



FIJI NATIONAL
UNIVERSITY

National Training
& Productivity Centre

CERTIFIED
ISO 9001



2024 Training Handbook

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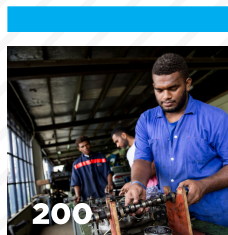
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DEPARTMENT OF INFORMATION TECHNOLOGY

Computers at Beginners Level (INT0001)

Competencies addressed:

Computer Fundamentals and Keyboarding Techniques

- Use Special Purpose keys (e.g. Spacebar, Backspace, Shift) and keypads (e.g. numeric, function, & navigation), apply computer ergonomics relative to posture and keyboarding techniques
- Apply strategies for proof reading, Assess and improve typing speed and accuracy
- Microsoft® Windows Foundation
- Apply Windows Desktop customization – desktop icons, Windows taskbar, customize your desktop, and set a screen saver
- Install & remove programs, create, use a desktop shortcut, apply file manipulation – create, rename, and delete a file, sort, restoring files and folders from the recycle bin, identify Viruses, Spyware & Cookies
- Microsoft® Office Word Foundation
- Use Microsoft® Word, Open, Save and Close, apply font types, Size, Change Case, highlight, page Format, change page orientation, add, and remove Headers and Footers
- Insert, Navigate, Modify and Delete Tables, use Graphics, insert illustrations
- Microsoft® Office Excel Foundation
- Use Excel 2019, Open, Save & Close Workbook, insert, modify, or delete worksheets, create formulas, Use Operators, relative and absolute cell referencing

Target Group: This training is designed for participants who wish to gain computer knowledge or for anyone who has not used computers before.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Computers at Intermediate Level (INT0003)

Competencies addressed:

Microsoft® Windows – Intermediate

- Apply Windows 10 Desktop customization & Personalization feature, Taskbar and sidebar customization, add & remove gadgets, share and access files and folders

Microsoft® Office Word – Intermediate

- Use the Proofing and Printing feature, apply Paragraph Format, Edit and Reset

- Pictures
- Apply Headers & footers, Styles, text wrapping, Adding, Removing, Modifying Watermarks and apply table styles

Microsoft® Office Excel - Intermediate

- Use the Nested function and consolidating data using referenced functions
- Apply Special Mathematical, Logical, Statistical, Financial, Database and VLookup & HLookup Functions

Microsoft® Office PowerPoint – Foundation

- Use PowerPoint to create presentations, demonstrate manipulating Slides, changing background, applying themes, Format of paragraphs, fonts and Character Spacing
- Apply Inserting & Manipulating Illustrations, inserting charts, creating organization charts and slide masters

Target Group: This training is designed for participants who have basic computing knowledge and wish to improve their knowledge and skills.

Fee: \$314

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Computers at Advanced Level (INT0005)

Competencies addressed:

Microsoft® Office Word - Advanced

- Demonstrate creating Master Documents & Creating table of contents & index. apply tracking changes, linking, and embedding data into a document
- Create forms with fields, checkboxes, drop-down menu, use Mail Merge & Adding and Removing password protection

Microsoft® Office Excel - Advanced

- Use Pivot Tables to sort, filter, and group data, demonstrate linking & embedding within a Worksheet
- Apply importing delimited text files into Excel, Track and Review Changes and Convey Assigning and Deleting Macros, Using the Scenario Manager and Scenario Summary Reports

Microsoft® Office PowerPoint – Intermediate

- Create, rename, collapse, and expand PowerPoint Sections, insert, edit, customize slide master, format, and reset pictures, manipulate illustrations, and format auto shapes

Internet & Email

- Apply file download from a webpage, use search engines, searching using instant search
- Demonstrate RSS feed subscription & Security issues, web-based forms, protected sites, encryption, and digital Certificates

Target Group: This training is designed for participants who have intermediate level computing knowledge and wish to enhance their knowledge and to achieve efficiency and productivity

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Essentials of Office Computing (INT0089)

Competencies addressed:

- Computer Fundamentals and Keyboarding Techniques
- Microsoft® Windows 10
- Microsoft® Office Word 2016
- Microsoft® Office Excel 2016
- Microsoft® Office PowerPoint 2016
- Microsoft® Internet Explorer 11

Target Group: This course is intended for any individual who would like to equip themselves with the necessary skill to process and manage computer related office work.

Fee: \$550

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office Excel - Foundation (INT0012)

Competencies addressed:

- Operate Excel Spreadsheet and perform manipulation of cells, rows, columns, and worksheets
- Demonstrate creating formulas, Using Operators, relative and Absolute cell reference
- Demonstrate using common functions, SUM, AVERAGE, MAX, MIN, COUNT, etc.
- Demonstrate creating, editing, resizing, and deleting charts, changing chart types

Target Group: The participants should be comfortable using a personal computer, have little or no experience using Microsoft® Excel. Participants will gain most out of this training if the goal is to become proficient in using Microsoft® Excel. Participants require knowledge on personal computers, keyboard, and mouse.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office Excel - Intermediate (INT0015)

Competencies addressed:

The following topics will be discussed:

- Demonstrate setting up margins & worksheet orientation and formatting and nested function and consolidate data using referenced functions
- Demonstrate applying special mathematical, logical, statistical, financial, database and VLookup & HLookup Functions
- Interpret Name box and remove cell ranges, applying styles, conditional and custom formatting to a range
- Demonstrate copying, moving, splitting, hiding Worksheets, and creating and editing excel templates
- Determine Paste Special Options to add, subtract, multiply and divide

Target Group: This training is designed for participants with some experience using Microsoft® Excel. It is also suitable for school leavers and high school students or anyone wanting to gain proficiency in Microsoft® Office Excel.

Fee: \$160

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office Excel - Advanced (INT0022)

Competencies addressed:

The following topics will be discussed:

- Demonstrate using Pivot Tables to sort, filter and group data, formatting charts and customize data series
- Demonstrate inserting, editing, removing Hyperlinks, linking & embedding within a worksheet and between worksheets
- Demonstrate linking data between Workbooks and Applications (e.g. Excel and Word), importing a delimited text files into Excel
- Demonstrate tracking and reviewing changes (Using the 'Track Changes' feature, Sharing, Comparing and Merging Worksheets), using scenario Manager and Scenario Summary Reports
- Demonstrate validating Numbers, Lists, Data, Time, Input message, Error Alert, auditing using the trace precedent command, identifying cells with missing dependents
- Demonstrate assigning and deleting Macros, enable Passwords Protection in an Excel Worksheet, hiding and un-hiding formulas

Target Group: The participant should have some experience with Excel and should be familiar with intermediate-level tasks or participants should have completed Excel Foundation and Excel Intermediate

Fee: \$160

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Operate Microsoft Office Excel 365 - Intermediate (INT0094)

Competencies addressed:

The following topics will be discussed:

- Apply effective use of the intermediate level tools for analysis such as Consolidate Data, Time, and Date, Mathematical, Logical, Statistical, Financial, and Lookup formulas and functions.
- Utilize critical thinking, problem-solving, and decision-making skills in developing the spreadsheet design for various business problems.

Target Group: This course is designed for individuals who understand the fundamentals of excel and has the knowledge required in creating, editing, printing, and charting worksheets. Participants will need a fundamental understanding of formulas, ranges, and worksheet formatting.

Fee: \$160

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Interactive Excel Dashboard (INT0023)

Competencies addressed:

The following topics will be discussed:

- Custom format dashboard
- Create chart in Excel
- Format charts
- Create thermometer chart, Pareto Analysis chart, Population Pyramid Chart
- Create interactive chart with form controls

Target Group: This course is ideal for the Excel user that has some experience with charts and is to put the pieces together to make interactive Excel dashboards and reports

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Data Analysis with Excel Pivot Tables (INT0028)

Competencies addressed:

The following topics will be discussed:

- Describe the purpose and prepare data for Pivot Table
- Create and configure PivotTables using external data sources
- Perform sorting and formatting rules
- Create and edit table relationships
- Practice Macro recording

Target Group: This course is intended for any individual who would like to enhance their skills of using Pivot Table for data Analysis.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office Word - Foundation (INT0011)

Competencies addressed:

The following topics will be discussed:

- Interpret the Microsoft® Word 2019 screen, command, Ribbons, Tabs, and groups and operate Open, Save and Close Word
- Demonstrate selecting and formatting text, Use Undo, redo commands and using the Clipboard
- Demonstrate applying font types, Font Size, Case Changing, highlight, remove formatting, setting paragraph marks, line breaks and text alignment
- Demonstrate applying Borders, Find and Replace feature, changing page orientation, applying Headers and Footers
- Demonstrate inserting, Navigating, Modifying, Deleting Tables and using Graphics & inserting illustrations
- Demonstrate switching multiple Documents and Windows, operate Mail Merge

Target Group: The participants who prefer to learn to use word processor to create standard, attractive, and professional- looking documents.

Fees: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office Word - Intermediate (INT0021)

Competencies addressed:

The following topics will be discussed:

- Operate Microsoft® Word 2019, set Username, spell check Document, Add & Remove words to Dictionary
- Demonstrate applying Line Spacing, Format Options, Widow/ Orphan Control, open and edit pictures in compatibility mode, clip screenshots, compress and modify
- Demonstrate inserting, changing, deleting Section Breaks, apply Headers and Footers to Sections and First Page
- Demonstrate add, modifying and removing watermarks, applying table styles, split Cells, apply multi-level sorting and converting Table to a Text
- Demonstrate applying text wrapping within Tables, Column Formatting, and Inserting Column Breaks
- Demonstrate using the advanced find and replace and 'Paste special' option

Target Group: MS Word users concerned with speeding up their work and enhancing the look and functionality of their documents. Participants interested or who have completed the Microsoft® Office Word 2019 Foundation training.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office Word – Advanced (INT0049)

Competencies addressed:

- Demonstrate creating Master Documents, Word template and modifying templates
- Demonstrate track document changes, accepting or rejecting change, hiding, Inserting and Editing comments
- Demonstrate creating and updating Table of Contents and Indexes, linking, and embedding data objects into a word document, insert Hyperlinks
- Demonstrate creating and protecting form fields, password protect form, use macros to change page set-up and assign Macros to a button on a toolbar
- Demonstrate setting Password & Edit Restrictions to a Word document and Add, Remove, and change captions
- Demonstrate Inserting, Editing and Removing footnotes * endnotes and adding and deleting Bookmark and Cross-References

Target Group:

MS Word users concerned with long and/or complex documents and advanced page layout needs. Specialists keen on gaining advance level skills in word processing.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office PowerPoint – Foundation (INT0020)**Competencies addressed:**

- Demonstrate Using PowerPoint 2019 and create a Presentation
- Demonstrate Manipulating Slides & Text, Text Boxes and Themes
- Identify Font & Paragraph Formatting, implementing Tables
- Demonstrate Manipulating Graphics and implementing Charts
- Identify Organisation Charts, Manipulate Slides and implementing Slide Masters
- Demonstrate creating Slide Shows and Identify Printing and Proofing tools

Target Group: Individuals of the cooperate sector such as project managers, designers, standard clients such as home users, students, and academics of all classes.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office PowerPoint - Intermediate (INT0029)**Competencies addressed:**

- Demonstrate Customizing and Compatibility Issues
- Identify and Implement PowerPoint Sections
- Create Slide Masters
- Demonstrate Theme Selection
- Demonstrate Formatting Pictures & Images
- Demonstrate Manipulating Graphics
- Demonstrate Formatting AutoShapes

Target Group: Individuals from cooperate sector, clients from colleges and training institutions. Possible participants will also include professionals from web design areas, in addition to graphic designers.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office PowerPoint – Advanced (INT0035)

Competencies addressed:

The following topics will be discussed:

- Create diagrams and charts and organize accordingly
- Apply video, audio and do animation settings
- Distinguish proper methods of linking embedding
- Convey merging, comparing, and exporting files
- Demonstrate how to properly organize the slide shows
- Demonstrate share of presentations, design and describe compatibility issues

Target Group: Participants from the corporate sector, clients from colleges and training institutions or participants who have completed Microsoft® Office PowerPoint – Intermediate training.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Exceptional PowerPoint Presentations (INT0026)

Competencies addressed:

- Create Diagrams- organisation charts, cycle diagram, pyramid, and flowchart.
- Organise Video and Audio – setting display options, editing image dimension, applying video formatting, and trimming video.
- Apply Animation– adding animation effects, creating custom animation, animating charts columns.
- Share Presentations – setting security to documents, converting file to various formats.
- Apply Effective Presentations

Target Group: Participants will gain most out of this course if the goal is to become proficient in using Microsoft® PowerPoint

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft® Office Outlook (INT0024)

Competencies addressed:

- Identify the interface for outlook 2016/2019.
- Demonstrate sending and receiving messages.
- Demonstrate manipulating messages, text, and files.
- Apply contact fields and creation of contacts.
- Apply how to customize outlook interface for ease of use

Target Group: Individuals who have no or some experience of using Outlook but wish to improve their productivity and learn to get more out of this great tool. It is for individuals who want to use the powerful personal information management program to effectively communicate, create and manage e-mail messages, schedule appointments, meetings, tasks, record information, and organize files.

Fee: \$160

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

PC Repair and Maintenance for Non-IT Personnel (INT0009)

Competencies addressed:

- Identify types, functions and operations of PC and laptop components
- Demonstrate installing and configure peripheral devices and system components.
- Demonstrate Install, configure and maintain the Windows operating system on a PC
- Apply basic PC maintenance while working safely and responsibly
- Demonstrate troubleshooting techniques and tools to effectively and efficiently Windows, PC hardware, network, and printer troubleshooting scenarios.

Target Group: Participants aiming to acquire certification in computing concepts and can be undertaken to bridge into the IT field.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

IT Security Awareness (INT0043)

Competencies addressed:

- Describe Information security and its importance.
- Identify evolving IT threats.
- Identify common Information security threats
- Review safe and secure user practises.

- Identify countermeasures to IT Threats
- Review safe computing practises and plans to overcome IT disasters to happen.

Target Group: School students as well as industries who work with computers on a daily basis. It also targets ICT managers and other members of senior management in any organisation where computers and other forms of technology is used.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Fundamentals of IT Cloud Based Services (INT0025)

Competencies addressed:

- Demonstrate understanding Cloud computing
- Distinguish the components and infrastructure of the cloud
- Analyse IT storage and database services
- Evaluate the benefits of cloud computing services
- Demonstrate the use Google Apps, Windows Live, iCloud, and more
- Analyse security risks

Target Group: This training is designed for school students who have little or novice level IT cloud services and wish to enhance their knowledge and become more efficient and productive.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Helpdesk Support Skills (INT0045)

Competencies addressed:

- Explain ICT user policy, services, processes, and functions to end-users
- Apply basic telephone, email, social media, and personal etiquette for helpdesk management, develop helpdesk support forms, collect, and use information for helpdesk purposes
- Demonstrate the ability to translate business requirements to technical needs by applying common technical knowledge for addressing, escalating, and closing helpdesk queries
- Apply a working knowledge of service level agreements
- Manage service operations including help desk, event, incident, access, and problem management
- Measure performances and predict trends for current and future helpdesk issues

Target Group: This course is generally designed for technical support personals of the Information Communication Technology field, helpdesk support officers, analysts, technical support teams, information technology managers/officers, project managers/officers or any other individual who are interested in helpdesk support skills. However, participants who have some knowledge and experience in the computing field may apply.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Computing Skills for Academics (INT0040)

Competencies addressed:

- Demonstrate effective use of ICT tools, software applications, and digital resources, basic computing tools for collecting, analyzing, and utilizing information for academia
- Develop tables, figures, table of contents, graphics, illustrations, and format charts to interpret data, utilise formulas and functions to develop marking matrix and perform automated math operations
- Apply computing tools for producing reports at primary, secondary, tertiary, national and international levels as needed by academics
- Apply presentations skills and email etiquette skills to manage informative sessions
- Demonstrate basic concepts of distance learning and e-learning by using online platforms and tools and use of best apps to make education more engaging, innovating and motivating

Target Group: Teachers, academics, trainers, school management, tutors, office assistants working in primary schools, secondary schools, training centres, vocational schools, higher education, NGOs and ICT professionals or any individual who is interested in learning about technologies that have the potential to change work processes to create an efficient, sustainable, and productive work environment

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Computing Skills for Medical Professionals (INT0044)

Competencies addressed:

- Demonstrate the use of basic computing tools for collecting, analysing and utilising information on medical applications using personal computers and handheld devices

- Develop forms and databases for electronic medical records and for making clinical decisions
- Apply computing tools for producing reports at primary, secondary, tertiary, national and international levels
- Apply project management and presentations skills for managing informative campaigns on notifiable diseases
- Discuss the era of medical informatics and the application of information communication technology for medical practitioners
- Execute operations of a medical centre with the desired level of knowledge in medical technologies

Target Group: This course is generally designed for medical officers, hospital superintendents, office assistants working in the medical field, information technology managers/officers or project managers/officers aspiring to work in the medical field. Administrators of private and public health centers, medical laboratories, rehabilitation centers, specialized medical clinics and organizations dealing with support for differently abled persons may also find this program useful.

Fee: \$550

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/Narere	FTF/ Blended/ Online	Day/ Evening

Digital Literacy for Farming and Agriculture (INT0111)

Competencies addressed:

- Develop an understanding of the fundamentals of ICT
- Describe how ICT can be used to benefit agriculture and farming industry
- Demonstrate a thorough understanding and use of smart phones
- Perform operations for better farming using mobile applications
- Develop an understanding on the use of drones for agriculture

Target Group: This course aims to help our farmers learn about technologies that will assist them in better farming. Farmers, or persons interested in farming will learn how to use applications and other technologies for efficient ways of carrying out activities such as soil and field analysis, planting, crop spraying, crop monitoring, irrigation, and health assessment. These applications will capture real time data for better farming decision making. This course is designed to introduce participants to the era of Agriculture 4.0 by incorporating ICT tools for agriculture and farming.

Fee: \$250

Venue
Suva, Nadi, Lautoka, Labasa, Levuka and Taveuni

This Australian Qualification is ideal for working students seeking a formal qualification to open opportunities for growth, transition into managerial and leadership roles, promotion, and further studies. For more information and enrolment, please contact the persons listed in the flyer.

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Disaster Recover and Business Continuity Planning (INT0117)

Competencies addressed:

- Explain the significance of Business Continuity Planning
- Develop a Disaster Recovery and Business Continuity Policy for the organisation through the formulation of a risk analysis and business impact analysis
- Measure the effectiveness of the DR-BCP through testing mechanism
- Ongoing support and consultancy for the implementation of DR-BCP

Target Group: ICT Managers of Organisations that want a robust fool proof plan to protect all important ICT infrastructure, creating the appropriate policies and plans to ensure ICT managers are prepared to handle any disaster.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Green Information and Communication Technology (INT0007)

Competencies addressed:

- Develop an Understanding of Green ICT Sustainability
- Develop & Plan Technical Strategies and work with Emerging Monitoring Technology
- Identify Procurement & Management Support for the Implementation and Continuation of Green IT
- Conduct Audits for Green IT and make Recommendations for Improvement
- Create Business Case Analysis for the Implementation of Green IT
- Perform Benchmarking, Assessment and Evaluation

Target Group: This course is designed for for all users of ICT solutions (end-users) and management team of any organization who are contemplating on introducing the concept of Green ICT to increase efficiency and reduce cost. It also targets ICT managers and other members of senior management in any organization where computers and other forms of technology is used

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft Project for Managers (INT0034)

Competencies addressed:

- Identify and execute the fundamentals of project management to setup a project plan using key documentation
- Identify and plan project deliverables using task lists and resource pools
- Manipulate tasks, integrate dependencies, manage constraints, develop, and customise project calendars
- Devise a work breakdown structure, network path diagram and Gannt chart
- Measure project performances using specialised, real-time graphs and charts
- Establish real time project reports for management, project team and stakeholders

Target Group: This course is designed for both established and aspiring project managers, project team members or any individual who is interested in creating and managing project plans using powerful collaborative analysis tools. Participants who have limited to no experience of using Microsoft Project may also apply.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Embracing Industry 4.0 with ICT Tools and Techniques (INT0018)

Competencies addressed:

- Explain the fundamental principles of Industry 4.0
- Ascertain the advantage, implications, and challenges of Industry 4.0
- Establish the relevance of ICT in the era of Industry 4.0
- Discuss Smart Factories, the importance of Big Data and Artificial Intelligence critical disruptive technologies introduced by Internet of Things
- Execute the tools for Industry 4.0 and assess readiness for workplace adaption
- Create a Technology Roadmap for Industry 4.0

Target Group: This course is generally designed for managers, project officers, manufacturing and industry professionals, ICT professionals or any individual who is interested in learning about technologies that have the potential to change work processes enabling an efficient, sustainable, and productive work environment.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Designing Blueprints and Schemas using Microsoft Visio (INT0016)

Competencies addressed:

- Identify Visio Environment, demonstrate working with ribbons and file Management
- Use diagramming with templates and identify and access the drawing tools with automatic features
- Demonstrate simplification of large and complex diagrams by transforming to professional-looking and appealing diagrams
- Demonstrate enhancing diagram with consistency, accuracy, diagram validation, real-time data
- Demonstrate modeling, monitoring through SharePoint workflows and sharing of diagrams

Target Group: This course aims to train supervisors, program managers, project managers and systems analysts, network engineers, professionals from construction industry who wish to learn and apply a visualization tool to exhibit data through diagrams and charts.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Microsoft Office Visio 2019 (INT0054)

Competencies addressed:

- Demonstrate use of stencils, drawing tools, selection techniques, alignments, pointers, connectors, text, stencils, master shapes and construct custom shapes
- Create containers, connected drawings, create, and use data graphics and sub processes, flow diagrams, import graphics, use topology shapes, and generate property data reports
- Create floor plans, electrical diagrams, organization charts and add schedules review, comments

Target Group: This course is designed for supervisors, systems analysts, project managers who work with tasks and processes. Participants will learn advanced diagramming tools to create dynamic, data-driven visuals to create organizational charts, network diagram, business processes with professional-looking templates.

Fee: \$160

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Computerized Accounting - MYOB (INT0027)

Competencies addressed:

- Create Card Files for Customer & Suppliers, Opening Balances, inventory, opening stock and adjustment of damaged stock, orders, bills, change orders to bills, apply returns and supplier payments and handle discount.
- Record delivery of goods on backorder, record the return of items and receipt of a refund cheque, orders, invoices, change orders to invoice, apply returns and customer payments
- Settle returns, view ageing methods for overpayments, enter a refund cheque, view ageing methods, apply payments from cheque butts, use a recurring payment, check accuracy using Bank Register
- Perform Reconciliation to bank A/C, enter account keeping fees and interest received, create journal entries for capital expenditure, depreciation, loans and recording dishonoured cheques
- Generate financial reports, analysis reports, variance reports and other summary and detail report

Target Group: This training is for participants who are currently practicing manual accounting and prefer to computerize their accounting system or participants who have proven accounting knowledge would like to implement MYOB.

Fee: \$825

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Fundamentals of Video Editing (INT0039)

Competencies addressed:

- Understand and navigate around Adobe Premiere Pro editing environment.
- Identify and setup media for basic editing
- Understand effects in Adobe Premiere Pro.
- Perform basic colour correction.
- Sharing and exporting projects.

Target Group: This course is designed for participants who have little or no prior experience with video editing software's and who wish to further pursue their knowledge in video editing.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Fundamentals of Graphics Design (INT0002)

Competencies addressed:

- Execute the Adobe applications and get familiarized with the workspace, panels, menus tools, etc.
- Demonstrate the skills to open, close, create and save file(s).
- Employ various tools and their attributes to create/modify objects.
- Perform formatting and transformation on objects including text/illustrations.
- Use gradient/pattern/solid fills and apply different Opacity Level and Blending Modes to enhance objects.
- Employ the concept of Layers effectively.

Target Group: This course is best suited for individuals who are interested in choosing digital graphics designing as their career and also individuals who are in the field and need to refresh/enhance basic skills in adobe suite namely Photoshop, Illustrator, and InDesign.

Fee: \$605

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Advanced Graphic Design (INT0051)

Competencies addressed:

- Use masks and channels
- Illustrate skills to retouch and repair torn and faded images
- Apply advanced layering, compositing and object transformation
- Apply special effects, appearance attributes and graphic styles
- Sketch vector paths by selecting, adding, deleting, and creating symbols
- Create animation and application interfaces using Adobe Flash/Animate
- Demonstrate skills to publish animation and interactive buttons

Target Group: This course is for participants who have prior knowledge / experience in graphics designing or have successfully completed Certificate in Fundamentals of Graphics Design. It is best suited for professional photographers, graphic designers, and web designers.

Fee: \$715

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

CompTIA IT Fundamentals Training (INT0124)

Competencies addressed:

- Comprehend notational systems, illustrate the basics of computing, and explain the value of data and troubleshooting
- Know how to set up and install common peripheral devices to a laptop/PC or secure a basic wireless network
- Manage applications software, understand the various components of an operating system, and explain the purpose of methods of application architecture
- Comprehend programming language categories, interpret logic, and understand the purpose of programming concepts
- Able to explain database concepts, structures, and purpose, as well as understands methods used to interface
- Understand confidentiality, integrity, and availability concerns of secure devices and best practice methods

Target Group: This course is for EVERYONE who uses computers, laptops, mobile devices, and networks. No prior experience necessary. However, basic English language skills is required.

Fee: \$495

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

CompTIA A+ Training (INT0014)

Competencies addressed:

- Identify, use, and connect hardware components and devices.
- Carry out installation and support Windows OS including command line and client support and understand Mac OS, Linux and mobile OS.
- Demonstrate skills to troubleshoot PC and mobile device issues including application security support and network devices and issues.
- Explain types of networks and connections including TCP/IP, WIFI and SOHO.
- Identify and protect against security vulnerabilities for devices and their network connections.
- Compare and contrast cloud computing concepts and set up client-side virtualization.
- Perform best practices for safety, environmental impacts, and communication and professionalism.

Target Group: This course is intended for individuals with basic computer skills who wish to obtain formal training and qualification suitable for IT-technician or IT support staff.

Fee: \$580

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

CompTIA Cloud Essentials+ Training (INT0048)

Competencies addressed:

- Explain cloud principles, identify cloud networking concepts and storage techniques, and understand cloud design aspects.
- Identify and employ appropriate cloud assessments like feasibility studies, benchmarking, or gap analysis, highlight key business aspects of cloud vendor relation adoption, and comprehend cloud migration approaches.
- Explain aspects of operating within the cloud, such as data management or optimization and understand the role of DevOps in cloud environments, like API integration or provisioning.
- Understand risk management and response concepts related to cloud services and identify the importance and impacts of compliance in the cloud, such as regulatory concerns or international standards.

Target Group: This course is intended for individuals both IT and non-technical professionals who require the essential business insight needed to make informed cloud service decisions.

Fee: \$550

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

CompTIA Network+ Training (INT0033)

Competencies addressed:

- Explain the purpose of a variety of networking concepts and implement them appropriately.
- Determine and explain the appropriate cabling, device and storage technologies.
- Use best practices to manage the network.
- Determine policies and ensure business continuity.
- Summarize physical security and common attacks while securing the wired and wireless network.
- Explain the network troubleshooting methodology.
- Use appropriate tools to support connectivity and performance.

Target Group: This course is intended for individuals who wish to increase their knowledge and skills to prepare for a career in network support or administration.

Fee: \$650

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

CompTIA Linux+ Training (INT0113)

Competencies addressed:

- Configure kernel modules, network parameters, storage, cloud, and virtualization technologies
- Manage software and services, and explain server roles, job scheduling, and the use and operation of Linux devices
- Understand best practices for permissions and authentication, firewalls, and file management.
- Analyse system properties and processes and troubleshoot user, application, and hardware issues
- Execute basic BASH scripts, version control using Git, and orchestration processes

Target Group: This course is intended for individuals who wish to obtain formal training and qualification suitable for jobs such as Linux / Network /System Administrator, Technical Support Specialist. Candidates should possess basic English language skills. Although not a prerequisite, but it is recommended to hold a CompTIA A+, Network+ or 12 months of relevant experience in IT.

Fee: \$700

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

CompTIA Server+ Training (INT0041)

Competencies addressed:

- Understand, configure, and support server components.
- Manage and maintain servers, including OS configuration, access control and virtualization.
- Support storage devices technologies, including capacity and growth planning.
- Apply physical and network data security techniques.
- Configure systems for network connectivity, including physical and logical elements.
- Understand disaster recovery and implement backup techniques.
- Diagnose and resolve system hardware, software, connectivity, storage, and security issues.

Target Group: This course is intended for individuals who wish to pursue career as Server Support Technician, Server Administrator, IT/Server Technician or Storage Administrator.

Fee: \$700

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

CompTIA Security+ Training (INT0112)

Competencies addressed:

- Distinguish between various Security Roles, Security Controls, Threat Actors, Attack Vectors and Threat Intelligence.
- Carry out Security Assessments and Public Key Infrastructure, analyse indicators of Social Engineering, Malware and Basic Cryptographic Concepts.
- Apply Authentication, Identity and Account Management Controls.
- Utilize Secure Network Designs, Network Security Appliances, Secure Network Protocols, Host Security and Secure Mobile and Secure Cloud Solutions.
- Analyse and discuss Secure Application, Data Privacy, Protection and Risk Management Concepts.
- Demonstrate Incident Response and Cybersecurity Resilience.
- Provide key aspects of Digital Forensics and importance of Physical Security.

Target Group: This course is intended for individuals who wish to obtain formal training and qualification suitable for jobs such as Security / Systems Administrator, Network Engineer, Software Developer, IT Auditors.

Fee: \$700

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Wireless Networking for SOHO (Small Office/Home Office) (INT0032)

Competencies addressed:

- Describe various WLAN technologies, standards, and concepts
- Design WLAN topology to meet client's requirements
- Demonstrate skills to install/configure wireless devices and verify connectivity
- Apply appropriate wireless security measures
- Identify and troubleshoot wireless network issues

Target Group: This course is designed for WLAN sales staff, technical support staff and individuals interested in developing skills to design and build WLAN for SOHO environment.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Introduction to Internet of Things (INT0086)

Competencies addressed:

- Explain the transition of Industrial Revolution from 1.0 to 4.0
- Understand how the digital transformation has improved business and human society.
- Recognize IoT concepts, it's benefits and drawbacks and main components.
- Demonstrate skills to create a simple smart home topology.
- Describe IoT related technologies such as Artificial Intelligence, Big Data, Automation, Intend-Based Networking.
- Identify security concerns when implementing IoT solutions.
- Recall IoT related job opportunities and technological trends.

Target Group: This course is for individuals who are interested to learn about Internet of Things.

Fee: \$180

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Business Analytics using Power BI (INT0109)

Competencies addressed:

- Understand the flow of using Power BI, importing, and connecting data sources.
- Learn about the various types of visualizations possible in Power BI.
- Create a dynamic and effective business solution with Excel & Power BI.

Target Group: Users who work with data, reports and dashboards or business intelligence developers or anyone who wants a foundation on how to use Power BI from beginner level.

Fee: \$280

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

ISO/IEC 20000-1:2018 - Information Technology — Service Management (SMSR511)

Competencies addressed:

- Understand the requirements of ISO/IEC 20000-1:2018
- Learn about the Service Management System
- Prepare for certification as Service management professional
- Implement or audit a Service management system

Target Group: This course is for service management practitioners, ISO consultants and management system auditors.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

ISO/IEC 27001 - Information Security Management Systems (SMLI5122)

Competencies addressed:

- Understand the requirements of ISO/IEC 27001 and the information security controls
- Understand what is required for an organization to obtain ISO/IEC 27001 certification
- Prepare an Information Security Management Systems
- Implement information security audits

Target Group: This course is for Information Security Managers, risk specialist, anyone involved in the implementation and administration of ISO/IEC 27001

Fee: \$750

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Web Development using WordPress (INT0036)

Competencies addressed:

- Build and edit websites within staging and development environments
- Master the inner workings of WordPress, for fixing, troubleshooting, and building websites
- Set up server and hosting environments in the most economical and secure way
- Migrate and transfer WordPress websites from staging to live and vice-versa

Target Group: This course is designed for participants who interested in learning to build websites using open-source and free tools.

Fee: \$495

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/Narere	FTF/ Blended/ Online	Day/ Evening

IP Addressing and Subnetting (INT0004)

Competencies addressed:

- Interpret Basic Networking
- Determine Logical Classification of Network
- Demonstrate knowledge of Open System Interconnection (OSI) reference model
- Demonstrate knowledge of Network Protocols
- Describe IP Addressing
- Describe Subnetting
- Binary Conversion

Target Group: This course is for participants who need to learn the fundamentals of IP addressing and Subnetting. Upon completion of this training, the participant should have a good knowledge of basic network types, topologies, IP classes, IP subnets, network design scheme and features of packet tracer.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/Narere	FTF/ Blended/ Online	Day/ Evening

Fundamentals of Switching and Routing (INT0010)

Competencies addressed:

- Interpret network diagrams and topologies
- Manage and configure network devices
- Understand, design, implement and secure VLANs
- Implement static routing and default routes
- Learn the DHCP operation
- Configure and troubleshoot NAT
- Provide a network diagram and an addressing scheme of the topology

Target Group: This course is designed for participants who have little or no prior experience with network switches and routers and who wish to further their knowledge in networking.

Fee: \$605

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Fundamentals of Virtualization (INT0046)

Competencies addressed:

- Use the fundamental knowledge of Virtualization
- Distinguish the need for Server Virtualization
- Demonstrate Test and deploy server virtualization
- Describe VMware's virtualization offerings
- Describe Microsoft's Virtualization Offerings
- Demonstrate Building a Virtualization Lab

Target Group: This training is designed for students who have little or novice level virtualization knowledge and wish to enhance their knowledge and become more efficient and productive.

Fee: \$495

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Data Analysis and Data Visualization with Python (INT0110)

Competencies addressed:

- Describe the concept on Data Analysis and Visualization
- Perform data cleaning and preparation
- Analyse data and open datasets from various file formats
- Create visualizations and highly customised plots using analytical tools

Target Group: This course is designed for anyone who is interested to learn Python language scratch.

Fee: \$245

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Software Installation for Beginners (INT0008)

Competencies addressed:

- Identify computer hardware functions
- Demonstrate modification of computer BIOS
- Demonstrate installation of operating system, software and updates on PC
- Apply troubleshooting on software installation issues

Target Group: This course is intended for people who want to install and manage software's and Operating System on their own computer.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Design and Develop Databases (INT0006)

Competencies addressed:

- Describe Database Concepts
- Demonstrate the process for implementing Tables, Fields, and Field Types
- Describe Primary Keys and Indexing
- Demonstrate process for creating Relationships
- Demonstrate process for creating Forms
- Demonstrate process for creating Queries
- Demonstrate process for generating Reports

Target Group: The target audience for the training may include but is not limited to individuals from academic institutions, cooperate users, clerical officers, or typists. It may also include salespersons, medical officers responsible for maintaining inventory and participants aiming acquire knowledge and skills in database design and development.

Fee: \$495

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Windows Server Administration (INT0017)

Competencies addressed:

- Identify the concepts behind a server based on Microsoft® windows.
- Demonstrate installation process for server OS and client OS.
- Identify storage methods for server.
- Identify server roles.
- Demonstrate knowledge in setting up active Directory.
- Use group policy on user accounts
- Demonstrate Post installation issues in server

Target Group: This training is developed for participants aiming to acquire certification in computing concepts and can be undertaken to bridge into the IT field.

Fee: \$495

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Ethical Hacking for Beginners (INT0108)

Competencies addressed:

- Demonstrate the use of tools to escalate privileges on a remote device
- Demonstrate password cracking using different tools
- Compare and contrast various techniques for launching server attacks
- Demonstrate various web-based attacks
- Compare and contrast various Wireless Access Point attacks
- Compare and contrast “white hat hacking” versus “black hat hacking” versus “grey hat hacking”
- Differentiate various ethical hacking issues such as hacking, cybercrime, hacktivism, and cyber terrorism.

Target Group: This training is developed for participants aiming to acquire certification and learn ethical hacking and gain knowledge in the field of cyber security.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Demonstrate Technical and Networking Skills in ICT

Competencies addressed:

This program covers the development and management of a suitable system and network administration, the identification of relevant network components to meet the design and the installation, configuration and securing of the network to meet client requirements. It also covers the technical and soft skills of cloud computing, virtualization, and ICT Sustainability.

A Certificate of Attainment to Demonstrate Technical and Networking Skills in ICT will be awarded to a participant who has achieved all the competencies in both theory and practical for the 6 Modules.

A Certificate of Attainment would be also awarded to participants upon completion of each of the respective module:

- Analyse Productivity & Sustainability in Organisational ICT Practices
- Perform ICT System Administration
- Perform ICT Network Administration
- Demonstrate Administration of Computer Servers
- Design Strategies for Robust Cyber Security
- TNWS516 Demonstrate Cloud Computing through Virtualization Technologies

Target Group: This micro-qualification is appropriate for students at universities, colleges, career and technical schools, or professionals who are seeking jobs in the ICT industry or hope to fulfill prerequisites to pursue more specialized ICT skills in technical and network support.

Fee: \$1800

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Analyse Productivity & Sustainability in Organisational ICT Practices (INT0118)

Competencies addressed:

- Design WHS, environmental sustainability and anti-discrimination policies in an ICT workplace.
- Demonstrate best practices for safety, environmental impacts, communication, and professionalism in the ICT Industry.

Target Group: This course is designed for individuals who have little or novice level knowledge on sustainability at workplace and wish to enhance their knowledge and become more efficient and productive by using Information Technology tools.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Perform ICT System Administration (INT0119)

Competencies addressed:

- Distinguish various hardware components and devices in a computer.
- Demonstrate skills to install & configure PCs, laptops, and other Mobile Devices.
- Demonstrate skills to install & support Windows OS and possess a sound knowledge in Mac, Linux, and mobile Operating System.
- Apply appropriate troubleshooting techniques to resolve issues in PC, mobile device, and software.

