■			■	■		■	■	■	
Airbrushing Course	MC		■	■			■		■	■	■		
Photovoltaic (PV) Solar Panels Installation Connect & Design	TC	■ 5 day course commencing 31/1. Thereafter 2 day course (dates TBA)											
Planning and Cost Flooring Technology Work	MC		■		■			■		■		■	
RSA (Responsible Service of Alcohol)	BC	■ Self-Paced Study											

AUTOMOTIVE	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Cert 3 in Automotive Specialist – LNG 'E' Class Licence	BC		■			■	31/1 – 4/7						
Cert 3 in Automotive Specialist – CNG 'E' Class Licence	BC				■								
Cert 2 in Automotive Specialist – LPG 'E' Class Licence	BC			■		■	■						
New Generation Steels in the Automotive Industry		TBA											

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PLATINUM COURSES 2011

CAMPUS Wellington Street **WS** Midland Campus **MC** Thornlie Campus **TC** Bentley Campus **BC**
 Carlisle Campus **CC** Balga Campus **BC** Jandakot Campus **JC** Equine Centre Armadale **ECA**

TELECOMMUNICATIONS	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ACMA Restricted Cabling Registration Course	MC		■	■		■	■		■	■		■	
ACMA Open Cabler Registration Course	MC		■	■		■	■		■	■		■	

AVIATION	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Basic Aeronautical Knowledge (BAK)	JC	■	<i>Night Classes - 3 week duration. Dates TBA</i>											
Private Pilot's Licence (PPL) Theory	JC	■	<i>Dates TBA</i>											

FURNITURE TECHNOLOGY	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
French Polishing	BC	17/3 - 14/4, 18/3 - 15/4		■		■ 12/5 - 9/6, 13/5 - 10/6							
Introduction to WoodWop CNC	BC		■ 4/2 - 25/3			■ 13/5 - 1/7		■ 29/7 - 16/9			■ 14/10 - 1/12		

HORSE MANAGEMENT	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Horse Riding School	ECA	■	■ 19/2 - 9/4											
Care for Horses	ECA		■ 16/2 - 6/4											
Equine Property Management	ECA		■ 19/2 - 19/4											
Horse Massage	ECA		■ 15/2 - 15/3											

WORKPLACE WELLNESS	CAMPUS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Weight Loss Meditation	WS			■						■		■	
Breath Focused Meditation Relaxation	WS			■						■		■	
Chatter Buster Meditation	WS		■				■		■				
Kundalini Meditation	WS			■		■				■			■
Silent Meditation	WS			■		■				■			■
Breath/Dance	WS		■				■				■		
Happiness Workshop	WS			■		■				■		■	
Seated Chair Massage Instruction	WS			■		■						■	

Information in this booklet is correct at time of print, February 2011. Platinum and Polytechnic West are committed to quality service and make every attempt to ensure accuracy, currency and reliability of the information contained in this booklet however, Platinum nor Polytechnic West accepts no liability for changes or inaccuracies. For the latest information and details on areas of interest not contained in this publication visit our website platinumtraining.net.au or call 1300 188 717. © 2011

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MANAGEMENT LEADERSHIP

MASTERING EMOTIONAL INTELLIGENCE 1: HOW SMART EMOTIONS PRODUCE SMART MANAGERS

Overview

People with significant technical skills are often promoted to management positions without automatically having the emotional intelligence or people skills they need to successfully lead, motivate and manage a team. In this introductory seminar you'll find out what emotional intelligence is and how to use your emotional intelligence to manage people more easily. Even if you don't think emotional intelligence is important your staff do and will respond accordingly.

Designed for

New managers, managers or leaders and want to improve their people skills and emotional intelligence on the job.

Content

- Why emotions matter at work.
- Emotional Intelligence – what it is and isn't.
- The seven levels of emotional intelligence for managers.
- Insights into how well you are using your EI at work.
- How to make emotionally intelligent decisions for better people management.
- A unique seven-step EI decision-making model.
- How to choose emotionally intelligent ways to communicate.
- The practical steps for developing more emotional intelligence immediately.
- How to combine emotional and cognitive intelligence for maximum managerial success.

Outcomes

This is the first in a series of three seminars on emotional intelligence.

As a result of attending the program, participants should be able to:

- Understand how to apply emotional intelligence skills to their own self-management and to the management, leadership or supervision of staff.
- Specifically in this seminar you will gain new ways to make emotionally intelligent decisions to enhance your people management.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

Half Day

Times

0900 - 1230

Dates

Tues 22/3/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

MASTERING EMOTIONAL INTELLIGENCE 2: MANAGING THE EMOTIONS OF STAFF

Overview

A manager has to manage people well, in order for any workplace to function productively and profitably. This expert seminar will focus specifically on how to apply the skills of emotional intelligence in managing staff emotions so staff stay engaged and productive.

Designed for

New managers, managers or leaders wanting to improve their people skills and emotional intelligence on the job.

Content

- How to read other people.
- Understanding emotional drivers at work.
- How to stay engaged with the needs of your staff and increase employee engagement.
- Recognising the emotions that have a negative impact on productivity.
- How to build trust with staff.
- How to manage people's feelings and reduce conflicts and misunderstandings.
- How to reduce turnover and increase retention by managing staff emotions.
- How to factor in people's emotional responses to successfully communicate key messages.
- How to turn unproductive emotions in your team into productive ones.

The session will include a real case example for you to analyse and work through.

Outcomes

This is the second in a series of three seminars on emotional intelligence. As a result of attending the program, participants should be able to:

- Understand how to apply emotional intelligence skills to their own self-management and to the management, leadership or supervision of staff.
- Specifically in this seminar you will gain new ways to manage staff emotions so staff stay engaged and productive.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

Half Day

Times:

0900 – 1230

Dates

Thurs 12/5/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

MASTERING EMOTIONAL INTELLIGENCE 3: MANAGING YOUR OWN EMOTIONS AT WORK

Overview

Managers are ultimately responsible for setting and demonstrating the required standards of emotional management and behaviour for their teams. This expert seminar will focus on how to manage your own emotions, as a manager, even in pressured and problematic situations so they don't interfere with but rather enhance work relations, effectiveness and productivity.

Designed for

New managers, managers or leaders who want to improve their people skills and emotional intelligence on the job.

Content

- Taking the emotional charge out of giving and receiving negative feedback.
- How not to let a dislike of conflict lead you to avoid giving feedback or confronting staff issues.
- How not to get defensive or upset when challenged.
- Managing your own emotions in an emotionally intelligent way even with difficult employees.
- How to express appreciation and increase staff motivation.
- How to avoid being sucked into emotional pitfalls, e.g. silent brooding, anger, blame.
- How to manage the emotions of change.
- How to reduce anger, irritation and frustration.
- Managing emotions in meetings.

Outcomes

This is the third in a series of three seminars on emotional intelligence. As a result of attending the program, participants should be able to:

- Understand how to apply emotional intelligence skills to their own self-management and to the management, leadership or supervision of staff.
- Specifically in this seminar you will gain new ways to manage your own emotions so you provide an excellent role model to staff; and you keep your stress levels low and productivity high.

Location

Platinum Training room, 170 Wellington Street, Perth

Duration

Half Day

Times

0900 – 1230

Dates

24/8/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

BUSINESS LEADERSHIP: BECOMING MANAGEMENT MATERIAL

Overview

This workshop is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done. At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. By accepting the challenge to lead, you come to realise that the only limits are those you place on yourself.

Designed for

New managers or managers and leaders that would like to brush up on their skills.

Content

- Leadership profile and competencies to highlight your strengths and challenges
- Directional and consequential thinking and how to develop these skills
- Strategies for influencing others through improved communication and interaction
- Your role in making meetings effective, both as a leader and as a participant
- Critical problem-solving skills and the tools and techniques you can use
- Strategic planning with a SWOT analysis to introduce change
- Ways to manage the change process effectively for sustainable growth

Outcomes

As a result of attending this program, participants should be able to:

- Identify your leadership profile and explore how you can use this knowledge to create your own future
- Assess your leadership competencies and learn how you can develop your strengths
- Identify those additional skills and tools that can make you a better leader
- Develop your ability to influence and communicate with others
- Become a better problem-solver and decision-maker
- Discover how you can prepare for and embrace the forces of change
- Create a strategy to actively use these skills back in the workplace

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

3 Days

Times

0830 - 1630

Dates

Tue - Thu 15, 16 & 17/3/2011, Tue - Thu 26, 27 & 28/7/2011,
Mon - Wed 28, 29 & 30/11/2011

Fees

\$1020.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

LEADERSHIP SKILLS FOR SUPERVISORS

Overview

You have the power to turn on or turn off the productivity of the people who work for you. You are the crucial interface between the employee on the shop floor or the service desk and the managers of the organisation. You usually have more experience and more skill than the employees you supervise, because management tends to look for super people to fill those roles.

Designed for

Leaders, managers and all supervisors who have an influence on the staff they work with.

Content

- Managing your time and energy
- What makes a good leader?
- Communication as a leadership tool
- The commitment curve
- Employee development models
- Dealing with conflict and difficult issues
- What successful leaders do.

Outcomes

- Learn ways to prioritise, plan, and manage your time.
- Identify your primary leadership style and techniques for maximising that style.
- Develop more flexibility to use other leadership styles.
- Search for ways to overcome communication barriers.
- Determine ways you can meet the needs of employees and co-workers through communication and coaching.
- Explore ways to engage in productive rather than toxic debate, and to make conflict a powerful force for creative, well-rounded solutions to problems.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Wed 1/6/2011, Mon 26/9/2011, Thu 1/12/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

DELEGATION: THE ART OF DELEGATING EFFECTIVELY

Overview

Delegation is often one of the hardest skills for a manager to master. However, the skill can be learned. This one-day workshop will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lie, and what we can do about getting around them.

Designed for

Managers and supervisors that require the skill to delegate effectively to staff to achieve a positive outcome.

Content

- What is delegation?
- Why delegate?
- Picking the right person
- The delegation meeting
- Levels of authority
- Giving instructions
- Communication skills
- Monitoring delegation
- Practicing delegation
- Giving feedback
- Becoming a good delegator

Outcomes

As a result of attending this program, participants should be able to:

- Clearly identify how delegation fits into your job and how it can make you more successful.
- Identify different ways of delegating tasks.
- Use an eight-step process for effective delegation.
- Give better instructions for better delegation results.
- Ask better questions and listen more effectively.
- Recognise common delegation pitfalls and how to avoid them.
- Test your delegation skills

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Wed 23/3/2011, Thu 4/8/2011, Mon 19/9/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

COACHING: A LEADERSHIP SKILL

Overview

Coach, Role Model, Counsellor, Supporter, Guide...do these words ring a bell? Being a coach involves being a role model, sometimes a counsellor or supporter, and always a guide. Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Knowing how and when to coach is an essential skill that can benefit both you and your organisation. This one-day workshop will help you become a better coach in all senses of the word.

Designed for

Managers, supervisors, team leaders, hr representatives, line managers and consultants. Coaching has an important role to play within all organisations and this course is designed for any organisation looking at implementing a coaching culture.

Content

- Defining coaching
- The two schools of coaches
- Five critical coaching skills
- Communications skills
- Non-verbal communication
- Johari Windows
- Learning styles and principles
- Methods of feedback
- Benefits/consequences approach
- Dealing with problem employees
- When not to coach

Outcomes

As a result of attending this program, participants should be able to:

- Understand how coaching can be used to develop your team.
- Develop the coaching skills that help improve individual performance.
- Demonstrate the behaviours and practices of an effective coach.
- Recognise employees' strengths and give them the feedback they need to succeed.
- Identify employee problems and ways you can help to correct them

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Mon 28/2/2011, Thu 30/6/2011, Tue 20/9/2011

Fees

\$460.00

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Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

BUSINESS ETHICS FOR THE OFFICE

Overview

What action exactly makes a decision ethical? The problem with ethics is that what may seem morally right (or ethical) to one person may seem appalling to another.

This two-day workshop will not provide you with an easy way to solve every ethical decision you will ever have to make. It will, however, help you define your ethical framework to make solving those ethical dilemmas easier. We'll also look at some tools that you can use when you're faced with an ethical decision. And, we'll look at some techniques you can use so you don't get stuck in an ethical quandary. Best of all, we'll look at a lot of case studies so that you can practice making decisions in a safe environment.

Designed for

Managers, supervisors, sales consultants or anyone making decisions within your organisation.

Content

- The definition of ethics and morals
- Identification of your values
- Kohlberg's six stages of moral development
- Basic philosophical approaches
- Core decision-making tools
- Tools specific to ethical decision making
- 22 golden keys to an ethical office
- Dilemmas with co-workers, supervisors, clients, and company policy
- How to avoid dilemmas
- Recovering from a mistake

Outcomes

- Understand the difference between ethics and morals
- Understand the value of ethics
- Identify some of your values and moral principles
- Be familiar with some philosophical approaches to ethical decisions
- Identify some ways to improve ethics in your office
- Know what is required to start developing an office code of ethics
- Know some ways to avoid ethical dilemmas
- Have some tools to help you make better decisions

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

2 Days

Times

0830 - 1630

Dates

Tue & Wed 24 & 25/5/2011, Mon & Tue 5 & 6/9/2011

Fees

\$750.00

To Enrol

Phone: 9267 7810

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Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

STRESS MANAGEMENT

Overview

This one-day workshop explores the causes of such stress, and suggests general and specific stress management strategies that people can use every day.

Designed for

Managers, Supervisors and everyone working under pressure who feel stressed at times of the day.

Content

- Defining Stress and How It Affects Us
- What Is Stress About?
- Building a Solid Foundation
- Mental Strategies
- Stress at Work
- Stress at Home
- Time Management Tips
- Drainers and Fillers

Outcomes

- Understand that stress is a positive, unavoidable part of everybody's life
- Recognise the symptoms that tell you when you have chronic stress overload
- Identify those situations in your life that cause you the greatest stress
- Identify those actions which add to your stress
- Change the situations and actions that can be changed
- Deal better with situations and actions that can't be changed
- Create an action plan for work, home, and play to help reduce and manage stress

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Mon 4/4/2011, Mon 15/8/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT LEADERSHIP

KEYS TO PERSONAL SUCCESS

Overview

Everyone has a unique individual character. However, some distinct similarities arise amongst a variety of people. Come and discover YOUR character, thus learning how you communicate your messages and learn more about your personality/strengths and how to accept diversity. On identifying who you are and how you interact with others, then awareness will become the key to your personal and professional success – an interactive workshop not to be missed.

Designed for

Leaders, Managers and staff at all levels choosing to work on their personal success

Content

- Work on Self-esteem
- Discovering our Personality Strengths
- Working from the Dominant Strength
- Improving the strength we least experience
- Identifying behavioural patterns
- Acceptance of Diversity
- Team building

Outcomes

- At the conclusion of this course participants will have a better understanding of their unique characteristics.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0900 - 1600

Dates

Fridays 18/2/2011, 1/4/11, 3/6/11, 12/8/11, 4/11/11, 2/12/11

Fees

\$300.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

SUPERVISING OTHERS – THE ESSENTIAL SKILLS

Overview

This two-day workshop is designed to help you overcome many of the supervisory problems you will encounter in your first few weeks as a boss, whether you are a team leader, a project manager, or a unit coordinator. Dealing with the many problems a supervisor encounters isn't easy.

Designed for

New Supervisors who would like to learn vital strategies and skills for supervising.

