



**TVET PASIFIKA**

TECHNICAL AND VOCATIONAL EDUCATION  
AND TRAINING FOR THE PACIFIC

**National Training &  
Productivity Centre**

CERTIFIED  
ISO 9001



**2026**

**TRAINING  
SCHEDULE**



# FOREWORD



I am delighted to introduce the 2026 Training Schedule, which details our short skills training courses and programs available at the National Training & Productivity Centre (NTPC). This comprehensive training calendar encompasses all the offerings for the upcoming year, serving as an essential resource for your training requirements in 2026.

NTPC is the leading provider of skills training for Fiji's industries and is ISO 9001 certified, ensuring that our training and service delivery meet international quality standards. Annually, we conduct over 600 courses, with our mission focused on equipping you with the skills needed to enhance your employability in a competitive job market.

As part of our mandate, NTPC has consistently taken a leading role in delivering Technical and Vocational Education and Training (TVET) programs to the trade sectors in Fiji. The Departments of Automotive and Mechanical Engineering, Construction, and Electrical and Electronic Engineering are instrumental in offering a diverse array of programs and courses specifically designed to enhance the overall efficiency and productivity of organizations in Fiji's trade and industry sectors.

The technical programs offered at NTPC consist of 70 percent practical learning and 30 percent theory. Students/participants are provided with insights into the latest industrial practices in Fiji. Our trainers are industry practitioners, and we have policies in place to ensure they remain current with the latest industry practices and developments. We offer multi-skilled, qualified trainers who help students achieve their goals. Our trainers are capable of delivering training suited to various levels of participants, including those without formal education qualifications.

NTPC also offers comprehensive courses in Information Technology, Executive Management, Tourism, Hospitality, and Travel, as well as specialized training in National

Productivity and Industry Innovation, specifically designed to prepare our students for the future competitiveness of the business and service sectors. As globalization and Industry 4.0 become more entrenched, the need for retraining across various industries becomes increasingly vital, highlighting the necessity for organizations to adapt in order to maintain their competitive edge.

NTPC is the only recognized administrator and facilitator of Apprenticeship Programs and Trade Testing in Fiji. These initiatives are designed to provide skilled individuals with opportunities to maintain their competitiveness in the face of growing industry demands for a qualified and experienced workforce.

NTPC also delivers TVET courses in rural and maritime communities through its Non-Formal Education Department. These courses aim to cultivate and empower residents of rural and marine communities by providing them with practical skills that enhance their livelihoods and contribute to the betterment of their communities.

We take great pride in being the facilitators of the Fiji Business Excellence Awards, as well as various productivity-oriented initiatives, including the National Convention on Quality. These efforts aim to promote best practices in business excellence and benchmark our local organizations against international standards.

We also offer tailored courses and in-house training, specifically designed to meet your specific requirements and bridge existing skills gaps within your workforce. We trust that this Training Schedule will serve as a valuable resource for you and your organization, and we look forward to assisting you at NTPC.

*Dr. Isimeli Tagicakiverata*

**Dr. Isimeli Tagicakiverata**  
Pro Vice Chancellor – TVET Pasifika & NTPC



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|                                                                                                                                                                                                                |         |
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# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>JANUARY</b>                                          |                |                        |                |      |               |
| COA in Implement Solar Installation & Maintenance       | 12 – 23        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Caregiver                                        | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 12 – 23        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Apply Tiling Works                               | 12 – 23        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Household & Sanitary Plumbing    | 12 – 23        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 12 – 23        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 12 – 23        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Apply Plastering Works                           | 19 – 30        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Caregiver                                        | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Garment Construction Techniques & Procedures     | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fiberglass Boat Repair Procedures                | 19 – 30        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 19 – 30        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Household & Sanitary Plumbing    | 19 – 30        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Garment Construction Techniques & Procedures     | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Sustainable Land Use Management                  | 19 – 30        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Application of Small Engines Repair              | 19 – 30        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 19 – 30        | \$ 410.00              | Suva           | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| FEBRUARY                                                |                |                        |                |      |               |
| COA in Caregiver                                        | 02 - 13        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 02 - 13        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 02 - 13        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 02 - 13        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 02 - 13        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 02 - 13        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 02 - 13        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 02 - 13        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fiberglass Boat Repair Procedures                | 02 - 13        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 02 - 13        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 09 - 20        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Apply Painting Works                             | 09 - 20        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Household & Sanitary Plumbing    | 09 - 20        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 09 - 20        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Implement Solar Installation & Maintenance       | 09 - 20        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Garment Construction Techniques & Procedures     | 09 - 20        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Application of Small Engines Repair              | 09 - 20        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 09 - 20        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 16 - 27        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 16 - 27        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 16 - 27        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Caregiver                                        | 16 - 27        | \$ 410.00              | Nadi           | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 16 - 27        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 16 - 27        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Wooden House Construction        | 16 - 27        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 16 - 27        | \$ 410.00              | Ba             | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>MARCH</b>                                            |                |                        |                |      |               |
| COA in Caregiver                                        | 02 – 13        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 02 – 13        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 02 – 13        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 02 – 13        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 02 – 13        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 02 – 13        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 02 – 13        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 02 – 13        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fiberglass Boat Repair Procedures                | 02 – 13        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Apply Plastering Works                           | 02 – 13        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 02 – 13        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Apply Painting Works                             | 02 – 13        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Household & Sanitary Plumbing    | 09 – 21        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Caregiver                                        | 09 – 21        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Implement Solar Installation & Maintenance       | 09 – 21        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 09 – 21        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Application of Small Engines Repair              | 09 – 21        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 09 – 21        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 09 – 21        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 09 – 21        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 09 – 21        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Caregiver                                        | 16 – 27        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 16 – 27        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 16 – 27        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Garment Construction Techniques & Procedures     | 16 – 27        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 16 – 27        | \$ 410.00              | Lautoka        | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>APRIL</b>                                            |                |                        |                |      |               |
| COA in Caregiver                                        | 06 - 17        | \$ 410.00              | Labasa         | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 06 - 17        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 06 - 17        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 06 - 17        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 06 - 17        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 06 - 17        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 06 - 17        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 13 - 24        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fiberglass Boat Repair Procedures                | 13 - 24        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Apply Plastering Works                           | 13 - 24        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 13 - 24        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Apply Painting Works                             | 13 - 24        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 13 - 24        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Caregiver                                        | 13 - 24        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Installation and Implementation of Solar Energy  | 13 - 24        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Garment Construction Techniques                  | 13 - 24        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Application of Small Engines Repair              | 13 - 24        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 13 - 24        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 20/04 - 01/05  | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 20/04 - 01/05  | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 20/04 - 01/05  | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Caregiver                                        | 20/04 - 01/05  | \$ 410.00              | Nadi           | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 20/04 - 01/05  | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 20/04 - 01/05  | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Garment Construction Techniques                  | 20/04 - 01/05  | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 20/04 - 01/05  | \$ 410.00              | Lautoka        | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>MAY</b>                                              |                |                        |                |      |               |
| COA in Caregiver                                        | 04 - 15        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 04 - 15        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 04 - 15        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 04 - 15        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 04 - 15        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 04 - 15        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 04 - 15        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 11 - 22        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fiberglass Boat Repair                           | 11 - 22        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Apply Plastering Works                           | 11 - 22        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 11 - 22        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Apply Painting Works                             | 11 - 22        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 11 - 22        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 11 - 22        | \$ 410.00              | Labasa         | F2F  | Day / Evening |
| COA in Installation and Implementation of Solar Energy  | 11 - 22        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Garment Construction Techniques                  | 11 - 22        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Application of Small Engines Repair              | 18 - 29        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 18 - 29        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 18 - 29        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 18 - 29        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 18 - 29        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 18 - 29        | \$ 410.00              | Nadi           | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 18 - 29        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 18 - 29        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Garment Construction Techniques                  | 18 - 29        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 18 - 29        | \$ 410.00              | Lautoka        | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>JUNE</b>                                             |                |                        |                |      |               |
| COA in Fundamentals of Block Laying                     | 01-12          | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fiberglass Boat Repair                           | 01-12          | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Apply Plastering Works                           | 01-12          | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 01-12          | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Apply Painting Works                             | 01-12          | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 01-12          | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 01-12          | \$ 410.00              | Labasa         | F2F  | Day / Evening |
| COA in Installation and Implementation of Solar Energy  | 01-12          | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Garment Construction Techniques                  | 01-12          | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Application of Small Engines Repair              | 08 - 19        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 08 - 19        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 08 - 19        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 08 - 19        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 08 - 19        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Caregiver                                        | 08 - 19        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 08 - 19        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 08 - 19        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Garment Construction Techniques                  | 08 - 19        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 15 - 26        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 15 - 26        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 15 - 26        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 15 - 26        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 15 - 26        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 15 - 26        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 15 - 26        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 15 - 26        | \$ 410.00              | Lautoka        | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| JULY                                                    |                |                        |                |      |               |
| COA in Caregiver                                        | 06 - 17        | \$ 410.00              | Nadi           | F2F  | Day / Evening |
| COA in Installation and Implementation of Solar Energy  | 06 - 17        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Garment Construction Techniques                  | 06 - 17        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Application of Small Engines Repair              | 06 - 17        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 06 - 17        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 06 - 17        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 06 - 17        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 06 - 17        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Caregiver                                        | 06 - 17        | \$ 410.00              | Labasa         | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 13 - 24        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 13 - 24        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Garment Construction Techniques                  | 13 - 24        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 13 - 24        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fiberglass Boat Repair                           | 13 - 24        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Apply Plastering Works                           | 13 - 24        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 13 - 24        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Apply Painting Works                             | 13 - 24        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 20 - 31        | \$ 410.00              | Suva           | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>AUGUST</b>                                           |                |                        |                |      |               |
| COA in Fundamentals of Block Laying                     | 03 - 14        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Fiberglass Boat Repair                           | 03 - 14        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Apply Plastering Works                           | 03 - 14        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 03 - 14        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Apply Painting Works                             | 03 - 14        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Application of Small Engines Repair              | 03 - 14        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 03 - 14        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Installation and Implementation of Solar Energy  | 03 - 14        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Wooden House Construction        | 03 - 14        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Application of Small Engines Repair              | 10 - 21        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 10 - 21        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 10 - 21        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 10 - 21        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 10 - 21        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Caregiver                                        | 10 - 21        | \$ 410.00              | Nadi           | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 10 - 21        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 10 - 21        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Garment Construction Techniques                  | 10 - 21        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Caregiver                                        | 10 - 21        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 17 - 28        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 17 - 28        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 17 - 28        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 17 - 28        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 17 - 28        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 17 - 28        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 17 - 28        | \$ 410.00              | Suva           | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>SEPTEMBER</b>                                        |                |                        |                |      |               |
| COA in Caregiver                                        | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 07 - 18        | \$ 410.00              | Sigatoka       | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 07 - 18        | \$ 410.00              | Sigatoka       | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 07 - 18        | \$ 410.00              | Sigatoka       | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 07 - 18        | \$ 410.00              | Sigatoka       | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 07 - 18        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 07 - 18        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fiberglass Boat Repair                           | 07 - 18        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Household & Sanitary Plumbing    | 14 - 25        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Apply Painting Works                             | 14 - 25        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 14 - 25        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 14 - 25        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Installation and Implementation of Solar Energy  | 14 - 25        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Garment Construction Techniques                  | 14 - 25        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Application of Small Engines Repair              | 14 - 25        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 14 - 25        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 14 - 25        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 21/09 - 02/10  | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 21/09 - 02/10  | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Caregiver                                        | 21/09 - 02/10  | \$ 410.00              | Nadi           | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 21/09 - 02/10  | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 21/09 - 02/10  | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Garment Construction Techniques                  | 21/09 - 02/10  | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 21/09 - 02/10  | \$ 410.00              | Navua          | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>OCTOBER</b>                                          |                |                        |                |      |               |
| COA in Caregiver                                        | 05 – 16        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 05 – 16        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 05 – 16        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 05 – 16        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 05 – 16        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 05 – 16        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 05 – 16        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 05 – 16        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fiberglass Boat Repair                           | 05 – 16        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 05 – 16        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Apply Painting Works                             | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Household & Sanitary Plumbing    | 12 – 23        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Caregiver                                        | 12 – 23        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Installation and Implementation of Solar Energy  | 12 – 23        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Garment Construction Techniques                  | 12 – 23        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Application of Small Engines Repair              | 19 – 30        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 19 – 30        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 19 – 30        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 19 – 30        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 19 – 30        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Caregiver                                        | 19 – 30        | \$ 410.00              | Nadi           | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 19 – 30        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 19 – 30        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Fundamentals of Wooden House Construction        | 19 – 30        | \$ 410.00              | Ba             | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 19 – 30        | \$ 410.00              | Navua          | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>NOVEMBER</b>                                         |                |                        |                |      |               |
| COA in Caregiver                                        | 02 -13         | \$ 410.00              | Labasa         | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 02 -13         | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 02 -13         | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 02 -13         | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 02 -13         | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Floristry Designs and Techniques                 | 02 -13         | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 02 -13         | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 09 - 20        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Fiberglass Boat Repair                           | 09 - 20        | \$ 410.00              | Lautoka        | F2F  | Day           |
| COA in Apply Plastering Works                           | 09 - 20        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 09 - 20        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Apply Painting Works                             | 09 - 20        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 09 - 20        | \$ 410.00              | Nausori        | F2F  | Day           |
| COA in Caregiver                                        | 09 - 20        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Installation and Implementation of Solar Energy  | 09 - 20        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Garment Construction Techniques                  | 16 - 27        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Application of Small Engines Repair              | 16 - 27        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 16 - 27        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Front Office Management          | 16 - 27        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 16 - 27        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 16 - 27        | \$ 410.00              | Rakiraki       | F2F  | Day           |
| COA in Caregiver                                        | 16 - 27        | \$ 410.00              | Nadi           | F2F  | Day / Evening |
| COA in Fundamentals of Household & Sanitary Plumbing    | 16 - 27        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 16 - 27        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Fundamentals of Wooden House Construction        | 16 - 27        | \$ 410.00              | Navua          | F2F  | Day           |
| COA in Sustainable Healthcare Leadership and Management | 16 - 27        | \$ 410.00              | Navua          | F2F  | Day           |