Target Group: This course is designed for individuals who would like to acquire the essential skills and practicality to install, configure, optimize, troubleshoot, upgrade, secure, and perform preventive maintenance on PC. This course provides the background knowledge and skills you will require to be a successful System Management technician.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Perform ICT Network Administration (INT0120)

Competencies addressed:

- Analyse networking concepts, devices, cables & storage technologies to maintain functional ICT networks.
- Demonstrate skills to configure switches & routers by segmenting network traffic to provide resilient IT Networks.
- Distinguish network security, standards, and protocols in the ICT Industry.
- Apply appropriate troubleshoot methodologies to resolve issues in the ICT Connectivity and Network Performance.

Target Group: This course describes the skills and knowledge required to help develop a career in IT infrastructure covering managing, maintaining, troubleshooting, installing, and configuring basic computer networks. Participants will be embedded with the development of a suitable network design, the identification of relevant network components to meet the design and the installation, configuration and securing of the network to meet client requirements.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Demonstrate Administration of Computer Servers (INT0121)

Competencies addressed:

- Demonstrate skills to configure and support server's physical components and Network Operating System.
- Design disaster recovery plan and backup for ICT Industry.
- Apply appropriate troubleshooting skills to resolve related issues in a Server Platform.

Target Group: This course describes the skills and knowledge required to help develop a career in Server Administration. It also covers Server Administration where participants will learn initial configuration and testing, ongoing administration, and troubleshooting.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Design Strategies for Robust Cyber Security (INT0122)

Competencies addressed:

- Distinguish and protect against security threats and vulnerabilities in a critical ICT Infrastructure.
- Apply effective methodologies for Security Architecture.
- Appraise incident response plan for ICT Platform.
- Criticise and update disaster recovery and contingency plans in the IT technical documentation.

Target Group: This course is designed for individuals to enhance cyber security knowledge due to the growing cyber threats that is plaguing business and private users, losses in the thousands have been recorded locally through ransomware and trojan worms. The course is designed to focus on the needs of the local market and how security measures can be implemented and monitored to prevent and minimize attacks such as zero day and denial of service.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Demonstrate Cloud Computing through Virtualization Technologies (INT0103)

Competencies addressed:

- Contrast cloud computing and virtualization concepts in IT Infrastructure.
- Demonstrate skills to setup client-side virtualization to support the creation of Virtualized Networks.

Target Group: This course introduces the core concepts of cloud computing and virtualization. Participants will gain the foundational knowledge required for understanding cloud computing from both business and practitioner perspectives. It also covers virtualization, legacy hardware and software considerations and approaches to transitioning information technology from legacy systems to a shared managed service model.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Implement AI-Powered Technology in Industries (AIPT2123)

Competencies addressed:

- Understand the fundamentals of AI and its applications in industries.
- Develop effective AI implementation strategies for specific industry contexts.
- Acquire hands-on experience in deploying AI solutions and optimising business processes for improved outcomes.

Target Group: No prerequisites are required for this course, but participants with a basic understanding of business operations, familiarity with technology concepts, proficiency in computer systems, prior decision-making experience, and an interest in leveraging AI technologies for business productivity will greatly benefit.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Fundamentals of Artificial Intelligence (FAI2123)

Competencies addressed:

- Acquire a foundational understanding of AI concepts and their relevance in various industries, including machine learning, neural networks, and natural language processing
- Apply machine learning algorithms to solve practical problems
- Implement basic neural network models for specific tasks
- Develop simple natural language processing models for text analysis
- Evaluate real-world AI use cases and consider ethical implications

Target Group: No prerequisites are required for this course, but participants with a basic understanding of business operations, familiarity with technology concepts, proficiency in computer systems, prior decision-making experience, and an interest in leveraging AI technologies for business productivity will greatly benefit.

Fee: \$550

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

Transform Productivity with Artificial Intelligence (TPAI2123)

Competencies addressed:

- Develop a solid understanding of AI concepts, machine learning algorithms, and their practical applications in a business context
- Identify and leverage opportunities to automate tasks, optimise decision-making processes, and improve productivity through the integration of AI technologies

Target Group: No prerequisites are required for this course, but participants with a basic understanding of business operations, familiarity with technology concepts, proficiency in computer systems, prior decision-making experience, and an interest in leveraging AI technologies for business productivity will greatly benefit.

Fee: \$280

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Naceva/ Narere	FTF/ Blended/ Online	Day/ Evening

DEPARTMENT OF TOURISM HOSPITALITY FASHION & TRAVEL

Certificate Of Attainment In Baking And Patisserie OHS & Kitchen Hygiene in Baking and Patisserie (BPS004)

Competencies addressed:

- Clean and Maintain Kitchen Premises
- Difference between Cleaning and Sanitising
- Types and classification of fires
- OHS and hazard analysis
- HACCP
- Chemical usage for cleaning and sanitizing
- Storage of Chemicals-MSDS

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Basic Baking and Patisserie Delights Patisserie (CRM No: BPS0018)

Competencies addressed:

- Explain the importance of baking ingredients
- Explain the factors that control the development of baked products
- Understand the characteristics and function of the major baking ingredients
- Identify the main types of wheat flour by sight and feel
- List and describe the twelve basic steps in the production of yeast goods
- Understand kitchen hygiene, sanitation and OHS

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Basic Coffee Shop Delicacies (BPS0005)

Competencies addressed:

- Types of breads and sandwiches
- Component of a sandwich and filling assortment
- Characteristics of coffee shop delicacies
- Crumbing methods and procedures
- Different classifications of batters
- Salads and salad components, dressing and sauces
- Condiment selection and amalgamation

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Cake baking (BPS0006)

Competencies addressed:

- Definition of cakes, gateaux and tortens
- Basic cake faults and causes
- Principles for layering and types of filling
- Types of icing and its preparation
- Frosting techniques and guidelines
- Basic decoration and storage

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Cream Based Cakes (BPS0007)

Competencies addressed:

- Types and varieties of frozen set cakes and desserts.
- Basic frozen cake folding and preparation methods.
- Dessert presentation and serving techniques.
- Garnishing principles and skills.
- Gelatine and its compound uses.
- Glazers and its usage.

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Basic Cake Decoration (CRM No: BPS0008)

Competencies addressed:

- Historical development and current trends in cake decoration.
- Different forms of designing and utilizing cake decoration tools.
- Methods of leveling and molding cakes.
- Carving fondant icings and display pieces.
- Nozzle usage with piping principles and techniques.
- Layering and frosting themed cakes.
- Writing messages using paper cornet.

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Advance Cake Decoration (BPS0009)

Competencies addressed:

- Icing classification, preparation, texture, appearance and flavor.
- Plastic icing molding and pattern designs.
- Chocolate filigree and free hand writing.
- Carving works and border incision.
- Cake shapes and sizes.
- Color merge and usage.

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Pies and tarts (BPS0010)

Competencies addressed:

- Logical and time-efficient workflow.
- Organizational skills and teamwork.
- Safe work practices, in particular about use of machinery and hot ovens and surfaces.
- Different forms of pie and pastries.

- Types of pie and pastry fillings.
- Waste minimization techniques and environmental considerations in relation to pastry and pies.
- Problem solving skills to deal with problems such as undesired pastry texture.
- Lamination techniques.
- Glazing and serving techniques.
- Literacy skills to read menus, recipes and task sheets.

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Puff and Choux Pastry (BPS0011)

Competencies addressed:

- Puff and Choux pastry production and lamination.
- Understanding pastry textures, gluten content and elasticity.
- Pastry filling contents and derivatives.
- Production of tartlets and pastry creams.
- Designing and piping choux pastries.
- Decoration and presentation of pastries.

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Breads and Rolls (BPS0012)

Competencies addressed:

- Ingredient amalgamation and function
- Types and varieties of yeast goods
- Gluten development and standard yeast dough processing methods
- Different types of breads and its uses
- Flavouring additives and its functions
- Sweet and sour dough formation and differentiation
- Glazing techniques

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Meringues, Cookies and Biscuits (BPS0013)

Competencies addressed:

- Product definition of Meringue, biscuits and cookies
- Function of ingredients and mixing methods
- Baking temperature and production hints
- Meringue definition, production and usage
- Meringue texture and dessert derivatives
- Product storage and packaging

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Croissants, Danish and Breakfast Pastries (BPS0014)

Competencies addressed:

- Laminating yeast-based pastry dough's
- Crafting Danish and croissant shapes
- Alignment of pie bases, tops and docking
- Types and variety of pastry fillings
- Pastry storage and baking temperatures
- Pastry textures, common flaws and reasons
- Glazes and serving techniques

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Hot and Cold Desserts (BPS0015)

Competencies addressed:

- Classifying hot and cold desserts
- Usage of gelatine and folding of cream-based desserts
- Types of dessert additives and flavouring enhancers
- Reasons for desired and undesired outcomes
- Garnishing cold dessert platters
- Storage and serving temperatures

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Chocolate Works (BPS0016)

Competencies addressed:

- Production and properties of chocolate
- Chocolate works
- Identifying different types of chocolates, manufacturing process, tempering, moulding, filling, de moulding, dipping and finishing techniques.
- Creative writing and pattern design
- Chocolate filigree
- Chocolate carving
- Presentation and storage techniques

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Cakes for Special Events (BPS0017)

Competencies addressed:

- Special event cake themes and incorporation of suitable colors
- Basic icing production methods and techniques
- Decorating layered and tiered cakes
- Basic piping techniques, nozzle usage and pattern design
- Handling fondants for covering and molding showmanship
- Glazing, border and ribbon work
- Packaging and storage

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Public Trainings

Occasion Based Cakes (BPS0023)

Competencies addressed:

- Practice skills and expertise to design and create custom cakes.
- Develop the ability to effectively collaborate with clients
- Baking and Patisserie Assessment \$275

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Cake Baking and Decoration (BPS0022)

Competencies addressed:

- Develop the skills and knowledge required to expertly bake various cakes.
- Apply cake decoration techniques, including icing, fondant, and Sugar craft.

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Advance Pâtisseries (BPS0021)

Competencies addressed:

- Develop the expertise to execute complex pastry techniques.
- Practice skills and knowledge required to experiment with unique flavor combinations and ingredient pairings.

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Advance Cake Skills (BPS0009)**Competencies addressed:**

- Proficiency in Intricate Cake Decorating

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Breakfast Pastries (BPS0025)**Competencies addressed:**

- Mastery of Breakfast Pastry Production

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Bread Making and Rolls (BPS0012)**Competencies addressed:**

- Proficiency in Artisan Bread and Roll Production

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators and any interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Puff Pastries (BPS0011)**Competencies addressed:**

- Mastery of Puff and Choux Pastry Techniques

Target Group: Hotel Employees, Pastry Chefs, Bakers, Kitchen Hands, youths, Small Restaurant Operators, and any interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening



Certificate Of Attainment in Housekeeping And Accommodation Services

Hospitality Operation (CRM No: HSK0001)

Competencies addressed:

- Introduction and lodging operation
- Room division housekeeping
- Staff & support department Key operating ratios
- Hotel outline and its organization chart
- Attitudes

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Roles and Responsibilities of Housekeeping and Customer Service (HSK0002)

Competencies addressed:

- Types of Accommodation
- Typical Accommodation Guests
- Scope of Housekeeping Department
- Staffing the Department and hours of Employment
- Contract Cleaning, the quality challenge and customer feedback

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Professional Guestroom Cleaning & Procedures (HSK0003)

Competencies addressed:

- Benefits of maintaining standards
- Preparing to clean guestroom and categories of room status
- Making bed
- Cleaning the bathroom
- Providing turn-down service

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

IT Hospitality Housekeeping Accommodation Room Master (HSK0004)

Competencies addressed:

- Use Computer
- Prepare housekeeping Reports
- Create duty roster
- Print room status reports
- Check occupancy

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

General Deep Cleaning and Periodic Maintenance (HSK0005)

Competencies addressed:

- Overview of general cleaning in rooms
- Planning, scheduling, and equipment selection
- General cleaning of guestrooms
- Overview of general cleaning in public areas
- Shift preparation

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Public Area Cleaning (HSK0006)

Competencies addressed:

- Cleaning premises and equipment
- Scope of the public areas
- Principles of cleaning
- Working safety
- Chemical selection and rules for chemicals use
- Equipment selection
- Select and apply cleaning agents

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Sanitation and Hygiene in Guest Room (HSK0007)

Competencies addressed:

- Clean own work area and equipment during operations
- Identify sources of contamination and spoilage
- Follow workplace hygiene and sanitation requirements

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Laundry Management (HSK0008)

Competencies addressed:

- Introduction to laundry management
- Work specification
- Laundry items and soiled linen
- Stain treatment
- OHS awareness
- Laundry task
- Laundry chemicals

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Basic Housekeeping Supervision (HSK0009)

Competencies addressed:

- Roles and responsibilities
- Planning, organizing, coordinating, and controlling the task assigned.
- Room checks
- Staffing level

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Basic Housekeeping Cost control (HSK0010)

Competencies addressed:

- Major housekeeping cost
- Procedure for control measures
- Summary report
- Furniture, fixtures, equipment's & supplies
- Linen control

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Managing Linen Inventory (HSK0011)

Competencies addressed:

- Par level
- Linen discard record and physical inventory
- Fabric types
- Linen requirement
- Linen purchase
- Issuing linen

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Housekeeping and Accommodation Services Assessment (HSK0012)

Competencies addressed:

- Review of knowledge for leading a group of workers
- Use relevant skills and knowledge learn by example
- Management field and understand the real responsibility of a leader
- Application of cleaning agents, amenities and supplies, etc.
- Use the skills of cost controlling

Target Group: Hotel employees and interested participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Public Training

Professional Guestroom Cleaning (HSK0003)

Competencies addressed:

- Clean better and practice professionalism
- Use knowledge gained for quality cleaning.
- Use relevant skills and knowledge learn by example.
- Exercise better cleaning and understand the real responsibility of clean environment.

Target Group: Hotel employees and interested participants.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Bed Making and Linen Care (HSK0016)

Competencies addressed:

- Advance Bed Making
- Washing, folding, and storing Linen

Target Group: Hotel employees and interested participants.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Exceptional Customer Service for Housekeepers (HSK0013)

Competencies addressed:

- Use relevant skills and knowledge in Quality customer service
- Identify the needs and wants of guests
- Identify the importance of guest relations

Target Group: Hotel employees and interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Commercial Laundry Service for Housekeepers (CRM: 0020)

Competencies addressed:

- Exercise the scope of laundry department
- Use relevant skills and knowledge in the professional laundry process
- Exercise for the better future in laundry

Target Group: Hotel employees and interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Housekeeping Supervision Skills (HSK0015)

Competencies addressed:

- Use knowledge gained for leading a group of workers.
- Use relevant skills and knowledge to lead by example
- Identify the application of cleaning agents, amenities and supplies, etc.

Target Group: Hotel employees and interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Inventory Management (CRM: HSK0019)

Competencies addressed:

- Identify the importance of hotel linen.
- Use relevant skills and knowledge in basic accounting by controlling linen costs.
- Exercise relevant skills and knowledge calculating linen requirement of any hotel.

Target Group: Hotel employees and interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Commercial Area Cleaning (HSK0017)

Competencies addressed:

- Record confidence in the scope of cleaning in public areas.
- Measure relevant skills and knowledge in professional Public Area cleaning
- Exercise for better future housekeeping staff.

Target Group: Hotel employees and interested participants.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Housekeeping Supervision and Checklist (HSK0018)

Competencies addressed:

- Proficiency in creating and maintaining customized housekeeping checklists.
- Effective supervision of housekeeping staff.

Target Group: Hotel employees and interested participants.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Foral Arrangement (HSK0021)

Competencies addressed:

- Develop the skills to create aesthetically pleasing floral arrangements.
- Gain a comprehensive understanding of different types of flowers, their care, and the appropriate tools and materials needed for successful floral arrangements.

Target Group: Hotel employees and interested participants.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Certificate Of Attainment In Rooms Division Management Front Office in Rooms Division- Module 1 (HRD411)

Competencies addressed:

- Demonstrate Hospitality theories and principles
- Analyze computer system features to create and administer
- Organize guest departure
- Prepare routine records and reports
- Manage Front Office Revenue and Yield Management

Target Group: Hotel employees and interested participants.

Fee: \$750

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Housekeeping in Rooms Division- Module 2 (HRD512)

Competencies addressed:

- Demonstrate knowledge and skills in Hospitality work-life and Rooms
- Practice pre and post Covid-19 Guestroom Cleaning Procedures and Chemical Handling
- Demonstrate good interdepartmental Relationships and group management
- Prepare and practice outsourcing and budget
- Process, finish, package, and store laundry items

Target Group: Hotel employees and interested participants.

Fee: \$750

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Rooms Division Management- Module 3 (HRD613)

Competencies addressed:

- Practice Procurement and stores control
- Develop team commitment and cooperation
- Manage the Front Office Department
- Manage Housekeeping and Accommodation
- Implement employee relations strategy and policies for own work area

Target Group: Hotel employees and interested participants.

Fee: \$750

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/ Evening

Certificate Of Attainment in Childcare Services

Childcare and Support (CC311)

Competencies addressed:

- Understanding what professional Childcare is.
- Running Kids Club activities.
- Providing Professional Baby-Sitting services.
- Understanding Areas of Child Developments.
- Build better Food Allergies safety Plans and Routines.
- Practice Duty of care for child Workers.

Target Group: Resort workers, Day Care Workers, Kids Club Workers, and Babysitters. Interested participants who willing to up skill in the field of Childcare Industry.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Child Protection and Policies (CC321)

Competencies addressed:

- Can observe and record information about child abuse cases.
- Assist in the process of planning prevention methods for children.
- Understand the range of protection laws on children.
- Value young children as active, competent participants in their own safety.

Target Group: Resort workers, Day Care Workers, Kids Club Workers, and Babysitters. Interested participants who willing to up skill in the field of Childcare Industry.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Basic Skills for Counselling Children (CC331)

Competencies addressed:

- Creating professional Counselling Environment and counselling relationship?
- Apply basic skills of Counselling as child worker.
- Using skills required to communicate effectively and evaluate own communication.
- Identifying steps in Child therapy.
- Preparing Case notes and establishing Confidentiality Agreements.
- Practice Counselling ethics at workplace.

Target Group: Resort workers, Day Care Workers, Kids Club Workers, and Babysitters. Interested participants who willing to up skill in the field of Childcare Industry.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Disability Support in Childcare (CC341)

Competencies addressed:

- Introduction to forms of disability.
- UN Convention, legislative and policy support for Inclusive Education.
- Identifying specific support with specific impairment.
- Implementing Inclusive strategies in Childcare industry.
- Identify Ideas for supporting child's learning at home.

Target Group: Resort workers, Day Care Workers, Kids Club Workers, and Babysitters. Interested participants who willing to up skill in the field of Childcare Industry.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Management and Leadership Skills in Childcare (CC351)

Competencies addressed:

- Why Leadership is Important in Early Childhood Education.
- Leadership Styles in Childcare
- Complying Legal, ethical requirements in Childcare
- Problem Solving and decision making through communicating.
- Planning workplace Safety and wellbeing

Target Group: Resort workers, Day Care Workers, Kids Club Workers, and Babysitters. Interested participants who willing to up skill in the field of Childcare Industry.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Childcare Services Assessment (CC361)

Competencies addressed:

- Evaluate the capabilities, skills, and qualifications of individuals or organizations responsible for caring for children.

Target Group: Individuals who have completed childcare program.

Fee: \$100

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Certificate of Attainment in Management Development and Leadership Skills

Hospitality Human Resource Management (MDH411)

Competencies addressed:

- Demonstrate a comprehensive understanding of the context of human resource management through Strategic HRM, HR planning, HR information management systems (HRIMS) and HRM and the Law.
- Critically analyse, describe, and evaluate the importance of meeting the organization's people's requirements through job analysis, job design and quality of work life, employee recruitment and selection.
- Critically analyse, describe, and evaluate the rewarding of human resources through appraising managing performance, human resource development, career planning and development, and remuneration.
- Demonstrate a comprehensive understanding of, and the ability to apply the key issues in managing human resources through industrial relations, employee health and safety and managing diversity.
- Demonstrate a comprehensive understanding and awareness of international HRM and the ability to apply the assessment of HRM effectiveness.
Compare the four main approaches to managing organizational changes Identify forces that act as stimulants to change, and contrast planned and unplanned change.

Target Group: The module is designed for Middle Management and Supervisors in the Department who wish to upgrade his or her knowledge in Management Development. It is also designed for those who wish to grow and develop their skill in management.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Hospitality Sales and Marketing (MDH412)

Competencies addressed:

- Define and compare customer value and customer satisfaction.
- Understand the difference between customer satisfaction and customer loyalty.
- Describe the nature of distribution channels and explain why marketing intermediaries are used.
- Understand the different marketing intermediaries available to the hospitality industry and the benefits each of these intermediaries offers.
- Explain the role and nature of personal selling and the role of the sales force.

Hospitality Sales and Marketing (MDH412) Continued

Competencies addressed:

- Describe the basics of managing the sales force.
- Interpret the term product, including the core, facilitating, supporting, and augmented product.
- Describe the relationship between internet marketing, database, and direct marketing.
- Evaluate a company's web site and comment on its marketing potential.
- Discuss the benefits of tourism.
- Explain tourism strategies and different options for creating and investing in tourist attractions.
- Develop marketing Plan for the organization.

Target Group: The module is designed for Middle Management and Supervisors in the Department who wish to upgrade his or her knowledge in Management Development. It is also designed for those who wish to grow and develop their skill in management.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Hospitality Financial Literacy and Report Writing (MDH413)

Competencies addressed:

- Understand Department Budget.
- Understand the Financial report.
- Set and monitor overall business performance.

Target Group: The module is designed for Middle Management and Supervisors in the Department who wish to upgrade his or her knowledge in Management Development. It is also designed for those who wish to grow and develop their skill in management.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Ethics Management and Business Communication (MDH415)

Competencies addressed:

- Define ethics in the workplace.
- Identify why an organization needs ethics training.
- Evaluate common workplace ethics codes of conduct.
- Weigh social responsibility factors that influence business ethics.
- Compare examples of ethical & unethical actions
- Review reporting procedures & determine when to report.
- Analyse the characteristics of an ethical organization.

- Evaluate the causes of ethical dilemmas.
- Invest in your management team's professional development.
- Maintain Quality and Productivity at workplace.

Target Group: The program is designed for persons in the hospitality and tourism industries and others who desire information about the role of the Supervisor.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Hospitality Events Planning and Management Tactics (MDH416)

Competencies addressed:

- Identify the major impacts which events have on their stakeholders and host communities.
- Explain how events can be used to strengthen community pride and values.
- Identify the unique elements and resources of an event.
- Analysis to create a foundation for goal setting and strategic decision making.
- Describe the range of goals that a destination might seek to progress through an event tourism strategy.
- Conduct an event tourism situational analysis.
- Discuss the strategic planning process as it applies to events.
- Describe selected organizational structures evident in the events area.

Target Group: The program is designed for persons in the hospitality and tourism industries and others who desire information about the role of the Supervisor.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

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- Identify the unique elements and resources of an event.
- Analysis to create a foundation for goal setting and strategic decision making.
- Describe the range of goals that a destination might seek to progress through an event tourism strategy.
- Conduct an event tourism situational analysis.
- Discuss the strategic planning process as it applies to events.
- Describe selected organizational structures evident in the events area.

Target Group: The program is designed for people in the events industries and others who desire information about planning and managing events.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Management development and Leadership Skills Assessment (MDH414)

Competencies addressed:

- Understanding and managing one's own emotions as well as those of others is crucial for building strong relationships and fostering a positive work environment.

Management development and Leadership Skills Assessment (MDH414) (Continued)

Competencies addressed:

- Adept at handling conflicts within their teams and facilitating resolution in a way that is fair and productive Set and monitor overall business performance.
- Identify and Mitigate risks is essential for ensuring the organization's stability and success.

Target Group: The module is designed for Middle Management and Supervisors who have completed the program and wish to upgrade his or her knowledge in Management Development.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Certificate Of Attainment in Hospitality Sales And Marketing

Hospitality Sales and Marketing – Module I (MSS0024)

Competencies addressed:

- Understand and identify relationships between the hospitality and travel industry.
- Describe the core concepts of the role of marketing and a service culture.
- Identify four service characteristics that affect the marketing of a hospitality or travel product.
- Identify companywide strategy planning in the hospitality sector.

Target Group: The module is designed for Sales representative and any personnel in the Sales and Marketing Department in the Hospitality Section or anyone who wishes to upgrade his or her knowledge in Sales and Marketing.

Fee: \$440

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Hospitality Sales and Marketing – Module II (MSS0025)

Competencies addressed:

- Describe the concepts of stakeholders, processes, resources, and organization as they relate to a high-performing business.
- Explain the four planning activities of corporate strategic planning.
- Identify the elements of the company's microenvironment, including the company, suppliers, marketing intermediaries, customers and public.

Target Group: Member of the banqueting, restaurant and bar team in the hospitality sector, events coordinator aspiring events planners and anyone who wishes to upgrade their knowledge on events planning.

Fee: \$440

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Hospitality Sales and Marketing – Module III (MSS0026)

Competencies addressed:

- Analyse the staging of an event according to its constituent elements.
- Discuss factors that create successful control mechanisms.
- Designing a risk management plan.
- Discuss the evaluation needs of event stakeholders.

Target Group: The module is designed for Middle Management and Supervisors in the Department who wish to upgrade his or her knowledge in Management Development Programs.

Fee: \$440

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Certificate Of Attainment In Travel And Tourism Tourism Industry Knowledge (TTP0001)

Competencies addressed:

- Seek information on the tourism industry
- Source and apply information on legal and ethical and environmental issues that impact on the tourism industry
- Update knowledge on trends related to tourism Fiji

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Tour Guiding Fundamentals (TTP0002)

Competencies addressed:

- Able to be a competent public speaker.
- Source and apply information on legal and ethical and environmental issues that impact on the tourism industry.
- Update knowledge on trends related to tourism Fiji and apply this to your tour commentaries.

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Tour Guiding Fundamentals (TTP0002)

Competencies addressed:

- Able to be a competent public speaker.
- Source and apply information on legal and ethical and environmental issues that impact on the tourism industry.
- Update knowledge on trends related to tourism Fiji and apply this to your tour commentaries.

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Dealing with Colleagues and Customers (TTP0003)

Competencies addressed:

- Communicate with customers.
- Maintain personal presentation standards.
- Provide service to colleagues and customers.
- Respond to conflicts and customer complaints.
- Work in a team.

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Strategic Selling of Tourism Products and Services (TTP0004)

Competencies addressed:

- Identify customer needs.
- Suggest products to meet customer needs.
- Provide product information and advice.
- Follow up sales opportunities.

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Coordinate Arrival and Departure Assistance (TTP0005)

Competencies addressed:

- Conduct arrival transfers for visitor groups or individuals.
- Explain arrival information to visitors.
- Check in groups and individuals at accommodation.
- Conduct departure transfers for groups and individuals

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Inbound Travel 1 (TTP0006)

Competencies addressed:

- Understand the functions and operations of inbound tour operator
- Identify inbound customers.
- Understand and observe cultural protocols of customers with common ethnic background
- Identify skills needed to work in the inbound travel service

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Inbound Travel 2 (TTP0007)

Competencies addressed:

- Interpret the inbound reservations systems for free individual travellers.
- Plan, prepare and sell simple itineraries for free individual travellers.
- Practice hands-on computer reservations

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Inbound Travel 3 (TTP0008)

Competencies addressed:

- Interpret the Inbound Reservation Procedures for both FITs and GROUPs
- Interpret commissions/rate structures within the industry.
- Plan, Prepare and Sell Itineraries for Group Travel and put together agent's familiarization itineraries.
- Practice hands-on Computer Reservations.

Target Group: Students who have attained a form 6 level pass in math's & English and computer literate and also, for workers who have had two years' work experience.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Travel and Tourism – Assessment (TTP0032)

Competencies addressed:

- Interpret the Inbound Reservation Procedures for both FITs and GROUPs
- Interpret commissions/rate structures within the industry.
- Plan, Prepare and Sell Itineraries for Group Travel and put together agent's familiarization itineraries.
- Practice hands-on Computer Reservations

Target Group: Essential for students and interested people who have completed all units and are ready for travel and tourism industry to offer a seamless and satisfying experience for travellers.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Public Training Hospitality Supervisory Skills (MSS0016)

Competencies addressed:

- Demonstrate the personal qualities necessary for effective leadership and management of people
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals
- Develop the professional skills of self, groups and individuals to enhance their performance
- Create an environment conducive to collective bargaining, collaboration and negotiation. Understand and be able to apply relevant content knowledge in leading and managing people

Target Group: This program is designed for individuals who want to gain the knowledge and skills necessary to effectively manage and supervise teams in hotels, restaurants, resorts, and other hospitality establishments.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Human Resource Management in Hospitality (MSS0001)

Competencies addressed:

- Recruitment and Selection: Understand the process of recruiting and selecting talent in the hospitality industry.
- Training and Development: Comprehend the significance of training and development programs in the hospitality sector.
- Employee Relations and Labor Laws: Grasp the principles of effective employee relations and relevant labour laws in the hospitality field.
- Workforce Diversity and Inclusion: Recognize the importance of diversity and inclusion in the hospitality workplace.

Target Group: These learning outcomes are designed to cater to a diverse audience with varying levels of experience and backgrounds within the hospitality sector, ensuring that both current and future professionals can benefit from them in different capacities.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Effective Time Management Skills (MSS0021)

Competencies addressed:

- **Prioritization and Goal Setting:** Learners will be able to identify their top priorities, set clear and achievable goals, and align their tasks with their objectives.
- **Effective Planning and Organization:** Participants will develop skills in creating efficient schedules, to-do lists, and using digital or physical tools for better organization.
- **Delegation and Task Management:** Learners will understand how to delegate tasks when appropriate, and effectively manage tasks through techniques like the Eisenhower Matrix.
- **Stress Reduction and Work-Life Balance:** Participants will gain strategies for managing stress, setting boundaries, and achieving a healthier work-life balance.

Target Group: This training program can benefit a diverse audience by providing essential time management skills that can be applied in both personal and professional settings.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Exceptional Customer Services (FCR0018)

Competencies addressed:

- **Active Listening and Empathy:** Train participants to actively listen to customer concerns, empathize with their needs, and respond with understanding and compassion.
- **Effective Communication:** Develop strong communication skills, both verbal and non-verbal, to ensure clear and positive interactions with customers. effectively.
- **Problem-Solving and Conflict Resolution:** Equip learners with problem-solving techniques and conflict resolution skills to address customer issues, complaints, and conflicts professionally and to the customer's satisfaction.
- **Building Customer Relationships:** Teach participants to build and maintain positive, long-lasting relationships with customers, fostering loyalty and repeat business.

Target Group: This training program can cater to a broad audience because exceptional customer service skills are valuable in virtually any industry and can significantly impact customer satisfaction, loyalty, and the success of a business or organization.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Upselling and Suggestive Selling Techniques (MSS0019)

Competencies addressed:

- Identifying Upselling Opportunities: Participants will learn to recognize opportunities to upsell or suggest additional products or services to customers during interactions.
- Effective Communication and Customer Engagement: Learners will acquire skills to engage customers in a friendly and persuasive manner, enhancing the customer experience.
- Product Knowledge and Benefits: Participants will develop an in-depth understanding of the products and services they offer, enabling them to convey their value to customers.
- Overcoming Objections and Handling Rejections: The training will equip individuals with strategies to gracefully handle customer objections and rejections, turning potential challenges into opportunities.

Target Group: This training program broad range of customer-oriented roles where the ability to upsell and suggestively sell products or services can significantly impact the organization's bottom line.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Unleash your leadership Potentials (ULP311)

Competencies addressed:

- Self-Awareness and Personal Leadership: Participants will gain a deep understanding of their strengths, weaknesses, and leadership style, enabling them to lead with authenticity and self-awareness.
- Effective Communication and Influential Leadership: Learners will develop strong communication skills, including active listening, persuasion, and effective feedback, to lead and inspire their teams.
- Team Building and Collaboration: Participants will acquire the ability to build and lead high-performing teams by fostering collaboration, trust, and motivation among team members.
- Strategic Thinking and Decision-Making: Attendees will learn how to think strategically, make informed decisions, and set a clear vision for their teams or organizations.

Target Group: Emerging Leaders and Managers: Professionals at the early stages of their leadership journey, including team leads, supervisors, and those transitioning into management roles.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Fundamentals OF Events Planning Management (MSS0009)

Competencies addressed:

- **Event Planning Process:** Participants will understand the key steps in the event planning process, from conceptualization and budgeting to execution and evaluation.
- **Vendor and Stakeholder Management:** Learners will develop skills in identifying, selecting, and managing vendors, as well as building effective relationships with various stakeholders, including clients, sponsors, and partners.
- **Logistics and Operations:** Students will gain knowledge in coordinating event logistics, such as site selection, transportation, security, and technical support, ensuring smooth and successful events.
- **Risk Mitigation and Crisis Management:** Participants will be equipped with strategies for identifying and mitigating risks and responding to unexpected challenges and crises during events.

Target Group: This program is designed for aspiring event planners, Event planning assistants, Entrepreneurs and Small Business Owners and for individuals at various stages of their careers and with different objectives, from launching a new career to improving existing event planning skills.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Leadership and Management Skills (MSS0023)

Competencies addressed:

- **Effective Communication and Influence:** Learners will develop the ability to communicate clearly, listen actively, and influence team members, peers, and superiors effectively.
- **Team Building and Collaboration:** Participants will acquire skills to build and lead high-performing teams, foster collaboration, and resolve conflicts in a professional setting.
- **Strategic Decision-Making:** Students will learn the art of making informed, strategic decisions, analysing data, and evaluating potential outcomes for the benefit of their organization.
- **Adaptability and Change Management:** Individuals will gain competencies in adapting to change, leading organizational transformations, and managing resistance to change effectively.

Target Group: This program is designed to cater to a diverse audience, from emerging leaders to experienced managers, and can be applied across a range of industries and organizations. It provides essential skills for effective leadership and management in various contexts.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Manage diversity in the workplace (TTP0009)

Competencies addressed:

- Understanding Diversity and Inclusion: Learners will develop a deep understanding of diversity, equity, and inclusion (DEI) principles, including recognizing and appreciating differences among individuals.
- Effective Communication Across Differences: Participants will learn how to communicate respectfully and effectively with colleagues from diverse backgrounds, fostering open dialogue and reducing miscommunication.
- Mitigating Unconscious Bias: Learners will be equipped with strategies to identify and address unconscious biases that may affect decision-making and interactions in the workplace.
- Promoting Inclusive Leadership: Participants will gain skills in inclusive leadership, including creating an environment where all employees feel valued, included, and empowered to contribute their best.

Target Group: This training program is designed to promote diversity and inclusion in the workplace and can be beneficial to individuals at all levels of an organization. It equips participants with the knowledge and skills to create a more inclusive and equitable work environment.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Eco Tourism Fundamentals (RCP0005)

Competencies addressed:

- Understanding Ecotourism Principles: Learners will grasp the core principles and concepts of ecotourism, including sustainable practices, conservation, and minimizing environmental impact.
- Biodiversity Conservation Awareness: Participants will gain an awareness of the importance of biodiversity conservation and learn how responsible ecotourism can contribute to protecting natural habitats and species.
- Local Community Engagement: Students will understand the significance of involving and benefiting local communities in ecotourism initiatives, including economic opportunities and cultural preservation.
- Ethical Travel and Eco-Friendly Practices: Learners will be equipped with the knowledge and skills to practice ethical travel and adopt eco-friendly behaviours when participating in or operating ecotourism activities.

Target Group: This course is designed to cater to a broad range of individuals who have an interest in ecotourism and want to understand the fundamental principles and practices associated with responsible and sustainable travel.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Effective Employee Management Skills (MSS0017)

Competencies addressed:

- **Effective Communication:** Develop the ability to communicate clearly, actively listen, and provide constructive feedback to employees.
- **Conflict Resolution:** Gain skills to identify, address, and resolve conflicts within the team or between employees.
- **Performance Feedback and Coaching:** Learn how to provide regular, constructive feedback and coaching to help employees improve their performance and grow in their roles.
- **Team Building and Motivation:** Acquire strategies to foster teamwork, build a positive work culture, and motivate employees to achieve their best.

Target Group: This training program equips participants with essential skills for managing employees effectively, fostering positive working relationships, and optimizing team performance, making it relevant across various sectors and roles.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/ Suva/Labasa	FTF/ Blended	Day/ Evening

Certificate Of Attainment in Restaurant Operations Workplace Hygiene (CRM No: HTFB901)

Competencies addressed:

- Safe food handling.
- Food act Knowledge.
- Food malnutrition and diseases.
- Restaurant hygiene and personal grooming.
- Workplace hygiene level and quality

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Restaurant preparation and Service stage1 (HTFB902)

Competencies addressed:

- Table layout and cover setup
- Service standards
- Different meals and service
- Mis en place
- Customer service

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Restaurant preparation and Service stage11 (HTFB903)

Competencies addressed:

- Menu knowledge and design
- Silver service
- Complaint handling
- A la carte and Table de Hote menus and service styles

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Bar Preparation and Service (HTFB904)

Competencies addressed:

- Different types of Beverages
- Types of Liquors and Bar Stock-taking procedures
- Different types of Bar Glassware
- Different types of Spirits and Alcohol Substitutions
- Bar Tending tips and Flaming Drinks
- Basic Bar Tending terminology.

