

## COURSES OFFERED IN OCTOBER, 2017

The Department of Productivity and Quality provides training and consulting services on strategies, techniques and tools for productivity and quality improvement in manufacturing and service organizations across Fiji. We are offering the below list of courses in October.

### Short Courses

Courses	Date	Venue	Fees
Enhancing Workplace Energy Efficiency	18	Sigatoka	\$150.00
Occupational Health & Safety Modules I & II for Safety Representatives and Committee Members	18 - 20	Lautoka	\$250.00
ISO 22000:2005 Food Safety Management Systems Internal Audit	26 - 27	Suva	\$300.00
Warehouse & Storeroom Management	24 - 25	Suva	\$250.00
OHS Modules V Auditing Occupational Health & Safety Management Systems	26 - 27	Labasa	\$250.00

### Qualifications

BSB41415 Certificate IV in Work Health and Safety – 23-27 October, 2017

### Application

- Complete NTPC Enrolment Form
- Attach copy of Birth Certificate
- Attach Purchase Order OR Sponsorship Letter

### For application and further enquiries, contact:

**Ronita Pratap** | Ph: 331 1004 | Ext: 4057 | Email: ronita.pratap@fnu.ac.fj  
**Abhilasha Chandra** | Ph: 666 5021 | Ext: 7301 | Email: Abhilasha.Chandra@fnu.ac.fj



## COMPTIA NETWORK+ TRAINING

### Overview

CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification where the participants are trained to work with a variety of LAN, WAN infrastructure and networks. With a CompTIA Network+, it validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. Participants will be able to describe the major networking technologies, systems, skills, and tools in use in modern networks. This practical "hands-on" course will teach students the fundamental principles of installing and supporting networks.

### Capabilities Addressed

After completing this course the participant should be able to:

- Explain the function of each layer of the OSI model
- Explain the layers and functions of the TCP/IP Model
- Categorize standard cable types and their properties
- Identify common connector types
- Identify common physical network topologies
- Categorize WAN technology types and their properties
- Categorize LAN technology types and their properties
- Explain common logical network topologies and their characteristics
- Install, configure, and differentiate between common network devices
- Identify the functions of specialized network devices
- Describe the IPv4, IPv6 and MAC addressing standards
- Evaluate the use of addressing technologies and addressing schemes
- Implement addressing services like DHCP
- Evaluate the use of the Domain Name Services and understand dynamic DNS
- Select the appropriate command line interface tool and interpret the output to verify functionality
- Explain the function of common network protocols
- Describe commonly used TCP and UDP default ports
- Describe common routing protocols
- Explain the purpose and properties of routing
- Explain the advanced features of a switch
- Compare the characteristics of wireless communication standards
- Implement a basic wireless network
- Understand and implement wireless Security
- Create and use network management documentation
- Conduct network monitoring to identify performance and connectivity issues using network monitoring utilities
- Perform network performance optimisation
- Describe and use different network scanners
- Understand network security requirements such as firewalls, spyware and adware scanners, patch management, OS security mechanisms and physical security implementations
- Examine virtualisation technologies
- Evaluate the requirements for configuring a SOHO network

### Target Group

This course is intended for individuals who are interested in and involved with networks.

Course Dates	Session	Enrolment Closes
13 Nov - 14 Dec, 2017	Evening (5.30pm – 8.30pm)	9 November, 2017

**Course Fees: \$1800.00** (CompTIA Official Network+ Courseware, LAN Tester and Crimping Tool)  
**Venue:** Derrick Campus, Samabula (Limited Seat Available!)

NTPC reserves the right to re-schedule the course if the minimum number of participants is not met.

### For application and further enquiries, contact:

**Anjana Raju** | Ph: 338 1044 | Ext: 1913/1914 | Email: anjana.raju@fnu.ac.fj



## TRAINING OF TRAINERS MODULE IV: EVALUATION OF TRAINING

### Course Overview

Training evaluation is a continual and systematic process of assessing the value or potential value of a training program, course, activity or event. Results of the evaluation are used to guide decision-making around various components of the training (e.g. instructional design, delivery, results) and its overall continuation, modification, or elimination. The four levels of Kirkpatrick's evaluation model covered in this module essentially measure:

- Reaction - what they thought and felt about the training
- Learning - the resulting increase in knowledge or capability
- Behavior - extent of behavior and capability improvement and implementation/application
- Results - the effects on the business or environment resulting from the trainee's performance

All these levels are recommended for full and meaningful evaluation of learning in organizations. Successful completion of the requirements of all four modules qualifies eligibility to apply for registration as Training Officer.

### Key Benefits

- Understand the importance of evaluating the effectiveness of training for organizations and improved Grants assessment.
- Considered different models of evaluating training effectiveness.
- Practice applications of different types of training evaluation techniques.
- Demonstrate the ability to apply evaluation techniques to organizational training program.

### Capabilities Addressed

- Importance of effective evaluation procedures
- Different levels of Evaluation
- Designing Evaluation
- Using Evaluation Results
- Soliciting and Providing Feedback

### Target Group

Training and HRM Personnel, Supervisors, Managers, and individuals who have completed Modules 1, 2, and 3 and would like to continue towards eligibility for application for registration as a Training Officer. The candidates should have successfully completed Training of Trainers Module 1, 2 and 3 Modules.

Dates	Venue	Investment
06 - 08 December, 2017	FNU Namaka campus, Nadi	\$450.00 (Inclusive of Manual, Certificate and Stationery)

Incomplete forms will not be considered. Seats are only confirmed upon payment of full fees. Light Lunch and Refreshments shall be provided.

### For application and further enquiries, contact:

**Helen Ieli** | Ph: 666 5021 | Ext: 7304 | Email: helen.ieli@fnu.ac.fj  
**Shehana Hussein** | Ph: 338 4777 | Ext: 4315 | Email: shehana.hussein@fnu.ac.fj

## HOUSEKEEPING ACCOMMODATION SERVICES (EVENING CLASS)

### Overview

The Housekeeping and Accommodation Services section will offer short courses which are designed to respond to the industry needs and for anyone who is interested to work in the Hospitality industry in the housekeeping and Accommodation Services.

The department also offers In-House programs to institutional clients such as Public sector, Private sector and the hotel industry to up-skill workers in the area of Housekeeping. The programmes offered are tailor made to suit the professional requirements of the various organisations.

### Key Benefits

- Students gain knowledge on housekeeping department
- The ability to assess the organization's housekeeping procedure and application
- The knowledge in formulating steps towards housekeeping roles and responsibilities

### Course Details

Venue	Fees	Time
Nadi	\$480/ participant	5.30pm - 8.30pm (evening class)

Course Name	Duration	Dates-	Fees
Basic Room Attendant Skills	2 evenings	06-07 Nov, 2017	\$80.00
Advance room attendant skills	2 evenings	08-13 Nov, 2017	\$80.00
Exceptional Customer service for Housekeepers	2 evenings	14-15 Nov, 2017	\$80.00
Accommodation and Laundry Service	2 evenings	20-21 Nov, 2017	\$80.00

### Important

Register by filling in a NTPC FNU enrolment form, copy of birth certificate and photo ID. Fees should be paid before course commences. This is Grants Claimable program.



### For application and further enquiries, contact:

**Rohit R. Prasad** | Ph: 672 5730 | Ext: 6308 | Email: rohit.p@fnu.ac.fj  
**Sanjeshni Reddy** | Ph: 672 5730 | Ext: 6314 | Email: Sanjeshni.Reddy@fnu.ac.fj