Content

- Pre-assignment review
- Making the transition
- Responsibilities of a supervisor
- Setting goals
- Planning for success
- Listening skills
- Asking questions
- Giving feedback
- Ask for what you want
- Giving instructions
- Orders, requests, and suggestions
- Managing conflict
- Dealing with difficult employees
- Dealing with others
- The reciprocal quality of relationships

Outcomes

As a result of attending this program, participants should be able to:

- Clarify roles and responsibilities of the new job.
- Adjust to the new role with confidence and an assurance you can handle the position.
- Develop your skills in listening, asking questions, resolving conflict, and giving feedback to employees.
- Develop a technique for making sure you give employees instructions that are clear and understood.
- Identify some techniques to deal with employee challenges, such as hostility, complaints, and laziness.
- Understand the importance of developing good relationships with employees and peers, so you are seen as fair and consistent

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

2 Days

Times

0830 - 1630

Dates

Wed & Thu 6 & 7/4/2011, Wed & Thu 17 & 18/8/2011,
Wed & Thu 2 & 3/11/2011

Fees

\$750.00

To Enrol

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Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

CHANGE MANAGEMENT: CHANGE AND HOW TO DEAL WITH IT

Overview

Managers traditionally have had the task of contributing to the effectiveness of their organisation while maintaining high morale. Today, these roles often have to be balanced off with the reality of implementing changes imposed by senior management. Managers who have an understanding of the dynamics of change are better equipped to analyse the factors at play in their own particular circumstances, and to adopt practical strategies to deal with resistance. This one-day workshop will help you deal with change and will give you strategies to bring back to your employees.

Designed for

This workshop is designed for participants who would like to learn about change and how to effectively deal with it.

Content

- The change process
- The human response to change
- The pace of change and the pace at which people adopt change
- The pyramid response to change
- Resisting and welcoming change
- The Four-Room Apartment of change and how to use it
- How to increase your resiliency to change
- Managing anger
- Dealing with stress
- An action plan for success

Outcomes

As a result of attending this program, participants should be able to:

- Accept that there are no normal or abnormal ways of reacting to change
- See change as an essential element that is positive
- Recognise that adapting to change is all about attitude
- Identify the stages of change we go through as we learn to deal with change
- See change as an opportunity for self-motivation and innovation
- Develop strategies for dealing with and accepting changes in your organisation

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Mon 28/3/2011, Mon 8/8/2011, Wed 26/10/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

PERFORMANCE MANGEMENT: MANAGING EMPLOYEE PERFORMANCE

Overview

Inspiring someone to be their best is no easy task. Just how do you manage for optimum performance? How do you create a motivating environment that encourages people to go beyond their best? This one-day workshop will give you some of those skills

Designed for

Participants in supervisory positions who learn effective ways of encouraging effective employee contributions.

Content

- The Shared Management Model
- Setting Goals
- Phase I (Preparation): Choosing the Right Person for the Job, Setting Standards, Coaching, and Training
- Phase II (Activation): Motivation
- Phase III (Ongoing and Formal Evaluation): Feedback and Performance Reviews

Outcomes

As a result of attending this program, participants should be able to:

- Understand the role of goal setting in performance management.
- Have tools to help your employees set and achieve goals.
- Have a three-phase model that will help you prepare employees for peak performance, activate their inner motivation, and evaluate their skills.
- Have a better knowledge of motivational tools and techniques.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Tue 5/4/2011, Mon 1/8/2011, Thu 27/10/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

TEAMWORK: BUILDING BETTER TEAMS

Overview

Teams have become a principle building block of successful organisations. This one-day workshop is a basic course for team leaders and team members, designed to focus on the characteristics of an effective team player and the elements of an effective team. You will leave the workshop with plans for your personal development as a team player and ideas for developing your back-home team.

A critical element of this workshop is the Glen Parker Team Player Survey (PTPS), an 18 item self-assessment instrument that will help you identify your primary team player style, help you increase your personal effectiveness in team situations, and help you effectively develop your group into a high performing team.

Designed for

This workshop is designed for participants who want to effectively engage with their teams and build higher performing teams.

Content

- Your team player style
- The strengths of each style
- The challenges for each style
- Establishing team norms
- Building team trust
- Working through the stages of team development
- Communication skills

Outcomes

As a result of attending this program, participants should be able to:

- The PTPS will give you useful feedback about your team player style.
- Identify ways you will want to change to improve your team player style.
- Better understand and appreciate differences among team members.
- Identify those ways your team must improve to be more effective.
- Develop an action plan for those improvements

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Thu 24/3/2011, Tue 16/8/2011, Tue 27/9/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

MEETING MANAGEMENT: THE ART OF MAKING MEETINGS WORK

Overview

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This one-day program will be concerned with working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

Designed for

This workshop is designed for participants wanting to achieve effective measurable outcomes from the meetings they facilitate or attend.

Content

- The basics for effective meetings
- The best and the worst of meetings
- Holding productive meetings
- Preparing for meetings
- Agendas
- Leading a meeting
- Process and content
- How to control a meeting
- Action statements

Outcomes

- Understand the value of meetings as a management tool.
- Recognise the critical planning step that makes meeting time more effective.
- Identify process tools that can help create an open and safe forum for discussion.
- Develop and practice techniques for handling counterproductive behaviour.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Fri 13/5/2011, Mon 22/8/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

CUSTOMER SERVICE TRAINING: MANAGING CUSTOMER SERVICE

Overview

The need for leading, promoting, and enhancing a customer-focused culture is essential within every organization. This one-day workshop will provide you with an opportunity to explore your responsibilities within your role as a customer service agent. As you discuss the various skills and techniques, you will draw from your own personal and varied experiences to share elements of reward and challenge.

Designed for

You and your people in customer service delivery wanting to promote an enhanced customer service experience for your clients.

Content

- Who our customers are and what they expect
- Sustaining an individual level of engagement
- Communication skills
- Appropriate sharing
- Self-image & first impressions
- Effective leadership
- Situational leadership
- Developing your leadership style
- Managing employee engagement
- Developing a Service Management System

Outcomes

- Identify ways to establish links between excellence in customer service and your business practices and policies.
- Develop the skills and practices that are essential elements of a customer service focused manager.
- Recognise what employees are looking for to be truly engaged.
- Recognise who the customers are and what they are looking for.
- Develop strategies for creating engaged employees and satisfied customers in whatever business units you manage.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Wed 11/5/2011, Tue 23/8/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

TIME MANAGEMENT: GET ORGANISED FOR PEAK PERFORMANCE

Overview

Time is money, the saying goes, and lots of it gets lost in disorganisation and disruption. This workshop will help you get a grip on your office space, organise your work flow, learn how use your planner effectively, and delegate some of your work to other people. This one-day workshop will also help you organise and prioritise for greater workplace efficiency. The workshop is full of ideas for organising your work area and your paperwork and working on the "right" things.

Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

Designed for

Busy people, who need to get organised and be well structured to improve their efficiency in getting the job done.

Content

- The power of change
- Understanding yourself
- Setting goals
- Planning
- Setting a ritual
- The four D's and STING
- Organising your workspace
- Organising your files
- Managing your workload

Outcomes

As a result of attending this program, participants should be able to:

- Better organise yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail workplace productivity

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Mon 14/3/2011, Tue 21/6/2011, Tue 1/11/2011

Fees

\$460.00

To Enrol

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Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

PROJECT MANAGEMENT FUNDAMENTALS

Overview

Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time.

Designed for

This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, this one-day workshop will familiarise you with the most common terms and the most current thinking about projects.

Content

- Defining a project and project management
- How projects can benefit you and your organization
- Project life cycles
- Selling your own project ideas
- Role & skills of the project manager
- Creating a vision
- Setting project goals
- Project planning worksheets
- The statement of work

Outcomes

- Understand what is meant by a project and project management
- Identify benefits of projects
- Identify the phases of a project's life cycle
- Enhance your ability to sell ideas and make presentations
- Prioritise projects
- Begin conceptualising your project, including goals and vision statements
- Use a target chart and other planning tools
- Complete a Statement of Work

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Thu 12/5/2011, Thu 8/9/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

PRESENTING WITH CONFIDENCE

Overview

The ability to speak and present your ideas effectively is important – both on a professional and personal level. Upgrade your communication and confidence skills if you wish to hold the audience in the palm of your hand. Make your next presentation more enjoyable for yourself and your audience by learning the techniques on how to present with confidence.

Designed for

Anyone wishing to obtain more confidence when presenting to an audience.

Content

- Course will cover:
- Ideas to relax
- How to structure a successful speech
- The importance of Body Language
- Speaking on an impromptu basis
- Constructive critiques on a one-to-one basis

Outcomes

- This course will give you loads of information on how to give presentations without fear. Learn how to deal with the audience, become a passionate speaker to ultimately enjoy presenting with confidence.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0900 - 1600

Dates

Fri 25/2/2011, Fri 4/3/2011, Thurs 26/5/2011, Thurs 2/6/2011, Fri 19/8/2011, Fri 26/8/2011, Fri 18/11/2011, Fri 25/11/2011

Fees

\$580.00

To Enrol

Phone: 9267 7810

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Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

BUILDING SELF ESTEEM AND ASSERTIVENESS SKILLS

Overview

Building your self-esteem is essential for confidence and success, and it all begins with you. Of all the judgments you make in life, none is as important as the one you make about yourself. Without some measure of self-worth, life can be enormously painful. During this one-day workshop you will discover some simple techniques that dramatically change how you feel about yourself. You will learn how to Recognise the importance of learning self-acceptance and nurturing your sense of self.

Designed for

This workshop will suit anyone wanting to increase their self esteem and build the skills to be assertive in the workplace.

Content

- Building your self-esteem
- Putting others at ease
- Make positive first impressions
- Fake it 'til you make it!
- Internal self-esteem factors
- Projecting self-confidence
- Negative vs. positive thinking
- Distorted thinking
- How to wipe out worry
- Communication skills
- Giving and receiving compliments

Outcomes

As a result of attending this program, participants should be able to:

- Create positive self-expectations
- Begin setting goals to get more of what you want from life
- Develop self-talk messages that help build self-esteem
- Identify communication tools to help you be more assertive
- Learn how to say no, and when no is the best answer
- Make a positive first impression
- Discover ways to connect with people

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Thu 3/3/2011, Fri 24/6/2011, Fri 28/10/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

ESSENTIAL SKILLS FOR THE ADMINISTRATIVE ASSISTANT

Overview

This is a one-day workshop will help to improve everyday performance in an office environment. This course will help you improve your communications skills, make a good first impression, and develop personal management skills.

Designed for

People whose roles are to support executives and managers.

Content

- Personal best, professional best
- The steps to feeling good
- Assertiveness
- Communication skills
- Asking and listening
- Non-verbal messages
- Writing skills
- Getting ahead
- Self management
- Setting goals
- Working as a team
- Working with difficult people
- Learning to say no
- De-stress options

Outcomes

As a result of attending this program, participants should be able to:

- Understand the importance of professional presence on the job.
- Learn how to self-manage to become more effective and efficient.
- Improve your communications skills, including listening, questioning, and being more assertive.
- Increase your effectiveness in recognising and managing conflict, and dealing with difficult people

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Tue 8/3/2011, Mon 25/7/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

MANAGEMENT MANAGEMENT AND SKILLS DEVELOPMENT

CERTIFICATE IV IN FRONTLINE MANAGEMENT

Overview

The Certificate IV in Frontline Management (BSB40807) is designed for individuals working in 'first line' management roles in a range of industries. Participants may come from any vocation or profession, with a wide range of pre-existing skills and qualifications. This qualification will train such individuals to provide leadership and guidance to others, and take responsibility for the effective functioning of their team and its work outcome.

Designed for

For front line to middle management personnel who are responsible for teams and their performance.

Content

- BSBMGT401A – Show leadership in the workplace
- BSBMGT402A – Implement operational plan
- BSBOHS407A – Monitor a safe workplace
- BSBWOR402A – Promote team effectiveness
- BSBMKG413A – Promote products and services
- BSBCUS402A – Address customer needs
- BSBREL401A – Establish networks
- BSBHRM402A – Recruit, select and induct staff
- BSBCMM401A – Make a presentation
- BSBRES401A – Analyse and present research information

Outcomes

- Participants will develop solid leadership skills, and in particular the ability to build teams, effectively recruit and induct staff, monitor team effectiveness and lead projects within the workplace.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

5 Days (plus completion of assignments post course)

Times

0830 - 1630

Dates

Mon-Fri 11-15/4/2011, Mon-Fri 4-8/7/2011, Mon-Fri 17-21/10/2011

Fees

\$3250.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT SALES AND MARKETING

BUILDING RELATIONSHIPS FOR SUCCESS IN SALES

Overview

The key to success in sales is making friends and building relationships. Strategic friendships will make or break any business, no matter how big and no matter what kind of market.

Designed for

Business development, sales people within an organisation or if you just want to understand how to build rapport, network, gain new customers and keep the ones you have.

Content

- How to get people to like you
- Influences in forming relationships
- Building customer relationships
- Self-disclosure
- How to win friends and influence people
- Communication skills
- Sending the right non-verbal messages
- Managing mingling
- Networking effectively
- Developing an effective handshake
- Business card dos and don'ts
- Tips on remembering names

Outcomes

As a result of attending this program, participants should be able to:

- Identify strategies for building strategic sales relationships and finding personal fulfilment in the process
- Enjoy more sales success
- Learn the secrets to being a friend in sales

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Tue 15/2/2011, Wed 8/6/2011, Thu 15/9/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT SALES AND MARKETING

MARKETING AND SALES

Overview

A small marketing budget doesn't mean you can't meet your goals and business objectives – you just have to be more creative in your marketing tactics. This one-day workshop will show you how to get maximum exposure at minimum cost. Learn effective, low-cost, and non-cost strategies to improve sales, develop your company's image, and build your bottom line.

Designed for

People who are wishing to expand their marketing and sales skills.

Content

- Defining marketing
- Recognising Trends
- Market research
- Strategies for success
- Mission statements
- Brochures
- Trade shows
- Developing a marketing plan
- Increasing business
- Saying no to new business
- Advertising
- Networking

Outcomes

As a result of attending this program, participants should be able to:

- Recognise what we mean by the term "marketing."
- Discover how to use low-cost publicity to get your name known.
- Know how to develop a marketing plan and a marketing campaign.
- Use your time rather than your money to market your company effectively.
- Understand how to perform a SWOT analysis.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Thu 17/2/2011, Mon 13/6/2011, Wed 28/9/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT SALES AND MARKETING

CUSTOMER RELATIONSHIP MANAGEMENT (CRM)

Overview

As with many significant undertakings, undergoing a CRM review (even simply considering its implementation) requires learners to analyse technical and complicated systems. This one-day workshop sorts through a myriad of information and brings you the basics you need to make a decision about the need for CRM, its benefits, and how to coordinate the base requirements for a CRM undertaking.

Designed for

People who are looking at understand and/or establish CRM.

Content

- What CRM is and who it serves
- Checklist for success
- Requirement driven product selection
- Considerations in tool selection
- Home grown vs. the application service provider
- The development team
- Evaluating and reviewing your program

Outcomes

As a result of attending this program, participants should be able to:

- Develop an understanding of the terms and benefits of CRM on a company's bottom line
- Analyse the different components of a CRM plan
- Develop a checklist for readiness and success in CRM
- Develop an understanding of how CRM creates value for organizations and customers
- Consider developmental roles that have the greatest impact on CRM

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Wed 16/2/2011, Thu 16/6/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT FINANCE

ACCOUNTING SKILLS FOR SUPERVISORS AND MANAGERS

Overview

Many of us flinch when we hear terms like depreciation, cash flow, balance sheet, and (worst of all!) budgets. However, these are all important concepts to understand if you're going to succeed in today's business world. Even better, financial terms are not as scary as they seem! During this one-day workshop, you will learn the basic financial skills that you need to become a successful, effective, manager.