# DEPARTMENT OF COMMUNITY-BASED NON-FORMAL EDUCATION AND TRAINING

| Program Title                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|---------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| DECEMBER                                                |                |                        |                |      |               |
| COA in Caregiver                                        | 07 - 18        | \$ 410.00              | Lautoka        | F2F  | Day / Evening |
| COA in Fundamentals of Front Office Management          | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Food and Beverage                | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cookery                          | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Baking & Patisserie              | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Business and Computing Skills    | 07 - 18        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Domestic Electrical Installation | 07 - 18        | \$ 410.00              | Nadi           | F2F  | Day           |
| COA in Fundamentals of Block Laying                     | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day           |
| COA in Fundamentals of Cabinet Making & Joinery         | 07 - 18        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Apply Plastering Works                           | 07 - 18        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Screen Printing Artwork and Designs              | 07 - 18        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Apply Painting Works                             | 07 - 18        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Fundamentals of Household & Sanitary Plumbing    | 07 - 18        | \$ 410.00              | Labasa         | F2F  | Day           |
| COA in Caregiver                                        | 07 - 18        | \$ 410.00              | Suva           | F2F  | Day / Evening |
| COA in Sustainable Healthcare Leadership and Management | 07 - 18        | \$ 410.00              | Navua          | F2F  | Day           |

# DEPARTMENT OF EXECUTIVE MANAGEMENT

| Program Title                         | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|---------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>JANUARY</b>                        |                |                        |                |      |         |
| Sewing Machinist                      | 19 - 23        | \$ 77.00               | Nabua          | F2F  | Day     |
| Pattern Making                        | 26 - 30        | \$ 110.00              | Nabua          | F2F  | Day     |
| Communication & Report Writing Skills | 27             | \$ 165.00              | Nabua          | F2F  | Day     |
| Emotional Intelligence                | 27 - 28        | \$ 200.00              | Nabua          | F2F  | Day     |
| Relationship Building Essentials      | 29 - 30        | \$ 200.00              | Nabua          | F2F  | Day     |

|                                                                |         |           |        |     |     |
|----------------------------------------------------------------|---------|-----------|--------|-----|-----|
| <b>FEBRUARY</b>                                                |         |           |        |     |     |
| Training of Trainer's Module 1 - Instructional Skills Workshop | 02 - 06 | \$ 825.00 | Nabua  | F2F | Day |
| Women in Leadership                                            | 02 - 04 | \$ 450.00 | Nabua  | F2F | Day |
| Sewing Machinist                                               | 02 - 06 | \$ 77.00  | Nabua  | F2F | Day |
| Team Building Skills                                           | 04 - 05 | \$ 200.00 | Nabua  | F2F | Day |
| Pattern Making                                                 | 09 - 13 | \$ 110.00 | Nabua  | F2F | Day |
| Strategic Leadership & Management                              | 10 - 11 | \$ 352.00 | Naceva | F2F | Day |
| Transforming Performance with Effective Communication          | 10 - 11 | \$ 275.00 | Naceva | F2F | Day |
| Digital Marketing Strategies: Marketing Data Analytics         | 10 - 11 | \$ 275.00 | Naceva | F2F | Day |
| Bula Wear                                                      | 16 - 20 | \$ 10.00  | Nabua  | F2F | Day |
| Effective Communication and Email Etiquette                    | 18      | \$ 200.00 | Nabua  | F2F | Day |
| Leadership for Junior and Middle Executives                    | 18 - 19 | \$ 495.00 | Nabua  | F2F | Day |
| Ladies Trouser Making                                          | 23 - 27 | \$ 110.00 | Nabua  | F2F | Day |
| Customer Complaints Management                                 | 24 - 25 | \$ 275.00 | Nabua  | F2F | Day |
| Effective Management Skills                                    | 25      | \$ 275.00 | Nabua  | F2F | Day |
| Effective Delegation and Time Management Skills                | 25 - 26 | \$ 242.00 | Nabua  | F2F | Day |

|                                                                |         |           |        |     |     |
|----------------------------------------------------------------|---------|-----------|--------|-----|-----|
| <b>MARCH</b>                                                   |         |           |        |     |     |
| Training of Trainer's Module 1 - Instructional Skills Workshop | 02 - 06 | \$ 825.00 | Naceva | F2F | Day |
| Freehand Cutting Garment Construction                          | 02 - 06 | \$ 110.00 | Nabua  | F2F | Day |
| Employee Relations and Interpersonal Skills                    | 03 - 04 | \$ 200.00 | Nabua  | F2F | Day |
| Customer Service Excellence in Call Centres                    | 04 - 05 | \$ 250.00 | Nabua  | F2F | Day |
| Sewing Machinist                                               | 09 - 13 | \$ 77.00  | Nabua  | F2F | Day |
| Leadership, Management and Supervisory Skills                  | 10 - 11 | \$ 495.00 | Nabua  | F2F | Day |
| Customer Service Excellence                                    | 10 - 11 | \$ 200.00 | Naceva | F2F | Day |
| Self Management and Initiative Development                     | 11 - 12 | \$ 200.00 | Naceva | F2F | Day |
| Pattern Making                                                 | 16 - 20 | \$ 110.00 | Nabua  | F2F | Day |
| Strategic Leadership & Management                              | 17      | \$ 352.00 | Nabua  | F2F | Day |

# DEPARTMENT OF EXECUTIVE MANAGEMENT

| Program Title                                                  | Training Dates | Registration Fee (FJD) | Training Venue      | Mode | Session |
|----------------------------------------------------------------|----------------|------------------------|---------------------|------|---------|
| <b>MARCH</b>                                                   |                |                        |                     |      |         |
| Creating a Customer Focused Organisation                       | 18 - 19        | \$ 275.00              | Nabua               | F2F  | Day     |
| Training of Trainer's Module 3 - Training Systems in Fiji      | 19 - 20        | \$ 395.00              | Naceva              | F2F  | Day     |
| Ladies Trouser Making                                          | 23 - 27        | \$ 110.00              | Nabua               | F2F  | Day     |
| Management Skills for Administrative Assistants                | 24 - 25        | \$ 275.00              | Nabua               | F2F  | Day     |
| Stress Management in the Workplace                             | 24 - 25        | \$ 220.00              | Naceva              | F2F  | Day     |
| Front Office Management                                        | 24 - 25        | \$ 200.00              | Naceva              | F2F  | Day     |
| Handling Difficult Employee Behavior                           | 30 - 31        | \$ 198.00              | Nabua               | F2F  | Day     |
| <b>APRIL</b>                                                   |                |                        |                     |      |         |
| Team Building Skills                                           | 01 - 02        | \$ 242.00              | Savusavu/<br>Labasa | F2F  | Day     |
| Training of Trainer's Module 2 - Systemic Approach to Training | 13 - 17        | \$ 825.00              | Labasa              | F2F  | Day     |
| Emotional Intelligence                                         | 08 - 09        | \$ 200.00              | Naceva              | F2F  | Day     |
| Customer Service Excellence in Call Centres                    | 08 - 09        | \$ 250.00              | Nabua               | F2F  | Day     |
| Women in Leadership                                            | 13 - 15        | \$ 450.00              | Nabua               | F2F  | Day     |
| Training of Trainer's Module 1 - Instructional Skills Workshop | 13 - 17        | \$ 825.00              | Naceva              | F2F  | Day     |
| Sewing Machinist                                               | 13 - 17        | \$ 77.00               | Nabua               | F2F  | Day     |
| Mastering Sales Management Techniques                          | 14 - 15        | \$ 352.00              | Naceva              | F2F  | Day     |
| Communicating with Tact, Diplomacy and Credibility             | 15             | \$ 165.00              | Nabua               | F2F  | Day     |
| Pattern Making                                                 | 20 - 24        | \$ 110.00              | Nabua               | F2F  | Day     |
| Strategic Leadership & Management                              | 21 - 22        | \$ 352.00              | Nabua               | F2F  | Day     |
| Training of Trainer's Module 2 - Systemic Approach to Training | 27 - 01        | \$ 825.00              | Naceva              | F2F  | Day     |
| Bula Wear                                                      | 27/04 - 01/05  | \$ 110.00              | Nabua               | F2F  | Day     |
| Conflict Handling and De-escalation Skills                     | 28             | \$ 175.00              | Nabua               | F2F  | Day     |
| "Employee Relations and Interpersonal Skills"                  | 28 - 29        | \$ 200.00              | Naceva              | F2F  | Day     |
| Customer Service Excellence                                    | 29 - 30        | \$ 275.00              | Nabua               | F2F  | Day     |
| Collaborative Leadership Skills for Managers                   | 30/04 - 01/05  | \$ 275.00              | Nabua               | F2F  | Day     |
| <b>MAY</b>                                                     |                |                        |                     |      |         |
| Creating a Customer Focused Organisation                       | 04 - 05        | \$ 275.00              | Naceva              | F2F  | Day     |
| Business Long Sleeve Shirt Making                              | 04 - 08        | \$ 110.00              | Nabua               | F2F  | Day     |
| Empowering Women                                               | 05 - 07        | \$ 330.00              | Labasa              | F2F  | Day     |
| Creative Sales Negotiation Skills                              | 05             | \$ 275.00              | Naceva              | F2F  | Day     |
| Relationship Building Essentials                               | 07 - 08        | \$ 200.00              | Naceva              | F2F  | Day     |

# DEPARTMENT OF EXECUTIVE MANAGEMENT

| Program Title                                             | Training Dates | Registration Fee (FJD) | Training Venue      | Mode | Session |
|-----------------------------------------------------------|----------------|------------------------|---------------------|------|---------|
| MAY                                                       |                |                        |                     |      |         |
| Training of Trainer's Module 3 – Training Systems in Fiji | 12 – 13        | \$ 395.00              | Naceva              | F2F  | Day     |
| Lead and Manage Organisational Change                     | 12 – 13        | \$ 600.00              | Nabua               | F2F  | Day     |
| Fundamentals of Selling, Advertising and Marketing        | 12 – 13        | \$ 275.00              | Nabua               | F2F  | Day     |
| Effective Delegation and Time Management Skills           | 12 – 13        | \$ 200.00              | Lautoka             | F2F  | Day     |
| Pattern Making                                            | 18 – 22        | \$ 110.00              | Nabua               | F2F  | Day     |
| Leading for Sustainable Impact                            | 19 – 20        | \$ 350.00              | Nabua               | F2F  | Day     |
| Self Management and Initiative Development                | 19 – 20        | \$ 200.00              | Savusavu/<br>Labasa | F2F  | Day     |
| Transforming Managers into Leaders                        | 22             | \$ 450.00              | Naceva              | F2F  | Day     |
| Self Management and Initiative Development                | 26 – 27        | \$ 220.00              | Nabua               | F2F  | Day     |
| Management Skills for Supervisors                         | 27 – 28        | \$ 275.00              | Nabua               | F2F  | Day     |
| Visual Merchandising                                      | 27 – 28        | \$ 250.00              | Naceva              | F2F  | Day     |

|                                                                |               |           |        |     |     |
|----------------------------------------------------------------|---------------|-----------|--------|-----|-----|
| JUNE                                                           |               |           |        |     |     |
| Training of Trainer's Module 1 – Instructional Skills Workshop | 01 – 05       | \$ 825.00 | Nabua  | F2F | Day |
| Dress Making                                                   | 01 – 05       | \$ 88.00  | Nabua  | F2F | Day |
| Self Management and Initiative Development                     | 03 – 04       | \$ 200.00 | Nabua  | F2F | Day |
| Women in Leadership                                            | 08 – 10       | \$ 450.00 | Naceva | F2F | Day |
| Pattern Making                                                 | 08 – 12       | \$ 110.00 | Nabua  | F2F | Day |
| Needs Analysis for Productive Training and Development         | 09            | \$ 200.00 | Naceva | F2F | Day |
| Digital Marketing Strategies: Marketing Data Analytics         | 09 – 10       | \$ 275.00 | Nabua  | F2F | Day |
| Sewing Machinist                                               | 15 – 19       | \$ 77.00  | Nabua  | F2F | Day |
| Conflict Handling and De-escalation Skills                     | 16            | \$ 175.00 | Nabua  | F2F | Day |
| Stress Management in the Workplace                             | 16 – 17       | \$ 220.00 | Nabua  | F2F | Day |
| Customer Complaints Management                                 | 16 – 17       | \$ 275.00 | Naceva | F2F | Day |
| Training of Trainer's Module 3 – Training Systems in Fiji      | 18 – 19       | \$ 395.00 | Nabua  | F2F | Day |
| Effective Team Management                                      | 18 – 19       | \$ 200.00 | Nabua  | F2F | Day |
| Training of Trainer's Module 2 – Systemic Approach to Training | 22 – 26       | \$ 825.00 | Nabua  | F2F | Day |
| Freehand Cutting Garment Construction                          | 22 – 26       | \$ 110.00 | Nabua  | F2F | Day |
| Team Building Skills                                           | 22 – 23       | \$ 242.00 | Naceva | F2F | Day |
| Cross Cultural Communication                                   | 23            | \$ 165.00 | Nabua  | F2F | Day |
| Customer Service Excellence in Call Centres                    | 23 – 24       | \$ 250.00 | Nabua  | F2F | Day |
| Collaborative Leadership Skills for Managers                   | 30/06 – 01/07 | \$ 275.00 | Nabua  | F2F | Day |