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Wine and Beverage Service (HTFB905)

Competencies addressed:

- Wine manufacturing process
- Wine types and classification
- Wine service
- Reading wine labels and presenting wines to the guests
- Wine decanting service
- Wine and food harmony

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Wine Evaluation (HTFB907)

Competencies addressed:

- Types and styles of Wine
- The Production of Wine
- The different Wine Characteristics
- Match Food and Wine
- The principles of professional Wine Service
- The various Wine Regions
- Proper Wine Storage

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Cocktail Mixing (HTFB906)

Competencies addressed:

- Mixing Methods
- Garnishing
- Cocktail Recipe Writing
- Basic Cocktail Bar Equipment
- Preparing for Services

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Functions and Banquets (HTFB908)

Competencies addressed:

- Booking functions
- Function checklist
- Different setup styles and Theme designs
- Coordinating functions
- Guest requirements in events

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Room Service (HTFB909)

Competencies addressed:

- Do Up-Selling Techniques
- Taking Orders and collecting Food Orders
- Type of Service-Trays / Trolley
- Professional procedures for Room Access Placement of Trays/Trolleys
- Proper Wine Service
- Presenting Bills and Accounts
- Collection of Dirty Trays/Trolleys

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Non-Alcoholic Drinks/ Espresso Making (HTFB910)

Competencies addressed:

- Non-alcoholic beverage styles
- Types of non-alcoholic beverages
- Cleaning and maintenance of beverage equipment
- Types of coffee brewer
- Handling an Espresso coffee machine
- Understanding all the relevant equipment

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Guerdon/ Silver Service (HTFB911)

Competencies addressed:

- Suitable choices of Food for Gueridon
- Master Food Prep Techniques
- Safety measures in Gueridon cooking
- Gueridon as a Selling Point

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Receiving and Storing Goods (HTFB913)

Competencies addressed:

- Basic steps in product receiving:
- Identify various stores documentations.
- The attributes of a good receiving clerk
- The responsibilities of a good Store man
- Proper storing of beverages
- Maintaining proper cellar records

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Purchasing Procurement (HTFB912)

Competencies addressed:

- Common purchasing terminology and documents
- The purchasing cycle and system
- Duties of a purchasing officer
- Choosing the Best products
- Selecting the best supplier
- Purchasing styles
- Performance rating-selecting supplier

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Food and Beverage Cost Control (HTFB914)

Competencies addressed:

- Implementing control cycle and system
- Determining selling price
- Calculating the food and beverage percentage cost
- Adding or removing VAT
- Calculating the Cost of Goods Sold (COGS)
- Preparing an Income Statement

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Basic Food and Beverage Supervision (HTFB915)

Competencies addressed:

- Roles and qualities of a good supervisor
- Staff planning and team building.
- Motivating and influencing staff
- Case and complaint handling
- Implementing a set code of ethics
- Demonstrating good customer relations

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$275

Public / Inhouse Training Responsible Service of Alcohol (RE00019)

Competencies addressed:

- Identify and solve alcohol-related issues.
- Understand alcohol policies and refuse service.
- Develop intoxication detection, management, and safety skills.
- Learn responsible alcohol serving techniques

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Cocktail Mixology and Bartending Techniques (RE00007)

Competencies addressed:

- Methods of Cocktail Mixing
- Garnishing
- Cocktail Recipe writing
- Bar Equipment
- Preparation and service in Bar

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Barista Services (RE00021)

Competencies addressed:

- Know all the relevant Equipment.
- Different types of coffees.
- Know the different Types of Coffee Brewer
- Handle an Espresso Coffee Machines
- Brew various Espresso Coffee Mixes

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Certificate in Restaurant Services (RE00002)

Competencies addressed:

- Identify restaurant types and importance of preparation and facilities.
- Menu setup and identifying cutlery & crockery.
- Standard Operating Procedures (SOP).
- Order taking systems.

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Certificate in Bar Services (RE00004)

Competencies addressed:

- Opening and closing procedures
- Bartender roles and responsibilities
- Monitoring opening and closing stocks

Target Group: Industry workers and new recruits, unemployed youths, school leavers and employees who wish to pursue their career path in the industry as Waiters/ Waitresses or Restaurant Managers.

Fee: \$99

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Certificate Of Attainment in Hairdressing

Hairdressing concepts (CRM HRD 0001)

Competencies addressed:

- Prepare and Preform client consultation
- Practice teamwork

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Hairdressing Products and equipment's (CRM HRD 0002)

Competencies addressed:

- Prepare and Practice Disinfection of electrical & nonelectrical equipment's
- Practice the Knowledge of hairdressing products

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day

Hair and Scalp Treatments (CRM HRD 0003)

Competencies addressed:

- Perform hair and scalp treatment
- Perform skin test for allergic reaction

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Anatomy, Physiology & Chemistry of Hair (CRM HRD 0004)

Competencies addressed:

- Identify general anatomy and physiology
- Identify basics of hair chemistry

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Hairstyling (CRM HRD 0005)

Competencies addressed:

- Prepare and perform blow-dry using different brush size on straight, wavy, kinky hair
- Select and perform appropriate basic techniques of styling long straight hair

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Shampoo & Conditioning (CRM HRD 0006)

Competencies addressed:

- Explain the function of shampoo and conditioning
- Prepare clients for pre- service shampoo treatments

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Haircutting (CRM HRD 0007)

Competencies addressed:

- Select and prepare hair cutting tools for four different types of hair cut (solid, graduation, increase layering and one length hair cut)
- Perform four different types of haircuts (solid, graduation, increase layering and one length hair cut)

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Chemical Treatments (CRM HRD 0008)

Competencies addressed:

- Select prepare and apply straightening product
- Select prepare and apply bleaching product

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Certificate Of Attainment In Beauty Therapy And Spa Beauty Therapy Industry Fundamentals (BET 0001)

Competencies addressed:

- Perform communication with clients, co-workers, and salon managers
- Source and use information about beauty therapy

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Beauty Therapy Products & Equipment (BET0002)

Competencies addressed:

- Identify, select recommend and use Pure Fiji products
- Prepare pure Fiji after care products recommendation/prescription

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Threading Tinting and Bleaching (BET0003)

Competencies addressed:

- Establish client priorities for threading, Tinting and bleaching
- Prepare and shape brows (threading)

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Basic Waxing Service (BET0004)

Competencies addressed:

- Prepare waxing service. (Products and implements)
- Perform application of wax to upper lip, lower lip, and chin, and sideburn, forehead, under arm, full arm and full leg

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Body Treatments (BET0005)

Competencies addressed:

- Establish client priorities (consultation and contraindications)
- Prepare and provide body massage and body wrap treatment

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Facial Treatments (BET0006)

Competencies addressed:

- Prepare and provide for Basic facial, purification facial, and fruit facial treatment
- Provide post treatment skin care recommendations for home care

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Basic Manicure and Pedicure (BET0007)

Competencies addressed:

- Prepare for manicure and pedicure nail service (setup of products and implements)
- Provide manicure and pedicure nail service

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Basic makeup services (BET0008)

Competencies addressed:

- Establish client priorities (consultation and contraindication)

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$704

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Public Training

Ladies Haircutting (BET0014)

Competencies addressed:

- Select and prepare hair cutting tools for four different types of hair cut (graduation, increase layering)
- Perform four different types of haircuts (graduation, increase layering)

Target Group: The target audience include hairdressing Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the hairdressing industry as hairdressers, salon owners, Hair designing expert, Hair colour expert other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills of beauty however they own spas.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Men's Barbering (HRD0009)

Competencies addressed:

- Select and prepare hair cutting tools for Four different types of Men's hair cut
- Perform Four different types of hair men's Cuts

Target Group: This course introduces participants to learn basic hair cutting men's barbering, and infections control and safety measures, after care and retailing of after care products, corrective use of tools implements and equipment's and products.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Body massage Treatment (BET0015)

Competencies addressed:

- Establish client priorities (consultation and contraindications)
- Prepare and provide body massage and body wrap treatment

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, manicurist-Pedicurist, Spa Therapist in salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills in beauty therapy.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Acrylic Extension (CRM HRD)

Competencies addressed:

- Understand and apply principles underlying Acrylic Extensions
- Preform Acrylic Extensions
- Understand and practice the use of right Beauty equipment instruction methods and techniques.

Target Group: This program is designed to provide participants with the skills and attitude regarding Acrylic Extension and to develop and enhance their instructional skills. Participants will be better able to provide to, their client's expectation.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Public Training

OHS & Hygiene Regulations for beauty (BET0016)

Competencies addressed:

- Understand and apply principles underlying beauty industry

Target Group: The target audience include Beauty Industry Participants, unemployed youths, school leavers, employees who wish to pursue their career path in the Beauty industry as Beautician, , Spa Therapist in a salon or spa personnel or other interested employees and spa entrepreneurs to upgrade their existing knowledge & skills In OHS & Regulations for beauty.

Fee: \$149

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Foot Reflexology (BET0017)

Competencies addressed:

- Understand and apply principles underlying beauty industry
- Perform reflexology
- Understand and practice the use of the right Beauty equipment instruction methods and techniques.

Target Group: This program is designed to provide participants with the skills and attitude regarding foot reflexology and to develop and enhance their instructional skills. Participants will be better able to provide to, their client's expectation.

Fee: \$149

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva	FTF/ Blended	Day/Evening

Certificate Of Attainment In Fashion And Design T-Shirt Making (FAD 0004)

Competencies addressed:

- T-Shirt pattern block and design
- Fabric Laying and Cutting
- Production Process
- Placket attaching
- Quality Checking

Target Group: This Program is designed for students with no or very less knowledge on how to sew T-Shirt using standard pattern block.

Fee: \$88

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Ladies Trouser Making (FAD 0007)

Competencies addressed:

- Correct technique of taking body measurement
- Correct trouser pattern blocks of front and back
- Laying patterns on the fabric and marking
- fabric usage
- Laying, cutting and production process

Target Group: This Program is designed for Machinists with no or very less knowledge of the complete garments, Samplers, Quality Checkers, Trainee Machinist and Tailors.

Fee: \$110

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Bula Wear (FAD 0014)

Competencies addressed:

- Correct technique of taking body measurement
- Correct Body measurement pattern blocks of front and back
- Laying patterns on the fabric and marking
- Fabric usage
- Laying, cutting and production process.

Target Group: This Program is designed for Machinists with no or very less knowledge of the complete garments, Samplers, Quality Checkers, Trainee Machinist and Tailors.

Fee: \$110

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Dress Making (FAD 0005)

Competencies addressed:

- Dress pattern block
- Production process
- Fabric cutting
- Zip attaching
- Quality checking

Target Group: This Program is designed for students with no or very less knowledge of the Industrial Single Needle Lockstitch and Overlock Machines who intent to work as machinists in Garment Industry.

Fee: \$88

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Freehand Cutting Garment Construction (FAD 0003)

Competencies addressed:

- Correct technique of taking body measurement
- Constructing tailored pattern blocks of front and back
- Laying patterns on the fabric and marking
- Zip attaching
- Quality checking

Target Group: This Program is designed for fashion students, Tailors who intent to apply correct techniques in Freehand Cutting Garment Construction.

Fee: \$110

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Sewing Machinist (FAD 0001)

Competencies addressed:

- Speed and accuracy in threading the machine
- Running 1mm,5mm,1cm stitches
- Pocket stitching
- Zip attaching

Target Group: This course is suitable for students who have no prior sewing experience.

Fee: \$77

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Pattern Making (FAD008)

Competencies addressed:

- Identify Different Parts and Pieces of pattern blocks
- Proper way of taking the measurements for pattern blocks
- Laying pattern blocks on fabric
- Designing darts on Pattern blocks
- Seam allowance and increments in pattern block

Target Group: This Program is designed for Machinist with no or very less knowledge and finding difficulties with the proper way of taking measurements and making the pattern blocks.

Fee: \$110

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Evening Gown Wear (FAD 0013)

Competencies addressed:

- Correct technique of taking body measurement
- Correct Body measurement pattern blocks of front and back
- Laying patterns on the fabric and marking
- Fabric usage
- Laying, cutting and production process.

Target Group: This Program is designed for participants with no or very less knowledge of Garment Making.

Fee: \$110

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Business Long Sleeve shirt making (FAD 0009)

Competencies addressed:

- Correct technique of taking body measurement
- Correct Body measurement pattern blocks of front and back
- Laying patterns on the fabric and marking
- Fabric usage
- Laying, cutting and production process.

Target Group: This Program is designed for Machinists with no or very less knowledge of the complete garments, Samplers, Quality Checkers, Trainee Machinist and Tailors.

Fee: \$110

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Certificate of Attainment in Fashion Designing

Competencies addressed:

- Speed and accuracy in threading the machine.
- Pocket stitching
- Zip attaching
- Identify Different Parts and Pieces of pattern blocks.
- Proper way of taking the measurements for pattern blocks
- Laying pattern blocks on fabric
- Designing darts on Pattern blocks
- Seam allowance and increments in pattern block.
- Production process
- Fabric cutting
- Quality checking

Target Group: This course is suitable for students who have no prior sewing experience.

Fee: \$600

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nabua	FTF	Day/Evening

Certificate Of Attainment In Managing Front Office And Customer Relations

Industry Hospitality Overview (FCR0001)

Competencies addressed:

- Different sectors of the hospitality and tourism industry
- Departments that are commonly found in the hospitality industry.
- How hospitality industry operates
- Emergency and evacuation procedures
- Commercial and Non-commercial establishment
- OHS acts and regulations.
- Powers of Police and other government personnel

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Telephone Etiquette (FCR0002)

Competencies addressed:

- Creating a faster and more efficient service over the telephone
- Record and provide personal attention to every caller's needs.
- Handling conflicts professionally, minimizing mistakes and delays.
- Calming irate callers, taking proper messages, transferring, and placing callers on hold
- Handling complaints over the phone more effectively

Target Group: Hotel Employees, recruit Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

IT Hospitality Basic Program (FCR0003)

Competencies addressed:

- Starting to use Microsoft Word Program
- Using template to create documents.
- Excel Pivot Tables/Charts/Hyperlinks
- Linking and embedding with Microsoft Excel
- Creating presentation on PowerPoint Customized template
- Modifying presentation and renaming sections

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Reservation Procedures Service (FCR0004)

Competencies addressed:

- Up sell rooms using effective selling techniques
- Handle groups and tour bookings
- Handle guest complaints and special requests
- Record detailed information.
- Select and provide detailed information to guest when needed

Target Group: Hotel Employees, New recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Hotel Accommodation Reception Service (FCR0005)

Competencies addressed:

- Prepare for guest arrival and Registration procedures.
- Allocations of rooms, room status code
- Checking In guest and provide accurate information.
- Prepare Billing machines, computers and Safety deposit box
- Processing vouchers interdepartmental charges
- Checking out guest, fare welling guest at the front desk

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Handling Guest Complaints (FCR0006)

Competencies addressed:

- Participant will improve his/her confidence in understanding guest complaints and be able to solve guest problems in a professional manner.
- Understanding the power of exceptional service in worst situations

- Identifying the types of awkward customers and implementing strategies to dissolve awkward situations
- Demonstrating positive/can do attitude in solving difficult situations
- Team building in developing positive people that will bring about positive result.

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Professional Porters and Concierge (FCR0007)

Competencies addressed:

- Range of typical ancillary services offered by the accommodation venue.
- OHS procedures for the movement of heavy luggage.
- Typical procedures and systems for the movement of luggage within commercial accommodation establishments
- Features of typical luggage storage systems within commercial accommodation establishments
- Relationships between the various departments within larger commercial accommodation establishments
- Luggage security procedures.

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Customer Service (FCR0008)

Competencies addressed:

- Identify who your customers are and analyses their needs and concern.
- Understand what service is and why it is important to provide exceptional customer service.
- Learn the importance of communications and its inter-relationship when responding to customers.
- Show customers that you care in sending positive attitude when dealing with them.
- Understand and demonstrate effective communication skills.

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Night Audit (FCR0009)

Competencies addressed:

- Describe the role of a Night auditor.
- Explain and provide the night auditing process.
- Understand function of the Night Auditor.
- Know about various reports of the Front Office
- Demonstrate and understanding current auditing practices.
- Monitor financial transaction.

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Basic Front Office Supervisor (FCR0010)

Competencies addressed:

- Responsible for all front desk guest rooms and guest services communication
- Assists the front office manager.
- "Checks the bucket" – checking housekeeping's occupied room reports against front desk's room rate postings.
- Resolves complaints and problems with front desk employees and bell staff.
- Adjusts staffing schedules.

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Basic Front Office Management (FCR0011)

Competencies addressed:

- Setting budgets
- Making sure that the hotel sticks to the budget at all times
- Implementing measures if the hotel is not sticking to the budget
- Managing and disciplining staff
- Hiring staff

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

IT Hospitality Reservation Room Master (FCR0012)

Competencies addressed:

- Reservations General information
- Different Room Rate
- Create and Process New Reservation booking
- Cancel and Reinstate
- Amended booking
- Guest Profile
- Room Revenue accounts
- Room Type and rate set up

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

IT Hospitality Accommodation Room Master (FCR0013)

Competencies addressed:

- Check in reservations with reserved & walk in guest
- Create a new folio
- Post guest charges
- Transfer transaction from one folio to another
- Balance and transfer to city ledger account
- Check out guest accordingly

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

IT Hospitality Fidelio Opera (FCR0014)

Competencies addressed:

- Creating and processing Reservation booking in the system.
- Hospitality technology system (OPERA PMS)
- Checking in and checking out guest using Fidelio OPERA system
- Rooms Management and accounting application
- Post guest charges and be able to adjust or move transaction.

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Front office and Customer Relations - Assessment (FCR0015)

Competencies addressed:

- Revision from week 1.
- Assessment

Target Group: Hotel Employees, recruit, Front Line Employees, Youth, School Leavers and interested Participants.

Fee: \$110

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva	FTF/Online	Day/Evening

Certificate of Attainment in Advanced Culinary Skills Kitchen Hygiene and OHS (CCK001)

Competencies addressed:

- Identify Equipment and utensils their uses, primary maintenance and care.
- Access and follow hygiene and kitchen safety procedures correctly and consistently according to organization and legal requirements to ensure health and safety of customers and colleagues.
- Find and report poor organization practices that are inconsistent with hygiene and kitchen safety procedures.
- Classify hygiene and safety hazards that may affect the health and safety of customers, colleagues and self.
- Take action to remove or minimise the hygiene and safety hazards within scope of individual responsibility and according to organisation requirements

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Principles and Methods of Cookery (CCK002)

Competencies addressed:

- Select appropriate equipment and technology for particular cooking methods.
- Prepare and cook food correctly using basic methods of cookery.
- Use various cookery methods to prepare dishes to enterprise standard.
- Complete cooking process in a logical and safe manner.
- Identify problems with the cooking process promptly and take corrective action.

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Organize and Prepare Food (CRM No: CCK017)

Competencies addressed:

- Select equipment of the correct type and size for the job, and ensure that it is clean, safely assembled, and ready before use.
- Identify ingredients according to standard recipes, recipe cards or enterprise requirements.

- Assemble ingredients according to the correct quantity, type and quality required.
- Prepare food according to correct weight, amount and number of portions.
- Clean, peel and prepare vegetables and fruit as required for menu items.

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Stock Soups and Sauce (CCK003)

Competencies addressed:

- Produce a variety of stocks, glazes and essences to enterprise standards.
- Yield a variety of hot and cold sauces from classical and contemporary recipes.
- Make appropriate derivations from basic sauces.
- Use a variety of thickening agents and convenience products appropriately.
- Evaluate sauces for flavour, colour and consistency and rectify any problems.
- Reconstitute stocks, sauces and soups to appropriate standards of consistency.

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Salads and Appetizers (CCK004)

Competencies addressed:

- Use knife skills to prepare a range of appetizers and salads
- Apply safe work practices, particularly when using knives
- Practice current trends in salads and appetizers
- Select suitable commodities and food combinations for use in salads and appetizers
- Prepare compatible dressings and sauces for incorporating into or accompanying salads
- Demonstrate methods of attractive presentation for salads and appetizers

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Prepare Sandwiches (CCK005)

Competencies addressed:

- Prepare a variety of sandwich types, including classical and contemporary.
- Select suitable bases from a range of bread types.
- Produce sandwiches using the correct ingredients to an acceptable enterprise standard.
- Present sandwiches in an attractive manner, using suitable garnishes and service ware.
- Store sandwiches hygienically at the correct temperature and in appropriate conditions to maintain freshness and quality

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Basic Cakes and Pastries (CCK006)

Competencies addressed:

- Demonstrate problem solving skills to deal with problems such as failure of cakes to rise, batter too moist and overcooking
- Use varieties and characteristics of pastries and cakes both classical and contemporary
- Apply past and current trends in pastries and cakes
- Practice culinary terms related to pastries and cakes commonly used in the industry
- Calculate costing, yield testing and portion control for pastries and cakes

Target Group: Fresher or beginners in Culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Basic Yeast Goods (CCK007)

Competencies addressed:

- Produce hard, soft and flavoured bread rolls and specialties according to industry standards
- Demonstrate waste minimization techniques and environmental considerations in relation to yeast goods
- Apply problem solving skills to deal with problems such as failure of yeast goods such as bread to rise, batter and overcooking
- Prepare varieties and characteristics of yeast-based products, both classical and contemporary
- Use past and current trends in pastries, cakes and yeast based goods

Target Group: Fresher or beginners in Culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Breakfast Cookery and Kitchen Attendance (CCK008)

Competencies addressed:

- Plate food and present neatly and attractively, without drips or spills, to the enterprise requirements for the specified dish, taking into consideration eye appeal, colour and contrast, temperature of food, service equipment, and classical and innovative arrangement styles
- Serve food to be displayed in public areas in appropriate service ware at the correct temperature, in an attractive manner, without drips or spills and giving attention to colour
- Use problem solving skills to deal with problems such as shortages of food items and equipment failure
- Demonstrate literacy skills to read orders and instructions
- Apply portion control to minimize wastage.

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Poultry and Game Preparation (CCK009)

Competencies addressed:

- Identify classification of varieties of poultry and poultry items
- Assess quality criteria for poultry
- Use appropriate cookery methods for poultry
- Apply past and current trends in poultry dishes
- Practice culinary terms commonly used in the industry relating to poultry

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Fish and Shellfish Preparation (CCK010)

Competencies addressed:

- Identify classification and varieties of fish and shellfish
- Select appropriate cookery methods for fish and shellfish
- Practice appropriate criteria for judging the quality of fresh fish and shellfish
- Use culinary terms commonly used in the industry in relation to fish and seafood
- Apply principles and practices of hygiene, particularly in relation to the handling and storage of fish and seafood.

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Lamb Beef and Pork Preparation (CCK011)

Competencies addressed:

- Practice waste minimization techniques and environmental considerations in relation to meat
- Identify characteristics of different meat cuts, including primary, secondary and portioned cuts
- Use appropriate preparation and cookery methods for various cuts and types of meat
- Apply culinary terms commonly used in the enterprise and industry in relation to meat and meat cuts
- Demonstrate principles and practices of hygiene, in particular in relation to handling and storing meat

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Innovative ways of using Local Produce (CCK012)

Competencies addressed:

- Taste their creations and make submissions on how to develop further from that point.
- Identify correctly local foods and how to properly receive,
- Correctly identify local foods and how to apply the best cooking techniques keeping in mind minimal wastage, maximum nutrient retention, and arriving at a good visual appeal,
- Develop ideal menu combinations in terms of acceptability to ethnic appreciation, current food trends or familiarization,
- Present their dishes in line with standard industry practices.

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Egg and Farinaceous Dishes (CCK013)

Competencies addressed:

- Use correct cooking methods for prescribed tasks in producing eggs and farinaceous dishes.
- Know the varieties and characteristics of eggs and farinaceous foods
- Practice past and current trends in culinary uses and dishes using eggs and farinaceous foods
- Understand nutrition related to eggs and farinaceous dishes, in particular the food values of commodities and the effects of cooking on the nutritional value of food
- Identify culinary uses and common industry terms in relation to egg and farinaceous dishes

Target Group: Fresher or beginners in Culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Kitchen Cost Control (CCK014)

Competencies addressed:

- Apply principles of Kitchen costing and control which includes the following: inventory and stock control systems, purchasing, receiving, storing, holding and issuing procedures,
- Calculate Costing, yield testing and portion control.
- Select and use appropriate catering control systems according to enterprise requirements,
- Plan production schedules, considering menu constraints, available equipment, labour and available time,
- Control labour costs, considering rosters

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Menu Planning (CCK015)

Competencies addressed:

- Prepare and produce a range of menus suitable for different meal periods and season of the year according to industry standards.
- Collate evidence of the menu dishes produced
- Use Culinary terms commonly used in the industry (menu knowledge) in relation to sales and marketing
- Identify appropriate ingredients and food components that may be substituted to meet special dietary and cultural needs
- Apply Menu engineering, especially to meet customers' demand.

Target Group: Fresher or beginners in Culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Showpiece and Buffet Techniques (CCK016)

Competencies addressed:

- Design the buffet, including foods and display, according to enterprise and customer requirements
- Select appropriate food items according to season, budget, occasion and customer requirements.

- Plan the layout and display of buffet, taking into consideration type of food, occasion, and desired theme
- Where required, design and organize or produce a variety of appropriate buffet centrepieces and decorations
- Arrange and present food items attractively and tastefully to maximize appeal

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Final Assessment Advanced Culinary Skills (CCK018)

Competencies addressed:

- Theory Assessment 30% which includes all units.
- Practical Assessment 70 % which includes preparation and presentation of a three-course meal.

Target Group: Fresher or beginners in Culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Public Training

Kitchen Safety and Food Hygiene Practices (RE00029)

Competencies addressed:

- Identify Equipment and utensils their uses, primary maintenance and care.
- Access and follow hygiene and kitchen safety procedures correctly and consistently according to organization and legal requirements to ensure health and safety of customers and colleagues.
- Find and report poor organization practices that are inconsistent with hygiene and kitchen safety procedures.
- Classify hygiene and safety hazards that may affect the health and safety of customers, colleagues and self.
- Take action to remove or minimise the hygiene and safety hazards within scope of individual responsibility and according to organisation requirements

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Kitchen Cost Efficiency Wastage Control (RE00023)

Competencies addressed:

- Apply principles of Kitchen costing and control which includes the following: inventory and stock control systems, purchasing, receiving, storing, holding and issuing procedures,
- Calculate Costing, yield testing and portion control.
- Select and use appropriate catering control systems according to enterprise requirements,
- Plan production schedules, considering menu constraints, available equipment, labour and available time,
- Control costs while minimizing wastage

Target Group: Fresher or beginners in Culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Menu Planning and Design (RE00024)

Competencies addressed:

- Prepare and produce a range of menus suitable for different meal periods and season of the year according to industry standards.
- Collate evidence of the menu dishes produced
- Use Culinary terms commonly used in the industry (menu knowledge) in relation to sales and marketing
- Identify appropriate ingredients and food components that may be substituted to meet special dietary and cultural needs
- Apply Menu engineering, especially to meet customers demand.

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Local Cuisine (RE00025)**Competencies addressed:**

- Taste their creations and make submissions on how to develop further from that point.
- Identify correctly local foods and how to properly receive,
- Correctly identify local foods and how to apply the best cooking techniques keeping in mind minimal wastage, maximum nutrient retention, and arriving at a good visual appeal,
- Develop ideal menu combinations in terms of acceptability to ethnic appreciation, current food trends or familiarization,
- Present their dishes in line with standard industry practices.

Target Group: Fresher or beginners in Culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$190

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Managing Food Allergens and Dietary Requirements (RE00026)**Competencies addressed:**

- Understand different types of basic food allergies, risks and associated food that contain these allergens
- Learn reasons for certain food intolerance and special dietary requirements
- Utilize principles of effect whilst preparing food for guests with special dietary requirements
- Plan and design quality menu's which substitute common allergens such as nuts
- Define areas of cross- contamination and ways to prevent it
- Learn first aid application for allergic reactions that are caused accidentally through indirect food allergen

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Monitor and Roster Staff (CCK045)**Competencies addressed:**

- Develop rosters according to relevant industrial agreements and other considerations and wage budgets

- Maximise operational and customer service efficiency while minimising wage costs
- Present rosters in required formats to ensure clarity of information according to organisational standards
- Maintain rostering records
- Identify ways in which rosters and roster development processes may be improved and take appropriate action

Target Group: Fresher or beginners in Culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

Prepare and Monitor Kitchen Budgets (CCK0046)

Competencies addressed:

- Identify, access and interpret data and data sources required for budget preparation.
- Analyse internal and external factors for potential impact on budget.
- Draft budget based on analysis of all available information.
- Complete final budget in a clear format within designated timelines.
- Regularly review budget to assess actual performance against estimated performance and prepare accurate financial reports.

Target Group: Fresher or beginners in culinary departments, apprentices can apply, no prior work experience is required. Applicant must be able to converse in English and must have basic numeracy skills.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Nadi/Suva/Labasa	FTF/Blended	Day/Evening

DEPARTMENT OF EXECUTIVE MANAGEMENT

Leadership for Managerial Success (EMG 0038)

Competencies addressed:

- Leadership
- Visionary leadership
- Leadership style
- Individual and team motivation
- Coaching
- Building a team

Target Group: The target audience includes new managers, team leaders, and business professionals interested in acquiring effective leadership skills for managers.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day

Communication & Report Writing Skills (EMG 0019)

Competencies addressed:

- Understanding the scope of writing reports
- Basic Communication Skills
- Fundamentals of Report Writing
- Basic structure of reports

Target Group: The target audience includes Executives, Managers, supervisors, team leaders, front line staff and any other interested individuals.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day

Customer Complaints Management (EMG 0005)

Competencies addressed:

- What is a complaint and types of complaints
- Steps for complaint handling
- Identifying processes to deal with the most common objections
- Complaints handling and recovery process
- Identifying motives and real needs
- Complaints categories: emotional, procedural, opportunist, sincere
- Proactive steps to prevent complaints

Target Group: Customer service representatives, marketers and advertising personnel, front office staff, technical and support personnel, field service representatives, account managers, teachers, credit and billing specialists, IT personnel, schoolteachers, small business owners—as well as managers who want customer service training in order to reinforce their skills and train their staff.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Transforming Performance with Effective Communication (EMG 0014)

Competencies addressed:

- Awareness of Communication Styles
- Basics of Good Communication Practice
- Non-Verbal Communication
- Developing Effective Communication Skills
- Listening Effectively & Responding Appropriately
- Soft Skills – Tone, Courtesy & Assertiveness
- Clear & Effective Emails

Target Group: Executives, Managers, supervisors, team leaders, front line staff and any other interested individuals.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Professional Development for Office Administrators & Personal Assistants (EMG 0018)

Competencies addressed:

- Communication (verbal and non-verbal) and Listening Skills
- Professionalism at the workplace
- Professional Business Writing-particularly emails
- Inter-personal relationships
- Effective notetaking, and minute-taking skills

Target Group: Customer service representatives, marketers and advertising personnel, front office staff, technical and support personnel, field service representatives, account managers, teachers, credit and billing specialists, IT personnel, schoolteachers, small business owners—as well as managers who want customer service training in order to reinforce their skills and train their staff.

Fee: \$242

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Creative Sales Negotiation Skills (EMG 0013)

Competencies addressed:

- Effective sales and negotiation skills.
- Creative and intuitive salesmanship.
- Identifying customer needs.
- Customer management and closing skills.
- Brand management.

Target Group: Customer service representatives, marketers and advertising personnel, front office staff, technical and support personnel, field service representatives, account managers, teachers, credit and billing specialists, IT personnel, school teachers, small business owners—as well as managers who want customer service training in order to reinforce their skills and train their staff.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Achieving Leadership Success Through People (EMG 0015)

Competencies addressed:

- Professionalism: character, composure, commitment, communication, competence and caring
- Empathy: connecting and building rapport, understanding others and valuing strengths
- Optimism: enthusiasm, eagerness to learn and teach, and resilience
- Partnership: collaboration (vs. competition), creating synergy and teamwork
- Loyalty: building energetic followers who persevere and are accountable to self and others
- Empowerment: delegating, teaching, coaching and entrusting.

Target Group: This one-day achieving leadership success through people training course is ideal for senior managers, managers, supervisors, team leaders, directors, vice presidents and other executives, as well as midlevel managers and others in positions of leadership.

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Front Office Management: Marketing and Selling Techniques (EMG 0003)

Competencies addressed:

- Repetitive tasks and monotony of work
- Repeat sales
- Image creation and brand positioning
- Customer service culture and values
- Dealing with difficult customers.
- Selling techniques
- Forms of motivation for front office staff

Target Group: Customer service representatives, service attendants, front office staff, sales and marketing personnel, Human Resource Personnel, Rooms Division Managers and operations managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Fundamentals of Selling, Advertising and Marketing (EMG 0009)

Competencies addressed:

- Learning about the psychology of selling
- Understanding the principles of selling
- Achieving excellence in customer service
- Implementing best practice sales techniques
- Enhancing interpersonal and negotiating skills during sales
- Learning different selling techniques and models for different situations
- Understanding buying signals and techniques for growing the order
- Developing a personal sales strategy and action plan

Target Group: Salespeople, sales support, as well as potential candidates for sales positions who want to build and revitalize their existing selling skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Improving Productivity through Time Management (EMG 0004)

Competencies addressed:

- Deciding on what is important
- Handling competing priorities
- Effective Delegation
- Stay Focussed

Target Group: This one-day improving productivity through time management training course is ideal for managers who manage teams or supervisors and all level professionals who seek contemporary and effective time management techniques, to improve their productivity and reduce their stress levels or frontline staff and customer service staff.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Strategic Leadership & Management (EMG 0002)

Competencies addressed:

- Self-awareness
- Organizational culture & change
- Strategic management
- Competency management
- Ethical leadership
- Managerial Traits and Skills

Target Group: This course is designed for senior managers and leaders who manage others and who want to increase their ability to manage talent and performance within their organizations.

Fee: \$352

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

HR Essentials (EMG 0012)

Competencies addressed:

- Recruitment Process
- Selection & on-boarding
- Staff Training & Development
- Employee Relations
- Employee Orientation
- Performance Appraisal

Target Group: This course is designed for new and junior HR practitioners and business managers who need to increase their knowledge base in Human Resource management.

Fee: \$242

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Stress Management in the workplace (EMG 0020)

Competencies addressed:

- Understanding Stress
- Strategies to Manage stress
- Time Management

Target Group: Executives, Managers, supervisors, team leaders, front line staff and any other interested individuals.

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Human Resource Planning (EMG 0016)

Competencies addressed:

- Strategy – Linked HRP
- Time frame of HRP
- Steps in HRP
- Factors affecting organisational objectives
- Skills and expertise required
- Methods of HRP
- Tools and Techniques of HRP

Target Group: Line Managers; Team Leaders and Supervisors

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Effective Business Writing Skills (EMG 0016)

Competencies addressed:

- Awareness of Communication Styles
- Objectives of Business Writing
- The Communication Process
- Principles of Effective Writing
- Writing Effective Emails
- Memos and Letter Writing

Target Group: Executives, Managers, supervisors, team leaders, front line staff and any other interested individuals.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Developing a Marketing Plan (EMG 0017)

Competencies addressed:

- Attitude— Maintains a friendly, positive, and enthusiastic outlook.
- External Awareness— Sees things from multiple points of view. Keeps up to date with issues that affect responsibility.
- Customer Experience— Leverages positive experiences to create customer loyalty and long-term relationships.
- Attitude and external awareness
- Customer experience and interpersonal skills.

Target Group: Customer service representatives, marketers and advertising personnel, front office staff, technical and support personnel, field service representatives, account managers, teachers, credit and billing specialists, IT personnel, schoolteachers, small business owners—as well as managers who want customer service training in order to reinforce their skills and train their staff.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day

Media Skills Development (EMG 0045)

Competencies addressed:

- Media Smart Messaging and Brand Positioning
- Media Accounts Portfolio
- At the right time – Media Recording
- PR preparation techniques and Market Research

Target Group: For personnel who deal with Brand positioning and awareness through the Media – as well as managers and owners who want Media Skills Development training in order to reinforce their skills and train their staff.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day

Strategic Marketing (EMG 0031)

Competencies addressed:

- Sales techniques and communication
- Marketing campaigns
- Build customer relationships
- Digital marketing
- Measuring and optimizing your sales and marketing efforts
- Sales and marketing plan development

Target Group: : Sales professionals looking to enhance their selling skills and achieve higher targets. Marketing professionals seeking to develop winning strategies and drive business growth. Lending officers

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day

Leadership, Management & Supervisory Skills (EMG 0036)

Competencies addressed:

- Leadership and management with examples.
- Leader vs manager and leadership vs management.
- Recipe for being a leader
- Building and leading a team
- Leadership and management strategies.
- Leadership styles
- Conflict management in teams
- Problem solving and decision making

Target Group: Those who are new to a leadership/management or supervisory position or those who are aspiring to be a supervisor, manager or leader in the future.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day

Management Skills for Administrative Assistants (EMG 0023)

Competencies addressed:

- Manage Change
- Manage roles, responsibilities, and teamwork
- Manage time & priorities
- Manage relationships and communication
- Manage negotiations and conflict
- Action plan

Target Group: Experienced administrative professionals, including executive secretaries, assistants, officers, administrative assistants, secretaries, office administrators or other members of the administrative support staff who need to expand their management skills so they can better support their organization and enhance their career.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day

Visual Merchandising (EMG0037)

Competencies addressed:

- Reducing customer confusion.
- Improve in-store customer experience and increase lingering time.
- Customers can find the right products and the correct information for the products.
- The use of atmospherics in enriching the in-store experience of customers.
- Range proliferation techniques.
- In-store layouts, designs, and configuration.

Target Group: Customer service representatives, marketers and advertising personnel, technical and support personnel, field service representatives, small business owners—as well as managers who want customer service training to reinforce their skills and train their staff.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Product Branding Strategies (EMG0037)

Competencies addressed:

- Introduction to branding
- Significance of brand name in a business
- Branding in relation to the 4 P's
- Risks involved.
- product branding
- Principles of product branding

Target Group: This 2-day course is designed for all the marketing officers, brand managers, marketing consultants and managers.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Mastering Sales Management Techniques (EMG 0032)

Competencies addressed:

- Internal customers versus external customers.
- Service blueprint, branded and niche marketing.
- Understanding the SERVQUAL and SERVPERF method.
- Employee research.
- Management involvement.
- Inseparability and employees as listening posts.

Target Group: The person must possess prior knowledge and experience, currently employed in the industry with at least some knowledge on product development, advertising, merchandising, customer service delivery and customer relationship management. The participant should possess some formal tertiary qualification.