Designed for

People who are new to supervisory positions or if you wish to brush up their knowledge on current practices.

Content

- Getting the facts straight
- The accounting cycle
- The key reports
- Keeping score
- Understanding debits and credits
- Your financial analysis toolbox
- Identifying high and low risk companies
- The basics of budgeting
- Working smarter
- People and numbers

Outcomes

As a result of attending this program, participants should be able to:

- Understand the art of finance and financial management and your role in company finances
- Become familiar with key financial terms, including where to find regulations for your area and industry
- Become familiar with various types of financial reports, including income statements, balance sheets, cash flow statements, and statements of retained earnings
- Understand how a chart of accounts is created, the differences between cash and accrual accounting, and single vs. double entry bookkeeping
- Understand how to identify and analyse important financial data to make financial decisions
- Know what budgets are and how to prepare them
- Identify what computer skills you need to make you a financial whiz
- Be prepared to deal with financial situations that impact the people that work for you

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Mon 14/2/2011, Thu 9/6/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT FINANCE

BUDGETS AND MANAGING MONEY

Overview

For managers in today's business world, it's essential to have a working knowledge of finance. We all play a role in our organisation's financial health, whether we realise it or not. If you don't have training or a background in finances, you may be at a disadvantage as you sit around the management table. Understanding the cycle of finance will help you figure out where you fit into your company's financial structure, and how to keep your department out of the red.

Designed for

People wanting to know what are the key concepts of finance and accounting and seeking assistance in being able to prepare budgets with more confidence.

Content

- Your role in company finances
- Assets, liabilities, and equity
- Accounts payable and receivable
- Understanding financial statements
- Budgeting and forecasting techniques
- Types of budgets
- Comparing software applications
- Tracking business expenses
- GAAP
- The human side of finances
- How to make good financial decisions
- Comparing investment opportunities
- ISO 9001:2000

Outcomes

- Assess the financial performance and health of your firm.
- Enhance your decision-making skills by integrating financial management concepts into your thinking.
- Assess various software applications for managing finances.
- Control the flow of money through your department.
- Understand the budgeting process and forecasting techniques.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Tue 10/5/2011, Wed 21/9/2010, Mon 5/12/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT CONFLICT AND NEGOTIATION

CONFLICT RESOLUTION – UNDERSTANDING AND RESOLVING CONFLICT

Overview

There are two major myths about conflict: that it always involves anger and that it's always negative. Conflict can actually be a positive tool for growth if you know how to manage it properly. This one-day course will teach participants just how to do that.

Designed for

People wishing to develop techniques to resolve workplace conflict.

Content

- Defining conflict
- Benefits of conflict
- Costs of conflict
- The role of anger in conflict
- The five stages of conflict
- Setting norms and rules
- Seven steps to ironing things out
- Confrontational facilitation
- Managing differences collaboratively
- Non-verbal communication
- Problem solving tools
- Managing anger and stress

Outcomes

- Understand conflict
- Be able to identify the stages of conflict
- Identify other ways to resolve conflict
- Develop personal skills necessary to resolve conflict

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Tue 7/6/2011, Thu 22/9/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT CONFLICT AND NEGOTIATION

CONFLICT RESOLUTION: DEALING WITH DIFFICULT PEOPLE

Overview

People can face almost any problem except the problem of people. They can work long hours, face declining business, even the loss of a job, but they can't deal with the difficult people in their lives. This workshop will help you identify some of the ways you may be contributing to these problems and give you some strategies you can adopt, at work and in your personal life

Designed for

Those that constantly have to deal with difficult people and difficult situations.

Content

- Interactions with others
- Reciprocal relationships
- Dealing with change
- The five-step process
- Managing your anger
- Managing other people's anger
- Why don't people do what they are supposed to?
- Causes of difficult behaviour
- De-stress options

Outcomes

As a result of attending this program, participants should be able to:

- Recognise how your own attitudes and actions impact on others
- Find new and effective techniques for managing negative emotions
- Develop coping strategies for dealing with difficult people and difficult situations
- Identify those times when you have the right to walk away from a difficult situation
- Learn some techniques for managing and dealing with anger

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Tue 22/3/2011, Mon 27/6/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT CONFLICT AND NEGOTIATION

NEGOTIATION SKILLS

Overview

Negotiation is a key skill that, when mastered, can enhance communications and provide better results from communication. This one-day course will teach participants the basics of negotiation, how to prepare to negotiate, ways to respond to negotiation challenges, how to create win-win solutions, and how to create sustainable agreements.

Designed for

This workshop is designed for anyone wanting to build their negotiation skills and create win-win situations.

Content

- Use key success strategies.
- Apply different negotiation approaches.
- Establish rules that lead to effective negotiation.
- Maintain composure when things get heated.
- Collaborate and foster cooperation.
- Decide what kind of relationship we wish to foster.
- Use additional resources and expertise. .
- Create a sustainable agreement.
- Incorporate everyone's perspective.
- Gain consensus.

Outcomes

- Understand the basic principles of negotiation
- Prepare for negotiation
- Respond to challenges
- Create win-win situations
- Develop sustainable agreements

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Mon 23/5/2011, Wed 24/8/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT CONFLICT AND NEGOTIATION

PROBLEM SOLVING AND DECISION MAKING

Overview

As an individual, facts and knowledge can only go so far. Solving tough problems requires the ability to define the true problem, analyse the possible causes, create options, select the most feasible option, and then implement it. This two-day workshop should help individuals enhance their efforts to find sustainable solutions and learn new ways to approach problem-solving to reach win-win decisions.

Designed for

Anyone wanting to improve their problem solving skills and make good, ethical decisions.

Content

- What is problem solving?
- Problem solving styles
- Earthquake! (case study)
- The problem solving model
- Six ways to approach a decision
- The problem solving toolkit (including gradients of agreement, fishbone analysis, lasso, cost/benefit analysis, using criteria, and force field analysis)
- Thinking outside the Box
- Peerless Data Corp (case study)

Outcomes

As a result of attending this program, participants should be able to:

- Increase your awareness of problem solving steps and problem solving tools.
- Distinguish root causes from symptoms to identify the right solution for the right problem.
- Improve your problem solving and decision making skills through identifying your own problem solving style.
- Identify ways to think creatively and work towards creative solutions.
- Recognise the top ten rules of good decision-making

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

2 Days

Times

0830 - 1630

Dates

Mon 21 & Tues 22/2/2011, Tues 28 & Wed 29/6/2011

Fees

\$750.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT ABORIGINAL SPECIFIC TRAINING

PUBLIC SPEAKING FOR ABORIGINAL PEOPLE

Overview

Whether we like it or not, public speaking is something that is relevant to everyone. Whether it is at school, university, your workplace or simply by making a speech at your family wedding — public speaking is part of the everyday life. This program provides an introduction on how to voice your message by managing your speech, timing and nerves. Plus, advice and tips on how to speak in public successfully

Designed for

- Anyone who is new to public speaking.
- This course is delivered by an experienced public speaker.

Content

- Clearly communicate your message to the audience
- Use of body language
- Use simple tools and tips to deliver speeches
- Plan and prepare
- Delivery
- Summing up
- Quick tips

Outcomes

As a result of attending this program, participants will be able to:

- Communicate their message to the audience
- Use simple tools and tips to deliver speeches

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 day

Times

0900 – 1630

Dates

Wed 23/2/2011, Wed 25/5/2011, Wed 14/9/2011, Wed 23/11/2011

Fees

\$400

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT ABORIGINAL SPECIFIC TRAINING

REAL JOBS FOR ABORIGINAL PEOPLE

Overview

The Real Jobs Project is a pre-employment program designed to prepare Aboriginal jobseekers for the "world of work" in the hospitality industry. Real Jobs is based on real employment opportunities and assists employers to develop workplace processes and cultures conducive to the successful employment and retention of Indigenous employees.

As part of the Real Jobs Program, both students and employers have access to a mentor. The mentor works one-on-one with the participants, and closely with lecturers, to provide support both before and after employees commencement

Designed for

Aboriginal people achieving Job outcomes by developing a workable and transferable pre-employment framework that facilitates the transition from education/training to employment.

Content

- Time Management
- Personal Development
- Customer Service
- Responsible Service of Alcohol
- Hospitality Skills
- Indigenous Cultural Awareness

Outcomes

As a result of attending this program, participants should be able to:

- Work Readiness Framework
- A Real Employment Outcome
- Transition from Education / Training to Employment

Location

Polytechnic West, Thornlie / Bentley Campus

Duration

4 weeks

Times

0900 - 1630

Dates

January, 2011 March, 2011

Fees

TBA

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT TRAINING AND ASSESSMENT

TRAIN-THE-TRAINER – INSPIRE, MOTIVATE AND EDUCATE

Overview

Every day, training is becoming part of more job descriptions. Whether it's teaching a new employee what their role is or training 100 employees on how to manage their time better, some basic learning principles apply. This one-day course will help you become the type of trainer that people really learn from.

Designed for

People responsible for training of staff in their organisation

Content

- Communication and presentation skills
- Principles of adult learning
- Learning methods
- Identifying your audience
- Outlining the program
- Testing the program
- Types of activities
- Quick and easy games
- Visual aids and presentation tips
- Evaluations

Outcomes

- Develop the essential skills for a trainer
- Understand adult learning
- Know how to develop a training session
- Know how to add fun and games to your program
- Be familiar with delivery methods

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Mon 21/3/2011, Mon 20/6/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT TRAINING AND ASSESSMENT

DEVELOPING YOUR TRAINING PROGRAM

Overview

Training is an essential element of development in any organisation. Being knowledgeable and continuing to learn throughout your career can make you a very valuable asset. We also know that training and orientation for newly hired employees is a key factor in retention.

Designed for

Trainers who want to develop training programs that are meaningful, practical, and will benefit both trainees and the organisations they work for.

Content

- Those responsible for training of staff in their organisation
- Program design
- Identifying needs
- The training model
- The program's basic outline
- Evaluation strategies
- Defining your approach
- Researching and developing content
- Pre-assignments in training
- Choosing openings and energizers
- Training instruments, assessments, & tools
- Creating supporting materials
- Testing the program
- Creating proposals
- Building rapport
- Pulling it all together

Outcomes

- Describe the essential elements of a training program
- Apply different methodologies to program design
- Demonstrate skills in preparation, research, and delivery of strong content
- Explain an instructional model
- Be prepared to create a training program proposal

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0830 - 1630

Dates

Thu 31/3/2011, Wed 7/9/2011

Fees

\$460.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT TRAINING AND ASSESSMENT

CERTIFICATE IV IN TRAINING AND ASSESSMENT

Overview

The Certificate IV in Training and Assessment (TAE40110) is the benchmark qualification required to deliver and assess training within the Vocational Education and Training environment. The qualification teaches participants to apply the training and assessment skills gained in any industry area.

Designed for

Individuals already working within a training environment, or for those who wish to pursue a career in training and development within any industry area.

Content

Core Units:

- TAEASS401A Plan assessment activities and processes
- TAEASS402A Assess competence
- TAEASS403A Participate in assessment validation
- TAEDEL401A Plan, organise and deliver group-based learning
- TAEDEL402A Plan, organise and facilitate learning in the workplace
- TAEDES401A Design and develop learning programs
- TAEDES402A Use training packages and accredited courses to meet client needs

In addition, 3 elective units will be delivered.

Outcomes

- Successful participants will develop the skills necessary to design, develop, deliver and assess quality training programs, in particular relating to nationally recognised units of competence.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

5 Days (plus completion of assignments post course)

Times

0830 - 1630

Dates

Mon-Fri 16-20/5/2011, Mon-Fri 29-31/8/2011 & 1-2/9/2011,
Mon-Fri 12-16/12/2011

Fees

\$1650.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

WORD 2007 – CORE ESSENTIALS FOR BUSINESS

Overview

Our Core Essentials for business course range will provide you with the necessary skills and knowledge to be proficient in the use of Microsoft Word. Gain a firm understanding of the basics, working with text, pictures, art and tables.

Designed for

Anyone who has basic computer skills and wants to learn more about Word.

Content

- Learn how to work with text and paragraphs.
- Understand how to format text and the page.
- Using templates
- Setting paragraph options
- Applying bullets and numbers
- Working with Fonts dialog
- Using the Format Painter
- Setting the page border and colour
- Adding a cover page
- Inserting tables, pictures, and shapes
- Adding text boxes

And much more!

Outcomes

- As a result of attending this workshop you will be proficient in the use of Word 2007.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0900 - 1600

Dates

Fridays 11/3/2011, 27/5/11, 5/8/11, 23/9/11, 25/11/11

Fees

\$330.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

EXCEL 2007 – CORE ESSENTIALS FOR BUSINESS

Overview

Get a firm understanding of the basics of working with Excel. Understand how to work with data and become familiar with basic formatting and data analysis tools. Get to know some of Excel's more advanced tools, such as conditional formatting and cell styles. Learn how to add graphics and objects to your spreadsheets and the different ways of viewing and printing your data

Designed for

Anyone wishing to increase their knowledge in the use of excel

Content

- Inserting and deleting rows and columns
- Merging and splitting cells
- Moving and resizing cells
- Using Paste Special
- Understanding cell references and formulas
- AutoFill and AutoComplete
- Sort and filter
- Adjusting cell alignment and text direction
- Changing number format
- Using the Format Painter

And much more

Outcomes

- At the end of this workshop you will be confident in the use of Excel for data analysis.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0900 - 1600

Dates

Fri 18/3/2011, Fri 10/6/11, Thurs 11/8/11, Fri 16/9/11, Fri 9/12/11

Fees

\$330.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

POWERPOINT 2007 – CORE ESSENTIALS FOR BUSINESS

Overview

Our Core Essentials for business course range will provide you with the necessary skills and knowledge to be proficient in the use of Microsoft PowerPoint. Learn to create the perfect, professional PowerPoint presentation.

Designed for

Anyone wishing to learn how to develop professional PowerPoint presentations.

Content

- Know how to view and print slides and presentations
- Creating a presentation
- Using templates
- Adding, selecting, moving, deleting slides
- Viewing the slide show
- Working with fonts on the Home tab
- Working with the fonts dialog box
- Changing the theme and background style
- Inserting tables
- Adding pictures
- Drawing shapes and adding text boxes
- Adding a transition
- Using views and zoom

And much more!

Outcomes

- At the conclusion of this course participants will be confident at putting together a professional PowerPoint presentation.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0900 - 1600

Dates

Wed 24/2/11, Fri 8/4/11, Fri 6/5/11, Mon 13/6/11, Fri 29/7/11, Fri 9/9/11, Fri 11/11/11

Fees

\$330.00

To Enrol

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Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

ACCESS 2007 – CORE ESSENTIALS FOR BUSINESS

Overview

Our Core Essentials for business course range will provide you with the necessary skills and knowledge to be proficient in the use of Microsoft Access. You will gain the required knowledge to create, maintain and process large amounts of data easily.

Designed for

Anyone wishing to create and maintain a database using Access 2007.

Content

- Learn all about tables, forms, queries, and reports.
- Planning a database
- Using the Getting Started window
- Creating a database
- Viewing database objects
- Saving, exporting, deleting database objects
- Adding, editing, deleting, formatting, and searching for records
- Sorting and filtering a query
- Creating a report manually and with the wizard

And much more!