# DEPARTMENT OF EXECUTIVE MANAGEMENT

| Program Title                                                  | Training Dates | Registration Fee (FJD) | Training Venue  | Mode | Session |
|----------------------------------------------------------------|----------------|------------------------|-----------------|------|---------|
| JULY                                                           |                |                        |                 |      |         |
| Effective Delegation and Time Management Skills                | 01 - 02        | \$ 200.00              | Savusavu/Labasa | F2F  | Day     |
| Dress Making                                                   | 06 - 10        | \$ 88.00               | Nabua           | F2F  | Day     |
| Training of Trainer's Module 1 - Instructional Skills Workshop | 06 - 10        | \$ 825.00              | Naceva          | F2F  | Day     |
| Emotional Intelligence                                         | 07 - 08        | \$ 200.00              | Savusavu/Labasa | F2F  | Day     |
| Customer Complaints Management                                 | 07 - 08        | \$ 275.00              | Labasa          | F2F  | Day     |
| Strategic Leadership & Management                              | 08 - 09        | \$ 352.00              | Labasa          | F2F  | Day     |
| Handling Difficult Employee Behavior                           | 9 - 10         | \$ 198.00              | Naceva          | F2F  | Day     |
| Sewing Machinist                                               | 13 - 17        | \$ 77.00               | Nabua           | F2F  | Day     |
| Leadership for Junior and Middle Executives                    | 14 - 15        | \$ 495.00              | Nabua           | F2F  | Day     |
| Training of Trainer's Module 2 - Systemic Approach to Training | 20 - 24        | \$ 825.00              | Naceva          | F2F  | Day     |
| Pattern Making                                                 | 20 - 24        | \$ 110.00              | Nabua           | F2F  | Day     |
| Customer Service Excellence in Call Centres                    | 21 - 22        | \$ 250.00              | Nabua           | F2F  | Day     |
| Customer Service Excellence                                    | 21 - 22        | \$ 200.00              | Naceva          | F2F  | Day     |
| Cross Cultural Communication                                   | 23             | \$ 165.00              | Naceva          | F2F  | Day     |
| Bula Wear                                                      | 27 - 31        | \$ 110.00              | Nabua           | F2F  | Day     |
| Work Life Balance                                              | 28 - 29        | \$ 220.00              | Nabua           | F2F  | Day     |
| Lead and Manage Organisational Change                          | 29 - 30        | \$ 600.00              | Nabua           | F2F  | Day     |

|                                                           |         |           |                 |     |     |
|-----------------------------------------------------------|---------|-----------|-----------------|-----|-----|
| AUGUST                                                    |         |           |                 |     |     |
| Sewing Machinist                                          | 03 - 07 | \$ 77.00  | Nabua           | F2F | Day |
| Leadership for Junior and Middle Executives               | 04 - 05 | \$ 495.00 | Nabua           | F2F | Day |
| Employee Relations and Interpersonal Skills               | 04 - 05 | \$ 200.00 | Nabua           | F2F | Day |
| Training of Trainer's Module 3 - Training Systems in Fiji | 06 - 07 | \$ 395.00 | Labasa          | F2F | Day |
| Women in Leadership                                       | 10 - 12 | \$ 450.00 | Nabua           | F2F | Day |
| Pattern Making                                            | 10 - 14 | \$ 110.00 | Nabua           | F2F | Day |
| Fundamentals of Selling, Advertising and Marketing        | 11 - 12 | \$ 275.00 | Labasa          | F2F | Day |
| Work Life Balance                                         | 12 - 13 | \$ 220.00 | Savusavu/Labasa | F2F | Day |
| Bula Wear                                                 | 17 - 21 | \$ 110.00 | Nabua           | F2F | Day |
| Strategic Leadership & Management                         | 18 - 19 | \$ 352.00 | Nabua           | F2F | Day |
| Transforming Performance with Effective Communication     | 18 - 19 | \$ 275.00 | Nabua           | F2F | Day |
| Media Skills Development                                  | 18 - 19 | \$ 330.00 | Naceva          | F2F | Day |
| Training of Trainer's Module 4 - Evaluation of Training   | 19 - 21 | \$ 495.00 | Nabua           | F2F | Day |

# DEPARTMENT OF EXECUTIVE MANAGEMENT

| Program Title                                     | Training Dates | Registration Fee (FJD) | Training Venue      | Mode | Session |
|---------------------------------------------------|----------------|------------------------|---------------------|------|---------|
| <b>AUGUST</b>                                     |                |                        |                     |      |         |
| Professional Telephone and Email Etiquette Skills | 25 - 26        | \$ 275.00              | Labasa              | F2F  | Day     |
| Stress Management in the Workplace                | 26 - 27        | \$ 220.00              | Savusavu/<br>Labasa | F2F  | Day     |
| Freehand Cutting Garment Construction             | 31/08 - 04/09  | \$ 110.00              | Nabua               | F2F  | Day     |

|                                                                 |         |           |        |     |     |
|-----------------------------------------------------------------|---------|-----------|--------|-----|-----|
| <b>SEPTEMBER</b>                                                |         |           |        |     |     |
| Strategic Leadership & Management                               | 01 - 02 | \$ 352.00 | Nabua  | F2F | Day |
| Effective Delegation and Time Management Skills                 | 02 - 03 | \$ 200.00 | Nabua  | F2F | Day |
| Training of Trainer's Module 1 - Instructional Skills Workshop  | 07 - 11 | \$ 825.00 | Nabua  | F2F | Day |
| Sewing Machinist                                                | 07 - 11 | \$ 77.00  | Nabua  | F2F | Day |
| Needs Analysis for Productive Training and Development          | 08      | \$ 200.00 | Nabua  | F2F | Day |
| Customer Service Excellence in Call Centres                     | 08 - 09 | \$ 250.00 | Nabua  | F2F | Day |
| Developing a Marketing Plan                                     | 08 - 09 | \$ 275.00 | Labasa | F2F | Day |
| Pattern Making                                                  | 14 - 18 | \$ 110.00 | Nabua  | F2F | Day |
| Empowering Women                                                | 15 - 17 | \$ 330.00 | Naceva | F2F | Day |
| Handling Difficult Employee Behavior                            | 16 - 17 | \$ 198.00 | Nabua  | F2F | Day |
| Training of Trainer's Module 2 - Systemtic Approach to Training | 21 - 25 | \$ 825.00 | Nabua  | F2F | Day |
| Bula Wear                                                       | 21 - 25 | \$ 110.00 | Nabua  | F2F | Day |
| Communication & Report Writing Skills                           | 22      | \$ 200.00 | Nabua  | F2F | Day |
| Product Branding Strategies                                     | 22 - 23 | \$ 275.00 | Naceva | F2F | Day |
| Communication in a Technical Environment                        | 24      | \$ 165.00 | Naceva | F2F | Day |
| Conflict Management & Negotiation Skills                        | 24 - 25 | \$ 200.00 | Nabua  | F2F | Day |
| Conflict Handling and De-escalation Skills                      | 30      | \$ 175.00 | Nabua  | F2F | Day |

|                                                                |         |           |                     |     |     |
|----------------------------------------------------------------|---------|-----------|---------------------|-----|-----|
| <b>OCTOBER</b>                                                 |         |           |                     |     |     |
| Sewing Machinist                                               | 05 - 09 | \$ 77.00  | Nabua               | F2F | Day |
| Strategic Leadership & Management                              | 06 - 07 | \$ 352.00 | Nabua               | F2F | Day |
| Exceptional Customer Service                                   | 06 - 07 | \$ 275.00 | Nabua               | F2F | Day |
| Training of Trainer's Module 4 - Evaluation of Training        | 06 - 08 | \$ 495.00 | Naceva              | F2F | Day |
| Transforming Performance with Effective Communication          | 07 - 08 | \$ 275.00 | Savusavu/<br>Labasa | F2F | Day |
| Training of Trainer's Module 1 - Instructional skills Workshop | 12 - 16 | \$ 825.00 | Naceva              | F2F | Day |
| Pattern Making                                                 | 12 - 16 | \$ 110.00 | Nabua               | F2F | Day |
| Management Skills for Administrative Assistants                | 13 - 14 | \$ 275.00 | Naceva              | F2F | Day |
| Conflict Handling and De-escalation Skills                     | 30      | \$ 175.00 | Nabua               | F2F | Day |

# DEPARTMENT OF EXECUTIVE MANAGEMENT

| Program Title                                                  | Training Dates | Registration Fee (FJD) | Training Venue      | Mode | Session |
|----------------------------------------------------------------|----------------|------------------------|---------------------|------|---------|
| OCTOBER                                                        |                |                        |                     |      |         |
| Effective Communication and Email Etiquette                    | 15             | \$ 200.00              | Lautoka             | F2F  | Day     |
| Women in Leadership                                            | 19 - 21        | \$ 450.00              | Nabua               | F2F  | Day     |
| Bula Wear                                                      | 19 - 23        | \$ 110.00              | Nabua               | F2F  | Day     |
| Team Building Skills                                           | 20 - 21        | \$ 242.00              | Nabua               | F2F  | Day     |
| Digital Marketing Strategies: Marketing Data Analytics         | 20 - 21        | \$ 275.00              | Labasa              | F2F  | Day     |
| Lead and Manage Organisational Change                          | 26 - 27        | \$ 600.00              | Nabua               | F2F  | Day     |
| Training of Trainer's Module 2 - Systemic Approach to Training | 26 - 30        | \$ 825.00              | Naceva              | F2F  | Day     |
| Ladies Trouser Making                                          | 26 - 30        | \$ 110.00              | Nabua               | F2F  | Day     |
| Communication & Report Writing Skills                          | 29             | \$ 165.00              | Nabua               | F2F  | Day     |
| NOVEMBER                                                       |                |                        |                     |      |         |
| Sewing Machinist                                               | 02 - 06        | \$ 77.00               | Nabua               | F2F  | Day     |
| Emotional Intelligence                                         | 04 - 05        | \$ 200.00              | Nabua               | F2F  | Day     |
| Empowering Women                                               | 11 - 13        | \$ 200.00              | Nabua               | F2F  | Day     |
| Effective Communication and Email Etiquette                    | 12             | \$ 200.00              | Savusavu/<br>Labasa | F2F  | Day     |
| Bula Wear                                                      | 16 - 20        | \$ 110.00              | Nabua               | F2F  | Day     |
| Strategic Leadership & Management                              | 17 - 18        | \$ 352.00              | Nabua               | F2F  | Day     |
| "Employee Relations and Interpersonal Skills"                  | 17 - 18        | \$ 200.00              | Nabua               | F2F  | Day     |
| Customer Service Excellence                                    | 17 - 18        | \$ 200.00              | Nabua               | F2F  | Day     |
| Training of Trainer's Module 4 - Evaluation of Training        | 18 - 20        | \$ 495.00              | Labasa              | F2F  | Day     |
| Ladies Trouser Making                                          | 23 - 27        | \$ 110.00              | Nabua               | F2F  | Day     |
| Improving Productivity Through Time Management                 | 24             | \$ 198.00              | Nabua               | F2F  | Day     |
| Conflict Management & Negotiation Skills                       | 24 - 25        | \$ 200.00              | Nabua               | F2F  | Day     |
| Sewing Machinist                                               | 30/11 - 04/12  | \$ 77.00               | Nabua               | F2F  | Day     |
| DECEMBER                                                       |                |                        |                     |      |         |
| Cross Cultural Communication                                   | 02             | \$ 165.00              | Savusavu/<br>Labasa | F2F  | Day     |
| Strategic Leadership & Management                              | 02 - 03        | \$ 352.00              | Nabua               | F2F  | Day     |
| Pattern Making                                                 | 7 - 11         | \$ 110.00              | Nabua               | F2F  | Day     |
| Leading for Sustainable Impact                                 | 08 - 09        | \$ 350.00              | Nabua               | F2F  | Day     |
| Media Skills Development                                       | 08 - 09        | \$ 330.00              | Nabua               | F2F  | Day     |
| Work Life Balance                                              | 09 - 10        | \$ 220.00              | Lautoka             | F2F  | Day     |
| Bula Wear                                                      | 14 - 18        | \$ 110.00              | Nabua               | F2F  | Day     |
| Mastering Sales Management Techniques                          | 15 - 16        | \$ 352.00              | Labasa              | F2F  | Day     |
| Leadership, Management and Supervisory Skills                  | 16 - 17        | \$ 495.00              | Nabua               | F2F  | Day     |