Fee: \$352

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day

Training of Trainers Module I: Instructional Skills Workshop Workshop (EMG0008)

Competencies addressed:

- Principles underlying adult learning
- Deliver effective Training
- Instructional methods and techniques
- Training evaluation techniques
- Learning Principles and Styles
- Communication Skills
- Learning Environment: Role of Motivation
- Domains of Learning
- The Training Cycle
- Designing Programs – Writing Instructional Objectives
- Roles of the Trainer

Target Group: The target audience includes Training Instructors/Officers; Training and Human Resource Personnel Supervisors, Managers, Team Leaders, Individuals who are conducting presentations or lectures to the public or in the community and individuals who would like to continue towards eligibility for application for registration as a Training Instructor and Training Officer.

Fee: \$825

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day /Evening

Training of Trainers Module II: Systematic Approach to Training Workshop (EMG0048)

Competencies addressed:

- The Training Cycle
- Training Needs Analysis
- Linking Training to the Corporate Plan of the Organization
- Training Policy
- Training Plan
- Training Budgets
- Management Commitment to Training
- Identifying Training Requirement through Performance Management

Target Group: The target audience includes Training Instructors/Officers; Training and Human Resource Personnel Supervisors, Managers, Team Leaders, Individuals who are conducting presentations or lectures to the public or in the community and individuals who would like to continue towards eligibility for application for registration as a Training Instructor and Training Officer.

Fee: \$825

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day /Evening

Training of Trainers Module III: Training Systems in Fiji Workshop (EMG0057)

Competencies addressed:

- The FNU Levy Scheme
- The FNU Grant Scheme
- Apprenticeship Scheme
- National Trade Testing Scheme
- Method A and Method B Grant Claims
- FNU Criteria for Training Providers
- Guidelines on Training Policies and Plans
- Registration of training staff
- Developing and Managing a Training System

Target Group: The target audience includes Training Instructors/Officers; Training and Human Resource Personnel Supervisors, Managers, Team Leaders, Individuals who are conducting presentations or lectures to the public or in the community and individuals who would like to continue towards eligibility for application for registration as a Training Instructor and Training Officer.

Fee: 385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day /Evening

Training of Trainers Module IV: Evaluation of Training Workshop (EMG0058)

Competencies addressed:

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

Target Group: The target audience includes Training Instructors/Officers; Training and Human Resource Personnel Supervisors, Managers, Team Leaders, Individuals who are conducting presentations or lectures to the public or in the community and individuals who would like to continue towards eligibility for application for registration as a Training Instructor and Training Officer.

Fee: 495

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day /Evening

Customer Service Excellence – A New Service Paradigm (EMG0001)

Competencies addressed:

- Customer service excellence and retention.
- Dealing with customer personality styles and scenario-based learning.
- Changing customer culture and attitude ad competency of the workforce.
- Benefits of achieving excellence in customer service.
- Customer service excellence and revenue creation.

Target Group: Customer service representatives, marketers and advertising personnel, technical and support personnel, field service representatives, small business owners—as well as managers who want customer service training to reinforce their skills and train their staff.

Fee: 275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day /Evening

Digital Marketing Strategies: Marketing Data Analytics (EMG0024)

Competencies addressed:

- Range and product diversification.
- Eliciting customer reaction and feedback.
- Establishing a two-way communication channel.
- Information management and handling.
- Multiple channels of delivery.

Target Group: Customer service representatives, marketers and advertising personnel, technical and support personnel, field service representatives, small business owners—as well as managers who want customer service training to reinforce their skills and train their staff.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day /Evening

Strategies for New Product Development (EMG0022)

Competencies addressed:

- Understand the general stages in new product development,
- Define the success and failure of existing and new products in the market.
- Create a plan for developing and testing new products.
- Modify and design strategies to enhance the value of exiting products.
- Identify the competition and position and market their products successfully.

Target Group: Customer service representatives, marketers and advertising personnel, technical and support personnel, field service representatives, small business owners—as well as managers who want customer service training to reinforce their skills and train their staff.

Fee: 275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day /Evening

Creative Sales Negotiations (EMG0013)

Competencies addressed:

- computer literacy
- product knowledge, sales prospecting, closing sales and presentation skills.
- a knowledge of the law and other regulations
- taking responsibility and initiative
- using the telephone, merchandising, housekeeping.

Target Group: Customer service representatives, marketers and advertising personnel, technical and support personnel, field service representatives, small business owners—as well as managers who want customer service training to reinforce their skills and train their staff.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/Labasa	FTF/ Blended	Day /Evening

Fundamentals of Selling, Advertising and Marketing (EMG0009)

Competencies addressed:

- Launching and marketing new products
- Learning about the psychology of selling
- Understanding the principles of selling
- Achieving excellence in customer service
- Implementing best practice sales techniques
- Enhancing interpersonal and negotiating skills during sales
- Learning different selling techniques and models for different situations
- Understanding buying signals and techniques for growing the order
- Developing a personal sales strategy and action plan

Target Group: Customer service representatives, technical and support personnel, field service representatives, account managers, teachers, credit and billing specialists, IT personnel small business owners—as well as managers who want customer service training to reinforce their skills and train their staff.

Fee: 275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Nadi/Nabua/ Labasa	FTF/ Blended	Day /Evening

DEPARTMENT OF CONSTRUCTION

Plumber General Trade Plumbing & Sheet metal Workplace Safety

Competencies Addressed

- Plan and prepare for safe work practice.
- Use safe manual handling techniques.
- Assess risks.
- Maintain safety of self and others
- Follow safe practices in handling chemical and potentially hazardous materials.
- Safely erect Ladders and work platforms in planned location.
- Avoid overhead power lines and other obstructions.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Computer Fundamentals & Applications

Competencies Addressed

- Demonstrate the fundamental knowledge and operation desktops/ laptop.
- Demonstrate the fundamental application of MS Word 2013 and associated features.
- Demonstrate the fundamental application of MS Excel 2013 and associated features.
- Demonstrate the fundamental application of MS PowerPoint 2013 and associated features.

Target Group: This course is intended for new entrants to the trade and to

participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Read Plans and Calculates Plumbing Quantities

Competencies Addressed

- Plan and prepare interpret plans and calculate plumbing quantities.
- Identify types of drawings and their functions.
- Recognise commonly used scales, symbols and abbreviations.
- Identify and locate key features on a services plan.
- Obtain measurements and perform calculations of material quantities.
- Apply cleanup exercise.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$165.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Use Plumbing Hand and Power Tools

Competencies Addressed

- Identify and explain how hand and power tools is used in Plumbing works.
- Safe use of tools and equipment.
- Selecting the appropriate hand and power tools to be used.
- Align any material for hand and power tool usage.
- Clean up work area tools and equipment.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$165.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Introduction to Welding - Oxy Acetylene Gas

Competencies Addressed

- Plan and prepare for work.
- Demonstrate and prepare materials and equipment.
- Demonstrate the installation, testing and lighting of welding torch.
- Perform and apply welding on given material.
- Demonstrate the step-by-step procedures of closing the oxyacetylene gas.
- Cleaning up of welding area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Introduction to Oxy Fuel Cutting

Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan work activities
- Apply Health and Safe working practices.

- Demonstrate how to handle and store cylinders.
- Inspect and prepare cutting equipment.
- Demonstrate cutting process for square edge and bevel cutting.
- Demonstrate the correct shutdown procedures.
- Apply proper clean up procedures.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Fundamentals of Arc Welding

Competencies Addressed

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Select welding components.
- Assemble and set up welding equipment for arc welding.
- Weld to job specification using GMAW.
- Minimise and repair distortion.
- Maintain weld records.
- Carry out clean up operations.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Erect and Dismantle Restricted Height Scaffolding

Competencies Addressed:

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare scaffolding materials.
- Handle and erect scaffolding.
- Carryout inspections
- Repair and alter scaffold.
- Dismantle procedure of erected scaffolding.
- Carry out clean up operations.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Set Out and Install Water Services

Competencies Addressed

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare work.
- Identify installation requirements of water services.
- Install and set-out of pipe system.
- Testing of pipe system
- Clean up.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Install Water Mains Pipeline

Competencies Addressed

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Plan and prepare work.
- Setting out of water mains pipeline
- Carryout excavation works.
- Install water mains pipeline.
- Test water mains pipeline
- Clean Up

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Install and Adjust Water Service Controls Devices

Competencies Addressed

- Plan and prepare work
- Understand the installation requirements of water service control devices
- Carrying out the Installation
- Adjustment of the water services control devices
- Clean Up

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades

which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Install Water Pump Sets

Competencies Addressed

- Plan and prepare work.
- Installation requirements of pump set
- Aligning of pump sets
- Install pump sets.
- Clean up.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Fit and Commission Hot and Cold Water

Competencies Addressed

- Plan and Prepare Work
- Understanding the installation requirements of fit off and commission hot and cold water services
- Carry out the hot and cold-water services Installation
- Adjustment of devices on hot and cold-water services
- Clean up.

Target Group: This course is intended for new entrants to the trade and to

participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Green Plumbing Competencies Addressed

- Plan and prepare for work
- Understanding the installation requirements to connect solar green plumbing
- Understanding the calculation
- Mounting of solar panels and components
- Install system components
- Clean Up

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Fabricate and Install Fire Hydrant and Hose Reel Competencies Addressed

- Plan and prepare work.
- Understanding the installation requirements of fire hydrants and hose reel

- Fabricate fire hydrants and hose reel pipes.
- Install fire hydrants and hose reel.
- Test fire hydrants and hose reel.
- Clean Up

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Install Sprinkler System

Competencies Addressed

- Plan and prepare for work.
- Understanding the sprinkler system installation requirements
- Design sprinkler system
- Fabricate, sprinkler system.
- install sprinkler system.
- Test the system.
- Clean Up

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Carry Out Levelling

Competencies Addressed

- Plan and prepare for levelling work.
- Understand the step-by-step procedures of installing levelling equipment.
- Perform levelling using water.
- Perform levelling using spirit level.
- Perform levelling using laser level.
- Perform levelling using dumpy/ engineering level.
- Clean Up

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Install Storm Water and Subsoil Drainage

Competencies Addressed

- Plan and prepare work.
- Understanding the storm water and sub soil drainage systems installation requirements
- Carryout the installation of storm water drainage
- Carryout the installation of sub-soil drainage systems
- Attend to clean up of work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Install and Fit off Sanitary Fixtures

Competencies Addressed

- Prepare sanitary fixture work area
- Understanding the sanitary fixture installation requirements
- Install sanitary fixtures
- Fit off sanitary fixtures
- Clean up work area and tools

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Plan and Layout Residential Drainage System

Competencies Addressed

- Planning and preparation of work area
- Understand the system layout.
- Demonstrate the proper gradient to use.
- Install sanitary drainage system.
- Align the Inspection openings.
- Test the pipeline.
- Clean up work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00V

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Pipe Layers

Competencies Addressed

- Plan and prepare for pipe layers work.
- Setting out of pipeline
- Excavate trench to specification.
- Install of pipe system
- Test pipe system
- Clean up work area.

Target Group:

This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Install Gas Piping Systems

Competencies Addressed

- Understanding gas piping system requirements
Prepare for gas piping installation.
- Marking out and cut piping system.
- Install gas piping system.
- Purge piping system

- Test piping system
- Clean up of work area.

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Install and Commission Type 'A' Gas Appliances

Competencies Addressed

- Prepare and plan work area.
- Understanding appliance requirements and follow installation requirements
- Apply the material joining methods.
- Commission gas appliance
- Clean up of work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Marking Out of Plumbing Materials

Competencies Addressed

- Prepare the work area to mark out plumbing material
- Understanding the marking out installation requirements.
- Marking out is done to specification.
- Clean up of work area.

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$165.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Cut and Join Sheet metal

Competencies Addressed

- Prepare work area for cutting.
- Understanding the installation requirements of cutting sheet metal.
- Demonstrate the knowledge to cut sheet metal.
- Demonstrate the knowledge of preparation of sheet metal.
- Demonstrate the knowledge to joint sheet metal using the different jointing methods.
- Cleanup of work area.

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$165.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Fabricate and Install Roof Drainage Components

Competencies Addressed

- Prepare the work area.
- Different types of jointing used.
- Aligning materials as per specification
- Fabricate roof drainage components.
- Clean up the work area.

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Select and Install Roof Sheeting and Wall Cladding

Competencies Addressed

- Prepare work area to install roof sheeting and wall cladding.
- Plan and receive materials delivery.
- Select sheeting, cladding and non-metallic materials.
- Prepare surface to lay tiles to curved surface
- Install roof sheeting and wall cladding.
- Clean up the work area.

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Collect and Store Roof Water

Competencies Addressed

- Identify work safety requirements.
- Understanding the installation requirements for collecting and storing roof water
- Prepare and follow work procedures.
- Perform work on roof to plan and specification.
- Identify water storage system requirements
- Install storage system.
- Clean up the work area.

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$165.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Water Fitters Intermediate Level

Competencies Addressed

Some of the key competencies that will be addressed to participants attending this module are as follows:

- Explain, plan and prepare work plan
- Identify installation requirements of water services.
- Demonstrate and Install pipe connections from the source to distribution.
- Test and commission pipe reticulation system
- Clean up

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include plumbing workers, assistant tradesman, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge.

Fee: \$165.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Water Fitters Supervisory Level

Competencies Addressed

- Explain, plan and prepare work plan
- Identify installation requirements of water main pipes.
- Demonstrate and Install main pipe connections from the source to distribution more than 80mm DN pipe.
- Test and commission main pipe reticulation system
- Clean up

Target Group: This course is intended for those that are working as plumbing assistants, plumbers, handyman, water fitters in the trade of plumber general and including those participants who require some formal qualification in the trades and those who are involved in other technical fields wishing to undertake this training to enhance their skills and knowledge.

Fee: \$165.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Cabinet Making & Joinery Modules

Workplace Safety (DTTCMJ301)

Competencies Addressed

- Demonstrate the fundamental knowledge of the Occupational Health & Safety Act of Fiji
- Identify the types of workplace environment, the associated hazards and occupational environment safety signs.
- Demonstrate knowledge of general workplace safety
- Demonstrate working safely with electricity.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in workplace safety.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Workplace Communication & Ethics (DTTCMJ302)

Competencies Addressed:

- Explain the foundations of technical communication
- Write workplace communication documents
- Check instructions, procedures and safety signage
- Demonstrate effective oral communication
- Participate in workplace meetings
- Explain the fundamental concepts of work ethics in the workplace

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in workplace communication & ethics.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Trade Calculations Fundamentals 1 (DTTCMJ303)

Competencies Addressed:

- Prepare for trade calculations for cabinet and joinery materials
- Identify measurements for cabinet making and joinery

- Convert the different scales of measurement
- Calculate materials for cabinet making and joinery
- Estimate approximate quantity.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in measurements and calculations.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Computer Fundamentals & Applications (DTTCMJ304)

Competencies Addressed:

- Demonstrate the fundamental knowledge and operation desktops/ laptops
- Demonstrate the fundamental application of MS Word 2014 and associated features
- Demonstrate the fundamental application of MS Excel 2014 and associated features
- Demonstrate the fundamental application of MS PowerPoint 2014 and associated features

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in computer fundamentals & applications

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Trade test assessment Preparatory (TTAP411)

Competencies Addressed:

- Outline format and structure for trade test assessment
- Specify the knowledge and skills covered for the trade in trade test assessment

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Trade test assessment Preparatory.

Fee: \$120.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Plan Reading for Cabinet Makers and Joiners (DTTCMJ305)

Competencies Addressed:

- Demonstrate knowledge of general workplace safety.
- Recognize commonly used symbols and abbreviations.
- Identify and locate key features to read services plan and interpret from job specifications
- Recognize amendments for the plan.
- Explain cabinet making and joinery specifications.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in basic drawing and plan reading.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Use carpentry/joiner/cabinet making hand tools (CJCM211)

Competencies Addressed:

- Outline format and structure for trade test assessment
- Specify the knowledge and skills covered for the trade in trade test assessment

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Use carpentry/joiner/cabinet making hand tools.

Fee: \$120.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Hand and Portable Power Tools (DTTCMJ406)

Competencies Addressed:

- Demonstrate safe use of hand and portable power tools
- Select the appropriate hand tools.
- Select the appropriate power tools.
- Demonstrate the knowledge to align any material for hand and power tool usage

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in hand and portable power tools

Fee: \$165.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Introduction to Woodwork Static Machines (DTTCMJ407)

Competencies Addressed:

- Demonstrate safe use of woodwork static machines
- Determine set up and operating requirements of woodworking machines.
- Operate static woodworking machine as per manufacturer's operating procedures
- Maintain stationary machines
- Identify static machines, their operation and safety requirements.
- Demonstrate to align any material for static machine usage
- Operate machine.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in woodwork static machines.

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Plan and organise work (CJCM212)

Competencies Addressed:

- Identify carpentry/joinery/cabinet making task requirements and plan steps to complete task
- Organise carpentry/joinery/cabinet making work and review planning and organising process.

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Plan and organise work.

Fee: \$120.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Timber Selection for Furniture Making (DTTCMJ408)

Competencies Addressed:

- Describe the properties of timber
- Describe marketing form of timber
- Identify the types of timber defects, causes and remedies range
- Identify types of wood pests, damages caused and preservations
- Apply correct methods for handling and storing sawn timber
- Identify the uses of veneers to manufactured boards

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in timber selection for furniture making

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Prepare and assemble cabinet and joinery components (CJCM213)

Competencies Addressed:

- Select and prepare materials for use in cabinet and joinery production process
- Secure and hold components in place.

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Prepare and assemble cabinet and joinery components.

Fee: \$120.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Carry out measurements and calculations (CJCM214)

Competencies Addressed:

- Obtain measurements material to be used.
- Perform calculations and estimate approximate quantities.

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Carry out measurements and calculations.

Fee: \$120.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Basic Furniture Making (DTTCMJ409)

Competencies Addressed:

- Apply job requirements for furniture making
- Select materials for basic hand joints for furniture making
- Apply basic hand joints in furniture making
- Identify basic hardware for furniture making
- Demonstrate basic hardware fitting in furniture making
- Assemble job components for basic furniture making

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in basic furniture making

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Kitchen Fitment and Fittings (DTTCMJ410)

Competencies Addressed:

- Demonstrate the procedures involved in the layout and installation of base and wall units.
- Install domestic floor standing and wall mounted units.
- Demonstrate securing of finished tops to base units.
- Apply skills in installing kitchen units
- Apply portable tools and machines to prepare wooden doors
- Carry out general housekeeping.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in kitchen fitment and fitting

Fee: \$242

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Wall Cabinet Furniture Making (DTTCMJ411)

Competencies Addressed:

- Demonstrate the procedures involved in the layout and installation of wall cabinets
- Apply skills in installing kitchen units
- Demonstrate securing of finished tops to wall
- Apply portable tools and machines to prepare wooden doors
- Demonstrate basic hardware fitting in wall cabinet units
- Carry out general housekeeping.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in wall cabinet furniture making

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Use carpentry/joiner/Cabinet making static machines (CJCM311)

Competencies Addressed:

- Operate static machine as per manufacturer's operating procedures for woodwork tasks.
- Use static machine and clean-up workstation.

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Use carpentry/joiner/Cabinet making static machines.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Plan and organise work (CJCM312)

Competencies Addressed:

- Identify carpentry/joinery/cabinet making task requirements and plan steps to complete tasks
- Organise carpentry/joinery/cabinet making work and review planning and organising process.

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Plan and organise work.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Furniture Job Specification (DTTCMJ412)

Competencies Addressed:

- Recognize job specifications for furniture making
- Read plans and job specifications
- Demonstrate for safe work practices.
- Prepare cutting list of projects
- Interpret cutting lists
- Outline basic layout for room utilizing furniture

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in furniture job specification

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Fabricate assembled carpentry/joinery/cabinet components (CJCM313)

Competencies Addressed:

- Select the manufacture material for use in carpentry/joinery/cabinet making production process
- Secure and hold components in place.

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Fabricate assembled carpentry/joinery/cabinet components.

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Laminate, Press Top Furniture (DTTCMJ413)

Competencies Addressed:

- Apply skills in laminating and pressing furniture surfaces
- Operate stationed joinery machine for laminating timber surfaces
- Demonstrate correct method of laminating as per working drawings
- Maintain stationed joinery machines for laminate.
- Carry out the cleanup operations.

Target Group:

This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in laminate, press top furniture

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Carry out measurements and calculations (CJCM314)

Competencies Addressed:

- Obtain measurements material to be used
- Perform calculations and estimate approximate quantities.

Target Group: This course is intended for participants from industry who require formal training to upgrade their skills in the cabinet making trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in Carry out measurements and calculations

Fee: \$120

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Estimate and Cost Job (DTTCMJ414)

Competencies Addressed:

- Gather detail information for estimate and cost Job
- Estimate materials labour and time
- Calculate costs material and labour
- Document details and verify
- Calculate material costing as per relevant drawing specifications

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in estimate and cost job

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Apply Furniture Finishing (DTTCMJ415)

Competencies Addressed:

- Prepare for safe work practices.
- Organize safe work practices for the job.
- Operate compressor units for furniture finishing
- Service conventional spray guns.
- Apply surface coatings by conventional spray equipment.
- Identify faults in relation to spray painting

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in apply furniture finishing.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Door and Window Construction (DTTCMJ416)

Competencies Addressed:

- Sketch door and window construction details in accordance to standard specifications.
- Prepare materials for doors and windows
- Confirm Joints used for doors and windows
- Assemble doors and windows and frames.
- Install hardware to doors and windows.
- Install the doors and windows unit on site.
- Verify door and window components
- Demonstrate hanging of doors and windows

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in door and window construction

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Joinery Design & Craftsmanship (DTTCMJ417)

Competencies Addressed:

- Identify design of wood dining chairs.
- Demonstrate fundamentals of wood dining chairs
- Demonstrate woodshop techniques & safety
- Demonstrate Power tool use & safety
- Select tools and equipment and prepare materials for the construction of wood dining chairs
- Select proper joinery joint (wooden dining chair)
- Assemble project to design specification
- Carry out surface preparation
- Apply finishing for the job

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the cabinet making and joinery trade which may include practicing tradespersons, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, cabinet making and joinery salespersons, accountants etc.) wishing to undertake training in design & craftsmanship

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Carpentry Trade

Safety Requirements for Construction Workplace (CAR0038)

Competencies Addressed

- Plan; prepare; use safe work practices at workplace.
- Work from ladder; work platforms.
- Adherence to emergency procedures; use 240V power supply safely.
- Carry out general housekeeping on construction workplace.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge for safety requirements for construction workplace.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Trade Calculation for Builders (CAR0039)

Competencies Addressed

- Compute measurement task to a given drawing or project.
- Carry out calculation for simple volumes, area, and perimeter for different shapes.
- Apply care and maintenance to measuring devices used in construction industry.
- Develop basic material listing for major components for timber building and concrete building.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to carry out trade calculation to estimate materials for basic construction works.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Read and Interpret Construction Plans (CAR0040)

Competencies Addressed

- Identify types of drawings, their functions and recognize commonly used symbols and abbreviations.
- Locate and identify key features of plan to collect information for setting out simple building.
- Identify and prepare take-off list from basic plan.
- Recognize amendments and use various scale in interpreting plans and details.

Target Group: This course intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades, which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to read and interpret construction plan to carry out construction works or even estimate materials from plans.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Hand and Power Tools Operation (CAR0004)

Competencies Addressed

- Plan and prepare work area before using hand and power tools.
- Select and safely use hand tools
- Select and safely use power tools.
- Maintain wood working hand and power tools in safe working order.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourers' and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to safe use of hand and power tools.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Setout and Mark Building (CAR0041)

- Plan, prepare and identify site boundaries.
- Set out first line for building alignment.
- Set out right-angled corners.
- Install other building lines
- Check building lines for Squareness and make adjustment if needed.
- Construct profile: transfer mark on profile boards and check for Squareness.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to set out and mark buildings.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Timber Floor and Wall Construction (CAR0007)

Competencies Addressed

- Determine materials required for floor and wall framing
- Select tools and equipment for safely construct floor and wall system
- Interpret a bracing schedule and install wall bracing
- Complete work operations on site/simulated worksite for timber floor and wall system

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, laborer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to construct timber floor and wall system.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Window and Door Construction (CAR0009)

Competencies Addressed

- Plan and prepare for construction of window and doors.
- Install window courses to frame.
- Replace window and door frames.
- Construct simple doors and windows.
- Prepare window and door openings.
- Install window and door course.
- Clean up

Target Group: This course is intended for new entrants to the trade and also to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to construct timber window and doors.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Construct Timber Roof Structure (CAR0008)

Competencies Addressed

- Plan and Prepare to Construct Timber Roof Structure.
- Set Out and Prepare members for pitched roof erection.
- Install roof members as per plan/sketch.
- Install roof support as per plan/sketch and apply general clean up to worksite/work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to construct timber roof framing.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Construct Timber Stairs (CAR0011)

Competencies Addressed

- Plan and prepare for safe work practices.
- Carry out calculation to design five-step staircase.
- Set out and prepare material for staircase.
- Construct staircase and cleanup worksite/work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourers and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to construct timber stairs.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Carry Out Levelling (CAR0013)

Competencies Addressed

- Plan and prepare for levelling work.
- Set up and use levelling devices.
- Transfer heights with Straight Edge; Spirit Level and Boning rods.
- Project work and clean up.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include carpentry workers, assistant tradesman, laborers, and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to carry out levelling in relation to construction task.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Formwork to Simple Concreting (CAR0012)

Competencies Addressed:

- Plan and prepare for formworks to simple concreting
- Erect formwork to simple concreting
- Strip formwork with damagers
- Clean and store formwork in safe manner.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourers' and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to design, construct and dismantle timber formwork.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Carry out excavation (CAR0014)

Competencies Addressed:

- Plan and prepare for excavation work.
- Locate excavation site and erect safety equipment.
- Select tools and equipment to dig excavations as per plan or instruction.
- Relate machine excavation operation to given task.
- Install excavation support as per requirements

Target Group

This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to design, calculate and carry out excavation for footings and services.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Erect and Dismantle Restricted Height Scaffold (CAR0043)

Competencies Addressed:

- Demonstrate knowledge of plan and prepare scaffolding materials.
- Demonstrate the handling and erection of scaffolding.
- Carryout inspections, repairs and alters scaffold.
- Dismantle erected scaffolding using proper procedure and clean-up workplace

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to erect and dismantle scaffolding.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Fabricate and place reinforcing steel for basic construction (CAR0042)

Competencies Addressed:

- Plan and prepare for safe work practices in steel works.
- Identify types of steel used in basic construction works
- Carry out basic calculation; fabricate, place and fix reinforcing steel for footings, walls, and floors on site
- Inspect reinforcement prior to concrete pour and clean-up work area/ site.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to cut, bend and tie steel for construction.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Concreting to Simple Forms (CAR0016)

Competencies Addressed

- Calculate concreting material and prepare for concreting works.
- Batch; transport; place and compact concrete on site.
- Finish the concrete surface.
- Cure and apply relevant treatments to concrete.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to calculate, batch, pour and cure concreting works.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Prepare for block Laying (CAR0018)

Competencies Addressed

- Plan for the Block laying.
- Prepare Materials block laying.
- Prepare Work Area Suitable for block laying.
- Use Tools, Plant and Equipment Appropriate for block laying works.
- Prepare Mortar Mix for block laying.
- Assist with Block Work/Block laying.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge lay blocks in straight line, curved walls, internal and external corners.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Prepare for solid plastering (CAR0019)

Competencies Addressed

- Plan and prepare for solid plastering.
- Prepare surface area.
- Mix materials for solid plaster/ render.
- Apply solid plastering/render.
- Cure applied surface and clean work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to batch and apply solid plastering.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Fix for Plasterboard (CAR0044)

Competencies Addressed

- Plan and prepare for fix plasterboard.
- Mark: layout and cut plasterboard.
- Fix plasterboard to timber and steel frame.
- Fix plasterboard to curved timber/steel frame and clean worksite.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to fix plasterboard to steel and timber frames.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Finish Plasterboard (CAR0022)

Competencies Addressed

- Prepare Work Area and walls for dry wall plaster application processes.
- Cut tape; fix external/internal corners and apply first coat.
- Sand and apply second coat.
- Sand; apply finishing coat; carry out final sanding and clean work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to apply relevant coats to finish plasterboard.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Painting module I (CAR0023)

Competencies Addressed

- Select and prepare materials and equipment for task.
- Plan a job, specify coatings, and apply specified paint coatings to given substrates
- Apply paint with brush/roller
- Clean up tools, equipment's, and workplace.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to select tools and materials to prepare surface for painting and apply paints.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Painting module II (CAR0024)

Competencies Addressed

- Prepare work area for paint application processes
- Prepare surface by sanding/ grinding
- Patch holes in different substrates and carry out sanding.
- Apply paint with brush/roller to the surface provided and clean up.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to prepare various surface and apply paints with more difficulty.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Lay Floor Tiles (CAR0026)

Competencies Addressed

- Prepare work area and compute material list to lay floor tiles.
- Identify tools and prepare tiles, materials used to lay floor tiles.
- Layout patterns/design, mix tile glue to lay tiles as per sketch/plan.
- Apply tile grouts and clean surface with work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to lay floor tiles.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Lay Wall tiles (CAR0027)

Competencies Addressed

- Prepare work area and compute material list to lay wall tiles.
- Prepare tools, tiles, materials used to lay wall tiles.
- Layout patterns/design, mix tile glue to lay tiles as per sketch/plan.
- Apply tile grouts and clean surface with work area.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to lay wall tiles.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Lay Decorative tiles (CAR0028)

Competencies Addressed

- Set Out and Prepare Materials for decorative tiling.
- Form Decorative Design on Paper Pattern.
- Prepare Substrate to Fix Mosaic Pattern to Designed Location.
- Apply grout to tile face.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to lay decorative tiles.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

Tiling Curved Surfaces (CAR0029)

Competencies Addressed

- Plan; prepare; use safe work practices at workplace.
- Tile Curved Wall and Floor Surfaces.
- Tile Circular Volume, Wall, and Arches.
- Lay Mosaic tiles to Circular Column and apply grout.

Target Group: This course is intended for new entrants to the trade and to participants from industry who require some formal qualification in the trades which may include construction workers, labourer's and those who are involved in other technical fields wishing to undertake training to enhance skills and knowledge to lay tiles to curved surfaces.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Lautoka	Face to Face/ Blended	Day/Evening

DEPARTMENT OF AUTOMOTIVE & MECHANICAL ENGINEERING

Light Automotive

Computer Fundamentals & Applications (DTTLA304)

Competencies Addressed:

- On, Log on, log off and off computer.
- Understand the fundamental knowledge of the computers and their operation
- Create your Word document.
- Insert page numbers, headers, and footers in a MS Word 2016 Operation
- Create a spreadsheet and use basic Excel mathematical functions
- Create a graphs and charts using MS Excel 2016
- Use Excel tables to manage information
- Create a PowerPoint 2016 presentation
- Insert photos into Power Point

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession [e.g. teacher's, automotive salespersons, accountants etc.] wishing to undertake training in computer fundamentals & applications.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Communication and Ethics (DTTLA303)

Competencies Addressed:

- Awareness of Communication Styles
- Basics of Good Communication Practice
- Non-Verbal and verbal Communication
- Knowledge on graphic communication and workplace signage's.
- Developing Effective Communication Skills
- Listening Effectively & Responding Appropriately
- Soft Skills – Tone, Courtesy & Assertiveness
- Emotional Intelligence- Empathy, Tact & Diplomacy
- Knowledge on receiving calls , note messages, and timely feedback
- Organizing meetings and taking minutes.
- Procedure of a job interview.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in communication and ethics in the workplace.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Trade Calculation Fundamental (DTTLA305)

Competencies Addressed:

- Add, Subtract, Multiply and Divide whole numbers, Decimal Numbers, fraction, improper fractions, and mixed numbers
- Changing fractions to decimals, rules in multiplying, and dividing negative numbers
- Rules in adding and subtracting signed numbers.
- Understand common SI Units, prefixes and mathematical number notations
- Knowledge of ratios, proportions, and percentages.
- Basic algebra and how to solve algebraic equations.
- Angle measures, circular measures, cylinders and metric systems.
- Knowledge of basic geometrical functions.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in trade calculations fundamental.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Workshop Safety (OHS) (DTTLA301)

Competencies Addressed

- Awareness on Occupational Health & Safety Act 1996 and adhere to OH&S requirements.
- Use of appropriate personal protective equipment
- Adhere to workplace emergencies procedure and
- Develop an emergency plan
- How to alert employees to an emergency
- Establish evacuation routes and exits
- Knowledge on element of fire
- Probable causes of fire and types of fire
- Types of fire extinguishers and methods of fighting fire
- Knowledge on hazard management and risk
- Steps to risk assessment and what is risk assessment
- Types of hazards and Classification of dangerous goods
- Response to an emergency and how to eliminate, minimize hazards
- Identify and eliminate hazards in an automotive working environment
- Knowledge to attend on body injuries, work caused illness, dangerous event, and work injury and Step in filling workplace accident form
- Performing basic first aid
- Manage external bleeding, and other type of wounds or fracture

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in automotive safety.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Workshop Practice (DTTLA302)

Competencies Addressed:

- Identify and name different type of automotive hand tools, power tools and measuring tools.
- Identify and name automotive equipment and machines.
- Use of marking tools, measuring tools, and cutting tools, hand drill, rivet gun, files, cutters and finishing tools.
- Adhere to OH&S requirements and tools maintenance.
- Use of appropriate personal protective equipment.

- Use of automotive equipment, lifts, and hoist.
- Use of power tools, drills machine, and bench grinders.
- Gas welding set up, and welding practice.
- Material selection and project work.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in automotive workshop practice.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Industry environmental standard and Regulations (DTTLA406)

Competencies Addressed:

- Vehicle exhausts and emissions are minimized and not permitted to collect in the workplace.
- Welding is correctly demonstrated in a well-ventilated area.
- Hazards of gases are monitored, minimized, and contained.
- Hazards of airborne particles are monitored, minimized, and contained.
- Noise generating activities are minimized and carried out within approved operating hours.
- Using recommended ear protection in appropriate area is correctly demonstrated.
- Knowledge to heavily vacate noise pollution area is correctly demonstrated.
- Reasonable and practicable measures to prevent or minimize the harm and do general cleaning up in the workshop are demonstrated.
- Basic concept of housekeeping in the workplace are demonstrated.

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Automotive trade which may include practicing Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automotive Industry environmental standard and Regulations.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Mechanical, Hydraulic and Pneumatic Principles (DTTLA408)

Competencies Addressed:

- Knowledge in mechanical terminology.
- Basic understanding on leverage and its application to the automotive industry.
- Knowledge of mechanical advantages and assistance.
- Knowledge of frictional materials and its applications.
- Types of dampening materials used in automotive industry.
- Knowledge of hydraulic principles and its application to an automotive industry.
- What is hydraulic assistance and its application to the automotive industry.
- How does hydraulic damping work and its application to the industry?
- Basic procedure in servicing hydraulic system.
- Knowledge of pneumatic principles and its application to an automotive industry.
- Basic procedure in servicing pneumatic machines, tools and other related equipment.
- Differentiate materials used in automotive industry.
- Know what ferrous and non-ferrous material and their applications is.
- Know what metallic and non-metallic material and their applications is.
- Precautions that must be taken when working with different materials.
- Heat treatment on materials and knowledge on what is heat.
- Basic knowledge on power train.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in automotive mechanical, hydraulic and pneumatic principles.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Engine Principles (DTTLA409)

Competencies Addressed:

- Cycle of four stroke petrol engine
- Cycle of four stroke diesel engine.
- Cycle of rotary engines.
- Basic cycle of two stroke engine.
- Components functions and operations of petrol engines.
- Components functions and operations of engine engines.
- Components functions and operations of rotary engines.
- Basic information on hybrid engines.
- Other alternative type of engines used in automotive industry.
- Engine performance calculations, engine capacity, swept volume, clearance volume & compression ratio.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive, labourers, enthusiasts and those who are involved in other non-automotive profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automotive Engine Principles.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Two Stroke Engines - (DTTLA431)**Competencies Addressed:**

- Knowledge on functions of two stroke components.
- Identification of two stroke engine components.
- Advantages of two stroke over four stroke engines.
- Safety Practices while working with two stroke engines.
- Special Tools and Operating Equipment
- Manufacturers' Engine Identification System
- Parts/Service Information
- Flywheel Magneto Ignition Systems
- Secondary Circuit Ignition Services
- Using Metric and English Micrometres, Torque Wrenches, Plastic-Gauge
- Run/Adjust Engine, Recoil Starter, Air Cleaners, Crankcase Oil, Valves, Piston and Rings
- Flywheel Air Gap, Valve Tappet Clearance
- The Use of Oil, Oil Types and Other Lubricants
- Mix Fuel for two-Cycle Engines
- Removal and service ignition systems of two stroke engine.
- Removal and service fuel systems of two stroke engine.