Outcomes

- At the end of this workshop participants will be confident to create and maintain a database using Access 2007.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Day

Times

0900 - 1600

Dates

Fri 25/3/11, Fri 17/6/11, Thurs 25/8/11, Fri 30/9/11

Fees

\$330.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

MICROSOFT OFFICE ONENOTE

Overview

Microsoft Office OneNote is a digital notebook that provides a flexible way to gather notes and information, provides powerful search capabilities so users can find what they are looking for quickly, and provides easy-to-use shared notebooks that help teams work together more effectively.

Designed for

Anyone who has never used OneNote before or those who want to learn more about it.

Content

By the end of this training session you will be able to:

- Gather your notes and information in one place,
- Share notebooks giving everyone access to the same information at the same time,
- Prioritise and manage tasks and your to-do-list more efficiently,
- Improve productivity away from the office
- Navigate the 'More Cool Features' selection tab
- Insert documents or files into notes
- Record audio and video notes
- Create or customise page templates
- Distribute notes to other people
- Take notes together with other people
- Use a notebook on multiple computers

Outcomes

- By the conclusion of this workshop participants will have the ability to use OneNote for gathering and sharing notes.

Location

Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie - Room 8G20

Duration

3 & _ Hours

Times

1800 - 2130

Dates

Wed 16/2/2011

Fees

\$80.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

EXCEL 2007 (FORMATTING AND REFERENCING)

Overview

An ideal course for small business owners or householders who want to keep track of their budgets or set up a simple spreadsheet. Topics include creating editing and formatting spreadsheets; using built in functions; entering simple formulas and charting.

Designed for

Anyone wishing to increase their knowledge in the use of excel

Content

- Creating, editing and formatting spreadsheets
- Using built in functions
- Using simple formulas

Outcomes

- At the end of this workshop you will be confident in the use of Excel for data analysis.

Location

Polytechnic West, Midland Campus, Cnr Lloyd St and Eddie Barron Drv, Midland

Duration

3 Weeks

Times

Wednesday Evenings 1800 - 2030

Dates

16/2/2011 – 2/3/2011

Fees

\$155.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

**BUSINESS DEVELOPMENT AND SUPPORT
COMPUTING**

EXCEL 2007 (FORMULAE AND FUNCTIONS)

Overview

An Intermediate course designed to take you beyond creating basic workbooks into selecting, charting, lists and functions at a more advanced level. Learn how to use the power of Excel for numbers and calculations more effectively

Designed for

Anyone wishing to increase their knowledge in the use of excel.

Content

- Advanced selecting
- Charting
- Lists
- Advanced functions

Outcome:

- At the conclusion of this course the student will have knowledge in charting, lists and functions at an advanced level.

Location

Polytechnic West, Midland Campus, Cnr Lloyd St and Eddie Barron Drive, Midland

Duration

3 Weeks

Times

Wednesday Evenings 1800 - 2030

Dates

9/3/2011 – 23/3/2011

Fees

\$185.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

**BUSINESS DEVELOPMENT AND SUPPORT
COMPUTING**

EXCEL 2007 (MACRO AND MODELLING)

Overview

This course is for students who have Excel skills and would like to learn spreadsheet enhancements such as linking worksheets, named ranges, spreadsheet protection and advanced functions including Macros, IF and VLOOKUP.

Designed for

Anyone wanting to increase their excel skills to an advanced level.

Content

- Linking worksheets
- Named ranges
- Spreadsheet protection
- Macros
- IF
- VLOOKUP

Outcomes

- At the conclusion of this workshop participants will have knowledge in using Excel Macro and Modelling.

Location

Polytechnic West, Midland Campus, Cnr Lloyd St and Eddie Barron Drv, Midland

Duration

3 Weeks

Times

Wednesday Evenings 1800 - 2030

Dates

30/3/2011 – 13/4/2011

Fees

\$215.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

**BUSINESS DEVELOPMENT AND SUPPORT
COMPUTING**

BUILD AND TEST YOUR OWN PC

Overview

This course will enable you to understand computer components and their functions and the PC assembly process including diagnostics and software installation.

Designed for

Anyone wishing to learn about PC hardware components.

Content

Specifically you will learn to;

- Identify all parts of a PC
- Discuss the functions and interactions of all PC subsystems
- Select quality PCs and constituent components based on performance and cost
- Install, replace and upgrade PC hardware components
- Identify and troubleshoot common PC hardware problems
- Install and configure commonly used PC operating systems

Outcomes

- Walk away with all the skills to build your own PC.

Location

Polytechnic West, Midland Campus, Cnr Lloyd St and Eddie Barron Drive, Midland or Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

6 Weeks

Times

1800 - 2100

Dates

Midland 14/2/2011 – 21/3/2011, Thornlie 15/2/2011 – 12/3/2011, Thornlie 16/2/2011 – 13/3/2011

Fees

\$220.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

**BUSINESS DEVELOPMENT AND SUPPORT
COMPUTING**

BUILDING PROFESSIONAL WEBSITES WITH DREAMWEAVER

Overview

This course is for people who want to learn about web site design using Dreamweaver and is suitable for those working on small web sites. This course includes information relating to the underlying code of web sites and web site principles.

Designed for

This course is designed for people who want to learn about web site design using Dreamweaver and is suitable for those working on small or large web sites.

Content

- Code View, Properties Inspector and Web Sites.
- CSS for styling and layout
- Text, Lists and Tables
- Spry Elements
- Working with Images
- Using Forms
- Principle of website design
- HTML code
- Site design using Adobe Dreamweaver

Outcomes

- At the conclusion of this course participants will be knowledgeable about the principles of website design.

Location

Polytechnic West, Midland Campus, Cnr Lloyd St and Eddie Barron Drive, Midland

Duration

2 Days

Times

0900 – 1630

Dates

Mon 14 & 15/3/2011, Mon 13 & 14/6/2011, Mon 15 & 16/8/2011, Mon 17 & 18/11/2011

Fees

\$750.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

DIGITAL PHOTOGRAPHY AND PHOTOSHOP ALBUM

Overview

Learn the basics of photography, Shutter speed, Aperture, ISO, and Depth of Field. Discover how and when to use these technical features to become a more creative and confident photographer. Use Adobe Photoshop software to enhance and edit your photos images to create perfect works of art.

Designed for

Anyone wanting to take great digital photos and edit them themselves.

Content

At the conclusion of this course the student will have knowledge in Basics of photography:

- Shutter speed
- Aperture
- ISO
- Depth of Field
- Applying these technical features to become a creative and confident photographer
- Use Adobe Photoshop Album software to enhance and edit photo images

Outcomes

- At the conclusion of this course participants will have knowledge in the basics of digital photography.

Location

Polytechnic West, Midland Campus, Cnr Lloyd St and Eddie Barron Drive, Midland or Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

6 Weeks

Times

Midland Thurs Evenings 1800 – 2030 or
Thornlie Thurs Evenings 1800 - 2100

Dates

Midland 24/2/2011 – 28/3/2011, Thornlie 17/2/2011 – 24/3/2011

Fees

\$265.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

DIGITAL VIDEO EDITING

Overview

Learn about your video camera and how to use it to get better results. Use the skills of movie makers to make your home movies more interesting. This course will show you how to plan your movie and control your camera functions to achieve the effects you want.

Designed for

Anyone wanting to learn more about operating a video camera and editing the footage.

Content

- Operate a video camera
- Plan a movie
- Control camera function to implement movie
- Basic movie editing and sequencing

Outcomes

- At the conclusion of this course participants will have basic knowledge in editing video images.

Location

Polytechnic West, Midland Campus, Cnr Lloyd St and Eddie Barron Drv, Midland or Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

6 Weeks

Times

Midland Mon Evenings 1800 – 2030 or
Thornlie Tues Evenings 1800 - 2030

Dates

Midland 14/2/2011 – 28/3/2011, Thornlie 15/2/2011 – 22/3/2011

Fees

\$253.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT COMPUTING

WEB PAGE WITH ADOBE DREAMWEAVER

Overview

This course is for people who want to learn about web site design using Dreamweaver and is suitable for those working on small web sites. This course includes information relating to the underlying code of web sites and web site principles.

Designed for

Anyone wanting to create their own Web Page.

Content

- Principle of website design
- HTML code
- Site design using Adobe Dreamweaver

Outcomes

- At the end of the course participants will have a greater understanding of website creation and how to create a Web Page.

Location

Polytechnic West, Midland Campus, Cnr Lloyd St and Eddie Barron Drive, Midland or Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

6 Weeks

Times

1800 – 2030

Dates

Midland Tuesday Evenings 15/2/2011 – 23/3/2011,
Thornlie Monday Evenings 14/2/2011 – 28/3/2011

Fees

\$175.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

MICROSOFT PROJECT 2007

Overview

Using Microsoft Project can be of huge advantage when managing simultaneous projects and activities, all with different timeframes and deliverables.

Designed for

Existing and aspiring project managers, coordinators, team leaders and managers.

Content

- Starting a project
- Scheduling a project
- Printing a project
- File tasks and views
- Resources
- Working with tasks
- Creating reports
- Customising a project
- Advanced topics
- Finishing a project
- Working with multiple projects
- Using macros
- Analysing your project
- Expert topics

Outcomes

- Ability to use Microsoft Project at an intermediate to advanced level, in order to manage tasks and projects within the workplace.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

2 Days

Times

0830 - 1630

Dates

Mon & Tue 30 & 31/5/2011, Tue & Wed 9 & 10/8/2011,
Tue & Wed 15 & 16/11/2011

Fees

\$750.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

MICROSOFT ACCESS 2007 - ADVANCED

Overview

This Microsoft Access training will enable participants to understand the principles behind database construction, and give participants the ability to create effective and functional databases for their work needs.

Designed for

Any employee required to use MS Access, or for those wishing to further their understanding of and capability with database creation and management.

Content

- Creating a database
- Doing more with your database
- Advanced file tasks
- Working with tables
- Working with forms
- Working with reports
- Working with queries
- Advanced data management
- Advanced form tasks
- Pivoting data
- Access and Windows
- Add-ons to Access
- Using scripts in Access
- Using Access to collaborate
- SQL and Microsoft Access

Outcomes

- Ability to use Microsoft Access at an intermediate to advanced level, and the ability to apply its use to a range of areas within the business.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

2 Days

Times

0830 - 1630

Dates

Tue & Wed 29 & 30/3/2011, Tue & Wed 2 & 3/8/2011,
Wed & Thu 9 & 10/11/2011

Fees

\$750.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

PHOTOSHOP LITE INTRODUCTION

Overview

Gain the fundamental skills needed to create, edit and manipulate images, photos and graphics. Explore the programs sophisticated range of tools for pixel selection, painting, adjusting grey and colour levels in continuous tone, working with layers, automating your electronic artwork and much more.

Designed for

People who need to use Adobe Photoshop to edit images, but are not required to perform high end colour correction work.

Content

- Workspace, Panels and working documents.
- Images Modes and Colour.
- Selections and Layers.
- Working with Type.

Outcomes

At the conclusion of this course the participants will have knowledge in:

- Creating, editing and manipulating images, photos and graphics.
- Explore the CS4's sophisticated range of tools for pixel selection, painting, adjusting grey and colour levels in continuous tone,
- Working with layers,
- Automating electronic artwork

Location

Polytechnic West, Specialist Training Labs, Midland Campus, Lloyd Street, Midland

Duration

1 Day

Times

0900 - 1630

Dates

Fri 25/2/2011, Fri 27/5/2011, Fri 26/8/2011, Fri 28/10/2011

Fees

\$750.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT
ADVANCED COMPUTING

ADOBE PHOTOSHOP CS4

Overview

In these 8-week hands on course, participants will learn to use Adobe Photoshop CS4. You will learn how to correct and enhance digital photographs, advanced compositing as well as producing and printing consistent colour.

Designed for

People who have no prior knowledge of Photoshop CS4, however, have a general understanding of personal computers and the Windows Operating System.

Content

- Introduction to the unit - getting to know the work area;
- Photographic form and digital simulation – basic photo corrections;
- Computer graphics concepts – working with selections;
- The complete digital workflow – layer basics;
- Photographic codes – masks and channels;
- Colour theory – correcting and enhancing digital photographs;
- Graphic formats – typography design;
- Digital and the immediacy of the image – vector drawing techniques;
- The image from screen to paper – producing and printing consistent colour;
- The digital image – copyright, archiving and retrieving – advanced layering.

Outcomes

- At the conclusion of the course participants will have a good understanding on the use of Adobe Photoshop.

Location

Midland Campus, Cnr Lloyd Street and Eddie Baron Drive,
Midland – Block N

Duration

8 weeks

Time

1800 - 2130

Dates

Tues Evenings 8/2/2011 - 29/3/2011, 2/8/2011 - 20/9/2011

Fees

\$200.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT
ADVANCED COMPUTING

MS EXCEL FOR POWER USERS

Overview

Move beyond the comfort zone and unleash the power of Excel. Learn the tips and tricks that will make you the master and Excel your dutiful slave. Use the power.

Designed for

People who want to leverage the power of MS Excel and hands-on managers who want to mix it with the best of them. Not for the feint-hearted.

Content

- Will include (but not limited to):
- Calculating Data with Advanced Formulas
- Organising Worksheet and Table Data
- Enhancing Efficiency through automation
- Sharing Data - Collaborating with Others
- Analysing Data and Goal Seeking

Outcomes

- As a result of attending this program, participants should be able to design and use advanced MS Excel features.

Location

Polytechnic West, Midland Campus, Specialist Training Labs,
Lloyd Street Midland

Duration

2 Days

Times

0900 - 1630

Dates

Mon 21 & Tues 22/2/2011, Thurs 26 & Fri 27/5/2011,
Mon 15 & Tues 16/8/2011, Mon 14 & Tues 15/11/2011

Fees

\$750.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

CISCO CCNA 1 & 2

Overview

The Cisco CCNA Exploration provides comprehensive training in network based technologies. The students are provided with opportunities to enhance their practical skills and theoretical knowledge of networking concepts. Interactive activities and practicals are designed to enhance student's problem solving skills and build their critical thinking process.

Designed for

Students who want to gain basic to advanced networking skills and CCNA certification. This will lead to entry-level career opportunities in the IT-Networking industry.

Content

- CCNA 1&2 covers basic networking principals based on the OSI model and IP addressing scheme. It also covers planning, configuring and testing of network concepts. Routing protocols and concepts are covered in detail. Concepts covered include VLSM, Distance vector and Link State Routing protocols.

Outcomes

As a result of attending this program, participants should be able to:

- Understand concepts of network design and protocols based on the OSI model
- Design, configure and fault-find networks.
- Implement IP addressing and network protocols.

Assessment:

Vendor Certification Examination in a registered test facility. This will be an extra cost to the candidate.

Location

Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

6 Months

Times

Monday Evenings 1800 – 2130

Dates

31/1/2011 – 4/7/2011

Fees

\$499.00

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

CISCO CCNA 3 & 4

Overview

The Cisco CCNA Exploration provides comprehensive training in network based technologies. The students are provided with opportunities to enhance their practical skills and theoretical knowledge of networking concepts. Interactive activities and practicals are designed to enhance student's problem solving skills and build their critical thinking process.

Designed for

Students who want to gain basic to advanced networking skills and CCNA certification. This will lead to entry-level career opportunities in the IT-Networking industry.