# DEPARTMENT OF NATIONAL APPRENTICESHIP TRAINING AND TRADE TESTING

| Program Title                        | Training Dates | Registration Fee (FJD) | Training Venue   | Mode | Session     |
|--------------------------------------|----------------|------------------------|------------------|------|-------------|
| <b>FEBRUARY</b>                      |                |                        |                  |      |             |
| Heavy Diesel Mechanic Commercial III | 03 - 04        | \$ 200.00              | Narere - Suva    | F2F  | Day/Evening |
| Panel Beating III                    | 11 - 12        | \$ 200.00              | Narere - Suva    | F2F  | Day/Evening |
| Plumber General III                  | 11 - 12        | \$ 200.00              | Narere - Suva    | F2F  | Day/Evening |
| Heavy Diesel Mechanic Commercial III | 18 - 19        | \$ 200.00              | Naceva - Lautoka | F2F  | Day/Evening |

|                                          |         |           |                  |     |              |
|------------------------------------------|---------|-----------|------------------|-----|--------------|
| <b>MARCH</b>                             |         |           |                  |     |              |
| Cabinet Maker III                        | 03 - 04 | \$ 200.00 | Naceva - Lautoka | F2F | Day/ Evening |
| Electronics Technician III               | 03 - 04 | \$ 200.00 | Narere - Suva    | F2F | Day/Evening  |
| Motor Vehicle Mechanic III               | 03 - 04 | \$ 200.00 | Narere - Suva    | F2F | Day/Evening  |
| Cabinet Maker II                         | 05 - 06 | \$ 300.00 | Naceva - Lautoka | F2F | Day          |
| Motor Vehicle Electrical Electronics III | 10      | \$ 200.00 | Narere - Suva    | F2F | Day/Evening  |
| Refrigeration & Airconditioning III      | 10 - 11 | \$ 200.00 | Naceva - Lautoka | F2F | Day/Evening  |
| Block Layer III                          | 10 - 11 | \$ 200.00 | Narere - Suva    | F2F | Day /Evening |
| Spray Painting II                        | 11      | \$ 300.00 | Narere - Suva    | F2F | Day/Evening  |
| Electrician III                          | 11 - 12 | \$ 200.00 | Naceva - Lautoka | F2F | Day/Evening  |
| Plasterer III                            | 17 - 18 | \$ 200.00 | Narere - Suva    | F2F | Day/ Evening |

|                                     |         |           |                           |     |              |
|-------------------------------------|---------|-----------|---------------------------|-----|--------------|
| <b>APRIL</b>                        |         |           |                           |     |              |
| Motor Vehicle Mechanic III          | 01 - 02 | \$ 200.00 | Naceva - Lautoka          | F2F | Day/Evening  |
| Plumber General III                 | 01 - 02 | \$ 200.00 | Naceva - Lautoka          | F2F | Day/Evening  |
| Fitter Machinist III                | 08 - 09 | \$ 200.00 | Montfort Boys Town - Lami | F2F | Day/Evening  |
| Panel Beating II                    | 08 - 09 | \$ 300.00 | Narere - Suva             | F2F | Day/Evening  |
| Cabinet Maker III                   | 14 - 15 | \$ 200.00 | Narere - Suva             | F2F | Day/ Evening |
| Pipe Fitter III                     | 21 - 22 | \$ 200.00 | Narere - Suva             | F2F | Day/Evening  |
| Refrigeration & Airconditioning III | 22 - 23 | \$ 200.00 | Narere - Suva             | F2F | Day/Evening  |
| Cabinet Maker II                    | 22 - 23 | \$ 300.00 | Narere - Suva             | F2F | Day          |

|                                    |         |           |                  |     |              |
|------------------------------------|---------|-----------|------------------|-----|--------------|
| <b>MAY</b>                         |         |           |                  |     |              |
| Welding III                        | 05 - 06 | \$ 200.00 | Naceva - Lautoka | F2F | Day/Evening  |
| Motor Vehicle Mechanic II          | 05 - 06 | \$ 300.00 | Naceva - Lautoka | F2F | Day/Evening  |
| Plumber General II                 | 05 - 06 | \$ 300.00 | Naceva - Lautoka | F2F | Day/Evening  |
| Carpenter General III              | 06 - 07 | \$ 200.00 | Narere - Suva    | F2F | Day/ Evening |
| Spray Painting II                  | 07      | \$ 300.00 | Narere - Suva    | F2F | Day/Evening  |
| Welding III                        | 13 - 14 | \$ 200.00 | Narere - Suva    | F2F | Day/Evening  |
| Refrigeration & Airconditioning II | 13 - 14 | \$ 300.00 | Narere - Suva    | F2F | Day/Evening  |
| Electrician II                     | 13 - 14 | \$ 300.00 | Narere - Suva    | F2F | Day/Evening  |
| Carpenter General II               | 20 - 21 | \$ 300.00 | Narere - Suva    | F2F | Day/ Evening |
| Baking & Patisserie III            | 21 - 22 | \$ 200.00 | Nasese - Suva    | F2F | Day/Evening  |

# DEPARTMENT OF NATIONAL APPRENTICESHIP TRAINING AND TRADE TESTING

| Program Title                       | Training Dates | Registration Fee (FJD) | Training Venue            | Mode | Session      |
|-------------------------------------|----------------|------------------------|---------------------------|------|--------------|
| <b>JUNE</b>                         |                |                        |                           |      |              |
| Chef III                            | 02             | \$ 200.00              | Nasese - Suva             | F2F  | Day/Evening  |
| Baking & Patisserie III             | 04             | \$ 200.00              | Namaka - Nadi             | F2F  | Day/Evening  |
| Joiner III                          | 03 - 04        | \$ 200.00              | Naceva - Lautoka          | F2F  | Day/ Evening |
| Motor Vehicle Mechanic II           | 03 - 04        | \$ 300.00              | Narere - Suva             | F2F  | Day/Evening  |
| Pumber General II                   | 03 - 04        | \$ 300.00              | Narere - Suva             | F2F  | Day/Evening  |
| Painter & Decorator III             | 09             | \$ 200.00              | Naceva - Lautoka          | F2F  | Day          |
| Pipe Fitter II                      | 09 - 10        | \$ 300.00              | Naceva - Lautoka          | F2F  | Day/Evening  |
| Heavy Diesel Mechanic Commercial II | 09 - 10        | \$ 300.00              | Naceva - Lautoka          | F2F  | Day/Evening  |
| Refrigeration & Airconditioning II  | 09 - 10        | \$ 300.00              | Naceva - Lautoka          | F2F  | Day/Evening  |
| Upholsterer III                     | 11             | \$ 200.00              | Narere - Suva             | F2F  | Day/Evening  |
| Joiner III                          | 16 - 17        | \$ 200.00              | Narere - Suva             | F2F  | Day/ Evening |
| Fitter Machinist II                 | 23 - 24        | \$ 300.00              | Montfort Boys Town - Lami | F2F  | Day/Evening  |
| Heavy Diesel Mechanic Commercial II | 23 - 24        | \$ 300.00              | Narere - Suva             | F2F  | Day/Evening  |

|                                     |         |           |                  |     |              |
|-------------------------------------|---------|-----------|------------------|-----|--------------|
| <b>JULY</b>                         |         |           |                  |     |              |
| Welding II                          | 01 - 02 | \$ 300.00 | Narere - Suva    | F2F | Day/Evening  |
| Welding II                          | 08 - 09 | \$ 300.00 | Naceva - Lautoka | F2F | Day/Evening  |
| Carpenter General III               | 08 - 09 | \$ 200.00 | Naceva - Lautoka | F2F | Day/ Evening |
| Chef III                            | 09 - 10 | \$ 200.00 | Namaka - Nadi    | F2F | Day/Evening  |
| Motor Vehicle Mechanic III          | 14 - 15 | \$ 200.00 | Labasa           | F2F | Day/Evening  |
| Plumber General III                 | 14 - 15 | \$ 200.00 | Labasa           | F2F | Day/Evening  |
| Refrigeration & Airconditioning III | 14 - 15 | \$ 200.00 | Labasa           | F2F | Day/Evening  |
| Electrician III                     | 16      | \$ 200.00 | Labasa           | F2F | Day/Evening  |
| Motor Vehicle Mechanic II           | 17      | \$ 300.00 | Labasa           | F2F | Day/Evening  |
| Plumber General II                  | 17      | \$ 300.00 | Labasa           | F2F | Day/Evening  |
| Carpenter General III               | 20      | \$ 200.00 | Labasa           | F2F | Day          |
| Block Layer III                     | 21      | \$ 200.00 | Labasa           | F2F | Day          |
| Plasterer III                       | 22      | \$ 200.00 | Labasa           | F2F | Day          |
| Cabinet Maker III                   | 23      | \$ 200.00 | Labasa           | F2F | Day          |

|                                     |         |           |               |     |              |
|-------------------------------------|---------|-----------|---------------|-----|--------------|
| <b>AUGUST</b>                       |         |           |               |     |              |
| Chef II                             | 03 - 04 | \$ 300.00 | Nasese - Suva | F2F | Day/Evening  |
| Carpenter General III               | 04 - 05 | \$ 200.00 | Narere - Suva | F2F | Day/ Evening |
| Refrigeration & Airconditioning III | 06 - 07 | \$ 200.00 | Narere - Suva | F2F | Day/Evening  |
| Sheet Metal Worker III              | 11 - 12 | \$ 200.00 | Narere - Suva | F2F | Day/Evening  |
| Joiner III                          | 11 - 12 | \$ 200.00 | Narere - Suva | F2F | Day/ Evening |
| Motor Vehicle Mechanic III          | 12 - 13 | \$ 200.00 | Narere - Suva | F2F | Day/Evening  |
| Painter & Decorator III             | 13 - 14 | \$ 200.00 | Narere - Suva | F2F | Day/ Evening |
| Plumber General III                 | 18 - 19 | \$ 200.00 | Narere - Suva | F2F | Day/Evening  |
| Chef II                             | 20 - 21 | \$ 300.00 | Namaka - Nadi | F2F | Day/Evening  |