- Checks for components wear and damage.
- Troubleshooting two stroke engine faults.
- Use manufacture manuals on two stroke engine servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in two stroke engines.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Lubricating System (DTTLA410)

Competencies Addressed:

- Knowledge of functions of lubricating systems components.
- Identification of lubricating systems components.
- Interpretation of information on engine oil containers
- Labelling and storing used oil and unused engine oil.
- Removal of engine lubricating components.
- Checks for components wear and damage.
- Troubleshooting lubricating faults.
- Use manufacture manuals on engine lubricating system servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Lubricating Systems.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Cooling System Service and Repair (DTTLA411)

Competencies Addressed:

- Knowledge of functions of cooling systems components.
- Identification of cooling systems components.
- Interpretation of information on engine coolant containers
- Labeling and storing used coolant and unused engine coolant.
- Removal of engine cooling systems components.
- Checks for components wear and damage
- Troubleshooting cooling faults.
- Use manufacture manuals on engine cooling system servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Cooling Systems.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Inspect & Repair Engine Force Induction Systems (DTTLA422)**Competencies Addressed:**

- Knowledge of functions of intake system components.
- Knowledge of functions of exhaust system components.
- Identification of intake and exhaust engine components.
- Knowledge of turbo charging operations.
- Knowledge of super charging operations.
- Knowledge of intercooler operations.
- Removal and service of engine turbo chargers.
- Removal and service engine intercooler.
- Checks for components wear and damage.
- Troubleshooting engine force induction system faults.
- Use manufacture manuals on engine force induction system servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in inspect & repair of engine force induction systems.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Light Vehicle Fuel System (DTTLA412)

Competencies Addressed:

- Knowledge on functions of fuel systems components.
- Identification of fuel systems components.
- Interpretation of information on types of fuel (petrol octane rating and diesel cetane rating).
- Labelling and storing used fuel and unused engine coolant.
- Removal and service of petrol engine fuel systems components (carburettor).
- Removal and service of petrol engine fuel systems components (Electronic Fuel Injection).
- Removal and service of diesel engine fuel systems components.
- Checks for components wear and damage.
- Troubleshooting fuel system faults.
- Use manufacture manuals on engine fuel system servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Light Vehicle Fuel System.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Light Vehicle Engine Troubleshooting (DTTLA421)

Competencies Addressed:

- Awareness of troubleshooting tools usage.
- Developing Skills in correct usage of engine troubleshooting tools.
- Special Tools and Operating Equipment
- Manufacturers' Engine Identification System

- Use of On-Board Diagnostic machine.
- Use of physical sense to troubleshoot engine faults.
- Use of diagnostic manual without machines.
- Use manufacture manuals on troubleshooting engine components.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in light vehicle engine troubleshooting.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Engine Overhaul & Measurement (DTTLA420)

Competencies Addressed:

- Awareness of measuring tools usage.
- Developing Skills in correct usage of engine measuring tools.
- Knowledge on measuring crankshaft ovality, taper, endplay physical conditions
- Knowledge on measuring camshaft ovality, taper, endplay physical conditions
- Measuring cylinder bore to piston clearance, cylinder ridge, scores, taper, and ovality.
- Cylinder head warpage, cracks, scores and physical damage.
- Valve to valve guide clearance.
- Valve grinding, spring straightness, spring free length.
- Piston ring groove clearance, ring end gap.
- Adjusting tappet, Fitting timing belt and chain, distributor timing.
- Special Tools and Operating Equipment
- Manufacturers' Engine Identification System
- Parts/Service Information
- Using Metric and English Micrometers, Torque Wrenches, Plastic-Gauge
- Checks for components wear and damage.
- Use manufacture manuals on measuring engine components.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in engine overhaul & measurements.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Clutch System Service & Repair - DTTLA427

Competencies Addressed:

- Knowledge on functions of clutch system components.
- Identification of intake clutch system components.
- Knowledge of clutch system operations.
- Removal and service of clutch system.
- Checks for components wear and damage.
- Troubleshooting clutch system faults.
- Use manufacture manuals on clutch system servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in light vehicle clutch service and repair.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Light Vehicle Manual Transmission Service & Repair (DTTLA414)

Competencies Addressed:

- Knowledge on functions of manual transmission components.
- Knowledge of functions of manual transaxle components.
- Identification of manual transmission components.
- Identification of manual transaxle components.
- Knowledge of manual transmission operations.
- Knowledge on manual transaxle operations.
- Power flow on 1st, 2nd, 3rd, 4th, 5th, and reverse gear.
- Gear ratio on 1st, 2nd, 3rd, 4th, 5th, and reverse gear.
- Removal and service of manual transmission/axle.

- Selection and handling of manual gear oil.
- Checks for components wear and damage.
- Troubleshooting transmission/transaxle faults.
- Use manufacture manuals on transmission/transaxle servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Light Vehicle Manual Transmission Service & Repair.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Light Vehicle Automatic Transmission servicing (DTTLA423)

Competencies Addressed:

- Knowledge on functions of automatic transmission components.
- Knowledge on functions of automatic transaxle components.
- Identification of automatic transmission components.
- Identification of automatic transaxle components.
- Knowledge on automatic transmission operations.
- Knowledge on automatic transaxle operations.
- Power flow on and gear ratio on automatic transmission/transaxle.
- Removal and service of automatic transmission/axle.
- Selection and handling of automatic transmission fluid.
- Checks for components wear and damage.
- Troubleshooting automatic transmission/transaxle faults.
- Use manufacture manuals on automatic transmission/transaxle servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in light vehicle automatic transmission servicing.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Suspension System Service & Repair (DTTLA418)

Competencies Addressed:

- Knowledge on functions of front suspension system components.
- Knowledge on functions of rear suspension system components.
- Identification of front suspension system components.
- Identification of rear suspension system components.
- Knowledge on front suspension system operations.
- Knowledge on rear suspension system operations.
- Independent suspension, rigid suspension, unibody construction.
- Removal and service suspension system.
- Selection and handling of suspension lubricant.
- Checks for components wear and damage.
- Troubleshooting suspension faults.
- Use manufacture manuals on suspension system servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in light vehicle suspension system service & repair.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Final Drive & Differential Service & Repair (DTTLA415)

Competencies Addressed:

- Knowledge on functions of final drive components.
- Knowledge on functions of differential components.
- Identification of final drive components.
- Identification differential components.
- Knowledge on final drive operations.
- Knowledge on differential operations.

- Drive shaft, rear axle, constant velocity joint, universal joint, and slip yoke.
- Hunting and non-hunting differential.
- Integral and removable differential housing.
- Removal of final drive and differential components for service.
- Selection and handling of differential lubricant, CV lubricant, and universal joint lubricant.
- Checks for components wear and damage.
- Troubleshooting faults.
- Use manufacture manuals on servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Light Vehicle Final Drive & Differential Service & Repair.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Steering System Service & Repair (DTTLA417)

Competencies Addressed:

- Knowledge on functions of rack and pinion steering system components.
- Knowledge on functions of linkage type steering system components.
- Identification of rack and pinion steering system components.
- Identification of linkage type steering system components.
- Knowledge on rack and pinion steering system operations.
- Knowledge on linkage type steering system operations.
- Manual steering, power steering, electronic controlled steering, and four-wheel steering.
- Removal of steering system components for service.
- Selection and handling of steering fluid during servicing.
- Checks for components wear and damage.
- Troubleshooting faults.
- Use manufacture manuals on servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive

salespersons, accountants etc.) wishing to undertake training in light vehicle steering system service and repair.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Wheel alignment & Tires (DTTLA419)

Competencies Addressed:

- Knowledge on steering angles, positive caster, negative caster, positive camber, negative camber, steering axis inclination, toe angles, and toe on turns.
- Perform wheel alignment manually and the use of laser machine.
- Inspect tire condition; identify tire wear patterns; check for correct size and application (load and speed ratings) and adjust air pressure; determine necessary action.
- Rotate tires according to manufacturer's recommendations.
- Dismount, inspect, and remount tire on wheel; balance wheel and tire assembly (static and dynamic).
- Dismount, inspect, and remount tire on wheel equipped with tire pressure monitoring system sensor.
- Inspect tire and wheel assembly for air loss; perform necessary action.
- Repair tire using internal patch.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in wheel alignment and tyres.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Hydraulic Brake Service & Repair (DTTLA416)

Competencies Addressed:

- Knowledge on functions of drum brake system components.

- Knowledge on functions of disc brake system components.
- Identification of drum brake system components.
- Identification disc brake system components.
- Knowledge on drum brake system operations.
- Knowledge on disc brake system operations.
- Procedure for performing a road test to check brake system operation, including an anti-lock brake system (ABS).
- Check master cylinder for external leaks and proper operation.
- Inspect brake lines, flexible hoses, and fittings for leaks, dents, kinks, rust, cracks, bulging, wear, loose fittings and supports; determine necessary action.
- Select, handle, store, and fill brake fluids to proper level.
- Test brake fluid for contamination.
- Pre-adjust brake shoes and parking brake; install brake drums or drum/hub assemblies and wheel bearings; make final checks and adjustments.
- Remove and clean caliper assembly; inspect for leaks and damage/wear to caliper housing; determine necessary action
- Remove, inspect, and replace pads and retaining hardware; determine necessary action.
- Clean and inspect rotor, measure rotor thickness, thickness variation, and lateral runout; determine necessary action.
- Check brake pad wear indicator; determine necessary action.
- Check parking brake cables and components for wear, binding, and corrosion; clean, lubricate, adjust or replace as needed.
- Check parking brake operation and parking brake indicator light system operation; determine necessary action.
- Check operation of brake stop light system.
- Troubleshooting faults.
- Use manufacture manuals on servicing and repair.
- Test repair works and cleaning of work areas.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in hydraulic braking system.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Battery & Safety (DTTLA429)

Competencies Addressed:

- Battery functions and theory.
- Perform battery state-of-charge test; determine necessary action.
- Confirm proper battery capacity for vehicle application; perform battery capacity test; determine necessary action.
- Maintain or restore electronic memory functions.
- Inspect and clean battery; fill battery cells; check battery cables, connectors, clamps, and hold-downs.
- Perform slow/fast battery charge according to manufacturer's recommendations.
- Jump-start vehicle using jumper cables and a booster battery or an auxiliary power supply.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automotive Battery & Safety.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Vehicle Periodic Maintenance (DTTLA430)

Competencies Addressed:

- Review vehicle service history and benefits of periodic maintenance.
- Different between minor service and major service.
- Knowledge of total preventative maintenance.
- Identify information needed and the service requested on a repair order.
- Identify purpose and demonstrate proper use of fender covers, mats.
- Vehicle walk around checks, in-cab checks, External Checks, Mirrors & Windows
- Mirrors secure & aligned, Load Security, Wheels & Tyres, Lights, Indicators & Reflectors, Access
- Demonstrate use of the three Cs (i.e., Concern, Cause, and Correction).
- Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.

Target Group: This course is intended for participants from industry who require

formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in vehicle servicing..

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Electrical Principles (DTTLA428)

Competencies Addressed:

- Knowledge of electrical/electronic series, parallel, and series-parallel circuits using principles of electricity (Ohm's Law).
- proper use of a digital multimeter (DMM) when measuring source voltage, voltage drop (including grounds), current flow, and resistance.
- Check operation of electrical circuits with a test light
- Check operation of electrical circuits with fused jumper wires.
- Inspect and test fusible links, circuit breakers, and fuses; determine necessary action.
- Perform solder repair of electrical wiring.
- Perform starter service, repair, test, and current draw test; determine necessary action.
- Perform charging system service, repair, test and output test; determine necessary action
- Inspect, adjust, or replace generator (alternator) drive belts; check pulleys and tensioners for wear; check pulley and belt alignment.
- Inspect interior and exterior lamps and sockets including headlights and auxiliary lights (fog lights/driving lights); replace as needed.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automotive Electrical Principles

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Gas Fuel System (DTTLA413)

Competencies Addressed:

- Knowledge on functions of gas fuel systems components.
- Identification of gas fuel systems components.
- Safety must be followed when working with gas fuel vehicles.
- Removal and service of gas engine fuel systems components.
- Checks for components wear and damage.
- Troubleshooting gas fuel system faults.
- Use manufacture manuals on engine gas fuel system servicing and repair.
- Test repair works and cleaning of work areas.

Target Group:

This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Gas Fuel System.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Engineering Science for Automotive Technician (DTTLA425)

Competencies Addressed:

- Gear ratio calculation, power flow from given gear box and ratio calculation.
- Find road speed given tire diameter, rim diameter, engine revolution, total gear ratio.
- Tire size and road speed.
- Engine capacity, compression ratio, engine stroke, engine bore.
- Friction calculation, torque calculation, frictional torque calculation, lever calculation.
- Work calculation, power calculations, brake power calculation, indicated power calculation., and mechanical efficiency calculation
- Heat calculation, specific heat capacity calculation, density calculation, relative density calculation, calorific value calculation, thermal efficiency calculation, volumetric efficiency calculation, and specific fuel consumption calculation

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive

salespersons, accountants etc.) wishing to undertake training in Automotive Supervisor/Class I Engineering Science.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Engineering Drawing for Automotive Trade - DTTLA426

Competencies Addressed:

- Use of standards abbreviation, drawing instruments, lettering & numbers, type of lines, size of drawings, layout of drawing sheets, dimensioning, symbols, and methods
- Geometrical constructions
- Orthogonal projection.
- Third angle projection, designation of third angle view, projection of orthogonal view.
- First angle projection.
- Relationship between first and third angle views.
- Production of mechanical drawing.
- Intersections and development of surface.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing automotive trade persons, trade assistants, labourers, enthusiasts, and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automotive Supervisor/Class I Engineering Drawing.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Heavy Commercial Vehicle Mechanic

Computer Fundamentals & Applications (DTTHA403)

Competencies Addressed:

- Knowledge and operation desktops/laptops
- Application of MS Word 2016 and associated features
- Application of MS Excel 2016 and associated features
- Application of MS PowerPoint 2016 and associated features

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade which may include practicing Heavy Automotive mechanics, labourers', enthusiasts and those who are involved in other non-automotive profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in computer fundamentals & applications.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Workplace Communication and Ethics (DTTHA302)

Competencies Addressed:

- Write workplace documents.
- Understand instructions, procedures and safety signage
- Demonstrate effective oral communication
- Participate in workplace meetings
- Understand the fundamental concepts of work ethics in the workplace

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade which may include practicing Heavy Automotive mechanics, labourers', enthusiasts, and those who are involved in other non-automotive profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in effective communication in the workplace.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Trade Fundamental Calculations (DTTHA304)

Competencies Addressed:

- Basics of mathematics
- Common SI Units, prefixes and mathematical number notations
- Basic algebra, solve and transpose simple algebraic equations
- Basic geometry
- Fundamentals laws of trigonometry.

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade which may include practicing Heavy Automotive mechanics, labourers', enthusiasts, and those who are involved in other non-automotive profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in trade fundamental calculations.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Workshop Safety (OH&S) (DTTHA301)

Competencies Addressed:

- Occupational health and Safety 1996
- Health and safety at work regulations 1997 (Representatives and committees)
- Apply the basic safety procedures
- Personnel safety
- Classification of dangerous goods
- Workplace evacuation procedures
- Fire safety
- Understand the actions required in an emergency
- Manual handling

Target Group: This course is intended for participants from industries who require some formal qualification or skills upgrade in the Heavy Automotive trade which may include practicing Heavy Automotive mechanics, labourers', enthusiasts, and those who are involved in other non-automotive profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automotive workshop safety (OH&S)

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Workshop Practice (DTTHA305)

Competencies Addressed:

- use of hand and cutting tools for workplace application
- use of measuring tools for workplace application
- use of power tools for workplace application
- Use of welding equipment.
- Select use, and maintain workshop equipment for workplace application
- knowledge of engineering materials

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the heavy commercial vehicle trade which may include practicing Automotive mechanics, labourers', enthusiasts, and those who are involved in other non-automotive profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Workshop Practices.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Workshop Tools & Equipment (DTTHA406)

Competencies Addressed:

- Select, use, and maintain hand tools for workplace operations
- Select, use, and maintain cutting tools for workplace operations
- Select, use, and maintain measuring instruments
- Select, use, and maintain power tools for lifting and supporting equipment

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in workshop tools & equipment.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Bearings, Seals, Gaskets, Sealants & Adhesives (DTTHA407)

Competencies Addressed:

- Prepare to select and use bearings, seals, gaskets, sealants, and adhesives.
- Select and use sealants
- Prepare to install bearings, seals, and gaskets
- Carryout installation of bearings, seals, and gaskets

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade which may include practicing Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Bearings, seals, gaskets & adhesives.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Diesel Engine Fundamentals (DTTHA408)

Competencies Addressed:

- Principles of diesel engine operation
- Cylinder block components and operation
- Cylinder head, valve train and engine front end components and operation

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade which may include practicing Heavy Automotive mechanics, labourers, enthusiasts and those who are involved in other non-automotive profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Diesel engine fundamentals.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

2-Stroke Engine Principles (DTTHA409)

Competencies Addressed:

- Identify the components in small two stroke engine.
- Explain the operation of two stroke engine components
- Troubleshoot, servicing and repair fault on engine two stroke engines.

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Light Automotive trade which may include practicing Light Automotive mechanics, laborer's, enthusiasts and those who are involved in other non-automotive profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in two stroke engines.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Lubrication System (DTTHA410)

Competencies Addressed:

- Identify the components in an engine lubricating system.
- Components functions and operations of engine lubricating systems.
- Correct lubricants, service components and correct fluids handling techniques
- Troubleshoot and repair faults on an engine lubrication system

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Light Automotive trade which may include practicing Light Automotive mechanics, laborers', enthusiasts and those who are involved in other non-automotive profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in lubricating system.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Cooling System Service and Repairs (DTTHA411)

Competencies Addressed:

- Requirements for cooling internal combustion engines
- Cooling system visual inspection & testing
- General service procedures for cooling systems
- Systematic diagnostic procedures for vehicle cooling systems
- Repair tasks on a vehicle fluid cooling system

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Cooling System Service & Repair.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Exhaust and Induction System (DTTHA412)

Competencies Addressed:

- Operation of forced air intake and exhaust systems on a Diesel Engine
- Faults and the requirements of disassembly, inspection procedures and assembly of a turbocharged forced induction and exhaust system
- Inspect and test an exhaust system on a Diesel Engine.
- Remove, disassemble, inspect, assemble and refit a turbocharger fitted to a Diesel Engine.
- Forced induction system inspection for repair
- Repair/replace engine forced induction systems

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Exhaust & Induction System Service & Repair.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Diesel Injection Pump & Injector Service (DTTHA412)

Competencies Addressed:

- Automotive fuel and diesel engine fuel subsystems.
- Mechanically managed diesel fuel system.
- Fuel filter servicing
- Injector service
- Diesel fuel injection pump removal.
- Diesel fuel injection pump replacement

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in injection pump and injector Service.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Diesel Engine Fault Diagnosis and Tuning (DTTHA414)

Competencies Addressed:

- Engine mechanical problem diagnosis
- Engine performance problems
- Engine testing instruments
- Compression test engine
- Perform tune up

Target Group:

This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Diesel Engine Fault Diagnosis and Tuning

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Diesel Engine Overhaul (DTTHA415)

Competencies Addressed:

- Engine removal, disassembly, and parts cleaning
- Engine bottom end service
- Top end service
- Front end service and engine installation

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the Heavy Automotive trade which may include practicing Heavy Automotive mechanics, laborers', enthusiasts and those who are involved in other non-automotive profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Diesel engine overhaul.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Clutch System Service & Repair (DTTHA416)

Competencies Addressed:

- Operating principles of a clutch
- Clutch adjustment procedures
- Clutch Brake functions and operation
- Troubleshoot a clutch for wear and damage and demonstrate clutch replacement

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Clutch System Service & Repair.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Standard Transmission Service and Repair (DTTHA417)

Competencies Addressed:

- Standard manual transmission components & functions
- Periodic preventative maintenance inspection
- Troubleshooting standard transmissions
- Transmission overhaul
- Auxiliary section overhaul
- Troubleshooting air shift systems

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, labourers, enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Standard Transmission Service & Repair.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automatic Transmission Service and Repair (DTHA418)

Competencies Addressed:

- Automatic transmission components and functions.
- Inspect semi-automatic, automatic transmission
- Conduct inspection and analyze results.
- Prepare and service transmission
- Carry out service to transmission

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automatic Transmission Service & repair.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Suspension System Service & Repair (DTHA419)

Competencies Addressed:

- Suspension system functions, components, and configurations.
- Inspect and service suspension systems and associated components
- Inspection and analysis
- Carry out service

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Standard Transmission Service & Repair.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Drive Axle Service and Repair (DTTHA420)

Competencies Addressed:

- Demonstrate knowledge of heavy vehicle and machine driveline and drive assembly operation and terminology.
- Prepare to undertake inspections and servicing of drivelines
- Conduct inspections and analyse results
- Carry out service
- Prepare vehicle/ equipment for use or storage

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Drive Axles Service & Repair.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Steering System Service & Repair (DTTHA421)

Competencies Addressed:

- Repairs of front axle components
- Manual steering system
- Power steering system
- Electronically variable power steering system.

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Steering System Service & Repair.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Wheel Alignment & Tires (DTTHA422)

Competencies Addressed:

- Steering angles and axle alignment and tire wear, directional stability, and handling
- Configurations and types of Wheels, Rims and Tires and wheel balancing
- Tire, Rim, and Wheel Service
- Wheel Hubs, Bearings, and Seals

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Wheel Alignment & Tires.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Brake System Fundamentals (DTTHA423)

Competencies Addressed:

- Principles of operation of a hydraulic brake system.
- Principles of operation of an air over hydraulic brake system.
- Principles of operations of the air brake system
- Operation of a typical hydraulic ABS.

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Brake System Fundamentals.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Air Brake Servicing (DTTHA424)

Competencies Addressed:

- Brake testing and analysis
- Air brake system troubleshooting
- Brake systems and/or associated components

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Air Brake Servicing.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Vehicle Periodic Maintenance (DTTHA425)

Competencies Addressed:

- Setting up a maintenance program

- Out of service or dead lining a vehicle
- Preventative Maintenance Scheduling
- Lubricant selection

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Vehicle Preventative Maintenance.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Fundamentals of Electricity (DTTHA426)

Competencies Addressed:

- Electrical & electronics basics
- Engine Management Systems
- Wiring Diagrams and application of Safety Devices
- Battery Service and testing

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers', enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Fundamentals of Electricity.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Hydraulic Fundamentals and Applications (DTTHA427)

Competencies Addressed:

- Hydraulic principles applying to automotive components.
- Good work practices when repairing hydraulic systems.
- Hydraulic systems and components used in automotive applications.

Target Group: This course is intended for participants from the automotive industry who require formal training or skills upgrade in the automotive trade which may include practicing mechanics/technicians, laborers, enthusiasts and those who are involved in other non-automotive profession in this industry (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Hydraulic Fundamentals and Applications.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Electrical & Electronics

Automotive Electrical & Electronics Principles (AES001)

Competencies Addressed.

- Knowledge on electrical safety
- Knowledge on safety in electrical workshop
- Understand the fundamentals of electrical circuits
- Knowledge on basic units of electrical measurement
- Basic understanding on the types of electrical circuits
- Knowledge on principle of Ohm's Law
- Basic understanding of simple electronic devices used in automotive circuit
- Basic understanding of the use of an automotive battery
- Knowledge on the features of an automotive battery
- Precautions and procedure for testing and charging a battery
- Measurement of current, voltage and resistance in circuits

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electricians, trade assistant, enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automotive Electrical and Electronic Principles.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Starting System (AES002)

Competencies Addressed:

- Knowledge on purpose of starting system
- Description of the layout of starting system
- Identification of the components of starting system.
- Safety Practices while working on starting system
- Procedure to dismantle and assemble a starter motor
- Procedure to inspect and test starter motor components
- Procedure to service starter motor
- Basic knowledge to test starting system

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electrician, trade assistant, enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Starting System.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Ignition System (AES003)

Competencies Addressed:

- Identification of four stroke cycle engine components
- Basic knowledge of the operation of four stroke cycle engine
- Knowledge on purpose of ignition system
- Description of the layout of ignition system
- Identification of the components of ignition system.
- Knowledge on function of each ignition system components
- Basic knowledge of ignition system operation
- Safety Practices while working on ignition system
- Procedure to dismantle and assemble a contact point ignition distributor
- Procedure to inspect and test a contact point ignition distributor components
- Procedure to service a contact point ignition distributor
- Basic knowledge to test ignition system
- Procedure to set ignition timing

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing automotive electricians, trade assistant, enthusiasts and those who

are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Ignition System.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Charging System (AES004)

Competencies Addressed:

- Knowledge on purpose of charging system
- Description of the layout of charging system
- Identification of the components of charging system.
- Basic knowledge of charging operation
- The method of controlling charging voltage
- Operation of different types of voltage regulator
- Safety Practices while working on charging system
- Procedure to dismantle and assemble an alternator
- Procedure to inspect and test alternator components
- Procedure to service an alternator
- Replacement procedure for worn out or damaged parts of an alternator

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electrician, trade assistant, enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in charging system.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Vehicle Electronic System (AES005)

Competencies Addressed:

- Understand the differences between analogue and digital electronics
- Basic operation logic gates
- Purpose and function of integrated circuits
- Operation of memory devices used in automotive circuits.

- Basic operation of a microprocessors
- Knowledge on purpose of Vehicle electronic systems
- The conditions sensed by vehicle electronic systems are described
- Causes of damage to electronic control units
- Importance of adhering to the vehicle manufacturer's specifications
- Procedure to test defective components
- Procedure to replace defective components
- Procedure to test function of the repaired system

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing automotive electricians, trade assistant, enthusiasts and those who are involved in other profession [e.g., teacher's, automotive salespersons, accountants etc.] wishing to undertake training in Vehicle Electronic System.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Electronic Ignition System (AES006)

Competencies Addressed:

- Knowledge on purpose of electronic ignition system
- Advantages Type of electronic ignition system
- Description of the layout of electronic ignition system
- Identification of the components of electronic ignition system.
- Knowledge on function of each electronic ignition system components
- Basic knowledge of electronic ignition system operation
- Type of electronic ignition system
- Safety Practices while working on electronic ignition system
- Procedure to dismantle and assemble ignition distributor
- Procedure to inspect and test an ignition distributor components
- Procedure to test and service distributor less ignition system

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing automotive electricians, trade assistant, enthusiasts and those who are involved in other profession [e.g. teacher's, automotive salespersons, accountants etc.] wishing to undertake training in Electronic Ignition System.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Electronic Fuel Injection (AES007)

Competencies Addressed:

- Knowledge on purpose of electronic fuel injection
- Advantages of electronic fuel injection
- Types of electronic fuel injection
- Identification of air induction, fuel and electronic control systems
- Basic knowledge of air induction, fuel and electronic control system components
- Basic knowledge of fuel system components
- Understand operation of air induction, fuel and electronic control systems
- Procedure to service serviceable parts of air induction, fuel and electronic control systems
- Procedure to replace replaceable parts of air induction, fuel and electronic control systems
- Practice general safety precautions while working EFI systems.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electrician, trade assistant, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Electronic Fuel Injection.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Engine Management (AES008)

Competencies Addressed.

- Knowledge on purpose of Engine Management System
- Description of the layout of Engine Management System
- Identification of the components of Engine Management System.
- Knowledge on function of each Engine Management System components
- Basic knowledge of Engine Management System
- Safety Practices while working on Engine Management System

- Procedure to inspect and test Engine Management System components
- Procedure to service Engine Management System
- Replacement procedure for damaged parts of Engine Management System
- Basic knowledge to diagnose Engine Management System faults
- Basic knowledge to test Engine Management System components

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electricians, trade assistant, enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Engine Management.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Vehicle Instrumentation System (AES010)

Competencies Addressed:

- Knowledge on functions of vehicle instrumentation system.
- Knowledge on functions of vehicle instrumentation system components.
- Identification of vehicle instrumentation system components.
- Types of instrumentation gauges
- Identification of different types of instrumentation gauges.
- Knowledge on thermal type gauge operations.
- Knowledge on mechanical type gauge operations.
- Knowledge on digital type gauge operations.
- Knowledge on fuel tank gauge operations.
- Types of sender units
- Understand basic construction and operation of sender units
- Troubleshooting faults in instrumentation system.
- Basic servicing, testing and replacing of sender units.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing automotive electricians, trade assistant, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Vehicle Instrumentation System.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Automotive Air-conditioning (AES011)

Competencies Addressed:

- Knowledge on purpose of automotive air-conditioning system
- Description of the layout of automotive air-conditioning system
- Identification of the components of automotive air-conditioning system.
- Knowledge on function of each automotive air-conditioning system components
- Basic knowledge of automotive air-conditioning system operation
- Safety Practices while working on automotive air-conditioning system
- Procedure to service automotive air-conditioning system
- Replacement procedure for defective automotive air-conditioning system components

Target Group:

This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electrician, trade assistant, enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Automotive Air-conditioning and Heating System.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

ABS Brakes (AES012)

Competencies Addressed:

- Knowledge on purpose of ABS, TCS and ESP brakes
- Description of the layout of ABS, TCS and ESP brakes
- Identification of the components of ABS, TCS and ESP brakes.
- Knowledge on function of each ABS, TCS and ESP brakes components
- Basic knowledge of ABS, TCS and ESP brakes operation
- Safety Practices while working on ABS, TCS and ESP brakes **system**

- Procedure to inspect and test ABS, TCS and ESP brakes system components
- Procedure to service ABS, TCS and ESP brakes system
- Basic knowledge to diagnose and repair ABS, TCS and ESP brakes system

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electrician, trade assistant, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Electronic Braking System.

Fee: \$198.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Vehicle Accessories System (AES013)

Competencies Addressed:

- Knowledge on function of accessories system
- Description of the layout of accessories system
- Identification of the components of accessories system.
- Knowledge on function of each accessories system components
- Knowledge on function of security system
- Description of the layout of security system
- Identification of the components of security system.
- Knowledge on function of each security system components
- Basic knowledge of diagnosing and repairing security system faults
- Knowledge on function of entertainment system
- Description of the layout of entertainment system
- Knowledge on installation of entertainment system

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electrician, trade assistant, enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Vehicle Accessories System.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Vehicle Wiring System (AES014)

Competencies Addressed:

- Knowledge on purpose of lighting system
- Description of the layout of lighting system
- Identification of the components of lighting system.
- Knowledge on function of each lighting system components
- Basic knowledge of lighting system operation
- Knowledge of importance of relays, fuse and switches used in the lighting system
- Safety Practices while working on lighting system
- Procedure to remove and replace light assembly
- Procedure to inspect and test lighting system circuit
- Procedure to adjust head lamps
- Replacement procedure for defective lamps
- Service procedure for serviceable components lighting system
- Replacement procedure for fuses
- Basic knowledge to test relays
- Basic knowledge to test switches
- Knowledge on LTA requirements for lighting system
- Knowledge on purpose of interior lamps

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electrician, trade assistant, enthusiasts and those who are involved in other profession (e.g., teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Vehicle Wiring System.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Hybrid Electric Vehicle System (AES009)

Competencies Addressed:

- Types of Hybrid Electric Vehicles
- Construction of Hybrid Electric Vehicle System
- Operation of Hybrid Electric Vehicle System
- Hybrid Electric Vehicle safety
- Precautions to take in case of emergency
- Emergency shutdown of Hybrid Electric Vehicles

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Automotive trade which may include practicing Automotive electrician, trade assistant, enthusiasts and those who are involved in other profession (e.g. teacher's, automotive salespersons, accountants etc.) wishing to undertake training in Hybrid Electric Vehicle System.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Hybrid Electric Vehicle Battery Service (AES015)

Competencies Addressed:

- Types of Hybrid Electric Vehicles Batteries
- Construction of High Voltage Batteries
- High Voltage Battery testing
- High Voltage Battery replacement
- High Voltage Battery service
- High Voltage Battery disposal procedure

Target Group: This course is intended for participants from automotive industry who has successfully completed Hybrid Electric Vehicle System and wishing to upgrade their skills and knowledge on testing, servicing, and replacing low and high voltage batteries on Hybrid Electric Vehicles (HEVs).

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Welding & Fabrication

Workshop & Welding Safety (DTTWF405)

Competencies Addressed:

- The workplace evacuation procedure
- The correct lifting technique
- Safety equipment for working at heights.
- Factors that determine severity of electric shock
- Fume and Ventilation in Welding
- Safety measures in arc welding
- Material Safety Data Sheets

Target Group: This course is intended for participants from industry who require some formal qualification or skills upgrade in the welding trade which may include practicing welders, Labourers, enthusiasts, and those who are involved in other non-welding profession in this industry (e.g., teacher's, welding salesperson, accountants etc) wishing to undertake training in welding safety.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Welding and Fabrication Level 1 (DTTWF302)

Competencies Addressed:

- Familiarization of industries in the welding trade
- Safe work practices
- Common workshop hand and power tools
- Welding symbols
- Basic applications of the calculator
- Numerical expression converted to engineering notation.
- Drilling machine and operations
- Properties and applications of common engineering materials
- Safe setting up and application of oxy acetylene equipment's
- Arc welding equipment's

Target Group:

This course is intended for participants from industry who require some formal qualification or skills upgrade in the welding trade which may include practicing welders, laborer, enthusiasts, and those who are involved in other non-welding profession in this industry (e.g., teacher's, welding salesperson, accountants etc.) wishing to undertake basic training in welding.

Fee: \$660

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Welding Calculations (DTTWF406)

Competencies Addressed:

- Areas of common shapes

- Arc length and area of circle and sector
- The volumes and surface areas of common shapes
- The theorem of Pythagoras
- Cutting list for least wastage
- Areas and weights of sections
- Basic usage of tolerance
- Efficient cutting lists
- Substitution of cylindrical for rectangular tank

Target Group: This course is intended for new entrants to the trade who have completed Module I & II and for participants from the industry who require some formal qualification or skills upgrade in the welding trade which may include practicing welders, Labourers, enthusiasts, and those who are involved in other non-welding profession in this industry [e.g., teacher's, welding salesperson, accountants etc.] wishing to undertake basic training in engineering calculation

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Welding and Fabrication Level 2 (DTTWF404)

Competencies Addressed:

- The roles and responsibilities of workers in a workplace under the Act
- Various heavy machine tools are used in fabrication and welding.
- Various lifting equipment's
- Ferrous and nonferrous metals
- Orthographic projection concepts
- SI Units and metric prefixes
- Basic operations of algebra
- Application of GP standard welding
- Coding of electrodes

Target Group: This course is intended for participants from industry who require training or skills upgrade and have completed Welding and Fabrication Fundamentals Module 1 which may include practicing welders, laborer, trade assistant, enthusiasts and those who are involved in other non-welding profession [e.g., teacher's, welding salespersons, accountants etc.] wishing to undertake training in welding.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Workplace Communication & Ethics (DTTWF401)

Competencies Addressed:

- The fundamentals of the communication process
- Effective job research methods
- The right tone to be achieved in a memo or letter.
- The classifications of regulatory signs
- The presentation software
- Effective meeting techniques
- The relationship of work ethic and job performance

Target Group: This course is intended for participants from the industry who require formal training or skills upgrade in the welding trade which may include practicing welders, Labourers, enthusiasts, and those who are involved in other non- welding professions. (e.g., teachers, welding salespersons, accountants etc.) wishing to undertake training in workshop communication & ethics.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Computer Fundamentals & Applications (DTTWF403)

Competencies Addressed:

- Startup operation of a computer.
- File menu to access the Microsoft Office Backstage view.
- Basic text formatting functions.
- Multiple workbook windows
- Changes to a chart after it has been created.
- Creating slides, applying a slide design, and inserting slide elements.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts and those who are involved in other non-welding profession (e.g., teacher's, salespersons, accountants etc.) wishing to undertake training in computer fundamentals and application.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Gas Welding and Cutting (DTTWF407)

Competencies Addressed:

- Selected to meet welding requirements with accepted industry practice.
- Safe testing of gas leaks and corrective ways
- A cutting sequence is planned to minimize steel distortion.
- The three flame settings

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in gas welding and cutting.

Fee: \$187

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Arc Welding Technology 1 (DTTWF409)

Competencies Addressed:

- The characteristics of the welding power source
- Selection, handling, and storage of welding consumables
- Welding transformer details
- Electrode coding
- Good weld beads

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in basic arc welding.

Fee: \$187

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Arc Welding Technology 2 (DTTWF408)

Competencies Addressed:

- Proper equipment setup
- Routine maintenance
- Distortion
- Weldability of different ferrous metals
- Methods of applying preheat

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, welding salespersons, accountants etc.) wishing to undertake training in arc welding module 2.

Fee: \$187

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

MIG Welding - Mild Steel (DTTWF410)

Competencies Addressed:

- MIG welding components
- Shielding gas selection
- The correct gas mixtures
- MIG operation faults
- Weld imperfections

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in MIG welding for mild steel

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

MIG Welding Aluminum (DTTWF411)

Competencies Addressed:

- Different arc transfer mode
- The equipment's used for welding aluminum
- GMAW semiautomatic setup
- Fillet welding defects
- Weld imperfections

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g. teacher's, welding salespersons, accountants etc.) wishing to undertake training in MIG welding for aluminum.

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

MIG Welding - Stainless Steel (DTTWF412)

Competencies Addressed:

- Specific applications of stainless steel
- Safety practices of MIG
- Different types of stainless steel
- Starting and shutting down procedure of MIG
- Types of MIG welding transfer
- Fillet welding defects

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in MIG stainless steel.

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

TIG Welding (DTTWF414)

Competencies Addressed:

- GTA welding operation and application
- The advantages and limitations of TIG welding
- GTAW equipment's and power supply
- Preparation of GTAW electrode
- TIG welding benefits, limitations, and common concerns
- Fillet welding defects have been identified.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in TIG welding.

Fee: \$242

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

High Pressure Pipe Welding (DTTWF414)

Competencies Addressed:

- Standard symbols designating the welding positions.
- Procedures to set up of high-pressure pipes.
- Pipe welding codes and standards
- Welding speed and amperage selection
- Welding inspection documentations

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in high pressure pipe welding.

Fee: \$242

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Engineering Drawing (DTTWF416)

Competencies Addressed:

- Technical terms in drawings
- Efficient system of labelling and cross-referencing drawings
- Various views in orthogonal projection
- Drafting principles
- Perspective-projection grid for guided sketching
- Isometric projections and oblique drawings

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in engineering drawing.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Fabrication Techniques (DTTWF416)

Competencies Addressed:

- The floor layout from the given project drawing
- Bending and joining allowance
- Carry out forming and bending.
- The cost for structural sections
- Marking out tool usage

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in fabrication technique.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Non-Destructive Testing (DTTWF417)

Competencies Addressed:

- Non-destructive testing methods
- Material testing used in industry.
- Inspection checklist
- Recording of data
- Various NDT process/method

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the welding trade which may include practicing welders, trade assistants, unskilled workers and enthusiasts who are involved in other profession (e.g., teacher's, welding salespersons, accountants etc.) wishing to undertake training in nondestructive testing.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Maintenance & Diagnostics

Basic Fitting & Machining (DTTMD301)

Competencies Addressed:

- Practicing good discipline and safety in workplace
- Use of hand tools and power tools
- Reading precision measuring instruments
- Grinding single point cutting tool and selecting type of grinding wheel
- Demonstrating basic operation of lathe

Target Group: This course is intended for the participants who have some experience in Fitting and Machining from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g., teacher's, industrial suppliers' salespersons, accountants etc.) wishing to undertake training in fitting and machining.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Mechanical Engineering Drawing & Interpretation (DTTMD302)

Competencies Addressed:

- Identifying basic principles of engineering drawing practice
- Interpreting terminology and abbreviations used in mechanical engineering drawings
- Dimensioning geometry and conventional representation of features and parts
- Interpreting first and third angle projection
- Read assembly drawing.
- Create drawings for production and manufacturing.