Content

- CCNA 3 &4 covers basic switching concepts and configuration. Basic switching concepts include VLANs, VTP, STP and Inter-vlan routing. Introduction to WAN protocols, Network security and Network troubleshooting are also covered.

Outcomes

As a result of attending this program, participants should be able to:

- Design, configure and fault-find a switched network.
- Configure various switching options.
- Implement basic network security and troubleshooting.

Assessment:

Vendor Certification Examination in a registered test facility. This will be an extra cost to the candidate.

Location

Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

6 Months

Times

Monday Evenings 1800 - 2130

Dates

31/1/2011 – 4/7/2011

Fees

\$499.00

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

COMPTIA A+ ESSENTIALS

Overview

The CompTIA A+ certification is the industry standard for computer support technicians. This international, vendor-neutral certification proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting. CompTIA A+ certified technicians also have excellent customer service and communication skills to work with clients.

Designed for

This course is intended for people who wish to obtain any of the CompTIA 2009 A+ Certifications, including the premier A+ certification: A+ IT Technician. This course covers key knowledge for IT aspirants, IT Technicians, Service Desk staff and any individuals looking to become a certified computer service technician or improve their knowledge of PC's. A+ IT Technician is the recommended starting point for nearly all other IT certification paths.

Content

- Hardware
- Troubleshooting, repair and maintenance
- Operating system and software
- Networking
- Security
- Operational procedure

Outcomes

As a result of attending this program, participants should be able to:

- Install, configure and maintain both laptop and desktop hardware
- Gain an in depth understanding of installation, configuration and support of operating systems
- Undertake preventative maintenance, networking, security and troubleshooting
- Develop excellent customer service and communication skills

Assessment:

- CompTIA exams are provided through Pearson VUE and Prometric testing centres.

Location

Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

6 Months

Times

Tuesday Evenings 1800 - 2130

Dates

1/2/2011 – 5/7/2011

Fees

\$499.00

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

COMPTIA LINUX+

Overview

If you are new to Linux operating system this program provides vendor-natural training of foundation level Linux skills and knowledge.

Designed for

The CompTIA Linux+ certification is aimed at an IT administrator experienced in Windows or other operating systems

Content

- Installation and configuration
- System maintenance and operations
- Application and services
- Networking
- Security

Outcomes

As a result of attending this program, participants should be able to:

- Work at the Linux command line
- Perform maintenance tasks
- Automate system administration tasks
- Install and configure workstations

Assessment:

CompTIA exams are provided through Pearson VUE and Prometric testing centres.

Location

Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

6 months

Times

Tuesday Evenings 1800 - 2130

Dates

1/2/2011 – 5/7/2011

Fees

\$499.00

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

COMPTIA NETWORK+

Overview

The CompTIA Network+ certification is the sign of a competent networking professional. It is an international, vendor-neutral certification that proves a technician's competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure.

Designed for

Entry-level computer support professionals with basic knowledge of computer hardware, software, and operating systems, who wish to increase their knowledge and understanding of networking concepts and skills to prepare for a career in network support or administration.

Content

- Network technologies
- Network media and topologies
- Network devices
- Network management
- Network tools
- Network security

Outcomes

As a result of attending this program, participants should be able to:

- Manage, maintain, troubleshoot, install, operate and configure basic network infrastructure
- Describe networking technologies, basic design principles
- Adhere to wiring standards
- Use testing tools

Assessment:

CompTIA exams are provided through Pearson VUE and Prometric testing centres.

Location

Polytechnic West, Thornlie Campus, Burslem Drive Thornlie

Duration

6 Months

Times

Wednesday evenings 1800 - 2130

Dates

2/2/2011 – 6/7/2011

Fees

\$499.00

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

BUSINESS DEVELOPMENT AND SUPPORT ADVANCED COMPUTING

MICROSOFT MCTS 70-640 CONFIGURING WINDOWS SERVER 2008 ACTIVE DIRECTORY

Overview

This globally recognised Microsoft certification proves your expertise in implementing and managing Active Directory, the directory service in Windows Server 2008, on large-scale corporate networks.

Designed for

The Microsoft Certified Technology Specialist (MCTS) on Windows Server 2008 credentials are intended for information technology (IT) professionals who work in the complex computing environment of medium to large companies.

Content

- The Active Directory Infrastructure in Windows Server 2008
- Additional Active Directory Server Roles in Windows Server 2008
- Active Directory Objects in Windows Server 2008
- Group Policy Objects Strategy in Windows Server 2008
- Configuring DNS in Windows Server 2008
- Active Directory Certificate Services in Windows Server 2008
- Communications and Security in Windows Server 2008
- Monitoring, Backups, and Recovery in Windows Server 2008

Outcomes

As a result of attending this program, participants should be able to:

- Configure Domain Name System (DNS) for Active Directory
- Configure the Active Directory infrastructure
- Configure additional Active Directory server roles
- Create and maintain Active Directory objects
- Configure Active Directory Certificate Services

Assessment:

Microsoft exams are provided through Pearson VUE and Prometric testing centres.

Location

Polytechnic West, Thornlie Campus, Burslem Drive Thornlie

Duration

6 Months

Times

Wednesday evenings 1800 - 2130

Dates

2/2/2011 – 6/7/2011

Fees

\$499.00

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

BUSINESS DEVELOPMENT AND SUPPORT
ADVANCED COMPUTING

VIRTUALISATION STRATEGIES FOR BUSINESS

Overview

Virtualisation is a technology which is changing how data networks are built and how IT resources are provisioned. Virtualisation brings to businesses of all sizes a variety of benefits which helps them build an IT infrastructure with enterprise-class capabilities and a real return on investments (ROI). Today, businesses should seriously consider implementing a virtualisation strategy.

Designed for

Business and IT managers who are considering deploying virtualisation technologies.

Content

- Day 1: Exploring virtualisation strategies for businesses - Reducing cost, improving services and managing risk and maintaining the competitive edge in the market place with virtualisation.
- Day 2: Hands-on evaluation of virtualisation technologies.

Outcomes

As a result of attending this program, participants should be able to:

- Properly scope and scale out the virtualisation platform according to best practices.
- Achieve lower TCO and higher ROI through virtualisation technologies
- Avoid common pitfalls in implementations.
- Extract the most performance from host servers to yield both higher consolidation ratios and user density.

Location

Polytechnic West, Midland Campus, Specialist Training Labs, Lloyd Street, Midland

Duration

2 Days

Times

0900 - 1630

Dates

Mon 14 & Tues 15/3/2011, Thurs 2 & Fri 3/6/2011, Mon 25 & Tues 26/7/2011, Thurs 27 & Fri 28/10/2011

Fees

\$750.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

WORK, LIFE BALANCE

**WORKPLACE WELLNESS –
BREATH FOCUSED
MEDITATION RELAXATION**

Overview

This meditation class will teach you to take time out of your busy day to create a foundation for peace of mind, stress management and self awareness.

Designed for

This guided meditation is suitable for all participants and will support work/life balance.

Content

- Based on the principles of the Buteyko Method of Breath Reconditioning, discover the art of relaxed breathing and a stillness within yourself.

Outcomes

- Walk out of this lunch time session completely relaxed and with the knowledge to meditate on you own.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Hour

Times

1230 - 1330

Dates

Thurs 17/3/2011, Fri 13/5/2011, Thurs 29/9/2011, Thurs 17/11/2011

Fees

\$55.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

WORK, LIFE BALANCE

**WORKPLACE WELLNESS –
CHATTER-BUSTER MEDITATION**

Overview

This meditation class will teach you to take time out of your busy day to create a foundation for peace of mind, stress management and self awareness.

Designed for

This guided meditation is suitable for all participants and will support work/life balance.

Content

- Don't know how to stop the chatter and voices in your head and really get into meditation?
- Learn 2 or 3 easy techniques to stop the prattle
- Let your mind rest and be at peace.

Outcomes

- Walk out of this lunch time session completely relaxed and with the knowledge to meditate on you own.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Hour

Times

1200 - 1300

Dates

Fri 11/2/2011, Fri 24/6/2011, Thurs 4/8/2011

Fees

\$55.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

WORK, LIFE BALANCE

WORKPLACE WELLNESS – KUNDALINI MEDITATION

Overview

This meditation class will teach you to take time out of your busy day to create a foundation for peace of mind, stress management and self awareness.

Designed for

This guided meditation is suitable for all participants and will support work/life balance.

Content

- Enjoy a stimulating 4 part meditation guided by music, and relax fully through movement and into a restful silence.

Outcomes

- Walk out of this lunch time session completely relaxed and with the knowledge to meditate on you own.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Hour

Times

1200 - 1300

Dates

Thurs 3/3/2011, Fri 20/5/2011, Fri 2/9/2011, Fri 16/12/2011

Fees

\$55.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

WORK, LIFE BALANCE

WORKPLACE WELLNESS – SILENT MEDITATION

Overview

This meditation class will teach you to take time out of your busy day to create a foundation for peace of mind, stress management and self awareness.

Designed for

This guided meditation is suitable for all participants and will support work/life balance.

Content

- Discover the depths of yourself through absolute silence. Enjoy the peace, solitude and cleansing quality of silence.

Outcomes

- Walk out of this lunch time session completely relaxed and with the knowledge to meditate on you own.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Hour

Times

1030 - 1130

Dates

Thurs 3/3/2011, Fri 20/5/2011, Fri 2/9/2011, Fri 16/12/2011

Fees

\$55.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

WORK, LIFE BALANCE

WORKPLACE WELLNESS – SEATED CHAIR MASSAGE INSTRUCTION

Overview

Learn the art and basics of chair massage. Practice on a colleague, partner or yourself.

Designed for

This training course is suitable for all participants and will support work/life balance.

Content

- Be instructed on the basics of seated chair massage and practice on a co-worker, or develop the technique for self massage.

Outcomes

- At the conclusion of this afternoon session you will have basic knowledge in the art of chair massage.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Hour

Times

1400 - 1500

Dates

Thurs 17/3/2011, Fri 13/5/2011, Thurs 29/9/2011, Thurs 17/11/2011

Fees

\$55.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

WORK, LIFE BALANCE

WORKPLACE WELLNESS – HAPPINESS WORKSHOP

Overview

Discover principles to foster happiness and balance, and reduce stress in your life.

Designed for

This workshop is suitable for all participants and will support work/life balance.

Content

- This workshop will help you discover and implement the principles to foster happiness and develop work/life balance. Reduce Stress in your life!!!

Outcomes

- Walk out of this morning session with a smile on your face as you have discovered how to reduce stress and be happier.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 & 1/2 Hours

Times

1030 - 1200

Dates

Thurs 17/3/2011, Fri 13/5/2011, Thurs 29/9/2011, Thurs 17/11/2011

Fees

\$65.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

WORK, LIFE BALANCE

WORKPLACE WELLNESS – BREATH - DANCE

Overview

This meditation class will teach you to take time out of your busy day to create a foundation for peace of mind, stress management and self awareness.

Designed for

This guided meditation is suitable for all participants and will support work/life balance.

Content

- Discover the dancer within in this privately nurturing meditation. Based on the principles of Buteyko breathing, and incorporating dance moves to music, no former dance experience necessary. Gentle and non-threatening. Instruction given on dance movement.

Outcomes

- You will be dancing back to work concluding this afternoon session.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Hour

Times

1330 - 1430

Dates

Fri 11/2/2011, Fri 24/6/2011, Thurs 4/8/2011, Fri 21/10/2011

Fees

\$55.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

WORK, LIFE BALANCE

WORKPLACE WELLNESS – WEIGHT-LOSS MEDITATION

Overview

This meditation class will teach you to take time out of your busy day to create a foundation for peace of mind, stress management and self awareness.

Designed for

This guided meditation is suitable for all participants and will support work/life balance.

Content

- Relax and let your subconscious mind do all the work, come away ready for change, and to embrace the slimmer you that you desire to be. This meditation is based on neurolinguistic principles (NLP).

Outcomes

- You will leave this lunchtime workshop with the basic knowledge of NLP.

Location

Platinum Training Room, 170 Wellington Street, Perth

Duration

1 Hour

Times

1230 - 1330

Dates

Thurs 17/3/2011, Fri 13/5/2011, Thurs 29/9/2011,
Thurs 17/11/2011

Fees

\$55.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING OCCUPATIONAL SAFETY AND HEALTH

INTRODUCTORY SAFETY & HEALTH REPRESENTATIVES COURSE

Overview

This five day Introductory Safety and Health Representatives course has been developed to meet the requirements of the Western Australian Occupational Health and Safety Legislation. This course is accredited by the Commission for Occupational Safety and Health of Western Australian. Applicants are entitled to attend the Introductory Safety and health Representatives course as prescribed in part IV of the Occupational Safety & Health Act 1984 and Part 5 of the Mines Safety and Inspections Act 1994.

Designed for

People elected as a workplace safety and health representative who are carrying out their role under the Western Australian Occupational Safety and Health Legislation.

Content

The course is conducted over five consecutive days and includes:

- Occupational Safety and Health legislation
- Inspections and investigations
- Hazard identification and risk management
- Communication and presentation
- Conflict resolution and provisional improvement notices

Outcomes

- Using recognised practice and principles, linked with current safety and health legislation clients will gain the knowledge, skills and confidence to become an effective workplace safety and health representative.

Unit of Competency:

WorkSafe WA has formally aligned the 5 day Introductory Safety & Health Representatives Course with the first six units in the National Certificate III of Occupational Health and Safety.

Location

Australian Centre for work Safety, Polytechnic West, Carlisle Campus, Cnr Oats & Bank Streets, Carlisle

Duration

5 Days

Times

0900 - 1600

Dates

Mon – Fri, 14 -18/3/2011, 11 -15/4/2011, 30/5/2011 – 3/6/2011, 4 – 8/7/2011, 22 - 26/8/2011, 26 – 30/9/2011, 31/10/2011 – 4/11/2011

Fees

\$800.00

To Enrol

Phone: 1300 188 717
Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING OCCUPATIONAL SAFETY AND HEALTH

SAFETY & HEALTH REPRESENTATIVES REFRESHER COURSE

Overview

This two day Safety and Health Representatives Refresher course has been developed to meet the requirements of the Western Australian Occupational Health and Safety Legislation. This course is accredited by the Commission for Occupational Safety and Health of Western Australian.

Designed for

People elected as a workplace safety and health representative who are carrying out their role under the Western Australian Occupational Safety and Health Legislation.

Content

The course is conducted over two consecutive days and includes:

- Occupational Safety and Health legislation
- Role of Work Safe
- Communication and presentation

Outcomes

- Using recognised practice and principles, linked with current safety and health legislation clients will be provided with the opportunity to refresh their knowledge and enable them to carry out their role as a Safety and Health Representative in their workplace.

Unit of Competency:

WorkSafe WA has formally aligned the 5 Day Introductory Safety and Health Representatives Course with the first six units in the National Certificate III of Occupational Health and Safety.

Location

Australian Centre for Work Safety, Polytechnic West, Carlisle Campus, Cnr Oats & Bank Streets, Carlisle

Duration

2 Days

Times

0900 – 1600

Dates

Mon & Tues, 14 & 15 /3/2011, 11 & 12/4/2011, 30 & 31/5/2011, 4 & 5/7/2011, 22 & 23/8/2011, 26 & 27/9/2011, 31/10/2011 – 1/11/2011

Fees

\$330.00 (Including GST of \$30.00)

To Enrol

Phone: 1300 188 717
Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING OCCUPATIONAL SAFETY AND HEALTH

BEST PRACTICE IN TESTING AND TAGGING OF ELECTRICAL EQUIPMENT AS/NZS 3760

Overview

This course will cover the reasoning behind testing and tagging and make participants aware of safety practices when performing tests.