# DEPARTMENT OF NATIONAL APPRENTICESHIP TRAINING AND TRADE TESTING

| Program Title                       | Training Dates | Registration Fee (FJD) | Training Venue   | Mode | Session      |
|-------------------------------------|----------------|------------------------|------------------|------|--------------|
| <b>JULY</b>                         |                |                        |                  |      |              |
| Welding II                          | 01 – 02        | \$ 300.00              | Narere – Suva    | F2F  | Day/Evening  |
| Welding II                          | 08 – 09        | \$ 300.00              | Naceva – Lautoka | F2F  | Day/Evening  |
| Carpenter General III               | 08 – 09        | \$ 200.00              | Naceva – Lautoka | F2F  | Day/ Evening |
| Chef III                            | 09 – 10        | \$ 200.00              | Namaka – Nadi    | F2F  | Day/Evening  |
| Motor Vehicle Mechanic III          | 14 – 15        | \$ 200.00              | Labasa           | F2F  | Day/Evening  |
| Plumber General III                 | 14 – 15        | \$ 200.00              | Labasa           | F2F  | Day/Evening  |
| Refrigeration & Airconditioning III | 14 – 15        | \$ 200.00              | Labasa           | F2F  | Day/Evening  |
| Electrician III                     | 16             | \$ 200.00              | Labasa           | F2F  | Day/Evening  |
| Motor Vehicle Mechanic II           | 17             | \$ 300.00              | Labasa           | F2F  | Day/Evening  |
| Plumber General II                  | 17             | \$ 300.00              | Labasa           | F2F  | Day/Evening  |
| Carpenter General III               | 20             | \$ 200.00              | Labasa           | F2F  | Day          |
| Block Layer III                     | 21             | \$ 200.00              | Labasa           | F2F  | Day          |
| Plasterer III                       | 22             | \$ 200.00              | Labasa           | F2F  | Day          |
| Cabinet Maker III                   | 23             | \$ 200.00              | Labasa           | F2F  | Day          |

|                           |         |           |                  |     |             |
|---------------------------|---------|-----------|------------------|-----|-------------|
| <b>OCTOBER</b>            |         |           |                  |     |             |
| Motor Vehicle Mechanic II | 06 – 07 | \$ 300.00 | Narere – Suva    | F2F | Day/Evening |
| Spray Painting II         | 08 – 09 | \$ 300.00 | Naceva – Lautoka | F2F | Day/Evening |
| Plumber General III       | 15 – 16 | \$ 200.00 | Naceva – Lautoka | F2F | Day/Evening |

|                                     |         |           |                  |     |             |
|-------------------------------------|---------|-----------|------------------|-----|-------------|
| <b>NOVEMBER</b>                     |         |           |                  |     |             |
| Motor Vehicle Mechanic I            | 05 – 06 | \$ 400.00 | Naceva – Lautoka | F2F | Day/Evening |
| Refrigeration & Airconditioning III | 13 – 14 | \$ 200.00 | Naceva – Lautoka | F2F | Day/Evening |

|                    |         |           |               |     |             |
|--------------------|---------|-----------|---------------|-----|-------------|
| <b>DECEMBER</b>    |         |           |               |     |             |
| Pipe Fitter III    | 02 – 03 | \$ 200.00 | Narere – Suva | F2F | Day/Evening |
| Panel Beating II   | 02 – 03 | \$ 300.00 | Narere – Suva | F2F | Day/Evening |
| Plumber General II | 10 – 11 | \$ 300.00 | Narere – Suva | F2F | Day/Evening |



## DEPARTMENT OF NATIONAL PRODUCTIVITY AND INDUSTRY INNOVATION

| Program Title                                                                                  | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|------------------------------------------------------------------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>JANUARY</b>                                                                                 |                |                        |                |      |         |
| Food Handlers Training                                                                         | 19 – 20        | \$ 250.00              | Nadi           | F2F  | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 21 – 23        | \$ 275.00              | Nadi           | F2F  | Day     |
| Quality Circle                                                                                 | 22 – 23        | \$ 275.00              | Suva           | F2F  | Day     |
| Environmental Regulation & Compliance                                                          | 22 – 23        | \$ 280.00              | Suva           | F2F  | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 28 – 30        | \$ 275.00              | Suva           | F2F  | Day     |
| Organize the Workplace using 5S Methodology                                                    | 30             | \$ 165.00              | Suva           | F2F  | Day     |

|                                                                                                |         |           |        |         |         |
|------------------------------------------------------------------------------------------------|---------|-----------|--------|---------|---------|
| <b>FEBRUARY</b>                                                                                |         |           |        |         |         |
| Project Scope and Time Management                                                              | 01 – 28 | \$ 330.00 | Online | Blended | Evening |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 11 – 13 | \$ 275.00 | Naceva | F2F     | Day     |
| Finance for Non-Finance Managers                                                               | 12 – 13 | \$ 450.00 | Suva   | Blended | Day     |
| Allergen Management                                                                            | 17 – 18 | \$ 280.00 | Suva   | F2F     | Day     |
| Finance for Non-Finance Managers                                                               | 19 – 20 | \$ 450.00 | Naceva | Blended | Day     |
| Understand and Implement ISO 14001:2015 Environmental Management System                        | 23 – 25 | \$ 385.00 | Nadi   | F2F     | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 25 – 27 | \$ 275.00 | Suva   | F2F     | Day     |
| Organize the Workplace using 5S Methodology                                                    | 27      | \$ 165.00 | Labasa | F2F     | Day     |

# DEPARTMENT OF NATIONAL PRODUCTIVITY AND INDUSTRY INNOVATION

| Program Title                                                                                  | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|------------------------------------------------------------------------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>MARCH</b>                                                                                   |                |                        |                |         |         |
| Project Cost Management                                                                        | 01 – 31        | \$ 330.00              | Online         | Blended | Evening |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 04 – 06        | \$ 275.00              | Nadi           | F2F     | Day     |
| Implement Hazard Analysis Critical Control Points (HACCP) Systems                              | 11 – 13        | \$ 385.00              | Nadi           | F2F     | Day     |
| Manage Procurement & Contract Administration                                                   | 12 – 13        | \$ 275.00              | Suva           | Blended | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 18 – 20        | \$ 275.00              | Suva           | F2F     | Day     |
| Manage Procurement & Contract Administration                                                   | 19 – 20        | \$ 275.00              | Naceva         | Blended | Day     |
| Organize the Workplace using 5S Methodology                                                    | 20             | \$ 165.00              | Nadi           | F2F     | Day     |
| Manage Procurement & Contract Administration                                                   | 26 – 27        | \$ 275.00              | Labasa         | Blended | Day     |
| Understand and Implement ISO 9001:2015 Quality Management System                               | 25 – 27        | \$ 385.00              | Nadi           | F2F     | Day     |
| Safe Handling and Use of Chemicals                                                             | 30 – 31        | \$ 280.00              | Suva           | F2F     | Day     |

|                                                                                                |         |           |        |         |         |
|------------------------------------------------------------------------------------------------|---------|-----------|--------|---------|---------|
| <b>APRIL</b>                                                                                   |         |           |        |         |         |
| Project Risk and Quality Management                                                            | 01 – 30 | \$ 330.00 | Online | Blended | Evening |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 08 – 10 | \$ 275.00 | Naceva | F2F     | Day     |
| Managing Accounts Payable, Vendor Performance & Contract Compliance                            | 09 – 10 | \$ 275.00 | Suva   | Blended | Day     |
| Understand and Implement ISO22000:2018 Food Safety Management Systems                          | 15 – 17 | \$ 385.00 | Suva   | F2F     | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 15 – 17 | \$ 275.00 | Suva   | F2F     | Day     |
| Managing Accounts Payable, Vendor Performance & Contract Compliance                            | 16 – 17 | \$ 275.00 | Naceva | Blended | Day     |
| Understand and Implement ISO 9001:2015 Quality Management System                               | 28 – 30 | \$ 385.00 | Suva   | F2F     | Day     |
| Enhance Digital Literacy Skills                                                                | 30      | \$ 80.00  | Nadi   | F2F     | Day     |

# DEPARTMENT OF NATIONAL PRODUCTIVITY AND INDUSTRY INNOVATION

| Program Title                                                                                  | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|------------------------------------------------------------------------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>MAY</b>                                                                                     |                |                        |                |         |         |
| Project Leadership                                                                             | 01 – 31        | \$ 330.00              | Online         | Blended | Evening |
| Food Safety Management Systems Internal Auditing                                               | 04 – 05        | \$ 330.00              | Nadi           | F2F     | Day     |
| Understand and Implement ISO 9001:2015 Quality Management System                               | 06 – 08        | \$ 385.00              | Savusavu       | F2F     | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 06 – 08        | \$ 275.00              | Nadi           | F2F     | Day     |
| Manage Payroll                                                                                 | 07 – 08        | \$ 275.00              | Suva           | Blended | Day     |
| ISO 9001:2015 Quality Management System Internal Auditing                                      | 18 – 19        | \$ 330.00              | Naceva         | F2F     | Day     |
| Build High-Performance Teams                                                                   | 18 – 19        | \$ 350.00              | Suva           | F2F     | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 20 – 22        | \$ 275.00              | Suva           | F2F     | Day     |
| Manage Payroll                                                                                 | 21 – 22        | \$ 275.00              | Naceva         | Blended | Day     |

|                                                                                                |         |           |        |         |         |
|------------------------------------------------------------------------------------------------|---------|-----------|--------|---------|---------|
| <b>JUNE</b>                                                                                    |         |           |        |         |         |
| Microsoft® Project for Project Managers                                                        | 01 – 30 | \$ 330.00 | Online | Blended | Evening |
| Food Handlers Training                                                                         | 01 – 02 | \$ 250.00 | Suva   | F2F     | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 03 – 05 | \$ 275.00 | Ba     | F2F     | Day     |
| Environmental Regulation & Compliance                                                          | 04 – 05 | \$ 280.00 | Nadi   | F2F     | Day     |
| Manage Payroll                                                                                 | 04 – 05 | \$ 275.00 | Labasa | Blended | Day     |
| ISO 9001:2015 Quality Management System Internal Auditing                                      | 09 – 10 | \$ 385.00 | Suva   | F2F     | Day     |
| Enhance Inventory Management & Control                                                         | 11 – 12 | \$ 275.00 | Suva   | Blended | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 24 – 26 | \$ 275.00 | Suva   | F2F     | Day     |
| Enhance Inventory Management & Control                                                         | 25 – 26 | \$ 275.00 | Naceva | Blended | Day     |

# DEPARTMENT OF NATIONAL PRODUCTIVITY AND INDUSTRY INNOVATION

| Program Title                                                                                  | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|------------------------------------------------------------------------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>JULY</b>                                                                                    |                |                        |                |         |         |
| Project Scope and Time Management                                                              | 01 – 31        | \$ 330.00              | Online         | Blended | Evening |
| Allergen Management                                                                            | 09 – 10        | \$ 280.00              | Nadi           | F2F     | Day     |
| Apply Root Cause Analysis at the Workplace for Continuous Improvement                          | 09 – 10        | \$ 275.00              | Naceva         | F2F     | Day     |
| Managing Accounts Receivable & Collection Strategies                                           | 09 – 10        | \$ 275.00              | Naceva         | Blended | Day     |
| Understand and Implement ISO 14001:2015 Environmental Management System                        | 13 – 15        | \$ 385.00              | Suva           | F2F     | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 15 – 17        | \$ 275.00              | Suva           | F2F     | Day     |
| Apply Root Cause Analysis at the Workplace for Continuous Improvement                          | 16 – 17        | \$ 275.00              | Savusavu       | F2F     | Day     |
| Managing Accounts Receivable & Collection Strategies                                           | 23 – 24        | \$ 275.00              | Suva           | Blended | Day     |

|                                                                       |         |           |        |         |         |
|-----------------------------------------------------------------------|---------|-----------|--------|---------|---------|
| <b>AUGUST</b>                                                         |         |           |        |         |         |
| Project Cost Management                                               | 01 – 31 | \$ 330.00 | Online | Blended | Evening |
| Apply Root Cause Analysis at the Workplace for Continuous Improvement | 03 – 04 | \$ 275.00 | Suva   | F2F     | Day     |
| Improve Tax Administration & Compliance                               | 06 – 07 | \$ 275.00 | Suva   | Blended | Day     |
| Safe Handling and Use of Chemicals                                    | 10 – 11 | \$ 280.00 | Nadi   | F2F     | Day     |
| Writing Effective Policies and Procedures                             | 17 – 18 | \$ 275.00 | Suva   | F2F     | Day     |
| Improve Tax Administration & Compliance                               | 17 – 18 | \$ 275.00 | Naceva | Blended | Day     |
| Implement Hazard Analysis Critical Control Points (HACCP) Systems     | 19 – 21 | \$ 385.00 | Suva   | F2F     | Day     |

# DEPARTMENT OF NATIONAL PRODUCTIVITY AND INDUSTRY INNOVATION

| Program Title                                                                                  | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|------------------------------------------------------------------------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>SEPTEMBER</b>                                                                               |                |                        |                |         |         |
| Project Risk and Quality Management                                                            | 01 – 30        | \$ 330.00              | Online         | Blended | Evening |
| Understand and Implement ISO22000:2018 Food Safety Management Systems                          | 02 – 04        | \$ 385.00              | Nadi           | F2F     | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 09 – 11        | \$ 275.00              | Nadi           | F2F     | Day     |
| Detection and Investigation of Financial Fraud                                                 | 10 – 11        | \$ 450.00              | Suva           | Blended | Day     |
| Quality Circle                                                                                 | 14 – 15        | \$ 275.00              | Naceva         | F2F     | Day     |
| Enhance Digital Literacy Skills                                                                | 18             | \$ 80.00               | Suva           | F2F     | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 23 – 25        | \$ 275.00              | Suva           | F2F     | Day     |
| Writing Effective Policies and Procedures                                                      | 24 – 25        | \$ 275.00              | Savusavu       | F2F     | Day     |
| Detection and Investigation of Financial Fraud                                                 | 24 – 25        | \$ 450.00              | Naceva         | Blended | Day     |

|                                                                                                |         |           |        |         |         |
|------------------------------------------------------------------------------------------------|---------|-----------|--------|---------|---------|
| <b>OCTOBER</b>                                                                                 |         |           |        |         |         |
| Project Leadership                                                                             | 01 – 31 | \$ 330.00 | Online | Blended | Evening |
| Food Safety Management Systems Internal Auditing                                               | 05 – 06 | \$ 330.00 | Suva   | F2F     | Day     |
| Manage Micro and Small Enterprise                                                              | 12 – 13 | \$ 180.00 | Nadi   | Blended | Day     |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 21 – 23 | \$ 275.00 | Naceva | F2F     | Day     |
| Manage Micro and Small Enterprise                                                              | 22 – 23 | \$ 180.00 | Suva   | Blended | Day     |
| Build High-Performance Teams                                                                   | 29 – 30 | \$ 350.00 | Nadi   | F2F     | Day     |

|                                                                                                |         |           |        |         |         |
|------------------------------------------------------------------------------------------------|---------|-----------|--------|---------|---------|
| <b>NOVEMBER</b>                                                                                |         |           |        |         |         |
| Microsoft® Project for Project Managers                                                        | 01 – 30 | \$ 330.00 | Online | Blended | Evening |
| Occupational Health and Safety Modules I & II for Safety Representatives and Committee Members | 25 – 27 | \$ 275.00 | Suva   | F2F     | Day     |