Target Group: This course is intended for participants from industry who require some formal training or skills upgrade in which may include practicing fitter and turner, trade assistants, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in engineering drawing and interpretation.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Introduction to CAD (DTTMD402)

Competencies Addressed:

- Basics skills & knowledge to create a basic 2D drawing using the AutoCAD software
- Setting Drawing Limits and Drawing Area
- Understanding Cartesian and Polar coordinates input system
- Identifying the drawing standards for industry

Target Group: This course is intended for participants from industry who require some formal training or skills upgrade in which may include practicing fitter and turner, trade assistants, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in introduction to computer aided design.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Applied Engineering Materials (DTTMD303)

Competencies Addressed:

- Differentiate metals and non-metals.
- Knowing the various materials and properties in engineering
- Understanding the effect of temperatures on materials and treatments
- Explain factors affecting material properties.
- Identifying material application compared to the common materials used.

Target Group: This course is intended for participants from industry who require some formal training or skills upgrade in which may include practicing fitter and turner, trade assistants, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in applied engineering materials.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Basic Tribology (DTTMD311)

Competencies Addressed:

- Identifying types of lubrication systems
- Understanding open, closed, immersed, gravity, pressurized, and splash in lubrication system
- Identifying lubricants and its components
- Application of lubricants
- Demonstrate monitoring of lubrication products

Target Group: This course is intended for participants from industry who require some formal training or skills upgrade in which may include practicing fitter and turner, trade assistants, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in basic tribology.

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Care & Maintenance of Bearings (DTTMD318)

Competencies Addressed:

- Understanding bearing specification
- Reading bearing catalogue
- Selecting correct type of bearings and application
- Using correct tools in fitting bearing
- Inspecting correct clearances on different stages of fitting

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in Care & Maintenance of Bearings

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Computer Fundamentals & Applications (DTTMD327)

Competencies Addressed:

- Use of computer for basic purposes of preparing:
- personnel/business letters,
- viewing information on Internet (the web),
- sending mails,
- using internet banking services etc.
- Computer users digitally literate
- Aid the PC penetration program.
- Small business communities, housewives to maintain their small account.

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in computer fundamentals and application

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Doggers & Riggers (DTTMD321)**Competencies Addressed:**

- Using techniques, including the selection or inspection of lifting gear
Demonstrate knowledge on the use of various types of ropes, slings, chains and accessories.
- Calculate the safe working load (SWL) of any rope, sling, or chain to be used for lifting.
- Demonstrate knowledge for selecting and using appropriate safe slinging techniques.
- Demonstrate knowledge on hand and whistle signals used for directing loads.
- Safely sling a load
- Directing a crane or hoist operator in the movement of a load when the load is out of the operator's view
- Dogging skills or rigger skills, permitted to perform dogging activities.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Trade of Fitting and Machining which may include practicing plant operators, laborers, enthusiasts and those who are involved in other non-mechanical profession in this industry (e.g. teacher's, electrical salespersons, accountants etc.) wishing to undertake training in Doggers & Riggers

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Mechanical Science (DTTMD308)**Competencies Addressed:**

- Demonstrate knowledge of the concept on forces, effect of forces on different materials and moment compared to actual engineering field.
- List the cause's friction and its effect on moving parts identify different types of machine and resolve practical problems on machines.
- Calculate the work done, energy and power and take account on effects of temperature and heat.

- Demonstrate knowledge on atmospheric pressure using a barometer or a manometer and calculate pressure related calculation.
- Ability to use and develop and design materials to satisfy our human requirements.
- Select particular mechanical factors fit for a particular load, rating of machines.
- Determine the safe operation load
- Design operational procedures

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in engineering mechanics.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Heat Engines (DTTMD328)

Competencies Addressed:

- Identifying the basic physical principles behind the use of various heat engines.
- Evaluating the environmental, social, and economic trade-offs
- Understanding the thermodynamic principles involved
- Understanding the consequences of present and future power system alternatives
- Responding to the demanding energy saving and efficiency

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in Heat Engines

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Hydraulic Power Systems (DTTMD329)

Competencies Addressed:

- Identifying simple hydraulic system
- Designing hydraulic implement systems, steering systems, brake systems, power assisted steering, power train systems and automatic transmissions.
- Understanding the basic hydraulic principles
- Applying safe work procedures
- Explain hydraulic principles circuit.
- Explain Pascal's Law in hydraulic principles circuit.
- Describe series and parallel hydraulic principles circuit.
- Explain the purpose and operation of basic hydraulic circuits and components.

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in hydraulic power system

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Industrial Pumps 1 (DTTMD313)

Competencies Addressed:

- Identifying the two main categories of industrial pumps
- Understanding the characteristics of a pump
- Identifying NPSH of a pumping system
- Practicing safe working procedures
- Calculate suction heads of pumps and NPSH.

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g., teacher's, industrial suppliers' salespersons, accountants etc.) wishing to undertake training in Industrial Pumps

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Industrial Pumps 2 (DTTMD406)

Competencies Addressed:

- Selecting correct pumping system for a particular load
- Determining head of a pump
- Identifying NPSH of a pumping system
- Trouble shooting industrial pumps.
- Pump selection criteria and rating of pumps.
- Pump performance and of pump operating curves and their application for centrifugal pumps.
- Pump performance when operating in series and parallel.
- Identify pumping design and application.

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g., teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in Industrial Pumps 2

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Apply Basic Meat Works Industry Skills (CBM3120)

Competencies Addressed:

- Hygiene and Sanitation of Equipment & Machines
- Maintaining machines and equipment
- Identify equipment used for cutting meat.
- Explain Tools for Sharpening and Honing.
- Meat Band Saw Operation
- Illustrate knife filling for meat workers.

Target Group:

This course is intended for participants from industry who require some formal training or skills upgrade in which may include practicing machine operator, trade assistant, meat process workers, employed or unemployed participants,

enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in meat industry engineering skills.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Machine Installation & Commissioning (DTTMD331)

Competencies Addressed:

- Identifying procedures for installation
- Setting and configuring machine setting
- Recording tests and documents
- Understanding stakeholders involve

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Trade of Fitting and Machining which may include practicing plant operators, laborers', enthusiasts and those who are involved in other non-mechanical profession in this industry (e.g. teacher's, electrical salespersons, accountants etc.) wishing to undertake training in Machine Installation and Commissioning

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Engine Maintenance/ Diagnostics & Repair (DTTMD407)

Competencies Addressed:

- Identify different "Maintenance Strategies" and "Condition Monitoring."
- Identify the importance of "Preventive Maintenance Schedule", "Maintenance Log" and "Repair History Log".
- Identify the principles and how to install and maintain different mechanical drives: Belt Drives, Chain Drives, and Enclosed Gear Drives.
- Demonstrate knowledge to align shafts for the installation of couplings using different methods
- Calculate speeds for belt drives, chain drives and gear drives.
- Eliminate or avoid unnecessary or unplanned downtime due to failure.
- Ensuring the reliability and safety of plant equipment.

- Appropriate management must be applied to avoid unplanned failure
- Impact of environmental pollutions.
- Cutting production costs immensely

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in maintenance and diagnostics

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Pneumatic Power Systems (DTTMD330)

Competencies Addressed:

- Identifying pneumatic control systems
- Understanding the advantages of pneumatic system
- Understanding how compressed air transmits and control energy.
- Demonstrate knowledge of Pneumatic systems.
- Demonstrate knowledge on production and transportation of compressed air
- Demonstrate knowledge on consumption of compressed air
- Identify Principles of pneumatic control
- State Different kinds of basic circuits
- State different kinds of basic circuits and the application of pneumatic systems
- Controlling train doors, automatic production lines, mechanical clamps and dampers

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g., teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in pneumatic power system

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Precision Measurement & Inspection Technique (DTTMD420)

Competencies Addressed:

- Know whether the components they make are to the required dimensional and accuracy standards.
- Know that the components they are working with, repairing or servicing are to the required size and accuracy.
- Role in establishing these needs and support other areas of assuring quality in the products produced.
- Product is accurate and to dimensional standards.
- Mechanical measurement and inspection techniques that apply to a range of engineering activities.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Trade of Fitting and Machining which may include practicing plant operators, laborers', enthusiasts and those who are involved in other non-mechanical profession in this industry (e.g. teacher's, electrical salespersons, accountants etc.) wishing to undertake training in Precision Measurement & Inspection

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Engineering Calculation (DTTMD420)

Competencies Addressed:

- Carry out basic routine workplace calculations.
- Apply mathematical techniques to perform calculations which are typical of the metal and engineering industry.
- Apply techniques to perform calculations with the aid of a Scientific Calculator
- Discuss prior knowledge of decimals, fractions, and percent.
- Apply estimation techniques to practical problems and situations.
- Carry out required mathematical operations, preparing basic estimates of mass, size and volume.
- Interpreting basic graphical representations of mathematical information
- Calculating industry-related tasks using manual and electronic processes

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the Trade of Fitting and Machining which may include practicing plant operators, laborers', enthusiasts and those who are involved in other non-mechanical profession in this industry (e.g. teacher's, electrical salespersons, accountants etc.) wishing to undertake training in Engineering calculation.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Workplace Communication & Ethics (DTTMD322)

Competencies Addressed:

- Use of computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc
- Define and analyze a writing or speaking situation.
- Develop a logical, clear response to that situation.
- Develop a logical, clear response to that situation.
- Work effectively as a part of a team.
- Computer users digitally literate
- Aid the PC penetration program
- Small business communities, housewives to maintain their small account.

Target Group: This course is intended for the trade who have some experience in Fitting and Machining for participants from industry who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in computer fundamentals and application

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Basic Craft Practice (DTTDM310)

Competencies Addressed:

- Identifying characteristics of hand tools and their uses
- Ability to work safely.
- Reading measuring tools accurately
- Understanding datum
- Ability to braze and weld.

Target Group: This course is intended for participants from industry who require some formal training or skills upgrade in which may include practicing fitter

and turner, trade assistants, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in basic craft practice.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Basic Boiler Operation (DTTDM332)

Competencies Addressed:

- Practicing good discipline and safety in at Boiler Shop/station
- Use of equipment in boiler operation
- Knowledge of other types of Boilers
- Water Treatment and Feed Water
- Knowledge of Boiler Operation (Start-up, shutdown & Emergency shut down)

Target Group: This course is intended for the trade who have some experience in Fitting and Machining or Plant Engineering for participants who require some formal qualification or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in Boiler Operation

Fee: \$770

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Machining Processes (DTTMD424)

Competencies Addressed:

- Care and maintenance of Precision Measuring Tools and accurate measurement
- Practice Taper Turning and Boring
- Understand Concentric and Eccentric Turning
- Explain Milling operation.

Target Group: This course is intended for the trade who have some experience in electrical for participants from industry who require some formal qualification

or skills upgrade in which may include practicing mechanics, assistant hands, enthusiasts and those who are involved in other profession (e.g. teacher's, industrial suppliers salespersons, accountants etc.) wishing to undertake training in machining.

Fee: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

AutoCAD

Fundamentals of Computer Aided Design Module 1 (MEACAD001-1DT)

Competencies Addressed:

- Use the Computer
- Start AutoCAD using the four methods
- Control the Drafting Properties settings
- Identify and use the keyboard special keys
- Control the Template drawing concepts settings

Training Entry Requirements: The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD fundamentals:

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Fundamentals of Computer Aided Design Module 2 (MEACAD002-1DT)

Competencies Addressed:

- Introduce Basic 2D Drawing Creation
- Start Precision Drawing Tools
- Control the Editing AutoCAD Objects Process

- Identify and use the Layers
- Control Displaying and Viewing AutoCAD Objects

Training Entry Requirements: The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD fundamentals.

Fee: \$250.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Fundamentals of Computer Aided Design Module 3 (MEACAD003-1DT)

Competencies Addressed:

- Introduce Drawing organization and Query
- Start Annotating AutoCAD Objects
- Control the Dimensioning Process
- Identify and use the Hatch Objects
- Control Plotting AutoCAD Objects

Training Entry Requirements: The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD fundamentals: .

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

2-Dimensional Design Module 1 (MEACAD004-1DT)

Competencies Addressed:

- Create new camera views
- Navigate the ucs
- Understand the basic command
- Identify Symbol Libraries
- Control the Fields and Tables

Training Entry Requirements:

The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD fundamentals

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

2-Dimensional Design Module 2 (MEACAD005-1DT)

Competencies Addressed:

- Create new camera views
- Navigate the UCS
- Understand the basic command
- Identify Symbol Libraries
- Control Fields and Tables

Training Entry Requirements: The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD fundamentals:

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

2-Dimensional Design Module 3 - MEACAD006-1DT

Competencies Addressed:

- Understand Power Editing
- Organizing Project using Sheet Sets
- Managing and Sharing Your Drawings
- Using External References
- Editing for Productivity

Training Entry Requirements: The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD fundamentals: .

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

3-Dimensional Design Module 1 - MEACAD007-1DT

Competencies Addressed:

- Introducing 3D
- Create a 3D Drawing
- Understand Working in 3D
- Identify 3D Modelling
- View a 3D Drawing

Training Entry Requirements: The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD 3D.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

3-Dimensional Design Module 2 (MEACAD008-1DT)

Competencies Addressed:

- Create 3D Visualization Techniques
- Navigate the Rendering Concepts
- Add Materials to the Model
- Identify Symbol Libraries
- Control the Wireframe settings

Training Entry Requirements: The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD 3D.

Training Resources: All resources required for this training will be provided during the training – NTPC Authorized Training Center, AutoCAD Fundamentals Learners Guide.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

3-Dimensional Design Module 3 (MEACAD009-1DT)

Competencies Addressed:

- Create new 3D Visualization Techniques

- Add Bitmap Image
- Understand the Scenes & Lighting
- Identify different viewports for 3D
- Plot 3D Drawings

Training Entry Requirements: The trainee must have some relevant work experience or an interest in the trade.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in computer aided drafting and may include practicing draftsman, junior draftsman and enthusiast who are involved in other profession (example, teachers, trades person, salesperson, accountant etc.) wishing to undertake training in AutoCAD 3D.

Fee: \$350

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Refrigeration And Air Conditioning Workplace Safety (RAC0002)

Competencies Addressed:

- The knowledge of the Occupational Health & Safety Act of Fiji procedures.
- Types of workplace environment,
- The associated hazards and occupational environment safety signs.
- General safety standards in the workplace
- How to work safely with electricity

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in workplace safety

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Trade Calculations Fundamentals (RAC0003)

Competencies Addressed:

- Describe the basics of arithmetic
- Explain common SI Competencies, prefixes and mathematical number notations
- Explain basic algebra and solve and transpose simple algebraic equations
- Demonstrate the knowledge of the basic geometry
- Explain the fundamental laws of trigonometry

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in training in engineering calculations.

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Refrigeration Fundamentals (RAC0001)

Competencies Addressed:

- Understand refrigeration tradespersons, assistant tradespersons Industry
- Understand introduction to the Vapour Compression System
- Understand matter, heat, and heat transfer
- Temperature it's effect and measurements
- Understand the differences between sensible and latent heat and the effects they have on matter
- Understand how Pressure is measured and the scales used on various pressure measuring instruments
- Know the different refrigerant conditions
- Understand the refrigerant relationships between pressure, temperature, and enthalpy
- Understand how to read pressure/enthalpy diagram

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in refrigeration fundamentals.

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Refrigeration Procedures (RAC0004)

Competencies Addressed:

- Knowledge of tools and equipment used in the trade
- Cut and bend copper tubes to industry standards
- Flare and swage copper tubes to industry standards
- Silver braze copper tubes to levels required.
- How to select and cut compressor gaskets
- Knowledge of refrigeration system access valves and pumping down system

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in refrigeration procedures.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Workshop Craft Practice (RAC0006)

Competencies Addressed:

- Knowledge of safely handling engineering hand and power tools and processes.
- Knowing how to use and handle engineering measuring tools safely.
- Ability to mark out a workpiece to given specifications
- Ability to carry out sheet-metal works
- Ability to carry out drilling works
- Display knowledge of engineering materials
- Display knowledge of material joining methods

Target Group: This course is intended for participants from industry who must have an interest in the trade, some work experience, or some form of vocational training formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons,

labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in workshop craft practice

Fees: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Refrigerants (RAC0005)

Competencies Addressed:

- Understand the function and purpose of a refrigerant used in a basic refrigeration system.
- Explain the methods of recovering and reclaiming refrigerant from systems as required by the Codes of Good Practices.
- Explain the methods of refrigerant leak detection associated with refrigeration and air conditioning systems
- Explain the methods of evacuating and dehydrating refrigeration tradespersons, assistant tradespersons systems and the various causes of contamination within refrigeration systems and their effects on the systems operation.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts, and those who are involved in other professions (e.g., teacher's, salespersons, accountants etc.) wishing to undertake training in types of refrigerants.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Refrigeration System Components (RAC0007)

Competencies Addressed:

- Knowledge of the types of refrigeration compressors and explain their function, basic operation, construction, and applications.
- The basic operation, construction and applications of condensers and liquid receivers.
- The main function, types, operation, construction, and application of

evaporators used in a refrigeration system.

- The function, types, basic operating principles, construction, and application of liquid refrigerant flow controls.
- The basic concept of temperature difference in regard to condensers, evaporators, relative humidity and ambient conditions and their basic effect on the operation of a refrigeration system.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in refrigeration systems components.

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Workplace Communication and Ethics (RAC0009)

Competencies Addressed:

- The knowledge of foundations for technical communication
- Knowledge of workplace documents
- Knowledge of instructions, procedures and safety signage
- Effective oral communication
- Effective workplace meetings
- Effective work ethics in the workplace

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in workplace communication and ethics

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Computer Fundamentals & Applications (RAC0011)

Competencies Addressed:

- Basic knowledge and operation of desktops/laptops.
- Basic knowledge of the fundamental application of MS Word 2014 and associated feature
- Basic knowledge of the fundamental application of MS Excel 2014 and associated features.
- Basic knowledge of the fundamental application of MS PowerPoint 2014 and associated features.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in computer fundamentals and applications

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Electrical Principles (RAC0013)

Competencies Addressed:

- Knowledge of basic electrical
- Knowledge of resistors and dc circuits
- Knowledge of single-phase ac principles
- Explain the fundamental concepts of electrochemistry
- Knowledge of the concepts of magnetism
- Knowledge of inductors and capacitors

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in electrical principles.

Fees: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Fundamentals of Air Conditioning (RAC0008)

Competencies Addressed:

- Explain common terms that are applied in air conditioning.
- Types of air conditioning systems and their uses are explained
- Factors that affect human comfort are explained
- Various air conditioning components are identified and interpreted
- Ventilation systems and their applications are explained

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in fundamentals of air conditioning.

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Domestic Refrigerators and Freezers (RAC0010)

Competencies Addressed:

- Knowledge of the components and their functions in domestic refrigerators and freezers.
- Observe safety procedures in the installation and repair of domestic refrigerators and freezers.
- Carry out reclaim and recovery procedures from a training Course.
- Explain the use of appropriate test equipment and procedures to make safe, isolate and re-energize electrical components

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in domestic refrigerators and freezers.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Residential Air-Conditioning (RAC0012)

Competencies Addressed:

- Develops knowledge of the relevant codes of practice procedures required to install and service residential air conditioning systems.
- Explain the construction, operation and application of various major components within residential air conditioning systems
- Understanding the correct operation of a typical residential air conditioning system
- Develop the knowledge and skills to correctly size a system for a specific residential air conditioning application.
- Develop knowledge and skills to use appropriate resources for service and fault finding.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in residential air conditioning.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Electric Motors and Circuits (DTTRAC414)

Competencies Addressed:

- Ability to isolate and test single and three phase supply.
- Ability to test motor winding resistance.
- Wire up components for star and delta controls.
- Ability to read electrical diagrams and identify contactor terminals and power/control circuits.
- Ability to identify protection devices used on single phase motors.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts, and those who are involved in other professions (e.g., teacher's, salespersons, accountants etc.) wishing to undertake training in electrical motors and circuits.

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Refrigeration System Operation (RAC0015)

Competencies Addressed:

- To construct a pressure enthalpy diagram and plot specific given points
- To calculate the operating capacity of HVAC systems
- To identify the effect of various refrigeration fault conditions using pressure enthalpy chart
- To explain the principles and operating methods of testing compressor efficiency and the requirements for good heat exchanges
- To identify the different drive methods, calculate the change in speed and explain the techniques used in belt alignment.
- Ability to explain different types of capacity control systems.

Target Group:

This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts, and those who are involved in other professions (e.g teacher's, salespersons, accountants etc.) wishing to undertake training in refrigeration systems operations

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Refrigerants Control (RAC0017)

Competencies Addressed:

- Describe the purpose of a refrigerant flow control in basic refrigeration system, including both liquid and vapour flow controls
- Describe the purpose of a refrigerant flow control in basic refrigeration system, including both liquid and vapour flow controls
- Describe the function of the float operated refrigerant metering devices
- Various expansion valves used in the refrigeration tradespersons, assistant tradespersons industry is explained
- Types of distributors are explained
- The operations and applications of solenoid valves and reversing valves are identified and explained

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in refrigerant controls.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Installation Systems (RAC0018)

Competencies Addressed:

- Identify and repair the following troubles related to installation work: refrigerant leak; improper operation; inoperative
- Explain the 3 principles of refrigerant piping and explain the importance of covering refrigerant pipes
- Carryout refrigerant pipe bending, flaring and swaging, pressure testing, evacuation and charging
- Read and identify wiring diagram and correctly connect and test power source wiring and link wiring and correct procedures for grounding work
- Describe the major troubles in RAC Installations and how to carry out troubleshooting

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts, and those who are involved in other professions (e.g., teacher's, salespersons, accountants etc.) wishing to undertake training in installations of air conditioning systems.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Systems Control (RAC0019)

Competencies Addressed:

- Draw electrical diagrams, using standard symbols and basic function and

- operation of automatic control
- Install, remove, test, and adjust temperature controls on an operating system, showing due care to electrical safety and refrigerant conservation
- Install, remove, test, and adjust pressure controls on an operating system, showing care to electrical safety and refrigerant conservation
- Install, remove, test and adjust defrost controls on an operating system, showing due care to electrical safety and refrigerant conservation
- Differences between power circuits and control circuits for 3 phase circuits.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts, and those who are involved in other professions (e.g., teacher's, salespersons, accountants etc.) wishing to undertake training in systems control

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Ventilation (RAC0020)

Competencies Addressed:

- Knowledge in identifying and applying specific information from various Standards and Acts
- Understand the general distribution for supply and return air requirements for a ventilation system
- Understand the different types of filters used by ventilation and air conditioning systems
- Understand ductworks, the symbols and layouts and learn to air balance ventilation / air conditioning systems
- Learn about fans used in ventilation and air conditioning systems including the types, operation, classifications and applications.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in ventilation systems.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Air Conditioning Systems (RAC0021)

Competencies Addressed:

- The fundamentals of psychometrics in air conditioning systems
- The construction operation, applications, maintenance and servicing of Air Conditioning Package Competencies.
- Carry out heat load estimating using the AREMA Heat Load Estimating sheet for HVAC
- The construction operation, applications maintenance and servicing procedure of Evaporative Coolers.
- Drawing up of maintenance programs and fault-finding on-air conditioning heating Systems
- Drawing up of maintenance programs and fault-finding on-air conditioning humidification systems

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in air conditioning systems.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Air Conditioning Controls (RAC0022)

Competencies Addressed:

- Ability to explain control system fundamentals and diagrams
- Explain the principles of air-conditioning controls and the operation of various fluid flow control devices and systems.
- Explain the principles of both energy and building management and the various systems used in air-conditioning.
- Explain the fundamental application of electrical and electronic controls of an air-conditioning system.
- Describe pneumatic control systems, the advantages and **disadvantages**.
- Describe the principles of PLC's and DDC's

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in basic air conditioning controls.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Capillary Systems (RAC0023)

Competencies Addressed:

- Explain the function and applications of a capillary tube system
- Demonstrate correct use of manufacturer's catalogues to select capillary tube
- Explain how to repair/replace and fault find a capillary tube refrigeration system.
- Applying codes of Good Practice to safely service a capillary tube

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in capillary systems.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Cool Rooms and Freezer Rooms (RAC0024)

Competencies Addressed:

- Identify and describe the various types of cool rooms and freezer rooms currently used.

- Read and interpret engineering drawings, layouts and specifications used in the installation of cool rooms and freezer rooms
- Describe and adjust components of cool rooms and freezer rooms
- Identify and explain the effects that temperature and moisture have on the storage life of perishable goods.
- Identify and adjust system controls with reference to control circuit diagrams, to give required storage conditions

Target Group:

This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in cool rooms and freezer rooms.

Fees: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

Maintenance of Comfort and Process Cooling (RAC0025)
Competencies Addressed:

- Explain the regulatory requirements regarding the maintenance of cooling towers in order to control Legionella
- Describe cooling tower servicing practices, water treatment processes and codes and regulations, and the role it has in the control of Legionella
- Describe the methods of cooling tower cleaning and decontamination

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the refrigeration trades which may include practicing refrigeration tradespersons, assistant tradespersons, labourers, enthusiasts and those who are involved in other professions (e.g. teacher's, salespersons, accountants etc.) wishing to undertake training in maintenance and service of air conditioning systems.

Fees: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Narere/Naceva	Face to Face/ Blended	Day/Evening

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Electrical Engineering Training Programme Computing Fundamentals & Applications (ELE0007)

Competencies addressed:

- Fundamental knowledge of the computers and their operation.
- Creating a Word document.
- Inserting page numbers, headers, and footers in a MS Word 2016 document
- Creating spread sheets and using basic Excel mathematical functions.
- Creating graphs and charts using MS Excel 2016
- Using Excel tables to manage information
- Creating a PowerPoint 2016 presentation
- Inserting photos into Power Point

Target Group: Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in computer fundamentals and its applications

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Workplace Communication & Ethics (ELE0010)

Competencies addressed:

- Receiving and conveying of information
- Face-to-face and telephone communication
- Interpretation of workplace signage.
- Application of workplace signage.
- On-site meeting processes
- Work ethics in the workplace
- Working with others
- Code of conduct.

Target Group: Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in workplace communication and ethics

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Workshop & Electrical Safety (ELE0001)

Competencies addressed:

- Areas covered by the OHS Act of Fiji.
- Various categories of signage used in industry
- Hazard Identification and Risk Assessment methods
- General safety practices in the workplace
- Safe use of electrical tools and test equipment.
- Isolation and testing low voltage circuits.
- The hazardous nature of electricity

Target Group: Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in electrical safety

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Electrical Wireman's Module I (ELE0003)

Competencies addressed:

The following sub-topics will be discussed:

- Fundamentals of the atomic theory.
- Resistors and their characteristics.
- Series & parallel circuit calculations using Ohm's Law
- Magnetism and electromagnetism
- Capacitors and their characteristics.
- Simple electrical diagrams
- Production of electromotive force (e.m.f.)
- Selection and installation of flexible cords
- Maximum demand calculations for single phase installations.
- Installation and testing of domestic house wiring
- Application of the ASNZS 3000: 2007 Wiring Rules

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the electrical trade which may include Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants,

Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in DC electricity fundamentals and house wiring

Fee: \$550

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Workshop Craft Practice (ELE0002)

Competencies addressed:

- Electrical Engineering workshop hand and power tools handling safety, care and applications
- Other basic engineering workshop tools and equipment handling safety, care and applications
- Correct selection, storage and usage of marking-out equipment and materials.
- Common engineering workshop fixed machine tools handling safety, care and applications
- Basic knowledge and skills in technical techniques of: Measuring, Cutting, Welding, Soldering, Brazing, Folding, Drilling, Riveting

Target Group: Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in workshop tools and equipment safety and usage

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Trade Calculations (ELE0005)

Competencies addressed:

- Number notations used in engineering calculations
- Basic units of engineering quantity measures.
- Basic concepts of geometry.
- Different shapes and figures of plane geometry.
- Basics of solid geometric figures.
- Basic laws of algebra and applications
- Practical applications of the calculation in terms of determining the values of electrical quantities in an electrical circuit

Target Group: Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in engineering trade calculations and its applications

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Electrical Schematic Drawing & Interpretation (ELE0011)

Competencies addressed:

- Demonstrate knowledge of the MS Visio 2016 and how to apply it to draw electrical schematic diagrams.
- Design and draw electrical floor plan as to industry standards.
- Design and draw an electrical schematic diagram using standard symbols.
- Demonstrate ability to draw single phase & three phase motor starters control wiring.
- Demonstrate the knowledge and skills of using the MS Visio package to draw electrical schematic drawings.
- Demonstrate the knowledge and skills of carrying out electrical wiring using the schematic diagram.
- Demonstrate the knowledge of how to interpret electrical schematic drawings when trouble shooting any electrical faults.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the electrical trade which may include: Electrical supervisors, practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in electrical schematic drawing

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Electrical Wireman's Module II (ELE0008)**Competencies addressed:**

- The sine waves and AC values
- Single phase alternating current theory
- Electrical accessories
- Single phase AC motors
- Appliance servicing, troubleshooting & testing
- The wiring rule book and maximum demand of a commercial domestic installation

Target Group:

Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountant etc.) wishing to undertake training in single phase AC electricity fundamentals.

Fee: \$550

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Electrical Wireman's Module III (ELE0012)**Competencies addressed:**

- Understand 3 phase alternating current theory
- Identifying the effect of resistors, inductors, and capacitors on three phase alternating current circuits
- Understand the effects of power factor and their correction in three phase alternating current systems
- Understand how to calculate and determine capacitor size for power factor correction,
- Identify different types of three phase motors and its applications
- Understand the different ways of connecting a three phase motor
- Wire up and troubleshoot three phase motor starter controls

Target Group: Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in three phase AC system

Fee: \$550

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Maintenance Planning Fundamentals (ELE0014)

Competencies addressed:

- Evolution of maintenance
- Work Management Systems.
- Maintenance of electrical equipment and associated circuits.
- Documentation of results for maintenance of electrical equipment.
- Maintenance procedures

Target Group:

Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in the planning and monitoring of electrical maintenance.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Protection System & Devices (ELE0015)

Competencies addressed:

- Demonstrate knowledge of circuit protection terms and principles and circuit protection devices.
- Demonstrate knowledge of residual current devices (RCDs) and their characteristics.
- Select circuit protection devices for electrical applications.
- Demonstrate knowledge of causes and effects of excess current in electrical circuits and means of protecting against excess current.
- Demonstrate knowledge of earthing of appliances and fittings.
- Demonstrate the knowledge of protective devices used in distribution systems

Target Group: Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in the protection of electrical circuits and devices that are used in industry to safeguard personnel and equipment's from highly destructive fault currents.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Solar PV Principles & Applications (ELE0004)

Competencies addressed:

- Identify stand-alone PV home system components and explain their functions
- Understand the characteristics of PV stand-alone home system components
- Install stand-alone PV components as per industry requirements.
- Demonstrate stand-alone PV home system wiring systems
- Perform system sizing calculations for components of a stand-alone PV home system
- Carry out maintenance tasks of individual components in a stand-alone PV home system.
- Demonstrate knowledge of common faults in stand-alone photovoltaic home systems and their remedial actions.

Target Group:

Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in solar installations.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Planning & Estimation of Electrical Installations (ELE0017)

Competencies addressed:

- Demonstrate knowledge of electrical symbols and terminology.
- Prepare drawings for an electrical installation.
- Develop an electrical engineering project plan.
- Implement, manage, and monitor an electrical engineering project based on the plan.
- Evaluate an electrical engineering project plan outcome.

Target Group:

Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in planning and estimation of electrical installations.

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Electronics for Electricians (ELE0018)

Competencies addressed:

- Demonstrate knowledge and skills of using the oscilloscope and its controls.
- Demonstrate knowledge of and application and testing of semiconductor devices and resistors like: Diodes, Transistors, SCR, Special diodes, LED's and photo diode
- Demonstrate knowledge of component rating and functions of heatsinks.
- Demonstrate knowledge of junction diodes and the construction, testing and application of single and three-phase rectifiers.
- Demonstrate knowledge of how the semiconductor devices as used in:
- Filters circuits, rectifier circuits, amplifier circuits, power converter and inverter circuits

Target Group:

Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in power electronics devices suitable for electricians.

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Motor Starter & Control Technology (ELE0016)

Competencies addressed:

- Demonstrate knowledge of different motor types.
- Design, construct and test conventional motor starters,
- Demonstrate how to design and wire automatic sequential operation of motors and traditional reduced voltage starters for AC motors.
- Explain the operating principles of soft starters and a Variable Frequency Drive.
- Demonstrate how to install, wire up, programme and test the given soft starter using the user manual.
- Explain the operation principles of variable frequency drives.
- Demonstrate how to read and interpret the VFD user manual,
- Demonstrate how to install, wire up, programme and test the given VFD starter using the user manual.

Target Group: Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in motor starters and controls

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Automation Technology Principles & Applications (ELE0019)

Competencies addressed:

- Explain how industrial process control of field devices work,
- Identify and explain how different sensors work and their applications,
- Program a logic controller for control of motor starters and field processes.
- Explain the operation, characteristics, and application of the following in an automated circuit:
- Contactors, control relays, timing relay, pressure switches, float, flow switch, sensors, limit switches, solenoid, motor operated valves, temperature sensing devices, proximity detectors, and programmable logic controllers

Target Group: Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in process automation

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Motor Rewinding Module I (ELE0009)

- Competencies addressed:
- Dismantling of single-phase electric motors.
- Stripping out of burnt windings.
- Testing of coil windings.
- Insulation Classes and their characteristics.
- Recording of winding data.
- Winding of replacement coils.
- Inserting and connecting of new coils.
- Re-assembling single phase electric motors.
- Testing of electric machines.
- Impregnating of winding

Target Group: Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in single phase motor rewinding

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Motor Rewinding Module II (ELE0013)

Competencies addressed:

- Dismantling of AC three phase electric motors.
- Stripping out of burnt windings.
- Testing of coil windings.
- Insulation Classes and their characteristics.
- Recording of winding data.
- Winding of replacement coils.
- Inserting and connecting of new coils.
- Re-assembling electric three phase AC motors.
- Testing of electric machines.
- Impregnating of winding

Target Group: Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in three phase motor rewinding

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Power Generation & Control (ELE0006)

Competencies addressed:

- Demonstrate the knowledge of the national power generation, transmission and distribution network.
- Explain and demonstrate synchronizing of generators.
- Demonstrate knowledge of generators.
- Explain the process of power management systems.

Target Group: Electrical supervisors, Practicing electricians, Electrical and electronic technicians, Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in power generation and control

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Introduction to SCADA Configuration

Competencies addressed:

- SCADA loading
- Creating a project
- Project editor and builder
- Environment of SCADA
- Managing a project
- Process Design
- Running a project according to request and application

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include: Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and Those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake basic training in Introduction to SCADA configurations

Fee: \$440

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Industrial Automation Training Programme

Introduction to Programmable Logic Controller (INA0016)

Competencies addressed:

- Programmable logic controller hardware and its functions
- System associated with PLC
- PLC operating principles
- Writing and storing of PLC programs
- Wiring and testing PLC
- Interpretation of schematic drawing to ladder logic
- Wiring up a PLC according to program and application

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include: Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake basic training in PLC

Fee: \$440

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Introduction to SCADA Configuration (INA0017)

Competencies addressed:

- SCADA loading
- Creating a project
- Project editor and builder
- Environment of SCADA
- Managing a project
- Process Design
- Running a project according to request and application

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake basic training in Introduction to SCADA configurations

Fee: \$440

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Computer Fundamentals & Applications (INA0004)

Competencies addressed:

- Fundamental knowledge of the computers and their operation.
- Creating a Word document.
- Inserting page numbers, headers, and footers in a MS Word 2016 document
- Creating spread sheets and using basic Excel mathematical functions.
- Creating graphs and charts using MS Excel 2016
- Using Excel tables to manage information
- Creating a PowerPoint 2016 presentation
- Inserting photos into Power Point

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic and Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers,

electrical salespersons, accountants etc.) wishing to undertake training in computer fundamentals and its applications

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Workplace Communication & Ethics (INA0003)

Competencies addressed:

- Receiving and conveying of information
- Face-to-face and telephone communication
- Interpretation of workplace signage.
- Application of workplace signage.
- On-site meeting processes
- Work ethics in the workplace
- Working with others
- Code of conduct.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g., teachers, electrical salespersons, accountants etc.) wishing to undertake training in effective workplace communication and work ethics

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Workplace & Electrical Safety (INA0001)

Competencies addressed:

- Areas covered by the OHS Act of Fiji.
- Various categories of signage used in industry
- Hazard Identification and Risk Assessment methods
- General safety practices in the workplace
- Safe use of electrical tools and test equipment.
- Isolation and testing low voltage circuits.
- The hazardous nature of electricity

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in Electrical Safety

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Workshop Craft Practice (INA0002)

Competencies addressed:

- Electrical Engineering workshop hand and power tools handling safety, care, and applications
- Other basic engineering workshop tools and equipment handling safety, care, and applications
- Correct selection, storage and usage of marking-out equipment and materials.
- Common engineering workshop fixed machine tools handling safety, care, and applications
- Basic knowledge and skills in technical techniques of Measuring, Cutting, Welding, Soldering, Brazing, Folding, Drilling, Riveting

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in workshop craft practices

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Trade Calculations fundamentals (INA0005)

Competencies addressed:

- Number notations used in engineering calculations
- Basic units of engineering quantity measures.
- Basic concepts of geometry
- Different shapes and figures of plane geometry

- Basics of solid geometric figures
- Basic laws of algebra and applications
- Practical applications of the calculation in terms of determining the values of electrical quantities in an electrical circuit

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in trade calculations

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Power Electronics (INA0006)

Competencies addressed:

- Resistor and Semiconductors
- Electronic measuring equipment's
- Diodes and rectifier
- Special diodes
- Transistor and their application
- SCRs in AC and DC circuits

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in trade power electronics

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Electrical Principles (INA0007)

Competencies addressed:

- The nature of sinusoidal alternating
- Introductory ac and dc principles

- Have short sentences
- Knowledge of fundamental electrical concept
- Calculate current voltage resistance and power in simple electric circuits using ohms law and Kirchhoff's law
- The knowledge of practical linear and non-linear resistors
- Resistive voltage divider concepts
- The various methods of production of E.M.F
- The knowledge of the principles of magnetism

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in electrical principals

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Advanced Programmable Logic Controllers (INA0018)

Competencies addressed:

- Advanced programmable logic controller software concepts.
- Knowledge of systems associated with PLCs.
- Use another programming language to run application
- Install and commission a PLC system for a given application.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in Advanced PLC

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Analogue Electronics (INA0008)

Competencies addressed:

- Bipolar and enhancement mode field effect transistors and their uses in dc switching circuits
- Operational amplifiers and their operations
- Semiconductor diodes and their applications
- DC POWER supplies and electronic regulators
- Oscillator filters and feedback circuits

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in electrical principals

Fee: \$264

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Digital Electronics (INA0009)

Competencies addressed:

- Bipolar and enhancement mode field effect transistor and their use in dc switching circuits
- Operational amplifiers and their applications
- Semiconductor diodes and their applications
- DC power supplies and electronic regulators

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in digital electronics

Fee: \$253

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Pneumatic Power Systems (INA0010)

Competencies addressed:

- Knowledge of pneumatic air service equipment
- Pneumatic circuit symbol
- Knowledge of pneumatic control valves and actuators
- Knowledge of pneumatic or electro pneumatic parts and functions
- Knowledge of pneumatic logics and circuitries
- Draw and interpret diagrams using ISO standard symbols

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in pneumatic power systems.