Designed for

People who would like to safety test electrical cord assemblies and cord connected equipment in the workplace.

Content

- This unit of competency covers safety testing of electrical cord assemblies and cord connected equipment. It encompasses working safely, using portable apparatus tester, identifying faults, applying tagging, arranging for repair of faulty equipment and complete testing documentation.

Outcomes

- Successful completion of this course will gain the participant a Nationally Recognised Unit of Competency. This will enable the participant to work anywhere in Australia and gain licences in the required States.

Location

Polytechnic West, Balga Campus, 18 Loxwood Road, Balga

Duration

1 Day

Times

0830 - 1630

Dates

All occurring on Fridays 11/2/2011, 25/2/2011, 11/3/2011, 25/3/2011, 8/4/2011, 13/5/2011, 27/5/2011, 10/6/2011, 24/6/2011, 29/7/2011, 12/8/2011, 26/8/2011, 9/9/2011, 23/9/2011, 14/10/2011, 11/11/2011, 25/11/2011

Fees

\$295.00 (including Text Book worth \$90.00)

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING OCCUPATIONAL SAFETY AND HEALTH

ELECTRICAL TRADE REVISION PROGRAM

Overview

The Course is aimed to reinforce the off-the-job training component (TAFE component) of the Certificate III Electro technology Training Package UEE30807 (W431) and is an opportunity for apprentice to self assessment and reinforces his learning against the training package outcomes

Designed for

Electrical apprentices in the last three month of their apprenticeship. This program should identify any area of study needing to be revised by the apprentice for the end of trade final summative assessment.

Outcomes

As a result of attending this program, the apprentice electrician will be able to;

- Participate more confidently in the Final Trade summative assessment.
- Reinforce long term learning on the training package received during his apprenticeship.
- Transition into a competent electrical tradesperson

Units of Competency:

On request by the Apprentice the lecturing staff will cover any competency of the Certificate III Electro technology UEE30807 (W431)

Assessment:

- Assignment.
- Theory.
- Practical

Location

Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

5 Days

Times

0800 – 1630

Dates

24 – 31/1/2011 (exc. Wed 26th Australia Day) There after Dates available from Thornlie Campus: Tel No. 9267 7674

Fees

\$689.00

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING ENGINEERING

WELDING FOR THE MAINTENANCE PERSON

Overview

To provide interactive hands on workshop enabling participants to use practical knowledge to successfully apply introductory welding techniques and skills. Develop skills to apply within the workplace or professional development

Designed for

No previous experience required. Develop your maintenance ability – learn how to weld.

Content

- You will learn the importance of Occupational Health and Safety, workshop procedures, using arc, gas and mig welding equipment on light to medium gauge material and how to apply this knowledge in the workplace or for your own professional growth.

Outcomes

- At the end of this course participants will know the basics of welding and the Occupational Health and Safety components that go with it.

Location

Polytechnic West, Midland Campus, Cnr Lloyd Street and Eddie Baron Drive, Midland

Duration

Half Day 3 Saturdays

Times

0800 – 1200

Dates

Saturday Mornings, 12/3/2011 - 26/3/2011, 11/6/2011 – 26/6/2011, 3/9/2011 - 17/9/2011

Fees

\$380.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

IT IS A CONDITION OF PARTICIPATION FOR THIS COURSE THAT DRESS REQUIREMENTS ARE MET EACH WEEK. FAILURE TO COMPLY WILL RESULT IN STUDENTS NOT BEING ABLE TO PARTICIPATE. TO MEET SAFETY AND HEALTH RELATED LEGISLATION SAFETY GOGGLES, SAFETY BOOTS, LONG SLEEVED SHIRT AND PANTS MUST BE WORN AT ALL TIMES.

INDUSTRY SPECIFIC TRAINING ENGINEERING

CODED WELDING

Overview

If you wish to have a Welding Qualification Code, this is the course for you. With the necessary industry welding experience as a prerequisite, you could be classified as a fully Coded Welder in Codes such as ASME, AS1454.1 SP or AS1796 Certificates 1 to 9.

Designed for

People that wish to seek higher welding qualifications. Pre-requisite 5 years industry welding/heavy fabrication experience.

Content

- For some Codes, for example: AS 1796 you will need to complete a theory assessment
- You will be given instructions on the code requirements
- All welds will be visually assessed
- The 10th week will be the Practical Examination and if required the theory assessment.

Outcomes

As a result of attending this program, participants should be able to:

- Obtain employment in the welding industry as a coded welder.
- Could be eligible to be recognised by the Welding Institute of Australia if you complete the AS 1796 Code requirements.
- If you do complete the AS 1796 Code you will be eligible to enrol in the Welding Supervisors and Inspectors courses.

Assessment:

- As per code requirements

Location

Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie - Welding Workshop

Duration

10 Days

Times

0800 - 1645

Dates

13 – 25/3/2011, 12 – 24/6/2011, 11 – 23/9/2011, 6 – 18/11/2011

Fees

\$2200.00 plus \$200 for x ray result if required for code

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

IT IS A CONDITION OF PARTICIPATION FOR THIS COURSE THAT DRESS REQUIREMENTS ARE MET EACH WEEK. FAILURE TO COMPLY WILL RESULT IN STUDENTS NOT BEING ABLE TO PARTICIPATE. TO MEET SAFETY AND HEALTH RELATED LEGISLATION SAFETY GOGGLES, SAFETY BOOTS, LONG SLEEVED SHIRT AND PANTS MUST BE WORN AT ALL TIMES.

INDUSTRY SPECIFIC TRAINING ENGINEERING

HYDRAULIC SYSTEM COMPONENTS

Overview

This course will give you exposure to common hydraulic components. You will learn how they operate and where they are used. You will also have hands on practical experience of stripping, inspecting, rebuilding and testing of components.

Designed for

People who are using or are involved with hydraulic equipment e.g. mobile plant operators, wholesale/retail sales counter staff, workshop technicians.

Content

- Hydraulic pumps
- Hydraulic pressure valves
- Hydraulic DCVs & flow controls
- Hydraulic actuators

Outcomes

As a result of attending this program, participants should be able to:

- Identify hydraulic components
- Know how components operate
- Identify basic hydraulic symbols
- Apply basic hydraulic principles

Units of Competency:

MEM18020B (participants with the required pre requisites can attend a final 8 hour session and complete the assessments for this unit from the Metals Training Package. Cost of assessment will be \$100.00)

Assessment:

Will comprise of practical as well as knowledge based assessments

Location

Polytechnic West, Midland Campus, Fluid Power Centre of Excellence, Cnr Lloyd Street and Eddie Barron Drive Midland.

Duration

4 Days or 5 Days if assessed (additional cost involved)

Times

0800 – 1630

Dates

Mon 11 - 14/4/2011, Mon 13 - 17/6/2011, Mon 19 – 23/9/2011,
Mon 14 – 18/11/2011

Fees

\$850.00 non assessable \$950 assessable (Tradespersons only)

To Enrol

Phone: 1300 188 717
Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING ENGINEERING

FLUID CONDUCTOR/ HOSE FITTING COURSE

Overview

This program is designed to give you the skills and confidence to manufacture hydraulic hoses for industrial and mobile plant to industry standards.

Designed for

Mechanical Fitters, Plant Operators, Service Technicians, Light and Heavy Vehicle Mechanics, Mining Service Technicians, Mining Operators, Marine Engineers/Technicians and Agricultural Workers.

Content

- Introduction to hydraulic specifications
- Hose and tube selection
- Pressure ratings
- Tube and hose applications
- Methods of hose assembly – crimping, skive and non skivable fittings
- Fitting selection and identification
- Tube and hose testing and installation

Assessment:

- MEM18072B Manufacture fluid conveying conductor assemblies
- Practical and underpinning knowledge assessments

Location

Polytechnic West, Midland Campus, Fluid Power Centre of Excellence, Cnr Lloyd Street and Eddie Barron Drive Midland

Duration

2 days – (2 x 6 hours)

Times

0830 – 1530 (Inc lunch break)

Dates

Wed 2 & 3/3/2011, 11 & 12/5/2011, 25 & 26/5/2011, 3 & 4/8/2011, 24 & 25/8/2011, 2 & 3/11/2011, 23 & 24/11/2011

Fees

\$475.00 GST exempt

To Enrol

Phone: 1300 188 717
Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING
ENGINEERING

INTRODUCTORY AUTOCAD 2011

Overview

Instruction will be given from a beginner's level in the use of AutoCAD with a bias towards engineering.

Designed for

People wishing to pursue a career in Computer Assisted Drafting.

Content

- Introduction to computers
- Setting up a CAD environment
- Basic CAD commands
- Basic engineering drafting
- Drafting exercises
- Printing

Outcomes

As a result of attending this program, participants should be able to:

- Use a computer
- Produce basic engineering drawing using AutoCAD
- Print basic engineering drawings

Location

Polytechnic West, Midland Campus, Cnr Lloyd Street and Eddie Baron Drive, Midland

Duration

9 weeks x 3 hours

Times

1800 - 2100

Dates

Wed Evenings 16/2/2011 – 13/4/2011, 4/5/2011 – 29/6/2011, 27/7/2011 – 21/9/2011, 12/10/2011 – 7/12/2011

Fees

\$525.00 GST exempt

To Enrol

Phone: 1300 188 717
Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING
ENGINEERING

INTRODUCTORY MASTERCAM

Overview

This MasterCAM course will introduce you to the basic features of the latest MasterCAM package and give you training in Basic 2D and 3D Drafting.

Designed for Shop floor personnel including Machinists and Fitter Machinists, CNC Programmers and Draftspersons. Participants would need to be competent in a 2D CAD package such as AutoCAD or similar.

Content

- Differences between AutoCAD and MasterCAM
- Instruction on MasterCAM 2D Drafting
- Instruction on MasterCAM 3D Drafting
- Introduction to 3D Cutter Path
- Introduction to Solids and Surfaces

Outcomes

As a result of attending this program, participants should be able to:

- Manipulate MasterCAM
- Produce 2D and 3D drawings
- Produce basic cutter paths

Location

Polytechnic West, Midland Campus, Specialist Metals Centre, Cnr Lloyd Street and Eddie Baron Drive, Midland

Duration

10 Weeks

Times

1800 - 2100

Dates

Tues Evenings 1/3/2011 – 17/5/2011, 26/7/2011 – 27/9/2011

Fees

\$800.00 inc GST

To Enrol

Phone: 1300 188 717
Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING ENGINEERING

CERTIFICATE IV IN ENGINEERING - INSTRUMENTATION

Overview

The Certificate IV in Engineering - Instrumentation provides eligible persons with the training, skills and knowledge to install, commission, calibrate and maintain modern instrumentation and control systems. This includes PLC programming and tuning of multi-loop cascade controls.

Designed for

'A' Grade Electricians and other trades personnel working in the instrumentation field such as Fitters, Refrigeration and Air Conditioning and Electronic Servicing Technicians and 3rd year Electrical Apprentices.

Content

- Study options are structured to include both theoretical and practical training. Polytechnic West's training facilities allow for skills to be practised in a simulated workplace environment.

Outcomes

- Clients who complete this course obtain a Certificate IV in Engineering – Instrumentation which is seen as an essential requirement by the mining and resource sector.

Unit of Competency:

- MEM18064B ■ MEM18054B ■ MEM18062B
- MEM18060B ■ MEM18067B

Assessment:

- Maintain instrumentation system components
- Fault find, test and calibrate instrumentation systems and equipment
- Install, maintain and calibrate instrumentation sensors, transmitters and final control elements
- Maintain, repair instrumentation process control analysers
- Tune loops multi controller or multi element systems

Location

Polytechnic West, Midland Campus, Cnr Lloyd Street and Eddie Baron Drive, Midland

Duration

Day Blocks – 5 x 1 week blocks over 5 months. Best suits the needs of FIFO personnel

Evenings – 2 nights per week for 8 months. One night live lecture from your home and the second night via attendance at our Midland Campus to undertake practical projects and assessments.

Self Study – Via distance learning by obtaining a resource book and CD that contains recorded lectures. Upon completion of the theoretical component appointments can be made to undertake the practical projects and related assessments.

Times

0800 – 1700 or Evenings 0530 – 1730

Dates

July – December 2011 Dates TBA

Evenings – May – December 2011

Group 1 – Mon & Wed 9/5/2011 – 16/12/2011

Group 2 – Mon & Thurs 10/5/2011 – 16/12/2011

Fees

Self Study - \$791.73, Block or evening - \$773.73, Quotations provided for onsite delivery

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING TELECOMMUNICATIONS

ACMA RESTRICTED CABLER REGISTRATION COURSE

Overview

This entry level program provides the minimum registration requirements to install telephone cabling in a domestic installation or small offices where the carriers cable terminates onto a standards socket or Network Termination Device (NTD). A restricted registration is also the minimum registration required to install cabling for a fire alarm, security alarm or nurse call unit. This unit is also a pre-requisite for the Open Cabler Registration.

Designed for

Electricians, trade personnel in Electronic Servicing and Instrumentation areas and 3rd year Electrical Apprentices.

Content

- The Restricted Registration Cabling course covers theory and practical components as outlined below:
- Regulatory Environment (residential)
- Basic Telephony
- Mode 3 connection for security Systems
- Introduction to ADSL
- Practical
- Termination of KRONE media outlets and NTD.
- Assessment is based on ACIF/S009:2006 and ACIF/2008:2006.
- Polytechnic West's training facilities allow for skills to be practised in a simulated workplace environment.

Outcomes

- Clients who successfully complete this will be able to apply for a Restricted Cabler Registration.

A cabler with a Restricted Registration may not:

- Install cabling on a pole shared with LV
- Install cabling in a building which has a reticulated HV cabling system
- Install cabling in a HV substation or Control Room
- Install a smart wired cabling system in a home that utilises a Jumperable System eg Patch panel or Jumperable Frame.

Unit of Competency

ICTTC136C

Assessment

Install, maintain and modify customer premises communications cabling:

- ACMA Restricted Rule

Location

Polytechnic West, Midland Campus, Cnr Lloyd Street and Eddie Baron Drive, Midland - Room B29A and Room B49A

Duration

2 days

Times

Day 1 - 0800 – 1800, Days 2 – 0730 – 1730

Dates

21 & 22/2/2011, 21 & 22/3/2011, 9 & 10/5/2011, 13 & 14/6/2011, 15 & 16/8/2011, 19 & 20/9/2011, 14 & 15/11/2011

Fees

\$525.00 GST exempt

Contact

For further information: 9374 6328

INDUSTRY SPECIFIC TRAINING TELECOMMUNICATIONS

ACMA OPEN CABLER REGISTRATION COURSE

Overview

Completion of an Open Registration will enable a student to complete any task in relation to Telecommunications Cabling. Telecommunications is a growing industry in Australia because homes and businesses are increasingly reliant on cabling systems for phones, computers, security, satellite and television.

Telecommunications Cabling will provide you with the practical skills and knowledge you need to install, operate, maintain and repair telecommunications cabling systems which carry voice and data signals.

The course will enable you to understand Australian cabling standards and competently install to those standards.

You will learn skills in terminating, monitoring and earthing cabling systems to meet regulatory compliance.

Only registered cablers are able to install, terminate and test telecommunications cabling.

By successfully completing this course you will be eligible for Open Cabler Registration under the Australian Communications and Media Authority Cabling provider rules.