# DEPARTMENT OF QUALITY AWARDS- PRODUCTIVITY PROMOTIONS

| Program Title                      | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>JANUARY</b>                     |                |                        |                |      |         |
| FBEA Evaluator's Application Opens | 19             |                        |                |      |         |
| FBEA Applicant Application Opens   | 19             |                        |                |      |         |
| POR Meeting                        | 28             |                        |                |      |         |

|                                              |         |           |           |        |     |
|----------------------------------------------|---------|-----------|-----------|--------|-----|
| <b>FEBRUARY</b>                              |         |           |           |        |     |
| 5S National Certification Registration Opens | 02      | \$ 500.00 | Fiji Wide | F2F    | Day |
| FBEA Information Seminar - SUVA              | 11 - 12 | \$ 650.00 | Suva      | F2F    | Day |
| Team Excellence Competition Awareness        | 19      |           | Fiji Wide | Online | Day |
| FBEA Information Seminar - NADI              | 18 - 19 | \$ 650.00 | Nadi      | F2F    | Day |

|                                                      |         |           |              |        |     |
|------------------------------------------------------|---------|-----------|--------------|--------|-----|
| <b>MARCH</b>                                         |         |           |              |        |     |
| Lean 5S Training Improving Productivity at Workplace | 11 - 12 | \$ 350.00 | Suva         | F2F    | Day |
| FBEA Applicant Submission Writing                    | 11 - 12 | \$ 700.00 | Suva         | F2F    | Day |
| Lean 5S Training Improving Productivity at Workplace | 18 - 19 | \$ 350.00 | Lautoka/Nadi | F2F    | Day |
| FBEA Applicant Submission Writing                    | 18 - 19 | \$ 700.00 | Nadi         | F2F    | Day |
| 5s Auditors Training                                 | 25      | \$ 250.00 | Suva         | F2F    | Day |
| 5s Auditors Training                                 | 27      | \$ 250.00 | Lautoka/Nadi | F2F    | Day |
| FBEA Evaluator's Application Form Due                | 27      |           | Suva         | Online | Day |
| FBEA Applicant Application Form Due                  | 27      |           | Suva         | Online | Day |

|                                                           |         |           |           |             |     |
|-----------------------------------------------------------|---------|-----------|-----------|-------------|-----|
| <b>APRIL</b>                                              |         |           |           |             |     |
| FBEA POR Meeting                                          | 01      |           | Suva      | F2F         | Day |
| Team Excellence Application Opens (Virtual Team Meetings) | 01 - 30 |           |           | F2F/ Online | Day |
| Lean 5S Training Improving Productivity at Workplace      | 02 - 03 | \$ 350.00 | Fiji Wide | F2F         | Day |
| Business Excellence Conference                            | 10      | \$ 300.00 | Suva      | F2F         | Day |
| Quality Circle Training                                   | 15 - 16 | \$ 350.00 | Suva      | F2F         | Day |
| Quality Circle Training                                   | 22 - 23 | \$ 350.00 | Nadi      | F2F         | Day |
| FBEA Applicant's Submission Due                           | 24      |           | Suva      | Online      | Day |
| FBEA Submission Vetting                                   | 27 - 28 |           | Suva      | Online      | Day |

|                                                     |         |  |           |     |     |
|-----------------------------------------------------|---------|--|-----------|-----|-----|
| <b>MAY</b>                                          |         |  |           |     |     |
| Surveillance Audit National 5s Certification        | 04 - 28 |  | Fiji Wide | F2F | Day |
| POR Meeting/Approval of FBEA Applicant's Submission | 13      |  | Suva      | F2F | Day |

## DEPARTMENT OF QUALITY AWARDS- PRODUCTIVITY PROMOTIONS

| Program Title                                                | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session       |
|--------------------------------------------------------------|----------------|------------------------|----------------|------|---------------|
| <b>JUNE</b>                                                  |                |                        |                |      |               |
| FBEA Evaluators Training                                     | 01 - 05        | \$ 1,000.00            | Suva           | F2F  | Day           |
| FBEA Desktop Evaluation Begins                               | 08             |                        | Fiji Wide      | N/A  | Day / Evening |
| Productivity Breakfast Session                               | 08             | TBA                    | Suva           | F2F  | Day           |
| Business Excellence for Executives Training - Expert Trainer | 9 - 10         | \$ 1,000.00            | Suva           | F2F  | Day           |
| Benchmarking for Business Excellence- Expert Trainer         | 11 - 12        | \$ 650.00              | Suva           | F2F  | Day           |
| Productivity Measurement Training- Expert Trainer            | 15 - 17        | \$ 750.00              | Suva           | F2F  | Day           |
| Quality Circle Training- Expert Trainer                      | 18 - 19        | \$ 650.00              | Suva           | F2F  | Day           |

|                                                           |               |  |           |     |     |
|-----------------------------------------------------------|---------------|--|-----------|-----|-----|
| <b>JULY</b>                                               |               |  |           |     |     |
| FBEA Evaluation Window A Begins                           | 27/07 - 31/07 |  | Fiji Wide | F2F | Day |
| Team Excellence Application Close (Virtual Team Meetings) | 30            |  | Fiji Wide | F2F | Day |

|                                                                      |         |  |           |        |     |
|----------------------------------------------------------------------|---------|--|-----------|--------|-----|
| <b>AUGUST</b>                                                        |         |  |           |        |     |
| FBEA Evaluation Window B Begins                                      | 03 - 07 |  | Fiji Wide | F2F    | Day |
| National 5s Surveillance Visit - National 5s Certified Organizations | 03 - 14 |  | Central   | F2F    | Day |
| National 5s Surveillance Visit - National 5s Certified Organizations | 17 - 25 |  | Western   | F2F    | Day |
| FBEA Panel of Review Meeting with Team Leaders                       | 19      |  | Suva      | F2F    | Day |
| National 5s Surveillance Visit - National 5s Certified Organizations | 26 - 28 |  | Northern  | F2F    | Day |
| FBEA Recognition Advice                                              | 27      |  | Suva      | Online | Day |

|                                                              |         |           |           |     |     |
|--------------------------------------------------------------|---------|-----------|-----------|-----|-----|
| <b>SEPTEMBER</b>                                             |         |           |           |     |     |
| Team Excellence Competition Site Visit                       | 01 - 30 |           | Fiji Wide | F2F | Day |
| 06th Team Excellence Competition Project Submission Deadline | 19      |           | Fiji Wide | F2F | Day |
| Benchmarking for Business Excellence - Expert Trainer        | 28 - 30 | \$ 650.00 | Nadi      | F2F | Day |

|                                                                           |    |  |      |     |     |
|---------------------------------------------------------------------------|----|--|------|-----|-----|
| <b>OCTOBER</b>                                                            |    |  |      |     |     |
| National Quality & Innovation Conference/06th Team Excellence Competition | 01 |  | Nadi | F2F | Day |

## DEPARTMENT OF QUALITY AWARDS- PRODUCTIVITY PROMOTIONS

| Program Title                                | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|----------------------------------------------|----------------|------------------------|----------------|------|---------|
| NOVEMBER                                     |                |                        |                |      |         |
| Fiji Business Excellence Awards Night        | 14             |                        | Nadi           |      | Night   |
| Face to Face Feedback                        | 16/11 – 04/12  |                        | Fiji Wide      | F2F  | Day     |
| 5S National Certification Registration Close | 20             |                        | Fiji Wide      | F2F  | Day     |

|                                                  |    |  |      |     |     |
|--------------------------------------------------|----|--|------|-----|-----|
| DECEMBER                                         |    |  |      |     |     |
| Evaluation Process Review Meeting – Team Leaders | 02 |  | Suva | F2F | Day |
| Evaluation Process Review Meeting – POR Members  | 03 |  | Suva | F2F | Day |



## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (AUTOMOTIVE ELECTRICAL ELECTRONICS)

| Program Title                                    | Training Dates | Registration Fee (FJD) | Training Venue | Mode          | Session |
|--------------------------------------------------|----------------|------------------------|----------------|---------------|---------|
| <b>FEBRUARY</b>                                  |                |                        |                |               |         |
| Automotive Electrical and Electronics Principles | 09 - 13        | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Starting System                                  | 17 - 23        | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Ignition System                                  | 26 - 04/03     | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Automotive Electrical and Electronics Principles | 09 - 26        | \$ 198.00              | Narere         | F2F / Blended | Evening |

|                            |         |           |        |               |         |
|----------------------------|---------|-----------|--------|---------------|---------|
| <b>MARCH</b>               |         |           |        |               |         |
| Charging System            | 09 - 13 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Vehicle Electronics System | 16 - 20 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Electronic Ignition System | 25 - 31 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Starting System            | 02 - 20 | \$ 198.00 | Narere | F2F / Blended | Evening |

|                                |            |           |        |               |         |
|--------------------------------|------------|-----------|--------|---------------|---------|
| <b>APRIL</b>                   |            |           |        |               |         |
| Electronic Fuel Injection      | 01 - 10    | \$ 198.00 | Narere | F2F / Blended | Day     |
| Engine Management              | 13 - 17    | \$ 198.00 | Narere | F2F / Blended | Day     |
| Vehicle Instrumentation System | 20 - 24    | \$ 198.00 | Narere | F2F / Blended | Day     |
| Automotive Air Conditioning    | 27 - 01/05 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Ignition System                | 08 - 24    | \$ 198.00 | Narere | F2F / Blended | Evening |

|                            |            |           |        |               |     |
|----------------------------|------------|-----------|--------|---------------|-----|
| <b>MAY</b>                 |            |           |        |               |     |
| ABS Brakes                 | 18 - 22    | \$ 198.00 | Narere | F2F / Blended | Day |
| Vehicle Accessories System | 26 - 02/06 | \$ 198.00 | Narere | F2F / Blended | Day |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (AUTOMOTIVE ELECTRICAL ELECTRONICS)

| Program Title                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode          | Session |
|-----------------------------------------|----------------|------------------------|----------------|---------------|---------|
| <b>JUNE</b>                             |                |                        |                |               |         |
| Vehicle Wiring System                   | 04 - 10        | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Hybrid Electric Vehicle System          | 12 - 16        | \$ 385.00              | Narere         | F2F / Blended | Day     |
| Hybrid Electric Vehicle Battery Service | 17 - 19        | \$ 385.00              | Narere         | F2F / Blended | Day     |
| Charging System                         | 01 - 19        | \$ 198.00              | Narere         | F2F / Blended | Evening |

|                                                  |            |           |        |               |         |
|--------------------------------------------------|------------|-----------|--------|---------------|---------|
| <b>JULY</b>                                      |            |           |        |               |         |
| Automotive Electrical and Electronics Principles | 09 - 15    | \$ 198.00 | Narere | F2F / Blended | Day     |
| Starting System                                  | 20 - 24    | \$ 198.00 | Narere | F2F / Blended | Day     |
| Ignition System                                  | 28 - 03/08 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Vehicle Electronics System                       | 09 - 30    | \$ 198.00 | Narere | F2F / Blended | Evening |

|                            |         |           |        |               |         |
|----------------------------|---------|-----------|--------|---------------|---------|
| <b>AUGUST</b>              |         |           |        |               |         |
| Charging System            | 06 - 12 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Vehicle Electronics System | 17 - 21 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Electronic Ignition System | 03 - 21 | \$ 198.00 | Narere | F2F / Blended | Evening |

|                            |            |           |        |               |         |
|----------------------------|------------|-----------|--------|---------------|---------|
| <b>SEPTEMBER</b>           |            |           |        |               |         |
| Electronic Ignition System | 10 - 16    | \$ 198.00 | Narere | F2F / Blended | Day     |
| Electronic Fuel Injection  | 18 - 24    | \$ 198.00 | Narere | F2F / Blended | Day     |
| Engine Management          | 28 - 02/10 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Electronic Fuel Injection  | 10 - 25    | \$ 198.00 | Narere | F2F / Blended | Evening |