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Advanced SCADA Configuration (INA0019)

Competencies addressed:

- Exploring SCADA system
- SCADA to PLC communication
- Applying industry application
- Installation and commissioning of a project
- Fault Exploring SCADA system

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in Advanced SCADA configuration

Fault Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Process Control Instrumentation I (INA0012)

Competencies addressed:

- Fundamental knowledge of process control valves
- Control valve sizing for liquid flow
- Valve actuators and valve positioners
- Temperature measurement theory and its devices
- Fundamental knowledge of strain gauges
- Weighing devices and machines

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in process control instrumentation

Fee: \$308

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Process Control Instrumentation II (INA0013)

Competencies addressed:

- Pressure measurement theory and devices
- Types of signal transmission used in the industries
- Types of process industry instrument calibration equipment's
- Level measurement theory and its devices
- Calibration set loops and adjustments
- Control loop drawings
- Types of manufacturing industries transducers and functions

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in process control instrumentation

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Process Control Instrumentation III (INA0014)

Competencies addressed:

- Instrument tubing pipework and fittings
- Requirements of differential pressure transmitters
- Interpret diagrams of industrial processes measurement and control systems
- Calibration terms and standards

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in process control instrumentation

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Electrical Schematic Drawing & Interpretation (INA0015)

Competencies addressed:

- Demonstrate knowledge of the MS Visio 2016 and how to apply it to draw electrical schematic diagrams.
- Design and draw electrical floor plan as to industry standards.
- Design and draw an electrical schematic diagram using standard symbols.
- Demonstrate ability to draw single phase & three phase motor starters control wiring.
- Demonstrate the knowledge and skills of using the MS Visio package to draw electrical schematic drawings.
- Demonstrate the knowledge and skills of carrying out electrical wiring using the schematic diagram.
- Demonstrate the knowledge of how to interpret electrical schematic drawings when trouble shooting any electrical faults.

Target Group: This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in electrical schematic diagram and interpretation

Fee: \$198

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

Automation Project Design (INA0020)

Competencies addressed:

- Plan a project and develop the scope of work
- Design the layout, wiring and schematic drawing of the project
- Acquire all the resources listed
- Develop and construct project as per Plan
- Test and commission project

Target Group:

This course is intended for participants from industry who require formal training or skills upgrade in the automation trade which may include Electronic & Electrical trade technicians, Electronics and Electrical trade assistants, Unskilled workers and those who are involved in other non-electrical profession (e.g. teachers, electrical salespersons, accountants etc.) wishing to undertake training in designing automated projects.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Narere	Face To Face	Day

DIVISION OF PRODUCTIVITY AND CONSULTANCY

Department of National Productivity & Industry Innovation

ACCOUNTING AND FINANCE

Enhance Inventory Management & Control (PII0049)

Competencies addressed:

- Describe the role of inventory in business operations
- Identify the methods used for storage, handling and control of stock.
- Discuss various techniques for safely and effectively managing inventories and optimizing services to clients
- Determine the importance of stock taking and stock taking process
- Apply the modern methods of stocktaking in the organization and analyze stock variance
- Evaluate and measure inventory performance to minimize inventory holdings, reduce overhead costs and improve profitability performance
- Generate inventory reports for management purposes

Target Group: The target audience includes stock controllers, accounts assistants, warehouse supervisors, dispatch officers, procurement officers, management accountants, inventory analysts, inventory coordinators, financial controllers and those who are involved in managing inventory for manufacturing, wholesaling or retailing organizations.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Suva	FTF/ Blended	Day /Evening

Managing Accounts Payable, Vendor Performance and Contract Compliance (PII0033)

Competencies addressed:

- Express the importance of the accounts payable function with regards to its links to business cash flow
- Explain the procedures for supplier evaluation and assessment, selection including tendering process
- Identify the impact of risk and uncertainty on the business and its impact on accounts payable and cash flow
- Use the appropriate tools and techniques to assess suppliers and their financial and operational reliability
- Analyse and make informed and improved management decision regarding vendor performance and gain confidence in dealing with contractual issues and disputes
- Utilize an integrated approach to the development of sound accounts payable systems and manage contractual relationships

Target Group: The target audience includes those who are involved in the accounts payable role including project teams, accounts payable officers, accountants, stock controllers, warehouse personnel, procurement officers and all professionals responsible for acquisition of products from suppliers and vendors or tendering process.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Suva	FTF/ Blended	Day /Evening

Manage Accounts Receivable & Collection

Strategy (PII0017)

Competencies addressed:

- Illustrate debt behaviour and models
- Identify the key legal aspects in debt collection
- Explain the importance of credit and collection policy and procedure in the business
- Exercise modern techniques in debt collection to solve business related issues
- Create dispute management strategy
- Analyse and manage Customer Relationship
- Apply effective telephone and writing skills in debt recovery
- Demonstrate effective internal control procedures for collection process

Target Group: The target audience includes accounts receivable officers/ supervisors, administrative officers, accountants and small business owners, financial controllers, debt collectors, credit collection teams, sales officers and anyone who is involved in accounts receivable management.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Suva	FTF/ Blended	Day /Evening

Finance for Non-Finance Managers (FNFM4123)

Competencies addressed:

- Apply a good working knowledge on finance.
- Analyse and discuss the importance of accounting concepts, financing operations and growth and time value of money.
- Distinguish between investment and finance decisions as well as the different types of financial statements.
- Apply professional tools for management decisions.
- Demonstrate the understanding of financial knowledge and skills to allow them to effectively participate in the decision-making processes of the organization.
- Generate financial statements including analysis and interpretation of financial statements.

Fee: \$275

Detection and Investigation of Financial Fraud (DIFF4122)

Fee: \$275

Manage Procurement & Contract Administration (PII0054)

- Explain the procurement life cycle and its relationship to vendor management.
- Identify the administration, documentation, legal and regulatory requirements of the purchasing process
- Specify the supplier selection, evaluation, and re-evaluation process
- Identify and manage key risks relating to product, price, people, place, or procurement
- Identify effective contract management requirements, manage contract performance, and gain confidence in dealing with contractual issues and disputes
- Evaluate and improve on tender performance.
- Demonstrate effective communication skills for negotiation and bargaining
- Apply industry "best practices" relating to purchasing and supplier management.

Target Group: The target audience includes purchasing/procurement managers, stock controllers, accounts personnel(s), buyers, warehouse clerks, warehouse supervisors, procurement officers, and those involved in the purchasing and contract management processes.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Suva	FTF/ Blended	Day /Evening

Manage Payroll (PII0052)

Competencies addressed:

- Explain the procedures employed in a payroll accounting system
- Explain the importance of accurate payroll records
- Carry out payroll computations
- Generate accurate and timely pay slips
- Identify various legislations that affect employers' payroll functions
- Interpret Fiji labor law requirements – Employment Act, FNPF, NTPC Levy, FRCS (PAYE, SRT, ECAL and FBT) requirements.

Target Group: The target audience includes payroll officers, human resource officers, accounts officers/supervisors, administrative officers, accountants, and small business owners dealing with payroll.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Suva	FTF/ Blended	Day /Evening

Improve Tax Administration & Compliance (PII0053)

Competencies addressed:

- Comply with Fiji Taxation requirements, including registering for taxes, concessions, tax deductions, options for paying and lodging business returns
- Maintain accounting records for taxation purposes
- Maintain sufficient and current records to comply with lodgement requirements according to organizational policies and procedures
- Process business tax returns and lodgements
- Identify the impact of inaccurate tax disclosures and understand compliance rules as per Tax Administration Act

Target Group: The target audience includes payroll officers, human resource officers, accounts officers/supervisors, administrative officers, accountants, and small business owners dealing with payroll.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Naceva/Suva	FTF/ Blended	Day /Evening

Safety Management

Certificate of Attainment in Food Safety Management

- Food Handlers Training
- Allergen Management
- Implement Hazard Analysis Critical Control Points (HACCP) Systems
- Understand and Implement ISO22000:2018 Food Safety Management Systems
- ISO 22000:2018 Food Safety Management Systems Internal Auditing

Food Handlers Training (FSM0004)

Micro-Qualification: Develop and Manage a Food Safety System at the Workplace

Competencies addressed:

- Interpret basic food safety general requirements as per Food Safety Act 2003.
- Relate the requirements of the Fiji Food Safety Regulation 2009 to any food business operation.
- Demonstrate food safety practices as defined by the General Principles of Food Hygiene.
- Specify processes to control food safety hazards in a Food Business Operation.
- Design standard operating procedures for food safety in a Food Business Operation.
- Apply basic food safety tools and techniques to analyze food safety requirements.
- Reviewing pest management and waste management practices for food safety.
- Understanding the personal hygiene regimes in any food business operation.
- Understand documentation requirements for a food safety management system.

Target Group: The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, the general staff of hotels, restaurants, and food and catering businesses who are involved in food handling, preparation, storage, and related services or other interested employees who wish to upgrade their existing knowledge and skills.

Fee: \$242

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Allergen Management (FSM0003)

Micro-Qualification: Develop and Manage a Food Safety System at the Workplace

Competencies addressed:

- Distinguish different allergens present in a food business operation.
- Develop a risk management plan for any food business operation.
- Design allergen risk communication requirements for a food business operation.
- Determine requirements for allergen management in a food business operation.
- Apply allergen management requirements to a food safety system.
- Track the performance of an allergen management system in a Food Business Operation.
- Understand how to incorporate an allergen management plan in a food safety management system.
- Understand labeling requirements for allergen declaration in food products.

Target Group: The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, and general staff of hotels, restaurants, and food and catering businesses who are involved in food handling, preparation, storage, and related services or other interested employees who wish to upgrade their existing knowledge and skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Implement Hazard Analysis Critical Control Points (HACCP) Systems (FSM0005)

Micro-Qualification: Develop and Manage a Food Safety System at the Workplace

Competencies addressed:

- Analyze the 7 principles of HACCP in a food business operation.
- Understand the requirements in the General Principals of Food Hygiene
- Demonstrate the 5 pre-steps with the 7 principles of HACCP in a food business operation.
- Apply Food Safety Pre-Requisites Programs (PRPs) in the food production area.
- Discuss critical control points for food hazards by using the CCP decision tree.
- Specify control measures for all food hazards in a food business operation.
- Know the components of a food safety plan for any food business operation.
- Demonstrate how to construct a food safety policy and food safety objective.
- Understand how to conduct food safety risk assessment for HACCP.

Target Group: The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, general staff of hotels, restaurants and food and catering businesses who are involved in food handling, preparation, storage and related services or other interested employees who wish to upgrade their existing knowledge and skills.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Understand and Implement (ISO22000): 2018 Food Safety Management Systems (FSM0006)

Micro-Qualification: Develop and Manage a Food Safety System at the Workplace

Competencies addressed:

- Interpret the requirements of the ISO22000:2018 Food Safety Management Systems.
- Design standard operating procedures to manage food hazards as per ISO22000:2018 Food Safety Management Systems.
- Apply a food safety management system in a Food Business Operation.
- Demonstrate the guidelines of the ISO22000:2018 Food Safety Management Systems.
- Evaluate food safety management system controls in a Food Business Operation.
- Understand the High-Level Structure of ISO22000:2018 Food Safety Management Systems.
- Know how the risk management system is integrated into food safety.
- Determine resource allocations to manage a food safety management system.
- Create a hazard management risk management for the food safety management system.

Target Group: The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, general staff of hotels, restaurants and food and catering businesses who are involved in food handling, preparation, storage and related services or other interested employees who wish to upgrade their existing knowledge and skills.

Fee: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

(ISO 22000): 2018 Food Safety Management Systems Internal Auditing (FSM0002)

Micro-Qualification: Develop and Manage a Food Safety System at the Workplace

Competencies addressed:

- Design an audit program based on controls for hazards, verification, and Validation.
- Understand different sampling methods used for collecting audit evidences
- Apply skills in the audit cycle of planning, conducting, and reporting on an internal food safety audit as per ISO19011 standard.
- Analyze standard operating procedures to determine conformity with the set requirements.
- Interpret non-conformities based on risk matrices.
- Know how to grade non-conformities during the audit process.
- Discuss corrective actions and recommendations as per the requirements of ISO 22000:2018
- Understand the principles of auditing.

Target Group: The target audience includes quality assurance managers, product development technologists, quality assurance supervisors, production managers, and production team leaders, HACCP officers, food safety practitioners, food auditors, line supervisors, general staff of hotels, restaurants and food and catering businesses who are involved in food handling, preparation, storage and related services or other interested employees who wish to upgrade their existing knowledge and skills.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Environmental Management And Green Productivity

Environment management is of great concern as much of human activity has a significant impact on the environment. Organizations are now becoming responsible to manage their activities that have an impact on the environment. To meet this growing need we have a variety of Environmental Management related courses that have been developed to ensure that organizations meet and exceed the statutory and regulatory requirements on environmental laws and demonstrate a leading commitment to the protection of the environment and Green Productivity. There is one course offered as a public course, however, we have a range of courses that are available as in-house training on request. We work with the Asian Productivity Organization, Department of Environment, Department of Energy, and other professional bodies in this area to ensure that our training programs are relevant and current.

- Environmental Regulation and Compliance
- Implement Green Productivity at the Workplace
- Understand and Implement ISO 14001:215 Environmental Management System

Environmental Regulation & Compliance (PQEM0001C)

Certificate of Attainment in Environmental Regulation & Compliance

Competencies addressed:

- Determine the level and gaps in Environmental Regulation and Compliance for the organizations.
- Apply practical compliance strategies to enhance the organization's environmental performance.
- Understand the requirements of the Environment Management Act 2005.
- Review and apply the international Code of Practice for environmental regulation and compliance.
- Know the penalties and implications for not complying with requirements.
- Assess how your business meets the requirements for environmental compliance.
- Learn how environmental regulation and compliance are integrated with other standards and regulations.
- Know the responsibilities of officers enforcing environmental regulation and compliance.

Target Group: : This course is designed for personnel involved in and responsible for managing environmental activities such as project managers, training personnel, managers, supervisors, engineers, Environmental Officers, TQM facilitators, Health and safety Committee members, Health Inspectors, City/Town Council workers, and all those who wish to learn about Fiji's environment legislations or other interested employees who wish to upgrade their existing knowledge and skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Implement Green Productivity at the Workplace

Certificate of Attainment in Implement Green Productivity at the Workplace

Competencies addressed:

- Identify environmental laws and regulations in Fiji
- Determine the level of compliance and identify the gaps in compliance for their organizations
- Manage wastes and pollutants for environmental compliance
- Understand the relevant policies and documents related to ERC
- Verify information sources for codes of practices and regulations
- Determine mitigation practices for compliance
- Design action plans to meet compliance standards
- Apply practical compliance strategies to enhance the organization's environmental performance

Target Group: : This course is designed for personnel involved in and responsible for managing environmental activities such as project managers, training personnel, managers, supervisors, engineers, Environmental Officers, TQM facilitators, Health & Safety Committee members, Health Inspectors, City/Town Council workers, and all those who wish to learn about Fiji's environment legislations.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Understand and Implement (ISO 14001:2015) Environmental Management System

Certificate of Attainment in Understand and Implement (ISO 14001:2015) Environmental Management System

Competencies addressed:

- Demonstrate the guidelines of the ISO 14001:2015 Environmental Management System.
- Analyze key environmental compliance obligations.
- Design actions to achieve environmental objectives.
- Design documentation and required structure to implement ISO 14001:2015 Environment Management System.
- Apply the environmental management system to the organization.
- Learn how to integrate environment management with other management systems.
- Learn how to assess environmental risks for the environmental management system.

Target Group: This course is designed for personnel involved in and responsible for managing environmental activities such as project managers, training personnel, managers, supervisors, engineers, Environmental Officers, TQM facilitators, Health and safety Committee members, Health Inspectors, City/Town Council workers, and all those who wish to learn about Fiji's environment legislations or other interested employees who wish to upgrade their existing knowledge and skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Target Group: : This course is designed for personnel involved in and responsible for managing environmental activities such as project managers, training personnel, managers, supervisors, engineers, Environmental Officers, TQM facilitators, Health & Safety Committee members, Health Inspectors, City/Town Council workers, and all those who wish to learn about Fiji’s environment legislations.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Understand and Implement (ISO 14001:215) Environmental Management System

Certificate of Attainment in Understand and Implement (ISO 14001:215) Environmental Management System

Competencies addressed:

- Demonstrate the guidelines of the ISO 14001:2015 Environmental Management System.
- Analyze key environmental compliance obligations.
- Design actions to achieve environmental objectives.
- Design documentation and required structure to implement ISO 14001:2015 Environment Management System.
- Apply the environmental management system to the organization.
- Learn how to integrate environment management with other management systems.
- Learn how to assess environmental risks for the environmental management system.

Target Group: This course is designed for personnel involved in and responsible for managing environmental activities such as project managers, training personnel, managers, supervisors, engineers, Environmental Officers, TQM facilitators, Health and safety Committee members, Health Inspectors, City/Town Council workers, and all those who wish to learn about Fiji’s environment legislations or other interested employees who wish to upgrade their existing knowledge and skills.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Occupational Health And Safety

Occupational Health and Safety focuses on ensuring that the work environment is safe and without risk to the wellbeing of all persons at the workplace. Organisations are required to comply with various legislative requirements which relates to implementing work practices that ensure the health and safety of workers as well as non-workers while they are at the workplace.

We offer a wide range of specialised OHS courses that enable organisations to meet legislative requirements as well as address specific areas related to their operations. Our training courses are aligned to the health and safety legislation, and our OHS trainers are accredited by the Ministry of Employment. We also have a strategic training partnership with the National Safety Council of Australia for delivering the Certificate IV in Work Health and Safety, and the Diploma in Work Health and Safety courses.

In addition to this, we can develop and deliver customised OHS trainings by working in close collaboration with organisations to address their specific OHS training requirements.

Occupational Health and Safety Modules I and II for Safety Representatives and Committee Members (OHS0001)

Competencies addressed:

- Understand the provision of the Health & Safety at Work Act 1996 and its associated legislation
- Identify roles and responsibilities of various stakeholders at the workplace
- Determine health and safety requirements for the workplace
- Establish workplace practices and arrangements in solving OHS issues
- Discuss the roles & responsibilities of the OHS Committee; and
- Apply risk management concepts to mitigate workplace OHS risks in a proactive manner

Target Group: The target audience includes Managers, Team Leaders, Supervisors, Health & Safety Committee Members & Safety Representative, and all others who are interested in gaining knowledge on OHS requirements in the workplace.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day

OHS Modules III and IV Implement and Audit (ISO 45001):2018 OHS Management Systems

Competencies addressed:

- Interpret the key requirements of the ISO 45001:2018 OHS management system
- Develop an OHSMS plan based on ISO 45001:2018 framework
- Analyse and review OHS performance criteria to improve the ISO 45001:2018 OHS Management System
- Demonstrate capabilities to plan and conduct an audit
- Analyse and discuss nonconformity and audit findings
- Prepare audit report and initiate follow up audit activities

Target Group: The target audience includes OHS professionals, officials, managers, OHS Committees, Human Resources Personnel, Executive Officers, Supervisors and Team leaders, or other people responsible for workplace health and safety.

Fee: \$500

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day /Evening

Manage Permit to Work System

Competencies addressed:

- Plan for implementation of permit to work system
- Develop permit to work system and procedures
- Implement permit to work system and procedures
- Coordinate permit to work requirements
- Audit permit to work procedures

Target Group: The target audience includes OHS professionals, officials, managers, OHS Committees, Human Resources Personnel, Executive Officers, Supervisors and Team leaders, or other people responsible for workplace health and safety.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day

Undertake Manual Handling at the Workplace (MH2222)

Competencies addressed:

- Explain OHS legislation relevant to manual handling;
- Understand basic human biomechanics and physiology;
- Conduct manual handling risk assessment;
- Develop appropriate manual handling risk controls; and
- Review and monitor of manual handling risk control measures

Target Group: The target audience includes workers undertaking manual handling activities, OHS officials, supervisors and any interested individual.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day

Basic Security Guard Training (PII0010)

Competencies addressed:

- Understand the roles, responsibilities, and duties of a security guard;
- Familiarize with the relevant legislation related to the security industry;
- Apply effective communication skills when dealing with various parties; and
- Develop good writing skills to record information in logbooks, registers, incident reports, and related documents.

Target Group: The target audience includes security guards, OHS officials, supervisors, and any interested individual.

Fee: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	FTF/ Blended	Day

Working in Confined Space Safety (PII0022)

Competencies addressed:

- Describe potential risks associated with working in confined space.
- Determine the roles and responsibilities of various parties.
- Determine the appropriate equipment and its usage in confined spaces.
- Analyse and discuss isolation procedure, tag out & lockout system, atmospheric monitoring, ventilation, safeguarding devices and respiratory protection.
- Apply the knowledge and skills in managing, supervising, and working in confined space.
- Design working in confined space safety systems.

Target Group: The target audience includes OHS Officers, Project Managers, Construction Team Leaders, Supervisors, workers working in confined space and any interested individual.

Fee: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Labasa/Suva/Naceva	FTF/ Blended	Day

Working at Height Safety (PII0021)

Competencies Addressed:

- Interpret relevant regulations and code of practice used internationally.
- Relate own working at height safety practices to standards.
- Illustrate application and usage of height safety equipment to specific tasks.
- Apply risk assessment procedures and permits to work system; and
- Design site procedures and safe work methods.

Target Group: The target audience includes workers who work at heights, OHS Officials, Project Team members, Team Leaders, Supervisors, and any interested individual.

Training Investment: \$175

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Labasa/Suva/Naceva	Face to Face/ Blended	Day

OHS Representative and Committee Refresher Training (PI0007)

Competencies Addressed:

- Explain OHS legislative requirements relevant to their workplace
- Describe roles & responsibilities of workplace parties (stakeholders)
- Apply workplace practices and arrangements in solving OHS issues
- Analyse and discuss roles and responsibilities of the OHS committee; and
- Assess and improve company OHS compliance.

Target Group: The target audience includes those who have completed the OHS Modules I & II mandatory training for OHS Committees and Representatives.

Training Investment: \$220

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Labasa/Suva/Naceva	Face to Face/ Blended	Day

PROJECT MANAGEMENT

Project Management is critical in any organization as it contributes to business performance and organizational success.

This programme has attained regional recognition through the Pacific Community's (SPC) Educational Quality and Assessment Programme's (EQAP) accreditation services of micro-qualifications. The accredited micro-qualification of the Pacific Qualifications Framework is titled 'Plan and Manage Projects at the Workplace'.

The course is suitable for project team members and managers in all types of projects including construction, information technology, business process improvement, research & development and all other disciplines.

Certificate of Attainment in:

- Project Scope and Time Management
- Project Cost Management
- Project Risk and Project Quality Management
- Project Leadership
- Microsoft Project for Project Managers

Project Scope and Time Management (PRM00001)

Competencies Addressed:

At the end of this training, participants will be able to:

- Overview of Project Management
- Benefits of Project Management
- Project Life Cycle
- Project Scope Definition and its Importance
- Work Breakdown Structures
- Overview of Project Time Management
- Developing Project Network Diagrams
- Determining Critical Paths

Target Group: The target audience includes Project Managers, Project Officers, Technical Officers, Project Team Members, Research Officers, Supervisors, Team Leaders, Engineering Managers, Engineers, Maintenance Managers, Production Managers, Property Managers, or other people involved in project related activities.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Suva/Naceva	Face to Face	Day

Project Cost Management (PRM00002)

Competencies Addressed:

- Identify resource requirements for individual tasks identified in the work breakdown structure, with input from stakeholders and guidance from others
- Determine project costs to enable project budget to be prepared within agreed tolerances
- Create a project budget, list categories of cost and calculate contingency funding
- Apply cost-analysis tools to identify cost variations and evaluate alternative actions
- Exercise and monitor agreed actions to maintain financial objectives including carrying out earned value analysis
- Review project outcomes using available records to determine effectiveness of project cost management

Target Group: The target audience includes project managers, project officers, technical officers, project team members, research officers, supervisors, team leaders, engineering managers, engineers, maintenance managers, production managers, property managers, and other personnel involved in project related activities.

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Suva/Naceva	Face to Face	Day

Project Risk and Quality Management (PRM00004)

Competencies Addressed:

- Defining Quality and Quality Management
- Quality Gurus and Total Quality Management
- Quality Management Tools & Techniques
- Project Quality Management Overview
- Plan, Perform and control quality
- Project Risk Management Overview
- Plan Risk Management
- Identify Risks
- Qualitative and Quantitative Risk Analysis
- Plan Risk Responses

Target Group: The target audience includes project managers, project officers, technical officers, project team members, research officers, supervisors, team leaders, engineering managers, engineers, maintenance managers, production managers, property managers, and other personnel involved in project related activities.

Fee: \$330

Project Leadership (PRM00003)

- Introduction to Project Leadership
- Communication and Conversational Skills
- Team Development
- Motivation Theories
- DISC Assessment
- Conflict Resolution

Fee: \$330

Microsoft Project for Project Managers (PRM00005)

- Explain the fundamentals of Microsoft® Project 2016 Interface
- Execute and setup a Project
- Identify Key Deliverables
- Manipulate tasks & constraints
- Develop Project calendars
- Develop a Work Breakdown Structure
- Integrate with Dependencies
- Create a resource pool
- Measure Project performances using graphs and charts
- Establish project reports

Fee: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Suva/Naceva	Face to Face	Day

QUALITY MANAGEMENT

Quality management is the act of overseeing different activities and tasks within an organisation to ensure that products and services offered, as well as the means used to provide them, are consistent. It helps to achieve and maintain a desired level of quality within the organisation. Quality management consists of four key components, which include Quality Planning, Quality Improvement, and Quality Control & Quality Assurance. The aim of Quality management is to ensure that all the organization's stakeholders work together to improve the company's processes, products, services & the culture to achieve the long-term success that stems from customer satisfaction. The process ensures that the products and services produced by the team match the customers' expectations.

We offer a range of specialized courses in the area of quality management. The courses enable organizations to meet and exceed its quality objectives. The courses are based on the quality management principles of ISO 9000 Quality Management Systems standard and the values and principles of the Malcom Baldrige Business Excellence Framework. A defining feature of this program is that it offers a Certificate of Attainment in individual modules after completion, in addition to a final Certificate of Attainment in Quality Management to participants who complete the full program of five modules.

Certificate of Attainment in Quality Management

- Organize the Workplace Using 5S Methodology
- Understand & Implement ISO 9001:2015 Quality Management Systems
- ISO 9001:2015 Quality Management Systems Internal Auditing
- Manage Enterprise Risk
- Measuring & Enhancing Firm Level Productivity

Organize the Workplace Using 5S Methodology (PII0048)

Competencies Addressed:

- Evolution of 5S
- Objectives of 5S
- Concepts of 5S
- Benefits of 5S
- The 5S methodology
- The 6th S – Safety
- The 5S implementation plan
- Employee engagement for 5S

Target Group: This program is designed for employees at all levels in an organization such as logistic managers, property managers, factory managers, staff from quality, production, finance, customer service, warehouse, OHS reps, technicians and operators. This course is particularly useful for companies aiming to achieve continual improvement through the installation of proper quality culture among workforces.

Training Investment: \$165

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	Face to Face Blended	Day/Evening

Understand and Implement ISO 9001:2015 Quality Management Systems (PII0016)

Competencies Addressed:

- Interpret the requirements of the ISO9001:2015 Quality Management Systems.
- Design standard operating procedures to manage management systems
- Demonstrate the guidelines of the ISO9001:2015 Quality Management Systems.
- Evaluate quality management system controls at the workplace.
- Understand the High-Level Structure of ISO9001:2015 Quality Management Systems.
- Know how the risk management system is integrated into quality management systems.
- Determine resource allocations to manage a quality management system.
- Create a hazard management risk management for the quality management system.

Target Group: The target audience includes managers, team leaders, and supervisors, quality management committee members, and all others who are interested in gaining knowledge on the requirements of ISO9001:2015.

Training Investment: \$385

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	Face to Face Blended	Day/Evening

ISO 9001:2015 Quality Management Systems Internal Auditing (PII0035)

Competencies Addressed:

- Understand and meet the audit requirements of ISO 9001:2015 QMS
- Understanding the ISO 19011:2015 standard on auditing of management systems
- Create and audit from for the QMS
- Design an internal audit plan
- Understand the principles of being a good audit
- Writing nonconformity statements
- Writing an audit report
- Illustrate skills to open and close an audit meeting

Target Group: The target audience includes middle managers, management representatives, quality practitioners, quality assurance managers, and internal quality auditors.

Training Investment: \$330

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	Face to Face Blended	Day/Evening

Manage Enterprise Risk (PII0056)**Competencies Addressed:**

- Introduction to and basics of enterprise risk management
- Benefits of a well-implemented MER system
- Core ideas of MER
- Examples of different MER approaches
- The MER framework
- Implementing ERM

Target Group: This program is designed for employees at all levels in an organization such as logistic managers, property managers, factory managers, staff from quality, production, finance, customer service, warehouse, OHS reps, technicians and operators. This course is particularly useful for companies aiming to achieve continual improvement through the installation of proper quality culture among workforce.

Training Investment: \$330.00

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	Face to Face Blended	Day/Evening

Measuring and Enhancing Firm Level Productivity (PII0055)

Competencies Addressed:

- Enhance your productivity and improve your performance
- Make the distinction between being busy and being productive
- Use the Productivity P-List - Purpose, plan, prep, personal initiative
- Productivity SOS: Self, Others, Systems
- Calculate firm level productivity in relation to labour, machinery, inputs, outputs and other factors and analyse results
- Boost productivity by improving goal focus
- Learn to correctly prioritise your work
- Improve Positive Mental Attitude

Target Group: The target audience includes managers, supervisors and team members of organizations that want to measure and improve firm level productivity.

Training Investment: \$275

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Namaka/Suva/Naceva	Face to Face Blended	Day/Evening

TAFE AWARD COURSES

The Department offers a range of franchised qualifications which is suited for working students. These courses are offered under partnership with recognized Australian training providers like TAFE New South Wales, and National Safety Council of Australia.

The qualifications target those individuals who need a practical, skills-based qualification relevant to their work. The classes are offered in the evenings and weekends, as well as blended online modes to allow flexibility and access to working students.

- Advanced Diploma of Leadership and Management
- Diploma of Work Health and Safety
- Certificate IV in Work Health and Safety
- Diploma of Project Management

Advanced Diploma of Leadership and Management (BSB60420)

Units of Competency:

- Apply critical thinking for complex problem solving
- Lead and manage organisational change
- Communicate with influence
- Manage organisational finances

- Assist with workplace compliance with WHS laws
- Contribute to implementation and maintenance of WHS consultation and participation processes
- Contribute to WHS risk management
- Contribute to implementing WHS management systems
- Contribute to workplace incident response
- Assist with managing WHS compliance of contractors
- Write complex documents
- Analyse and present research information

- Target Group:** The target audience includes OHS officers and supervisors, and those who are interested in pursuing Diploma of WHS.

Training Investment: \$3500.00

Diploma of Project Management (BSB50820)

Competencies Addressed:

- Manage project scope
- Manage project time
- Manage project quality
- Manage project cost
- Manage project human resources
- Manage project information and communication
- Manage project risk
- Manage project integration
- Manage project governance
- Manage project stakeholder engagement
- Manage project procurement
- Develop workplace policies and procedures for sustainability

Target Group: The target audience includes project team leaders, project managers/supervisors, project team members and those that have completed Certificate of Attainment in Project Management.

Training Investment: \$6000

DEPARTMENT OF NATIONAL TRADE TESTING SCHEME

Trade: Motor Vehicle Mechanic

Motor Vehicle Mechanic Class III (CRM No: MVM III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Motor Vehicle Mechanic trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Vehicle Engine operation, Lubrication, Cooling and Fuel system
- Vehicle Starting, Charging, EFI and Electrical system
- Vehicle Transmission system
- Vehicle Suspension, Steering and Braking system
- Vehicle Safety Devices

Target Group: Tradesman directly involved in Motor Vehicle Mechanic Trade having a minimum of 2 years relevant work experience

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Motor Vehicle Mechanic Class II (CRM No: MVM II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Motor Vehicle Mechanic trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Vehicle Engine operation, Lubrication, Cooling and Fuel system
- Vehicle Starting, Charging, EFI and Electrical system.
- Vehicle Transmission system
- Vehicle Suspension, Steering and Braking system.
- Vehicle Safety Devices
- Knowledge and use of automotive tools and test equipment's

Target Group: Tradesman with Class III Motor Vehicle Mechanic Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Motor Vehicle Mechanic Class I (CRM No: MVM I)

Competencies addressed:

The assessment covers practical and theoretical aspects of Motor Vehicle Mechanic trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Vehicle Engine operation, Lubrication, Cooling and Fuel system
- Vehicle Starting, Charging, EFI and Electrical system
- Vehicle Transmission system
- Vehicle Suspension, Steering and Braking system
- Vehicle Safety Devices

Target Group: Tradesman with Class III & Class II Motor Vehicle Mechanic Trade Test certificate and a minimum of 6 years relevant work experience.

Fee: \$400

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Refrigeration & Air-Conditioning

Refrigeration & Air-Conditioning III (CRM No: RAC III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Refrigeration and Air-conditioning trade. The following topics will be assessed:

- Safe working practices/ OHS
- Brazing / gas welding
- Refrigerant handling
- Maintenance and RAC parts identification
- Knowledge of RAC compressors
- Knowledge and use of RAC tools and test equipment's

Target Group: Tradesman directly involved in Refrigeration and Air-Conditioning Trade having a minimum of 2 years relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Refrigeration & Air-Conditioning II (CRM No: RAC II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Refrigeration and Air-conditioning trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Reciprocating compressors
- Condenser, Refrigerant controls, Evaporators, Direct expansion system.
- Defrost timers, Refrigerant piping components
- Vacuum pump, system evacuation/charge
- Fault diagnosis
- 3 phase Motor protection/installation/connection.

Target Group: Tradesman with Class III Refrigeration and Air-conditioning Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Refrigeration & Air-Conditioning Class I

(CRM No: RAC I)

Competencies addressed:

The assessment covers practical and theoretical aspects of Refrigeration and Air-conditioning Trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- RAC test instruments
- Installation, piping, wiring schematics.
- Fault diagnosis
- Centrifugal pumps
- Cool rooms, refrigeration systems
- Air-conditioning, heating systems

Target Group: Tradesman with Class III & Class II Refrigeration and Air-conditioning Trade Test certificate and have a minimum of 6 years relevant work experience.