Designed for

Electricians, trade personnel in Electronic Servicing and Instrumentation areas and 3rd year Electrical Apprentices.

Content

The Open Cabler Registration course covers theory and practical components as outlined below:

- Australian Regulatory Environment
- Cabling Practices to ACIF S009:2006 and ACIF S008:2006
- Customer Switching Systems
- Introduction to ADSL
- Installation Practices
- Practical
- Telephone connection
- 50 Pair Termination
- RJ 45 Termination
- Polytechnic West's training facilities allow for skills to be practised in a simulated workplace environment.

Outcomes

- Clients who successfully complete this will be able to apply for an Open Cabler Registration.

Unit of Competency

- ICTTC137C

Please note ICTTC136C is a pre-requisite for the Open Cabler Registration.

Assessment

Install, maintain and modify customer premises communications cabling:

- ACMA Open Rule

Location

Polytechnic West, Midland Campus, Cnr Lloyd Street and Eddie Baron Drive, Midland - Room B29A and Room B49A

Duration

5 days (10 hours per day)

Times

Day 1 - 0800 - 1800, Days 2 - 5 - 0730 - 1730

Dates

21 - 25/2/2011, 21 - 25/3/2011, 9 - 13/5/2011, 13 - 17/6/2011, 15 - 19/8/2011, 19 - 23/9/2011, 14 - 18/11/2011

Fees

\$1050.00 GST exempt

Contact

For further information: 9374 6328

INDUSTRY SPECIFIC TRAINING AUTOMOTIVE

CERTIFICATE III IN AUTOMOTIVE SPECIALIST – LNG 'E' CLASS LICENCE

Overview

This newly accredited 5 LNG Service and Repair Course will provide the mechanic/service technician with the necessary skills to service and repair previously installed mobile LNG systems.

Liquid Natural Gas (LNG) has risen to prominence in Australia as an alternative transport energy source due to the abundance of natural gas reserves in the country.

Prior to attending this 5 day course an online Legislation component will need to be completed. At the completion of the 5 day course you will be awarded with a certificate to enable you to apply for an 'E' Class Permit restricted to Service and Repair of LNG systems.

Designed for

The course is designed for personnel who Possess a Certificate III trade qualification or higher level qualification in automotive studies, have relevant/long term automotive industry experience, are mature age; and have a practical knowledge of automotive tools with a high level of hand skills

Content

- Practical – complete installation of an LNG system
- Troubleshooting & Testing
- Gas fuel system, Turbo Air Induction System, Turbo Bypass System
- Gas Standards and Regulations AS/NZS 2739:2009
- Safety, garaging and repair of LNG fuelled vehicles, precautions with venting.
- Operation, testing and repair of LNG fuelled operations
- Operation, testing and repair of LNG heat exchanger, Injectors, mixers, and filter – lock off solenoid units
- Fuel economy and emission control systems
- Diagnosis and rectification of faults
- Examination
- New gas injection systems 2010

Outcomes

- Successful completion of this course enables the student to apply to the Office of Energy, WA for a:
- Western Australian – Gas Legislation - Three units M1191, M1192, M1193
- Automotive – Service and Repair Class 'E' LNG Gas Maintenance and Repair Permit.

Units of Competency:

- AURT304466A
- AURT304470A

Assessment:

- Repair LNG fuel systems
- Service LNG fuel systems

Location

Polytechnic West, Carlisle Campus, Corner of Oats & Bank Street, Carlisle, Block G, Alternative Fuels Workshop

Duration

5 Days

Times

0800 - 1630

Dates

21 - 25/2/2011, 30/5/2011 - 3/6/2011

Fees

\$2150.00 GST exempt

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING AUTOMOTIVE

CERTIFICATE III IN AUTOMOTIVE SPECIALIST - CNG 'E' CLASS LICENCE

Overview

Polytechnic West's 5 day course in CNG Repair and Service will give you the opportunity to train now for the inevitable changes to alternative fuel methods in the future. CNG has risen to prominence in Australia as an alternative transport energy source due to the abundance of natural gas reserves in the country. Prior to attending this 5 day course an online Legislation component will need to be completed. At the completion of the 5 day course you will be awarded with a certificate to enable you to apply for an 'E' class Permit restricted to Repair and Service of CNG systems.

Designed for

This course is designed for personnel who possess a Certificate III trade qualification or higher level qualification in Automotive studies

- Have relevant/long term automotive industry experience
- Are mature age; and
- Have a practical knowledge of automotive tools with a high level of hand skills.

Content

You'll learn about

- The different types of CNG systems
- Operation, testing and repair of CNG fuelled operations
- Operation, testing and repair of CNG heat exchanger, injectors, mixers, and filter
- Fuel economy and emission control systems
- Container detailed operation, cryogenic safety
- The Australian Standard – AS/NZS2739
- Leak testing the CNG System
- Practical – complete installation of an CNG system
- Engine tuning – Using manufactures software and 5 gas analyser
- Practical – Troubleshooting, & Testing
- Safety, garaging and repair of CNG fuelled vehicles
- Diagnosis and rectification of faults
- Examination
- New gas injection systems 2010

Outcomes

- Successful completion of this course enables the student to apply to the Office of Energy WA. for a:
 - Western Australian – Gas Legislation Three Units M1191. M1192. M1193
 - Automotive – Service and Repair Class 'E' CNG Gas Maintenance and Repair Permit

Unit of Competency:

- AURT304366A
- AURT304370A

Assessment:

Repair CNG fuel systems
Service CNG fuel systems

Location

Polytechnic West, Carlisle Campus, Corner of Oats & Bank Street, Carlisle, Block G, Block Alternative Fuels Workshop

Duration

5 days

Times

0800 - 1630

Dates

11 – 15/4/2011

Fees

\$2195 GST exempt

To Enrol

Phone: 1300 188 717
Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING AUTOMOTIVE

CERTIFICATE III IN AUTOMOTIVE SPECIALIST - LPG 'E' CLASS LICENCE

Overview

This 5 day LPG Service and Repair course will provide you with the knowledge and understanding of the five different generations of LPG systems so that you will be able to safely service and repair all aspects of these systems. Prior to attending this 5 day course an online Legislation component will need to be completed. At the completion of the 5 day course you will be awarded with a certificate to enable you to apply for an 'E' Class Permit restricted to Repair and Service of LPG systems.

Designed for

This course is aimed at all persons wishing to obtain the necessary licence/s and qualifications to carry out servicing and repair of Liquefied Petroleum Gas on Automotives.

Interested applicants should:

- Possess a Certificate III trade qualification or higher level qualification in Automotive studies, have relevant/long term automotive industry experience, be mature aged; and have a practical knowledge of automotive tools with a high level of hand skills.

Content

You'll learn about

- Gas fuel systems
- Gas Standards and Regulations AS/NZS 1425:2003 Metric units involved in LPG
- Safety, garaging and repair of LPG fuelled vehicles
- Operation, testing and repair of LPG fuelled operations
- Operation, testing and repair of LPG converters, mixers, carburettors and filter – lock off solenoid units
- Fuel economy and emission control systems
- Diagnosis and rectification of faults
- Examination
- New gas injection systems 2010

Outcomes

- Successful completion of this course enables the student to apply to the Office of Energy, WA for a:
 - Western Australian – Gas Legislation Three units M1191, M1192, M1192
 - Automotive – Service and Repair 'Class E' - LPG Gas Maintenance and Repair Permit.

Unit of Competency:

- AURT304266A
- AURT304270A

Assessment:

- Repair LPG fuel systems
- Service LPG fuel systems

Location

Polytechnic West, Carlisle Campus, Corner of Oats & Bank Street, Carlisle, Block G, Alternative Fuels Workshop

Duration

5 days

Times

0800 - 1630

Dates

Tues 1/3/2011 – Tues 8/3/2011, Thurs 3/3/2011 – Thurs 10/3/2011, Tues 15/3/2011 – Mon 21/3/2011, Tues 22/3/2011 – Mon 28/3/2011, Thurs 17/3/2011 – Wed 23/3/2011, Tues 22/3/2011 – Mon 28/3/2011, Thurs 24/3/2011 – Wed 30/3/2011, Tues 29/3/2011 – Tues 5/4/2011, Thurs 31/3/2011 - Wed 6/4/2011, Mon 16/5/2011 – Fri 20/5/2011, Mon 20/6/2011 – Fri 24/6/2011

Fees

\$1175.00 GST exempt

To Enrol

Phone: 1300 188 717
Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING AUTOMOTIVE

NEW GENERATION STEELS IN THE AUTOMOTIVE INDUSTRY

Overview

The increased use of high strength steels (HSS) in vehicles is one of the most talked about topics in the auto body repair industry. If you're a Repairer and/or Estimator, don't be put off at the introduction of these new steels. Instead, keep informed and be careful when repairing newer cars. Polytechnic West's new short course in New Generation Steels for the Automotive Industry will further your knowledge in manufacturing and repair procedures associated to new generation materials. The main problem being encountered by Repairers and Estimators is the fact that there is no visual difference in these ultra high strength steels but, they must be treated differently. Prior to carrying out panel work, all available information must be sought from the vehicle manufacturer and, this is not always easy. Polytechnic West's short course will help you to understand the correct repair methods and identification, using ThatchamNet as one of our guides.

Designed for

This course is designed for insurance and body shop personnel whose job it is to evaluate and repair accident damaged vehicles.

Content

- You'll learn about
- Steels used in today's modern vehicles
- Today's metals and their properties
- Evolution in steels and future repair methods.
- The course will provide a practical understanding of new generation materials and processes in accordance with vehicle manufacturer's specification and repair procedures.

Outcomes

- As part of the course you'll also complete a practical component which includes correct welding procedure's incorporating spot welding, 'Cold arc' MIG brazing and structural and cosmetic repair procedures. The MIG brazing component will be the assessable element in this course, incorporating practical tasks and written answers to be formally assessed.

Unit of Competency:

- MEM05050B

Assessment:

- Perform Routine Gas Metal Arc Welding

Location

Polytechnic West, Carlisle Campus, Corner of Oats & Bank Street, Carlisle, Block B, Auto Body Repair Workshop, Room BG17

Duration

1 Day

Times

0800 - 1630

Dates

TBA

Fees

\$480.00 GST exempt

To Enrol

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

INDUSTRY SPECIFIC TRAINING AVIATION

BASIC AERONAUTICAL KNOWLEDGE (BAK)

Overview

If you have just commenced flying either for recreation or professionally, this course provides you with the initial theory you will require to achieve the first milestone, the BAK exam. The course has been developed in consultation with flying schools to ensure the highest standard.

Designed for

People that have just commenced flying training and looking for assistance in learning and studying the theory.

Content

- Basics aeronautical theory
- Aerodynamics
- Engine and instruments
- Air law
- Communications

Outcomes

- As a result of attending this course you will be able to confidently sit a BAK exam with your flying training provider.

Location

Polytechnic West, Jandakot, AeroSpace Training Centre – Jandakot Airport.

Duration

3 weeks

Times

Night classes

Date

TBA

Fees

TBA

INDUSTRY SPECIFIC TRAINING
AVIATION

PRIVATE PILOT'S LICENSE (PPL) THEORY

Overview

If you have just commenced flying either for recreation or professionally, this course provides you with the knowledge you will require to confidently sit for the Private Pilot License theory exams.

Designed for

People training to become private pilots, people who would like a refresher in PPL theory, people at the early stages of studying for their commercial pilot license.

Content

- Aerodynamics
- Engines and Systems
- Navigation
- Air Law

Outcomes

- As a result of attending this course you will be able to confidently sit the PPL exam with CASA.

Location

Polytechnic West, Jandakot, AeroSpace Training Centre – Jandakot Airport.

Duration

2 Evenings

Times

1800 - 2100

Dates

TBA

Fees

TBA

INDUSTRY SPECIFIC TRAINING
FURNITURE TECHNOLOGY

FRENCH POLISHING

Overview

A practicable insight into furniture restoration, stains, shellac and varnishes.

Designed for

This program provides a practical insight into furniture restoration, stains, shellac and varnishes.

Content

Strip and re-polish article of furniture to an industry finish. Students are required to provide some personal protective equipment for this course

Outcomes

- A practicable insight into furniture restoration, stains, shellac and varnishes. Ever wanted to restore an antique chair, table or piece of furniture? Now you can! Learn about surface preparation and use of small tools, sandpaper, stains for colour matching (provided in class), wood grain fillers – and of course the application of French polish. Students are asked to bring a small or portable item to polish such as a chair or coffee table

Location

Polytechnic West, Balga Campus, Loxwood Road, Balga - U Block

Duration

5 Weeks

Times

0900 - 1200

Dates

Thurs 17/3/2011 - Thurs 14/4/2011, Fri 18/3/2011 - Fri 15/4/2011, Thurs 12/5/2011 - Thurs 9/6/2011, Fri 13/5/2011 - Fri 10/6/2011

Fees

\$399.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING

FURNITURE TECHNOLOGY

INTRODUCTION TO WOODWOP CNC

Overview

If you are new to CNC in the furniture industry this course provides an introduction to WoodWop programming and the use of CNC nesting machines

Designed for

Furniture manufacturers who have recently purchased a CNC Machine Centre/Nesting Machine or, those who are simply interested in the machines capabilities and ease of use.

Content

- Identify errors and fault finding on CNC machine
- Select and install tooling with regard to the nature of the material being machined
- Configure tooling
- Run spoil board program to specification
- Develop basic and parametric programs using WoodWop
- Develop component/macro and component grouping programs
- Produce and run a nesting program to construct an item of furniture
- Identify maintenance routine requirements of CNC machine as specified by manufacturer
- Identify guarding and safety precautions applicable to CNC machines
- Identify machine controls necessary for operation

Outcomes

As a result of attending this course, participants should be able to:

- Complete a number of programming exercises using WoodWop software
- Produce a nesting program to construct an item of furniture
- Develop basic programs
- Develop parametric programs
- Develop component/macro programs
- Open and run a nesting program

Location

Polytechnic West, Balga Campus, Loxwood Road, Balga – R019/U017

Duration

8 Weeks

Times

1400 - 1630

Dates

Friday Afternoons 4/2/2011 - 25/3/2011, 13/5/2011 - 1/7/2011, 29/7/2011 - 16/9/2011, 14/10/2011 - 1/12/2011

Fees

\$560.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING

HORSE MANAGEMENT

CARE FOR HORSES

Overview

This course will also include hoof care, how to trim a horses hoof. Handle horses safely and to identify signs of illness and different temperaments. This course will be made up of predominately hands on sessions.

Designed for

This course will cover topics, including grooming, feeding, rugging and stable management, amongst others. OH&S equipment including protective footwear. Jeans or trousers are recommended, no dresses or skirts.

Content

This course will also include hoof care, how to trim a horses hoof. Handle horses safely and to identify signs of illness and different temperaments. This course will be made up of predominately hands on sessions.

Outcomes

- To provide candidates with the knowledge to manage an efficient stable environment and implement vaccination and feeding regimes. Identify and maintain selected gear and to groom and rug horses appropriately.

Location

Polytechnic West, Armadale Equine Centre, Lot 6 Westfield Road, Armadale

Duration

8 Weeks

Times

1800 - 2100

Dates

Wed Evenings 16/2/11 – 6/4/11

Fees

\$408.00 inc GST

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING

HORSE MANAGEMENT

EQUINE PROPERTY MAINTENANCE

Overview

This course will cover topics involving reticulation, fencing, stable management, pasture, and parasite control.