|                                |         |           |        |               |         |
|--------------------------------|---------|-----------|--------|---------------|---------|
| <b>OCTOBER</b>                 |         |           |        |               |         |
| Vehicle Instrumentation System | 07 - 12 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Automotive Air Conditioning    | 15 - 21 | \$ 198.00 | Narere | F2F / Blended | Day     |
| ABS Brakes                     | 23 - 29 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Engine Management              | 07 - 23 | \$ 198.00 | Narere | F2F / Blended | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (AUTOMOTIVE ELECTRICAL ELECTRONICS)

| Program Title                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode          | Session |
|-----------------------------------------|----------------|------------------------|----------------|---------------|---------|
| <b>NOVEMBER</b>                         |                |                        |                |               |         |
| Vehicle Accessories System              | 02 - 06        | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Vehicle Wiring System                   | 12 - 18        | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Hybrid Electric Vehicle System          | 20 - 24        | \$ 385.00              | Narere         | F2F / Blended | Day     |
| Hybrid Electric Vehicle Battery Service | 25 - 27        | \$ 385.00              | Narere         | F2F / Blended | Day     |
| Hybrid Electric Vehicle System          | 02 - 11        | \$ 385.00              | Narere         | F2F / Blended | Evening |
| Hybrid Electric Vehicle Battery Service | 16 - 26        | \$ 385.00              | Narere         | F2F / Blended | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (LIGHT AUTOMOTIVE)

| Program Title                        | Training Dates | Registration Fee (FJD) | Training Venue  | Mode          | Session |
|--------------------------------------|----------------|------------------------|-----------------|---------------|---------|
| <b>FEBRUARY</b>                      |                |                        |                 |               |         |
| Computer Fundamentals & Applications | 02 - 11        | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |
| Automotive Workshop Safety (OH & S)  | 02 - 17        | \$ 165.00              | Naceva / Narere | F2F / Blended | Evening |
| Engine Principles                    | 18 - 05/03     | \$ 165.00              | Naceva / Narere | F2F / Blended | Evening |
| Workplace Communication & Ethics     | 13 - 24        | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |
| Trade Calculation Fundamentals       | 26 - 03/03     | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |

|                            |         |           |                 |               |         |
|----------------------------|---------|-----------|-----------------|---------------|---------|
| <b>MARCH</b>               |         |           |                 |               |         |
| Automotive Workshop Safety | 12 - 23 | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Two Stroke Engines         | 09 - 24 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Workshop Practices         | 25 - 13 | \$ 330.00 | Naceva / Narere | F2F / Blended | Day     |
| Lubricating Systems        | 25 - 13 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

|                                                            |            |           |                 |               |         |
|------------------------------------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>APRIL</b>                                               |            |           |                 |               |         |
| Automotive Industry environmental standard and Regulations | 14 - 21    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Cooling System service and Repair                          | 14 - 29    | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Automotive Mechanical, Hydraulic and Pneumatic Principles  | 24 - 01/05 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Inspect & Repair Engine Force Induction Systems            | 30 - 18    | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (LIGHT AUTOMOTIVE)

| Program Title                | Training Dates | Registration Fee (FJD) | Training Venue  | Mode          | Session |
|------------------------------|----------------|------------------------|-----------------|---------------|---------|
| <b>MAY</b>                   |                |                        |                 |               |         |
| Automotive Engine Principles | 04 - 11        | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |
| Two Stroke Engines           | 14 - 21        | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |
| Light Vehicle Fuel System    | 19 - 03/05     | \$ 165.00              | Naceva / Narere | F2F / Blended | Evening |
| Lubricating Systems          | 22 - 01/06     | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |

|                                                 |         |           |                 |               |         |
|-------------------------------------------------|---------|-----------|-----------------|---------------|---------|
| <b>JUNE</b>                                     |         |           |                 |               |         |
| Cooling System service and Repair               | 02 - 09 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Engine Troubleshooting                          | 04 - 22 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Inspect & Repair Engine Force Induction Systems | 12 - 19 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Light Vehicle Fuel System                       | 22 - 29 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Engine Overhaul & Measurement                   | 23 - 08 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

|                                         |            |           |                 |               |         |
|-----------------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>JULY</b>                             |            |           |                 |               |         |
| Engine Troubleshooting                  | 02 - 09    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Engine Overhaul & Measurement           | 14 - 21    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Manual Transmission Service & Repair    | 09 - 27    | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Clutch Systems Service & Repair         | 27 - 03/08 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Automatic Transmission service & Repair | 28 - 12/08 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

|                                         |            |           |                 |               |         |
|-----------------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>AUGUST</b>                           |            |           |                 |               |         |
| Manual Transmission Service & Repair    | 04 - 11    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Automatic Transmission service & Repair | 14 - 21    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Suspension System Service & Repair      | 13 - 01/09 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Suspension System Service & Repair      | 27 - 03/09 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (LIGHT AUTOMOTIVE)

| Program Title                                   | Training Dates | Registration Fee (FJD) | Training Venue  | Mode          | Session |
|-------------------------------------------------|----------------|------------------------|-----------------|---------------|---------|
| <b>SEPTEMBER</b>                                |                |                        |                 |               |         |
| Final Drive and Differential Service and Repair | 08 - 15        | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |
| Final Drive and Differential Service and Repair | 02 - 17        | \$ 165.00              | Naceva / Narere | F2F / Blended | Evening |
| Steering System Service & Repair                | 18 - 25        | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |
| Steering System Service & Repair                | 21 - 06/10     | \$ 165.00              | Naceva / Narere | F2F / Blended | Evening |
| Wheel Alignment & Tires                         | 30 - 07/10     | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |

|                                  |            |           |                 |               |         |
|----------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>OCTOBER</b>                   |            |           |                 |               |         |
| Hydraulic Brake Service & Repair | 08 - 15    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Wheel Alignment & Tires          | 7 - 22     | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Automotive Battery and Safety    | 16 - 23    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Hydraulic Brake Service & Repair | 26 - 11/11 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Vehicle Periodic Maintenance     | 28 - 04/11 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |

|                                               |            |           |                 |               |         |
|-----------------------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>NOVEMBER</b>                               |            |           |                 |               |         |
| Automotive Electrical Principles              | 10 - 17    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Gas Fuel Systems                              | 18 - 25    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Vehicle Periodic Maintenance                  | 12 - 30    | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Engineering Science for Automotive Technician | 26 - 07/12 | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |

|                                          |         |           |                 |               |         |
|------------------------------------------|---------|-----------|-----------------|---------------|---------|
| <b>DECEMBER</b>                          |         |           |                 |               |         |
| Engineering Drawing for Automotive Trade | 08 - 17 | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Automotive Electrical Principles         | 01 - 16 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (HEAVY AUTOMOTIVE)

| Program Title                        | Training Dates | Registration Fee (FJD) | Training Venue  | Mode          | Session |
|--------------------------------------|----------------|------------------------|-----------------|---------------|---------|
| <b>FEBRUARY</b>                      |                |                        |                 |               |         |
| Computer Fundamentals & Applications | 02 - 11        | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |
| Automotive Workshop Safety (OH & S)  | 02 - 17        | \$ 198.00              | Naceva / Narere | F2F / Blended | Evening |
| Diesel Engine Fundamentals           | 18 - 05/03     | \$ 165.00              | Naceva / Narere | F2F / Blended | Evening |
| Workplace Communication & Ethics     | 13 - 24        | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |
| Trade Calculation Fundamentals       | 26 - 09/03     | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |

|                            |            |           |                 |               |         |
|----------------------------|------------|-----------|-----------------|---------------|---------|
| <b>MARCH</b>               |            |           |                 |               |         |
| Automotive Workshop Safety | 12 - 23    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| 2-Stroke Engine Principles | 09 - 24    | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Workshop Practices         | 25 - 13/04 | \$ 330.00 | Naceva / Narere | F2F / Blended | Day     |
| Lubrication System         | 25 - 13/04 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

|                                                |            |           |                 |               |         |
|------------------------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>APRIL</b>                                   |            |           |                 |               |         |
| Workshop Tools & Equipment                     | 14 - 23    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Cooling System service and Repair              | 14 - 29    | \$ 198.00 | Naceva / Narere | F2F / Blended | Evening |
| Bearings, Seals, Gaskets, Sealants & Adhesives | 24 - 01/05 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Exhaust and Induction System Service & Repair  | 30 - 18/05 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

|                                          |            |           |                 |               |         |
|------------------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>MAY</b>                               |            |           |                 |               |         |
| Diesel Engine Fundamentals               | 04 - 13    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| 2-stroke Engine Principles               | 14 - 21    | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Diesel Injection Pump & Injector Service | 19 - 03/06 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Lubrication System                       | 22 - 01/06 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (HEAVY AUTOMOTIVE)

| Program Title                                 | Training Dates | Registration Fee (FJD) | Training Venue  | Mode          | Session |
|-----------------------------------------------|----------------|------------------------|-----------------|---------------|---------|
| <b>JUNE</b>                                   |                |                        |                 |               |         |
| Cooling System Service and Repair             | 02 - 11        | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |
| Diesel Engine Fault Diagnosis and Tuning      | 04 - 22        | \$ 198.00              | Naceva / Narere | F2F / Blended | Evening |
| Exhaust and Induction System Service & Repair | 12 - 19        | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |
| Diesel Injection Pump & Injector Service      | 22 - 01/07     | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |
| Diesel Engine Overhaul                        | 23 - 08/07     | \$ 198.00              | Naceva / Narere | F2F / Blended | Evening |

|                                          |            |           |                 |               |         |
|------------------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>JULY</b>                              |            |           |                 |               |         |
| Diesel Engine Fault Diagnosis and Tuning | 02 - 13    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Diesel Engine Overhaul                   | 14 - 23    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Clutch System Service & Repair           | 09 - 27    | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Clutch System Service & Repair           | 27 - 03/08 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Standard Transmission Service & Repair   | 28 - 12/08 | \$ 198.00 | Naceva / Narere | F2F / Blended | Evening |

|                                         |            |           |                 |               |         |
|-----------------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>AUGUST</b>                           |            |           |                 |               |         |
| Standard Transmission Service & Repair  | 04 - 13    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Automatic Transmission service & Repair | 14 - 26    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Suspension System Service & Repair      | 13 - 01/09 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |
| Suspension System Service & Repair      | 27 - 07/09 | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |

|                                  |            |           |                 |               |         |
|----------------------------------|------------|-----------|-----------------|---------------|---------|
| <b>SEPTEMBER</b>                 |            |           |                 |               |         |
| Drive Axles Service & Repair     | 08 - 17    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Drive Axles Service & Repair     | 02 - 17    | \$ 198.00 | Naceva / Narere | F2F / Blended | Evening |
| Steering System Service & Repair | 18 - 29    | \$ 198.00 | Naceva / Narere | F2F / Blended | Day     |
| Steering System Service & Repair | 21 - 06/10 | \$ 198.00 | Naceva / Narere | F2F / Blended | Evening |
| Wheel Alignment & Tires          | 30 - 07/10 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (HEAVY AUTOMOTIVE)

| Program Title                | Training Dates | Registration Fee (FJD) | Training Venue  | Mode          | Session |
|------------------------------|----------------|------------------------|-----------------|---------------|---------|
| <b>OCTOBER</b>               |                |                        |                 |               |         |
| Brake System Fundamentals    | 08 - 15        | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |
| Wheel Alignment & Tires      | 07 - 22        | \$ 165.00              | Naceva / Narere | F2F / Blended | Evening |
| Air Brake Servicing          | 16 - 27        | \$ 198.00              | Naceva / Narere | F2F / Blended | Day     |
| Brake System Fundamentals    | 26 - 11/11     | \$ 165.00              | Naceva / Narere | F2F / Blended | Evening |
| Vehicle Periodic Maintenance | 28 - 06/11     | \$ 165.00              | Naceva / Narere | F2F / Blended | Day     |

|                                         |         |           |                 |               |         |
|-----------------------------------------|---------|-----------|-----------------|---------------|---------|
| <b>NOVEMBER</b>                         |         |           |                 |               |         |
| Fundamentals of Electricity             | 10 - 17 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Hydraulic Fundamentals and Applications | 18 - 25 | \$ 165.00 | Naceva / Narere | F2F / Blended | Day     |
| Vehicle Periodic Maintenance            | 12 - 30 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

|                             |         |           |                 |               |         |
|-----------------------------|---------|-----------|-----------------|---------------|---------|
| <b>DECEMBER</b>             |         |           |                 |               |         |
| Fundamentals of Electricity | 01 - 16 | \$ 165.00 | Naceva / Narere | F2F / Blended | Evening |