Fee: \$400

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Spray Painting

Spray Painting Class III (CRM No: SPR III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Spray-Painting trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Spray painting tools/ equipment usage and safety
- Personal Protective Equipment
- Substrate preparation
- Putty, body filler, sanding
- Paint preparation
- Primer application

Target Group: Tradesman directly involved in Spray Painting Trade having a minimum of 2 years relevant work experience

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Spray Painting Class II (CRM No: SPR II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Spray-Painting Trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Spray painting tools/ equipment usage and safety
- Surface preparation
- Masking, sanding
- Two toning and paint stripping
- Paint application
- Protective coat application

Target Group: Tradesman with Class III Spray Painting Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Panel Beating

Panel Beating Class III (CRM No: PBT III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Panel Beating trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- care, use and maintenance of the tools
- Blocking shaping and planishing
- repairs to simple convex panels
- Removal and refitting components
- Minor dent repair
- Hot shrink

Target Group: Tradesman directly involved in Panel Beating Trade having a minimum of 2 years relevant work experience

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Panel Beating Class II (CRM No: PBT II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Panel Beating trade. The following topics will be assessed:

- Care, use and maintenance of the tools
- Hydraulic body jack, damage dozer
- Mig welding machines
- Body realigning, removing and repairing/replacing panels

- Repair plastic bumpers
- Salvage rusted and damaged panels

Target Group: Tradesman with Class III Panel Beating Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Hand & Machine Typographer

Hand & Machine Typographer Class III (CRM No: HMT III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Hand & Machine Typographer trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- care, use and maintenance of the tools
- ISO paper sizes
- Setting and fitting letters
- Setting job
- Proper use of quoin keys

Target Group: Tradesman directly involved in Hand & Machine Typographer Trade having a minimum of 2 years relevant work experience

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Hand & Machine Typographer Class II (CRM No: HMT II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Hand & Machine Typographer trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Subdivision of paper
- Chases and their uses

- Linotype, monotype
- Hand setting and running types and blocks

Target Group: Tradesman with Class III Hand & Machine Typographer Trade Test certificate and have a minimum of 4 years relevant work experience

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Letter Press Machinist

Letter Press Machinist Class III (CRM No: LTM III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Letter Press Machinist trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Printing process
- Paper/ ink description
- Machine/ equipment knowledge
- Cylinders, rollers, ink ducts
- Grip and lay system

Target Group: Tradesman directly involved in Letter Press Machinist Trade having a minimum of 2 years relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Letter Press Machinist Class II (CRM No: LTM II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Letter Press Machinist trade. The following topics will be assessed:

- Care, use and maintenance of the tools

- Types of machines and equipment's
- Paper, ink, color knowledge
- Gauges, plates cylinders use and setting
- Color mixing/ matching
- Paper preparation, printing and drying

Target Group: Tradesman with Class III Letter Press Machinist Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Sheet Metal Worker

Sheet Metal Worker Class III (CRM No: SMW III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Sheet Metal Worker trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Drilling, riveting, sawing
- Use of specialised tools and equipment
- Seaming
- Measurement and pattern development
- Spot welding and soldering

Target Group: Tradesman directly involved in Sheet Metal Worker Trade having a minimum of 2 years relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Sheet Metal Worker Class II (CRM No: SMW II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Sheet Metal Worker trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools
- Hollowing, raising, plenishing
- Tinning, brazing, spot welding
- Safety with combustible vessels
- Knowledge of metal properties

Target Group: Tradesman with Class III Sheet Metal Worker Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Electrician

Electrician Class III (CRM No: ELT III)

Competencies addressed:

the assessment covers practical and theoretical aspects of Electrician trade. The following topics will be assessed:

- Electrical safety
- Electrical principles, calculation, and hardware
- Electrical measuring and testing instruments
- Motors and transformers
- Domestic electrical appliances.

Target Group: Tradesman directly involved in Electrical Trade having a minimum of six (6) years relevant experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Electrician Class II (CRM No: ELT II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Electrician trade.
The following topics will be assessed:

- Electrical safety and Treatment of electric shock
- Wiring principles, calculation and hardware
- AS/NZ Wiring rules and testing instruments
- Refrigeration and air conditioning and use of Machinery
- Rewinding of Ac and DC Equipment and solar power systems

Target Group: Tradesman with Class III Electrician Trade Test certificate and have additional of 3 years of electrical work experience..

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Electrician Class I (CRM No: ELT I)

Competencies addressed:

The assessment covers practical and theoretical aspects of Electrician trade.
The following topics will be discussed:

- AS/NZ Wiring and Wiring Skills
- Refrigeration, Motor Testing and battery maintenance
- Metering Principle, Electrical calculation
- Drawing Interpretation and Basic managerial Techniques
- Industrial Switch Boards, Thyristors and Circuit Analysis

Target Group: Tradesman with Class III & Class II Electrician Trade Test certificate and have an additional 2 years of electrical work experience.

Fee: \$400

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Motor Vehicle Electrical Electronics

Motor Vehicle Electrical Electronics Class III (CRM No: MVEE III)

Competencies addressed:

- The assessment covers practical and theoretical aspects of Motor Vehicle Electrical Electronics trade. The following topics will be assessed:
- Workshop safety, General workshop practice and documentation.
- Fundamentals of electricity.
- Batteries, starting systems, Charging and Conventional ignition system.
- Electronic fuel injection system, Engine ignition system and lighting system
- Vehicle air conditioning, Vehicle safety, accessories and Electronic braking system

Target Group: Tradesman directly involved in Motor Vehicle Electrical Electronic Trade having a minimum of 2 years relevant work experience .

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Motor Vehicle Electrical Electronics Class II

(CRM No: MVEE II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Motor Vehicle Electrical Electronics trade. The following topics will be discussed:

- Workshop safety, General workshop practice and documentation.
- Engine construction and principle of operation.
- Lighting system, starting system, Charging system, Conventional ignition system.
- Electronic fuel injection system, Engine ignition, Instrument and safety system.
- Vehicle Air conditioning, electronic braking system and Hybrid vehicle[optional]

Target Group: Tradesman with Class III Motor Vehicle Electrical Electronics Trade Test certificate and a minimum of 4 years of electrical work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Pipe Fitter

Pipe Fitter Class III (CRM No: PIF III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Pipe Fitter trade. The following topics will be assessed:

- Workshop safety, tools, materials, and basic workshop processes.
- Measurement, setting, marking, and cutting pipes
- Fabrication, Bending and joining of pipes
- Understating and interpretation of drawing

Target Group: Tradesman directly involved in Pipe Fitter trade having a minimum of 2 years relevant work experience

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Pipe Fitter Class II (CRM No: PIF II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Pipe Fitter trade. The following topics will be assessed:

- Workshop safety and basic workshop processes.
- Cutting, threading, bending and joining pipes.
- Joining and fixing of cast iron, copper, PVC and mild steel pipes.
- Connection and carrying out hydraulic test.

Target Group: Tradesman with Class III Pipe Fitter Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Plumber General

Plumber General Class III (CRM No: PLG III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Plumber General trade. The following topics will be assessed:

- Workshop safety, tools, materials and basic workshop processes.
- Measurement, setting, marking, and cutting pipes
- Bending and joining of pipes and sheet metal
- Sanitary fixtures, and basic calculations

Target Group: Tradesman directly involved in Plumber General Trade having a minimum of 2 years relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Plumber General Class II (CRM No: PLG II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Plumber General trade. The following topics will be assessed:

- Workshop safety and basic workshop processes.
- Setting, marking, cutting, bending and joining pipes.
- Brazing and hard soldering
- Valves, Cold and hot water services
- Sanitary fixtures and drainage system

Target Group: Tradesman with Class III Plumber General Trade Test Certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Plumber General Class I (CRM No: PLG I)

Competencies addressed:

The assessment covers practical and theoretical aspects of Plumber General trade. The following topics will be assessed:

- Safety, Material, equipment and site procedure.
- Functional knowledge and design factors.
- Methods of installation on various system, development, and joint preparation.
- Repair, maintenance system, Soldering and welding processes.
- Testing and commissioning

Target Group: Tradesman with Class III & Class II Plumber General Trade Test certificate and a minimum of 6 years relevant work experience.

Fee: \$400

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Plasterer General

Plasterer General Class III (CRM No: PLS III)

Competencies addressed:

The assessment covers practical and theoretical aspects of basic Plasterer General trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The reading and measuring with rule to 1/16 of an inch or 1mm
- Selection and use of straight edge, wooden square, preparation of fixing battens
- The reading of simple sketches
- The preparation of surfaces, mixing of plaster, sand, cement, lime,
- Plaster application, reasonable finish of surfaces

Target Group: Tradesman directly involved in Plasterer General trade having a minimum of 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Block Layer

Block Layer Class III (CRM No: BLK III)

Competencies addressed:

The assessment covers practical and theoretical aspects of basic Block layer trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The identification care uses and maintenance of tools
- The reading and measuring with rule to 1/8 of an inch and simple sketches
- The mixing of concrete and care of use gauge boxes.
- The mixing of mortar for concrete blocks,
- The understanding of various shapes, types and size blocks and they properties

Target Group: Tradesman directly involved in Block Layer trade having a minimum 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Carpenter General

Carpenter General Class III (CRM No: CPG III)

Competencies addressed:

The assessment covers practical and theoretical aspects of basic Carpenter General trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The reading and measuring with rules to 1mm
- Knowledge of setting printable power tools and includes electric tools
- The purpose and construction of the following types of joints
- The common types of roofing covering and their fixing
- The splicing of a door frames in position

Target Group: Tradesman directly involved in Carpenter General trade having a minimum 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Carpenter General Class II (CRM No: CPG II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Carpenter General trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The interpretation of simple drawing and sketch, preparation of materials list
- Different types of glues and their application, preparation and common gluing defects
- Setting out and construction of simple arch centres
- The knowledge of concreting, hip, gables and valley roofs
- Construction of a timber floor for a domestic building and materials.

Target Group: Tradesman with Class III Carpenter General Trade Test certificate and have a minimum of 4 years of relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Carpenter General Class I (CRM No: CPG I)

Competencies addressed:

The assessment covers practical and theoretical aspects of Carpenter General trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The use of a dumpy level for setting out building works acceptable tolerance
- The carrying out of any finishing work applicable to the trades
- Setting out of construction formwork, for circular or non-rectangular footing.
- The application of geometry in relation to the setting out of foundation
- Preparation of bill of materials from drawing.
- The planning and organization of carpentry work.

Target Group: Tradesman with Class III & Class II Carpenter General Trade Test certificate and a minimum of 6 years of relevant work experience.

Fee: \$400

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Cabinet Maker

Cabinet Maker III (CRM No: CAM III)

Competencies addressed:

The assessment covers practical and theoretical aspects of basic Cabinet Maker trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The identification, care use and maintenance of tools and they users
- The reading, measuring with 1mm rule and simple conversion of metric and imperial
- The simple fixing of hardware, traditional types of drawers, doors and construction
- The interpretation of simple drawing and carrying out od simple calculations
- Freehand sketching in following projection, isometric, oblique and orthographic

Target Group: Tradesman directly involved in Cabinet Maker trade having a minimum of 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Cabinet Maker II (CRM No: CAM II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Cabinet Maker trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The interpretation of simples drawing and sketch, preparation of materials list

- To understand, demonstrate the machine and construction of corner, angle and widening joints
- The banding and trimming of edges with laminated plastic or other types used on site
- Construction of various range of cabinet without assistance
- The reading of metric scaled drawing (2D) prepare cutting list, materials list, carry out projects
- Have knowledge of timber seasoning, types of seasoning, moisture and timber defects

Target Group: Tradesman with Class III Cabinet Maker Trade Test certificate and have a minimum of 4 years of relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Joiner

Joiner III (CRM No: JOI III)

Competencies addressed:

The assessment covers practical and theoretical aspects of basic Joiner trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The identification, care use and maintenance of tools and they users
- The reading of and measuring with 1mm rule and simple conversion of metric and imperial
- The simple fixing of hardware, traditional types of drawers, doors and construction
- The interpretation of simple drawing and carrying out of simple calculations
- Freehand sketching in following projection, isometric, oblique and orthographic
- Knowledge of MDF Board, ply board, Formica and hardware fittings

Target Group: Tradesman directly involved in Joiner trade having a minimum of 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Joiner II (CRM No: JOI II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Joiner trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The interpretation of simple drawing and sketch, preparation of materials list
- To understand, demonstrate the machine and construction of corner.
- Have knowledge of timber seasoning, types of seasoning.
- Construction of all types of doors, windows applications of hardboard or ply boards
- Care seating and commercial kitchen fitments, laminates for finishing works
- Basic understanding and skills in cutting and fixing glass

Target Group: Tradesman with Class III Joiner Trade Test certificate and have a minimum of 4 years of relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Painter & Decorator

Painter & Decorator Class III (CRM No: PND III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Painter & Decorator trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The reading and measuring with rule to 1/16 of an inch or 1mm
- The mixing of paints ready for general use
- Techniques required in the preparation of an old and new surfaces for painting
- Type of paints and their general use
- Type of fillers and mode where and how they be used

Target Group: Tradesman directly involved in Painter & Decorator trade having a minimum of 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Wood Machinist

Wood Machinist Class III (CRM No: WMA III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Wood Machinist trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- The reading and measuring with rule to 1/16 of an inch or 1mm
- The machines joints, rebate, though, stopped housing, plain mitre
- The interpretation of simple drawing and sketching of machine parts
- The knowledge of timber growth, milling, defects and seasoning

Target Group: Tradesman directly involved in Wood Machinist trade having a minimum of 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Upholsterer

Upholsterer Class III (CRM No: UPH III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Upholsterer trade. The following topics will be assessed:

- The identification, care, use maintenance of tools
- Ability to work with given dimension and standard forms of measurement.
- Identification of types of nails tacks, staples, screws, eye lets, foams, springs and webbing.
- Upholstery of plain stools and chairs.

Target Group: Tradesman directly involved in Upholsterer trade having a minimum of 2 years relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Upholsterer Class II (CRM No: UPH II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Upholsterer trade. The following topics will be assessed:

- Workshop safety, care and maintenance of tools
- Making of cushions and working on springs, hessians, webbing and foam rubber.
- Use of all types of portable electric tools requires in the trade.
- Understand the type of threads, material and calculation of material use.

Target Group: Tradesman with Class III Upholsterer Trade Test certificate and have a minimum of 4 years of relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Sign Writer

Sign Writer Class III (CRM No: SIG III)

Competencies addressed:

- The assessment covers practical and theoretical aspects of Sign Writer trade. The following topics will be assessed:
- Identification, care, use and maintenance of tools.
- Reading, measurement and preparation of surface before painting.
- Use of stencils, fillers, paints.
- Preparation and finishing of woodwork.
- Setting out styles of writing.

Target Group: Tradesman directly involved in Sign Writer trade having a minimum of 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Sign Writer Class II (CRM No: SIG II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Sign Writer trade. The following topics will be assessed:

- Correct use, care and maintenance of tools
- Identification of colors and setting out writing.
- Familiar with erection of scaffolding.
- Safety precautions required in scaffolding for signwriting.
- General techniques use in signwriting.

Target Group: Tradesman with Class III Sign Writer Trade Test certificate and have a minimum of 4 years of relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Print Finishing

Print Finishing Class III (CRM No: PRF III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Print Finishing trade. The following topics will be assessed:

- The identification, correct use, care and maintenance of tools and equipment's.
- Basic craft book binding, print finishing and securing methods.
- Hand numbering, cording eye-letting padding, laminating and other finishing styles.
- Troubleshooting, understanding and demonstrate safety rules and regulations

Target Group: Tradesman directly involved in Print Finishing trade having a minimum of 2 years of relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Print Finishing Class II (CRM No: PRF II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Print Finishing trade. The following topics will be assessed:

- Correct use, care and maintenance of tools and equipment's.
- Adjusting and operation of folding and perforation machines.
- Case binding, hand-sewing, fail blocking, rounding and backing and case making.
- Trouble shooting and rectifying basic book binding and print finishing problems

Target Group: Tradesman with Class III Print Finishing Trade Test certificate and have a minimum of 4 years of relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Photo Mechanic

Photo Mechanic Class III (CRM No: PMC III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Photo Mechanic trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools, theory & principles
- Photography, Spectrum, illumination, exposures, Image formation
- Emulsion, exposure, processing, production, make ready
- Types of plate, +ve & -ve plate making, equipment
- Presentation, two colour, Positioning of image, registration
- Storage, handling and use of chemicals and plates

Target Group: Tradesman directly involved in Photo Mechanic trade having a minimum of 2 years relevant work experience

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Photo Mechanic Class II (CRM No: PMC II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Photo Mechanic trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Care, use and maintenance of the tools, theory & principles
- Camera types, Light, reflection, refraction, inverse square law
- Illumination, factors, spectral emission, Image formation & exposure
- Film, processing, chemicals, equipment's, photography laws
- Quality control, tone process & theories, reproduction & methods
- Line, tone, humidity variations, techniques, colour, register, wedges

Target Group: Tradesman with Class III Photo Mechanic Trade Test certificate and have a minimum of 4 years of relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Baking & Patisserie

Baking & Patisserie Class III (CRM No: BPS III)

Competencies addressed:

The assessment covers practical and theoretical aspects of basic Baking & Patisserie trade. The following topics will be assessed:

- General kitchen & bakery practices, baking hygiene and Workshop safety
- Piping & writing (paper cornet) on chocolate or royal icing
- Basic Doughs: Sugar dough, Pie dough, white bread, brown bread, bread rolls...
- Mixture preparation

- Simple French pastries
- Fruit tartlets, éclairs, and meringue nests.

Target Group: Tradesman directly involved in Baking & Patisserie trade having a minimum of 2 years relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Chef

Chef Class III (CRM No: CHF III)

Competencies addressed:

The assessment covers practical and theoretical aspects of basic Chef trade. The following topics will be assessed:

- General kitchen practices, food hygiene and Workshop safety
- Food storage, preparation both basic & secondary and mixing
- Toasting & Baking, boiling, stewing & proving and roasting, frying & grilling.
- End product; appearance and palatability of foods, etc.
- Presentation; Visual perception, Quality control, Portion control
- Design and colour Artistry of the plating and chilling & freezing

Target Group: Tradesman directly involved in Chef trade having a minimum of 2 years relevant work experience

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Chef Class II (CRM No: CHF II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Chef trade. The following topics will be assessed:

- General kitchen practices, food hygiene and Workshop safety
- Storage, preparation both basic & secondary and mixing
- Toasting & Baking, boiling, steaming, poaching, stewing, braising.

- End product; appearance and palatability of foods etc.
- Presentation

Target Group: Tradesman with Class III Chef Trade Test certificate and have a minimum of 4 years of relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Chef Class I (CRM No: CHF I)

Competencies addressed:

The assessment covers practical and theoretical aspects of Chef trade. The following topics will be assessed:

- General kitchen practices, food hygiene and Workshop safety
- Food storage, preparation both basic & secondary and mixing
- Food process during cooking; Application of heat or energy
- Toasting & Baking, boiling, steaming, poaching, stewing, braising etc.
- End product; appearance and palatability of foods etc.
- Visual perception, Quality control, Portion control etc.
- Management; Economy of motion & Sound hygienic practices

Target Group: Tradesman with Class III & II Chef trade test certificate and a minimum of 6 years relevant work experience.

Fee: \$400

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Electronic Technician

Electronic Technician Class III (CRM No: ELC III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Electronic Technician trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Electrical Safety, Calculations and Units

- Basic Semiconductor Devices, Analogue Circuits, Logic Gates & Logic Functional Units
- Printed Circuit Board, Component Handling, Troubleshooting Simple circuit
- Test Equipment & A.C Wiring
- Batteries, Heat Sinks & Accessories

Target Group: Tradesman directly involved in Electronic Technicians Trade having a minimum of 2 years relevant work experience

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Electronic Technician Class II (CRM No: ELC II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Electronic Technician trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Electrical Safety, Treatment of Electric Shock, Use of Test Equipment
- Electromagnetic Field Tester, Advanced Circuits, Integrated Circuits (IC's)
- Wires and Cables, Optics and Infra-Red
- Communication Protocols
- Displays & Mechanics
- Knowledge and use of electronic tools and test equipment's

Target Group: Tradesman with Class III Electronic Technicians Trade Test certificate and have a minimum of 4 years relevant work experience

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Electronic Technician Class I (CRM No: ELC I)

Competencies addressed:

The assessment covers practical and theoretical aspects of Electronic Technician trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Basic Managerial & Supervisory Techniques and Report writing.

- Drawing Interpretation & Advanced Electronic Circuits
- Repair without schematic circuits, Service and repair.
- Repair with aid of schematics, Special Circuits, Components, and Blocks
- Service and Repair common & Specialized Equipment
- Knowledge and use of electronic tools and test equipment's

Target Group: Tradesman with Class III & Class II Electronic Technician Trade Test certificate and a minimum of 6 years relevant work experience

Fee: \$400

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Fitter & Machinist

Fitter & Machinist Class III (CRM No: FMA III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Fitter & Machinist trade. The following topics will be discussed:

- General workshop practices and Workshop safety
- Tools identification, care, use and maintenance
- Measuring & marking out, selection of files, drilling and tapping
- Fabrication, forging, hardening, tempering & keyway cutting
- Soldering, drilling, sawing & lathe operation, maintenance with safety
- Electrical shock and protective equipment.

Target Group: Tradesman directly involved in Fitter & Machinist trade having a minimum of 2 years relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Fitter & Machinist Class II (CRM No: FMA II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Fitter & Machinist trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Tools identification, care, use and maintenance
- Measuring & marking out, selection of files, drilling and tapping
- Fabrication, forging, hardening, tempering & keyway cutting
- Soldering, drilling, sawing & lathe operation, maintenance with safety
- Electrical shock and protective equipment.

Target Group: Tradesman with Class III Fitter & Machinist Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Fitter & Machinist Class I (CRM No: FMA I)

Competencies addressed:

The assessment covers practical and theoretical aspects of Fitter & Machinist trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Tools identification, care, use and maintenance, damaged machine parts repair
- Fitting, scraping and removing of bearings, marking out, lathe holding methods
- Dismantling, repairing, re-assembling and testing of machinery & lathe works
- Estimating, costs, leadership, shaping & milling and bearing & gears

Target Group: Tradesman with Class III & II Fitter & Machinist Trade Test certificate and a minimum of 6 years relevant work experience.

Fee: \$400

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Trade: Heavy Diesel Mechanic Commercial

Heavy Diesel Mechanic Commercial Class (CRM No: HDMC III)

Competencies addressed:

The assessment covers practical and theoretical aspects of Heavy Diesel Mechanic Commercial trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Engine operation, Lubrication, Cooling and Fuel system
- Starting, Charging, EFI and Electrical system
- Transmission system, Drive lines, wheels & tyres
- Suspension, Steering and Braking system
- Emission control systems
- Knowledge and use of specialized tools and test equipment's

Target Group: Tradesman directly involved in Heavy Diesel Mechanic Commercial Trade having a minimum of 2 years relevant work experience.

Fee: \$200

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

Heavy Diesel Mechanic Commercial Class II

(CRM No: HDMC II)

Competencies addressed:

The assessment covers practical and theoretical aspects of Heavy Diesel Mechanic Commercial trade. The following topics will be assessed:

- General workshop practices and Workshop safety
- Engine operation, Lubrication, Cooling and Fuel system
- Transmission system, Overhaul & reconditioning, clutches.
- Suspension, Steering and Braking system
- LTA Act and Regulations
- Knowledge and use of specialized tools and test equipment's

Target Group: Tradesman with Class III Heavy Diesel Mechanic Commercial Trade Test certificate and have a minimum of 4 years relevant work experience.

Fee: \$300

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Lautoka/Suva	Face to Face	Day/Evening

DEPARTMENT OF QUALITY AWARDS

Overview

The Department of Quality Awards under the 2005 Productivity Charter is required to work in close association with its social partners - Government, employers and Union representatives, and assist in recommending appropriate productivity initiatives to be undertaken. In addition, the National Training & Productivity Centre is also required to carry out a number of key functions to raise national productivity.

The National Training & Productivity Centre is Fiji's National Productivity Organisation and is responsible for promoting and enhancing productivity and excellence in Fiji. The National Training & Productivity Centre also acknowledges that keeping itself abreast with changes both at the national and global level is necessary. The changes are manifold and require interventions through promotional initiatives and consultancy. This also requires the necessary human resources to execute plans that will be put into place to meet these challenges.

The major deliverables of the Department are:

1. Fiji Business Excellence Awards
2. Productivity Promotions
3. Benchmarking
4. Productivity Measurement
5. National Quality & Innovation Conference

The Fiji Business Excellence Awards or FBEA is a set of national awards designed to improve productivity and quality in organisations. It aims to promote business excellence by providing a Framework or Criteria for Performance Excellence that is based on similar principles to those of other international awards. No matter what your situation, structure or sector, is today, you will need an innovative organizational system to survive in the future. The Fiji Business Excellence Awards Framework is designed to help you explore your own organizational beliefs and strategies, to test for linkages and measurable activity, and to test results for long term success.

The FBEA Framework is based on the United States Malcolm Baldrige Award model and is comparable with similar frameworks around the globe (including the European and Singapore models) and contains all of the requirements of the ISO 9001:2015 standard series. The Secretariat organizes annual training for the evaluators and ensures that the training responds to the requirements of the evaluation exercise. To date a record number of approximately 500+ evaluators have been trained and certified. The strong support from industry and government is fundamental to the success of the National Training & Productivity Centre's Business Excellence initiative. This is evident with the

number of organisations that have embarked on the journey. 296 awards have been presented to around 154 applicants over the last twenty-four years. These organisations have benefitted immensely from their participation in the awards process and have continued to use the awards framework as an Organizational Self- Assessment tool for recognition.

The Fiji Business Excellence Awards programme continues to grow from strength to strength and one of the key areas of focus is to engage many more evaluators who no doubt will be required in the future. We continue to look towards the industry to support the Department of Quality Awards programme by supplying evaluators and this is an excellent way for an enterprise to gain expertise in Quality Management.

As part of the new restructure of NTPC and the growing demand to see the exponential growth on Team Excellence activities in Fiji, a new concept has been introduced to assist organisations in embracing Government's vision of a new Transformation of the Country in 2020 and beyond hence the introduction of the Team Excellence Symposiums. Team Excellence activities are popular in the Asian countries such as Singapore (IETEX International Exposition on Team Excellence), Malaysia and ASQ (American Society of Quality) in America. A global audience saw how quality concepts were being used by teams within organizations all over the world to make valuable improvements in areas such as customer satisfaction, waste reduction, and employee morale-all leading to improved profitability.

The TEAM EXCELLENCE Competitions is set with the vision of empowering teams in showcasing their completed projects using Quality Tools. The idea is to document your efforts throughout the course of a project, which will focus your team and provide feedback along the way. The Team Excellence Awards is the highest accolade given to any project teams in the Team Excellence Initiative. The award recognizes teams for excellence in Team Excellence activities. It highlights the importance of Team Excellence as a platform for business excellence.

The National Productivity & Training Centre also assist organisations on their Quality Circle journey and the following Services are offered for the development and implementation of Quality Circles:

- National Quality & Innovation Conference
- Expertise training on QC tools
- Team Excellence Competitions

Programme Name: Lean 5S

Lean 5S - Improving Productivity at Workplace

Competencies addressed:

- Understand the 5S Concept
- To set up 5S housekeeping implementation systems
- Identify each step of 5S and implement them accordingly
- Understand the NTPC's 5S Certification Program

Target Group: The target participants include employees at all levels in an organisation. This course is particularly useful for companies aiming to achieve a continuous improvement through the installation of proper quality culture among the workforces. This course will also assist industries in getting National 5S Certification.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Suva/Nadi /Labasa	Face to Face	Day

Seminar: Team Excellence Information Seminar

QC Tools/ Team Excellence Productivity Tools for Effective Project Management

Competencies addressed:

- Understand the importance of QC tools to improve productivity and quality
- Acquire skills to apply QC tools in problem solving for quality improvement
- Apply QC tools at the workplace to increase productivity
- Acquire the skills to participate at the National Convention on Quality

Target Group:

The target participants include employees at all levels in an organization.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Suva/Nadi	Face to Face	Day

Workshop: Productivity Practitioners Workshop

Productivity Practitioners Program

Competencies addressed:

- Understand the concepts of common productivity methodologies. Learning of major productivity methodologies like 5S- The Practise of Good Housekeeping, Suggestion Scheme, ISO 9001-2015, Quality Circle and Green Productivity.
- Know the importance of these methodologies towards productivity and quality enhancement.
- Know how you on collaborate with Department of Quality Awards to benefit from benchmarking activities and good practise sharing.
- Target Group: The target participants include employees at all levels in an organization.

Fee: \$250

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	Suva/Nadi	Face to Face	Day

Conference: National Quality & Innovation Conference/ Team Excellence Competition

Competencies addressed:

- Showcase of Project Teams /Innovative teams presentations.
- Paper Presentation from expert Speakers in the productivity field
- Network with productivity champions of respective organizations
- A day of Quality exhibition

Target Group: The target participants include employees at all levels in an organisation. The members who have been trained in the Project Improvement programs and other Productivity programs can also take part in this conference and enhance knowledge from the Quality Project teams presenting and hear expert speakers in the Productivity field .

Fee: TBA

Training Dates	Venue	Mode	Session
Refer to the NTPC Training Schedule	TBA	Face to Face	Day

DEPARTMENT OF COMMUNITY BASED NON-FORMAL EDUCATION

Certificate of Attainment in Elderly Care Giver

Competencies addressed:

- Always uphold the patient's best interests
- Gain knowledge of the basic legal and ethical issues of providing care and develop the skills necessary to ensure effective communication with the patient and other stakeholders.
- Bring awareness of the risks involved and the health and safety skills necessary to keep both the Carer and the patient safe.
- Ensure that students are able to apply and demonstrate the knowledge and skills acquired to successfully complete the practical sessions and competencies.
- Monitor, assess, evaluate and review the content of the feedback and make desirable changes in the Course for the benefit of the patient and Carer.

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day/ Evening

Certificate of Attainment in Baking & Patisserie Fundamentals in Baking & Patisserie

Competencies addressed:

- Educate and train students in the necessary skills, knowledge and qualities required to work in cooking, baking and food preparation within the hospitality industry.
- Familiarize students with recipes and concepts used by bakers, pastry chefs and cooks which forms the basis of every competent chef/cook's repertoire.
- Bring awareness of the risks involved and the health and safety skills necessary around the working areas pertinent to cooks, bakers, and pastry chefs.
- Apply and demonstrate the knowledge and skills acquired to successfully complete the practical sessions and competencies.

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day/ Evening

Certificate of Attainment in Floristry - Floristry Designs and Techniques

Competencies addressed:

- Prepare commercial flower arrangements
- Understand the purpose and methods of conditioning flowers and foliage
- Understand the purpose and methods of conditioning flowers and foliage
- Identify materials and flowers for hiring purposes and costing
- Potential to cooperate own business within the flower industry
- Prepare, design interior decoration during any ceremonies with reasonable cost
- Demonstrate correct handling of cut flowers and foliage
- Identify methods of increasing the vase life of flowers to include:
 - Pre-conditioning
 - Use of proprietary branded chemicals
 - Effective siting
- Flower Arrangement with Medium
- Prepare the following commercial flower arrangements
 - Parallel designs
 - Linear designs
 - "A" & "L" design
- Select plant materials and appropriate media which meet the specification of the design
 - Select appropriate containers, bowls, basket for specific designs
 - Complete designs that meet quality technical requirements of specification
- Identify materials and flowers for hiring purposes and costing
- Potentials to operate own business within the flower industry
- Prepare, design interior decoration during any ceremonies with responsible cost

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Domestic Electrical Installation - Domestic Electrical Installation

Competencies addressed:

- Demonstrate knowledge of the hazardous nature of electricity
- Construct and test simple electrical circuit
- Demonstrate knowledge of common domestic wiring accessories and materials
- Demonstrate proper electrical safety methods
- Identify and know important electrical fundamentals
- Know and demonstrate proper use of power and hand tools
- Identify major electrical accessories
- Demonstrate basic domestic wiring installations

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Fiberglass Boat Repair - Demonstrate Fiberglass Boat Repair Procedures

Competencies addressed:

- Acquire the skills and knowledge needed for Fiberglass boat repair
- Apply skills learnt to carry out basic fiberglass boat maintenance
- Identify all safety measures in using tools and chemicals
- Demonstrate best method of using reinforcement and tools
- Demonstrate proper use of power tools and hand tools
- Design the processes and procedures in fiberglass boat repair

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Fundamentals of Food & Beverage Fundamentals in Food & Beverage

Competencies addressed:

- Develop an awareness of the operational aspects of the industry
- Identify the importance of the departments involved in the day to day running of the establishments.
- Examine the key roles of each department in hotels, motels, restaurants, clubs cafes and coffee shops.
- Identify the career paths within the hospitality industry.
- Perform some basic roles and provide some basic technical skills and support to a team.
- Demonstrate roles of front office and food & beverage personal

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Garment Construction - Techniques and Procedures

Competencies addressed:

- Use proper measurement methods
- Use proper garment cutting methods
- Identify and differentiate various fabric characteristics, sewing materials, machines, sewing tools and their proper usage and care.
- Cut and sew various garments for children, men and women's dresses
- Outline the safety precautions in the sewing area or in using the sewing machines

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Household & Sanitary Plumbing

Competencies addressed:

- Identify and use various sanitary & plumbing fixtures, fittings, joints and tools
- Carry out basic household pipe work, & installations
- Carry out installations of pans & cisterns, and their repairs
- Identify the distribution system, catchment reservoir and supply
- Carry out a complete septic tank construction
- Acquire the relevant OHS rules and regulations
- Carry out the clean-up operations

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Cabinet Making & Joinery

Competencies addressed:

- Know the various safety rules required for the use of Hand Tools
- Interpret metrics measures and rules and also the basic knowledge of using tape measures
- Sketch (draw and mark) a coffin sample
- Cut timber to the required sizes and assemble the parts, attach the handles, and varnish/paint the end product
- Use of basic joints in furniture making
- Identify the OHS relevant rules & regulations
- Carry out cleanup operations

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Business & Computing Skills

Competencies addressed:

- Have basic knowledge on How to start a business, preparing start-up capitals, calculation of repayments with basic Profit & Loss analysis
- Know about Positive & Negative Financial literacy, Household Budgeting, SWOT Analysis & Business Fixed Costs, Breakeven Point
- Know Cash Flow Plan, constructing a Cash flow chart
- Know basic market research, adapting the product to customer's needs, pricing the product, distributing, and promoting the product
- Know basic marketing information
- Know basic record-keeping, Business Plan, Legal implications
- Demonstrate basic communication skills
- Demonstrate critical and innovative thinking.
- Display competence in oral, written, and visual communication.
- Communicate ethically, responsibly, effectively, and competently in groups.
- Possess the skills to effectively deliver formal and informal oral presentations to a variety of audiences.
- Construct effective written messages in various formats and styles, to a variety of audiences.
- Use current technology related to the communication field.
- Respond effectively to cultural communication differences.
- Demonstrate positive group communication exchanges.

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Small Engine Repair

Competencies addressed:

- Identify the safety methods
- Identify and name tools
- Use the right tools in small engine repair
- describe and list small two stroke engine components
- identify the components in small two stroke engine
- explain the operation of two stroke engine components
- demonstrate knowledge to troubleshooting, servicing and repair fault on two stroke engines
- carry out cleaning up operations

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Screen Printing - Artwork & Designs

Competencies addressed:

- Understand the basic techniques and processes of screen printing
- Achieve a level of competence through exploration and experimentation
- Develop the vocabulary needed for evaluating and/or responding to screen prints
- Apply the concepts of good design and contemporary image making
- Develop craftsmanship
- Prepare and present work in a professional manner
- Meet deadlines and complete requirements
- Know the requirements of maintaining a safe and clean print workplace.

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Wooden House Construction

Competencies addressed:

- Perform general carpentry works
- Identify, select, and demonstrate application of construction materials
- Draw, read, and interpret drawings and specifications
- Interpret and apply codes, regulations, and contract documents
- Survey and investigate construction sites
- Select and maintain construction site tools and equipment.

- Interpret basic designs and apply sound construction principles.
- Understand basic quantity knowledge and estimate costs.
- Plan, coordinate, schedule and control projects.
- Use hand and power tools safely and efficiently.
- Demonstrate sustainable building practices and material application.
- Understand and apply the required safety standards in construction.

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Food & Beverage - Fundamentals in Food & Beverage

Competencies addressed:

- Educate and train students in the necessary skills, knowledge and qualities required to work in baking and food preparation within the hospitality industry.
- Familiarize students with recipes and concepts used by bakers and pastry chefs which forms the basis of every competent chef repertoire.
- Bring awareness of the risks involved and the health and safety skills necessary around the working areas pertinent to bakers and pastry chefs.
- Apply and demonstrate the knowledge and skills acquired to successfully complete the practical sessions and competencies.

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Solar Energy Installation & Maintenance

Competencies addressed:

- Identify the different components & functions of the photovoltaic system.
- Demonstrate the different types of solar cell and panel construction.
- Demonstrate the angle that the panel should be tilted.
- Demonstrate the different types of charge controllers & their installations.
- Identify what type of batteries to use in a PV system.
- Identify when a battery is fully charged, partially charged or fully discharged.
- Carry out battery maintenance.
- Demonstrate battery safety.
- Carry out system sizing of a solar home system.
- Demonstrate maintenance tasks of solar home systems.

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Certificate of Attainment in Block Laying

Competencies addressed:

- List the construction process for block laying.
- Prepare materials and work area selected for the construction process.
- Use of suitable tools, plant and equipment appropriate for the construction process.
- Prepare the mortar mix.
- Applying of Brick/Block Laying Work.

Target Group: Rural and maritime communities; semi urban informal clusters.

Fee: \$275

Training Dates	Mode	Session
Refer to the NTPC Training Schedule	FTF/ Blended	Day

Campus Contacts

National Training and Productivity Centre Head Office

Lot 1 Beaumont Road, Narere
Phone: 3392000 Ext: 4500

Nabua Centre

Jerusalem Road
Phone: (679) 3384777

Labasa Centre

Rosawa Street
Phone: (679)8614071

Naceva Centre

Naceva Street, Lautoka
Phone: (679)6667000

Nasese Centre

2/8 Queen Elizabeth Drive, Nasese, Suva
Phone: 3313074

Samabula Centre

Derrick Campus, Suva
Phone: 3381044

Nadi Campus

Lot 1, Queens Road, Nadi
Phone: 6724889

Namaka Centre

Lot 1, Bountiful Subdivision Queens Road, Namaka
Phone: 6724073/6724074

For further enquiries,
E-mail us on: info.ntpc@fnu.ac.fj



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Campus Contacts

National Training and Productivity Centre Head Office

Lot 1 Beaumont Road, Narere
Phone: 3392000 Ext: 4500

Nabua Centre

Jerusalem Road
Phone: (679) 3384777

Labasa Centre

Naduna
Phone: (679) 8818050

Naceva Centre

Naceva Street, Lautoka
Phone: (679) 6665021

Nasese Centre

2/8 Queen Elizabeth Drive, Nasese, Suva
Phone: (679) 3233001

Nadi Campus

Lot 1, Queens Road, Nadi
Phone: (679) 6725730 / 6724889

For further enquiries, please e-mail us at:
info.ntpc@fnu.ac.fj

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