Designed for

Content

- To successfully plan and maintain a small equine property, including understanding the horse and its behaviour.
- Pasture management and nutritional requirements for horses.
- Tips and ideas for cost effective hobby farming.
- Tools and machinery operation and maintenance.
- Reticulation and water wise requirements for paddocks.
- How to build and maintain fencing suitable for horses.
- Local shire rules and regulations, how to achieve council approval.
- Fire control and prevention.
- Stable design including Bio security measures and implementation.
- Implement and understand vaccination and parasite control associated with the Equine Industry.

Outcomes

- To become self sufficient on a hobby farm or Equine property including Home Handy person tips of the trade.

Location

Polytechnic West, Armadale Equine Centre, Lot 6 Westfield Road, Armadale

Duration

8 Weeks

Times

1800 - 2100

Dates

Saturdays 19/2/11 – 19/4/11

Fees

\$432.00 inc GST

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING

HORSE MANAGEMENT

HORSE MASSAGE

Overview

This course will give students an understanding of basic horse massage, how to loosen horse muscles and minor manipulation.

Designed for

To care for and maintain comfort for personal horses. This course is not intended to achieve skills for commercial operations however candidates will gain considerable knowledge and understanding of the anatomy of horses.

Content

- To understand the anatomy and physiology of the horses structure.
- To administer physiotherapy and manipulation of muscle soreness and tightening due to normal working stress or injury.

Outcomes

- At the conclusion of this course participants will have a basic understanding of horse massage.

Location

Polytechnic West, Armadale Equine Centre, Lot 6 Westfield Road, Armadale

Duration

5 Weeks

Times

1800 - 2100

Dates

Tues Evenings 15/2/11 – 15/3/11

Fees

\$244.00 inc GST

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING HORSE MANAGEMENT

HORSE RIDING SCHOOL

Overview

To achieve basic riding skills using a well-educated horse with a docile temperament and includes protecting the welfare of people and horses and providing post-exercise care of horses. This course is open to beginners or students wishing to extend their existing skills.

Designed for

This course is designed for beginners. Attendees will learn how to basic walk, trot and canter as well as safe riding practices and equipment maintenance. Industry approved riding helmet (3838 Australian standards) Equine Centre is equipped with helmets for students who require. Riding boots (no rippled or grip soles)

Content

- This course will also include safe handling of horses and OH&S requirements associated with handling and Riding horses. Completion of this course will enable candidates to maintain, select and identify correct riding apparel and equipment.

Outcomes

- At the end of this 8 week course participants will know the basics of riding a horse and the required equipment maintenance.

Location

Polytechnic West, Armadale Equine Centre, Lot 6 Westfield Road, Armadale

Duration

8 Weeks

Times

0900 - 1200

Dates

Saturday Mornings 19/2/11 – 9/4/11

Fees

\$610.00 inc. GST

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING SPECIALISED COURSES

RESPONSIBLE SERVICE OF ALCOHOL - CD

Overview

The law for serving liquor has changed in WA and across the other states and territories. From 2008 anyone serving or selling alcohol must be qualified to do so. Polytechnic West offers a quick and effective solution. Enrol in our RSA training, (CD). Participants will receive a Certificate of Attainment on completion of this course.

Designed for

Anyone working in a licensed venue.

Content

- This nationally recognised course is designed to meet the Responsible Service of Alcohol requirements and is relevant for bar staff, bottle shop attendants, waiters, flight attendants, licensed club staff and volunteers working at licensed functions. The course will provide students with the skills and knowledge required to satisfy the requirements for responsible service of alcohol and include the identification of customers to whom service may be refused, prepare and serve alcoholic beverages responsibly, assist customers to drink within appropriate limits and assist alcohol affected customers.

Outcomes

- Statement of Attainment will be issued at completion of the course.

Fees

\$65.00

Contact:

9267 7810 and we will post the CD out to you

INDUSTRY SPECIFIC TRAINING SPECIALISED COURSES

SAFE USE OF GARDENING CHEMICALS

Overview

Protect people at home and work from chemical hazards by eliminating, reducing and controlling hazards.

Designed for

Anyone using gardening chemicals

Content

- Duty of Care
- Classification/Toxicity (including herbicide, fungicide, S5, S6 etc)
- Labels / MSDS
- Personal protective equipment
- Preparation of spray solution/precautions before, during and after application
- Practical pesticide application
- Wash down and storage procedure

Outcomes

- At the conclusion of this course participants will have enough knowledge to use gardening chemicals in a safer way.

Location

Polytechnic West, Horticulture Unit Midland Campus, Lloyd Street, Midland, Block L

Duration

4 Hours

Times

0900 – 1300

Dates

Mon 21/2/2011, Mon 21/3/2011, Mon 23/5/2011, Mon 20/6/2011, Mon 22/8/2011, Fri 9/9/2011, Mon 24/10/2011

Fees

\$125.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

INDUSTRY SPECIFIC TRAINING SPECIALISED COURSES

AIRBRUSHING COURSE

Overview

This course will allow you to know your airbrush inside and out and the simple techniques required to get full potential from your airbrush.

Designed for

The course is ideally aimed at current Signcraft industry personnel looking at expanding their Signcraft knowledge base.

Content

- Once we have dissected the airbrush, the course will progress to show you how to create basic geometric shapes and to learn the art of shadowing and creating depth. We then move into establishing monochromatic portraits or figurines using either Createx or 2k base.

Outcomes

- At the conclusion of this course participants will be proficient using airbrushing techniques.

Location

Polytechnic West, Midland Campus, Cnr Eddie Baron Drive & Lloyd Street, Midland – Block N

Duration

8 Weeks

Times

1800 – 2130

Dates

Tues Evenings 8/2/2011 - 29/3/2011, 17/5/2011 - 5/7/2011, 2/8/2011 - 20/9/2011

Fees

\$510.00

To Enrol

Phone: 9267 7810

Email: shortcourses@polytechnic.wa.edu.au

Enrol online at: www.shortcourseswa.com.au

**INDUSTRY SPECIFIC TRAINING
SPECIALISED COURSES**

**PHOTOVOLTAIC (PV) SOLAR PANELS
INSTALLATION CONNECT
AND DESIGN**

Overview

Become an accredited Grid Connect and PV installer. Learn to design and plan efficient and effective PV systems. Understand the latest Inverter technology and be western Power compliant.

Designed for

Electricians, and Electrical apprentices in their last two months of their apprenticeship (and associated industry paraprofessionals – design component only)

Outcomes

As a result of attending this program, the qualified electricians will be able to participate in

- Design Grid Connect PV systems
- Install PV systems
- Connect PV systems to the Grid.
- As a result of attending this program, the Industry Paraprofessional will be able to participate in Design Grid connect PV systems

Units of Competency:

- UEENEEK025C (Trade only)
- UEENEEK048A (Trade only)
- UEENEEK035C (Trade & Para Professionals)
- Assessment:
- Assignment.
- Theory.
- Practical

Location

Polytechnic West, Thornlie Campus, Burslem Drive, Thornlie

Duration

3 to 5 Days (design 2 days)

Times

0900 - 1630

Dates

Commences 31/1/2011 (Thereafter Dates available from Thornlie Campus: Tel No. 9267 7674)

Fees

5 Day full course \$451.81 2 Day Design Course only \$174.69

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au

**INDUSTRY SPECIFIC TRAINING
SPECIALISED COURSES**

**PLAN AND COST FLOORING
TECHNOLOGY WORK**

Overview

To be able to identify all the requirements to accurately estimate the resources and materials needed for a quotation; know how to plan and complete a job and plan and organise resources to complete the job on time.

Designed for

Those having involvement in the floor covering industry.

Content

At the successful completion of the course, participants will be able to:

- Identify and analyse work requirements
- Plan work schedules when and where to start
- Labour and materials - know how to cost materials, equipment and labour requirements (overheads)
- Estimate costs
- Have a timetable to complete jobs on time and develop an accurate quotation for domestic or commercial situations

Location

Polytechnic West, Balga Campus, Roxwood Road, Balga - R Block Room 21

Duration

1 Day

Times

0900 - 1600

Dates

11/2/2011, 15/4/2011, 17/6/2011, 19/8/2011, 21/10/2011, 25/11/2011

Fees

\$136.00

To Enrol

Phone: 9267 7810
Email: shortcourses@polytechnic.wa.edu.au
Enrol online at: www.shortcourseswa.com.au



INDUSTRY SPECIFIC TRAINING
SAFE ANIMAL HANDLING

SAFE ANIMAL HANDLING

Overview

Are you looking to up skill your employees and contractors in their awareness of environmental impact and strict regulatory controls?

Polytechnic West has specialist animal handling training courses currently being delivered to various Western Australian resource companies. These can be customised to meet the specific needs of any worksite, at any time of the year, structured to fit in with normal work rosters.

Designed for

Participants working in areas habituated by native animals.

Content

These sessions are conducted at Polytechnic West and local wildlife parks giving participants the skills and confidence to:

- Increase their awareness and recognition of wildlife within Western Australian resources environments
- Understand the importance of conservation
- Safely handle and manage local wildlife within the work area
- Understand organisational environmental policies and techniques to ensure policies are implemented effectively
- Seek out support services such as specialist wildlife management agencies.

Outcomes

- This course can be contextualised to meet any area requirement and will give the skills and knowledge required to handle native animals.

To Enrol

To discuss how an animal handling course could be customised to suit the needs of your company's work environment, please contact:

Phone: 1300 188 717

Email: platinum@polytechnic.wa.edu.au

ONLINE BUSINESS COURSES

PROMOTE PRODUCTS AND SERVICES

Learn how to effectively promote your business's products and services – this can be the difference to being a success or failure! Discover simple, cost effective methods.

ESTABLISH BUSINESS NETWORKS

Do you know the value of your networks? Learn how to develop critical relationships and negotiation skills practical for a business environment that can hold you in good stead for a thriving business.

RECRUIT, SELECT AND INDUCT STAFF

Recruiting and selecting the right employees is one of the most important skills to have as a Manager. Learn about the key processes to do it really well!

MAKE A PRESENTATION

The ability to make a successful presentation is fundamental to the key skills required in business.

SHOW LEADERSHIP IN THE WORKPLACE

Showing leadership amongst team members will encourage initiative in influencing others to work towards organisational key outcomes.

ESTABLISH LEGAL AND RISK MANAGEMENT REQUIREMENTS OF SMALL BUSINESS

Learn what is required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small business. This knowledge and skill is key to running your own small business.

PLAN SMALL BUSINESS FINANCES

Do you know how to prepare a financial plan to support your small business viability? Learn the specific legal requirements and how they apply to small business.

MARKET THE SMALL BUSINESS

Do your customers know about your business's existence, the products that you sell and the service you provide? Learn how to develop and implement marketing strategies that will make a big difference to your bottom line!

UNDERTAKE SMALL BUSINESS PLANNING

Learn how to research and develop an integrated business plan for achieving short and long term business goals that will make your business a success

DEVELOP AND USE COMPLEX SPREADSHEETS

Spreadsheets software can assist to complete business tasks and to produce complex documents. For example: once setup, a spreadsheet can show the flow-on effect of just changing one week's sales figures! Know where you are heading with your figures and calculations. A must for forecast analysis.

ADDRESSING YOUR CUSTOMERS' NEEDS

Managing the ongoing relationship with customers can be challenging unless you understand the fundamentals of customer behaviour. Learn how to articulate their needs and manage networks to retain and attract customers.

MONITOR A SAFE WORKPLACE

Learn to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

REVIEW HUMAN RESOURCES FUNCTIONS

If you are interested in working in human resources, the knowledge and skills from this training will provide you with a sound basis for working across various human resources functional areas.

SUPPORT PERFORMANCE MANAGEMENT PROCESS

Learn how to effectively implement a performance management system that will facilitate and improve employee performance.

PROFILE THE MARKET

Do you know how to profile your business's target market or market segments in accordance with a marketing plan and know how to develop market positioning strategies? Boast your successes once you have used this strategy to effectively target your customers' real needs.

ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS

Analyse your customers' behaviour so that you can target your marketing to specific markets and specific needs.

CONDUCT MARKET RESEARCH

Gather your own intelligence for your business by conducting market research using interview and survey methodologies and then report your findings.

MANAGE PROJECTS

Learn how to manage projects! Develop project plans, the administrative and monitoring aspects of managing projects, finalising projects and reviewing the project to identify lessons learnt for application to future projects.

MANAGE MEETINGS

How much time do you spend in meetings? Learn how to maximise precious time spent in the boardroom. Learn how to prepare well for the meeting, how to chair meetings and how to organise the minutes and report meeting outcomes.

MANAGE PEOPLE PERFORMANCE

Managing staff to achieve best results for the organisation is not always easy! Learn how to manage staff performance and outcomes by implementation of key result areas, standards and performance indicators. Discover the skills of coaching and feedback and how they can greatly contribute to your staff's performance.

MANAGE BUDGETS AND FINANCIAL PLANS

Learn how to plan and manage your budget and implement financial management approaches which support team members whose role involves aspects of financial operations and how to monitor and control finances.

MANAGE QUALITY CUSTOMER SERVICE

Does your business need to improve its customer service strategies? Develop strategies and processes that will effectively manage your organisation's systems to ensure that your products and services meet your customers' and the organisation's needs effectively – making a real difference to your business's success!.

Contact:

9267 2810 to register

Fees:

\$395.00 each – nationally accredited and assessed (can be used towards a national qualification). Participation Certificate issued or \$295.00 each – non-accredited: no assessment. Participation Certificate issued.

Time period:

3 months from enrolment

SKILLS TRAINING LOCATIONS

Midland

Some of the many skills offered at Midland campus:

- Instrumentation
- Hydraulics & Pneumatics
- Signcraft - Airbrushing
- Land Management – Horticulture Chemical Safety
- Art, Hairdressing, Welding Maintenance and more

Thornlie

Some of the many skills offered at Thornlie campus:

- Hydraulics & Pneumatics
- Renewable Energy - Photovoltaic Solar Panels (Installation & Design)
- Electrical Trade Revision
- Welding Maintenance
- Business, Finance and ICT

Balga

Some of the many skills offered at Balga campus:

- Furniture Technology
- Woodworking CNC
- Flooring Technology Work
- Building and Construction, Cabinetmaking, Hairdressing and more

Jandakot

Some of the many skills offered at Jandakot campus:

- Airport Management
- Flight Attendant Training – *Coming in 2011*
- Aviation Maintenance Engineering
- Aircraft Maintenance

Carlisle

Some of the many skills offered at Carlisle campus:

- Panel Beater & Spray Painting
- Occupational Health and Safety
- Automotive Gas – LNG, CPG and LPG
- New Generation Steels (Automotive)
- Refrigeration and Air Conditioning
- Light Automotive and more

Bentley

Some of the many skills offered at Bentley campus:

- Visual Arts and Crafts Professionals
- Fashion and Textile Design
- Hospitality Management and Skills
- Veterinary Nursing and Animal Services
- Business and more

Armadale

Some of the many skills offered at Armadale campus:

- Equine Property Maintenance and Riding Skills
- Upskilling /Workready Skills for Aboriginal People
- Childcare, Business and more

Perth CBD (Wellington Street)

Some of the many skills offered at Perth CBD campus:

- Premium Consultancy and Short Courses



Phone 1300 188 717

Email platinum@polytechnic.wa.edu.au

Web www.platinumtraining.net.au

Short Courses

Phone 9267 7810

Email shortcourses@polytechnic.wa.edu.au

Web www.shortcourseswa.com.au