## DEPARTMENT OF AUTOMOTIVE AND MECHANICAL ENGINEERING INDUSTRY TRAINING (MAINTENANCE & DIAGNOSTICS)

| Program Title                          | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|----------------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>FEBRUARY</b>                        |                |                        |                |         |         |
| Apply Basic Meat Works Industry Skills | 04 - 06        | \$ 200.00              | Narere         | Blended | Day     |
| Computer Fundamental & Application     | 09 - 16        | \$ 198.00              | Narere         | Blended | Day     |
| Basic Fitting & Machining              | 17 - 29        | \$ 330.00              | Narere         | Blended | Day     |
| Doggers & Riggers                      | 02 - 18        | \$ 220.00              | Narere         | Blended | Evening |

# DEPARTMENT OF AUTOMOTIVE AND MECHANICAL ENGINEERING INDUSTRY TRAINING (MAINTENANCE & DIAGNOSTICS)

| Program Title                                   | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|-------------------------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>MARCH</b>                                    |                |                        |                |         |         |
| Mechanical Engineering Drawing & Interpretation | 02 – 10        | \$ 165.00              | Narere         | Blended | Day     |
| Introduction to CAD                             | 11 – 17        | \$ 275.00              | Narere         | Blended | Day     |
| Precision Measurement & Inspection Technique    | 18 – 27        | \$ 330.00              | Narere         | Blended | Day     |
| Basic Tribology                                 | 30 – 03/04     | \$ 220.00              | Narere         | Blended | Day     |
| Basic Fitting & Machining                       | 23/02 – 02/04  | \$ 330.00              | Narere         | Blended | Evening |

|                                          |         |           |        |         |         |
|------------------------------------------|---------|-----------|--------|---------|---------|
| <b>APRIL</b>                             |         |           |        |         |         |
| Doggers & Riggers                        | 07 – 13 | \$ 220.00 | Narere | Blended | Day     |
| Engine Maintenance/ Diagnostics & Repair | 14 – 20 | \$ 275.00 | Narere | Blended | Day     |
| Heat Engines                             | 21 – 27 | \$ 275.00 | Narere | Blended | Day     |
| Machining Processes                      | 07 – 24 | \$ 220.00 | Narere | Blended | Evening |

|                               |         |           |        |         |         |
|-------------------------------|---------|-----------|--------|---------|---------|
| <b>MAY</b>                    |         |           |        |         |         |
| Mechanical Science            | 04 – 11 | \$ 198.00 | Narere | Blended | Day     |
| Engineering Calculation       | 12 – 20 | \$ 198.00 | Narere | Blended | Day     |
| Applied Engineering Materials | 21 – 28 | \$ 198.00 | Narere | Blended | Day     |
| Industrial Pumps 1            | 04 – 21 | \$ 330.00 | Narere | Blended | Evening |

|                                  |               |           |        |         |         |
|----------------------------------|---------------|-----------|--------|---------|---------|
| <b>JUNE</b>                      |               |           |        |         |         |
| Workplace Communication & Ethics | 01 – 05       | \$ 198.00 | Narere | Blended | Day     |
| Basic Craft Practice             | 08 – 19       | \$ 330.00 | Narere | Blended | Day     |
| Industrial Pumps 2               | 25/05 – 11/07 | \$ 330.00 | Narere | Blended | Evening |
| Hydraulic Power System           | 15 – 02/07    | \$ 220.00 | Narere | Blended | Evening |

|                                        |         |           |        |         |         |
|----------------------------------------|---------|-----------|--------|---------|---------|
| <b>JULY</b>                            |         |           |        |         |         |
| Apply Basic Meat Works Industry Skills | 01 – 03 | \$ 200.00 | Narere | Blended | Day     |
| Computer Fundamental & Application     | 06 – 10 | \$ 198.00 | Narere | Blended | Day     |
| Basic Fitting & Machining              | 13 – 24 | \$ 330.00 | Narere | Blended | Day     |
| Pneumatic Power Systems                | 06 – 23 | \$ 275.00 | Narere | Blended | Evening |

# DEPARTMENT OF AUTOMOTIVE AND MECHANICAL ENGINEERING INDUSTRY TRAINING (MAINTENANCE & DIAGNOSTICS)

| Program Title                                   | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|-------------------------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>AUGUST</b>                                   |                |                        |                |         |         |
| Mechanical Engineering Drawing & Interpretation | 27/07 – 03     | \$ 165.00              | Narere         | Blended | Day     |
| Introduction to CAD                             | 04 – 10        | \$ 275.00              | Narere         | Blended | Day     |
| Precision Measurement & Inspection Technique    | 11 – 20        | \$ 330.00              | Narere         | Blended | Day     |
| Basic Tribology                                 | 24 – 31        | \$ 220.00              | Narere         | Blended | Day     |
| Machine Installation & Commissioning            | 03 – 21        | \$ 330.00              | Narere         | Blended | Evening |

|                                             |               |           |        |         |         |
|---------------------------------------------|---------------|-----------|--------|---------|---------|
| <b>SEPTEMBER</b>                            |               |           |        |         |         |
| Doggers & Riggers                           | 01 – 07       | \$ 220.00 | Narere | Blended | Day     |
| Engine Maintenance/<br>Diagnostics & Repair | 08 – 14       | \$ 275.00 | Narere | Blended | Day     |
| Mechanical Science                          | 15 – 22       | \$ 198.00 | Narere | Blended | Day     |
| Heat Engines                                | 23 – 29       | \$ 275.00 | Narere | Blended | Day     |
| Basic Boiler Operation                      | 31/08 – 17/09 | \$ 770.00 | Narere | Blended | Evening |

|                                  |            |           |        |         |         |
|----------------------------------|------------|-----------|--------|---------|---------|
| <b>OCTOBER</b>                   |            |           |        |         |         |
| Engineering Calculation          | 30/09 – 07 | \$ 198.00 | Narere | Blended | Day     |
| Applied Engineering Materials    | 09 – 16    | \$ 198.00 | Narere | Blended | Day     |
| Workplace Communication & Ethics | 19 – 26    | \$ 198.00 | Narere | Blended | Day     |
| Care & Maintenance of Bearings   | 21/09 – 12 | \$ 220.00 | Narere | Blended | Evening |

|                                        |         |           |        |         |         |
|----------------------------------------|---------|-----------|--------|---------|---------|
| <b>NOVEMBER</b>                        |         |           |        |         |         |
| Basic Craft Practice                   | 02 – 16 | \$ 330.00 | Narere | Blended | Day     |
| Apply Basic Meat Works Industry Skills | 17 – 19 | \$ 200.00 | Narere | Blended | Day     |
| Machining Processes                    | 23 – 27 | \$ 220.00 | Narere | Blended | Day     |
| Doggers & Riggers                      | 02 – 23 | \$ 220.00 | Narere | Blended | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (AUTOCAD)

| Program Title                                  | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|------------------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>FEBRUARY</b>                                |                |                        |                |      |         |
| Fundamentals of Computer Aided Design Module 1 | 02 - 06        | \$ 275.00              | Narere         | F2F  | Day     |
| Fundamentals of Computer Aided Design Module 2 | 10 - 16        | \$ 275.00              | Narere         | F2F  | Day     |
| Fundamentals of Computer Aided Design Module 3 | 18 - 24        | \$ 275.00              | Narere         | F2F  | Day     |
| 2 - Dimensional Design Module 1                | 26 - 03/04     | \$ 330.00              | Narere         | F2F  | Day     |
| Fundamentals of Computer Aided Design          | 02 - 19        | \$ 550.00              | Narere         | F2F  | Evening |

|                                 |            |           |        |     |         |
|---------------------------------|------------|-----------|--------|-----|---------|
| <b>MARCH</b>                    |            |           |        |     |         |
| 2 - Dimensional Design Module 2 | 02 - 06    | \$ 330.00 | Narere | F2F | Day     |
| 2 - Dimensional Design Module 3 | 10 - 16    | \$ 330.00 | Narere | F2F | Day     |
| 3 - Dimesional Design Module 1  | 18 - 24    | \$ 385.00 | Narere | F2F | Day     |
| 3 - Dimesional Design Module 2  | 31 - 08/04 | \$ 385.00 | Narere | F2F | Day     |
| 2 - Dimesional Design           | 02 - 19    | \$ 385.00 | Narere | F2F | Evening |

|                                                |            |           |        |     |         |
|------------------------------------------------|------------|-----------|--------|-----|---------|
| <b>APRIL</b>                                   |            |           |        |     |         |
| 3 - Dimesional Design Module 3                 | 01 - 09    | \$ 385.00 | Narere | F2F | Day     |
| Fundamentals of Computer Aided Design Module 1 | 13 - 17    | \$ 275.00 | Narere | F2F | Day     |
| Fundamentals of Computer Aided Design Module 2 | 21 - 27    | \$ 275.00 | Narere | F2F | Day     |
| 3-Dimensional Design                           | 29 - 05/05 | \$ 660.00 | Narere | F2F | Evening |

|                                                |            |           |        |     |         |
|------------------------------------------------|------------|-----------|--------|-----|---------|
| <b>MAY</b>                                     |            |           |        |     |         |
| Fundamentals of Computer Aided Design Module 1 | 07 - 13    | \$ 275.00 | Narere | F2F | Day     |
| Fundamentals of Computer Aided Design Module 2 | 18 - 22    | \$ 275.00 | Narere | F2F | Day     |
| Fundamentals of Computer Aided Design Module 3 | 26 - 02/06 | \$ 275.00 | Narere | F2F | Day     |
| 2 - Dimensional Design Module 1                | 26 - 02/06 | \$ 330.00 | Narere | F2F | Day     |
| Fundamentals of Computer Aided Design          | 04 - 21    | \$ 550.00 | Narere | F2F | Evening |

|                                 |         |           |        |     |         |
|---------------------------------|---------|-----------|--------|-----|---------|
| <b>JUNE</b>                     |         |           |        |     |         |
| 2 - Dimensional Design Module 2 | 04 - 10 | \$ 330.00 | Narere | F2F | Day     |
| 2 - Dimensional Design Module 3 | 12 - 18 | \$ 330.00 | Narere | F2F | Day     |
| 3 - Dimensional Design Module 1 | 22 - 26 | \$ 385.00 | Narere | F2F | Day     |
| 2 - Dimensional Design          | 01 - 19 | \$ 660.00 | Narere | F2F | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (AUTOCAD)

| Program Title                                 | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|-----------------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>JULY</b>                                   |                |                        |                |      |         |
| 3 - Dimensional Design Module 2               | 06 - 10        | \$ 385.00              | Narere         | F2F  | Day     |
| 3 - Dimensional Design Module 3               | 14 - 20        | \$ 385.00              | Narere         | F2F  | Day     |
| Fundamental of Computer Aided Design Module 1 | 22 - 28        | \$ 275.00              | Narere         | F2F  | Day     |
| 3 - Dimensional Design                        | 30 - 05/08     | \$ 770.00              | Narere         | F2F  | Evening |

|                                               |         |           |        |     |         |
|-----------------------------------------------|---------|-----------|--------|-----|---------|
| <b>AUGUST</b>                                 |         |           |        |     |         |
| Fundamental of Computer Aided Design Module 2 | 07 - 13 | \$ 275.00 | Narere | E2F | Day     |
| Fundamental of Computer Aided Design Module 3 | 17 - 21 | \$ 275.00 | Narere | E2F | Day     |
| Fundamental of Computer Aided Design          | 03 - 20 | \$ 550.00 | Narere | E2F | Evening |

|                                 |            |           |        |     |         |
|---------------------------------|------------|-----------|--------|-----|---------|
| <b>SEPTEMBER</b>                |            |           |        |     |         |
| 2 - Dimensional Design Module 1 | 10 - 16    | \$ 330.00 | Narere | F2F | Day     |
| 2 - Dimensional Design Module 2 | 18 - 24    | \$ 330.00 | Narere | F2F | Day     |
| 2 - Dimensional Design Module 3 | 28 - 02/10 | \$ 330.00 | Narere | F2F | Day     |
| 2- Dimensional Design           | 10 - 25    | \$ 660.00 | Narere | F2F | Evening |

|                                 |         |           |        |     |         |
|---------------------------------|---------|-----------|--------|-----|---------|
| <b>OCTOBER</b>                  |         |           |        |     |         |
| 3 - Dimensional Design Module 1 | 05 - 09 | \$ 385.00 | Narere | F2F | Day     |
| 3- Dimensional Design Module 2  | 13 - 19 | \$ 385.00 | Narere | F2F | Day     |
| 3 - Dimensional Design Module 3 | 21 - 27 | \$ 385.00 | Narere | F2F | Day     |
| 3 - Dimensional Design          | 05 - 22 | \$ 770.00 | Narere | F2F | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL ENGINEERING INDUSTRY TRAINING - REFRIGERATION & AIR CONDITIONING

| Program Title                   | Training Dates | Registration Fee (FJD) | Training Venue    | Mode    | Session |
|---------------------------------|----------------|------------------------|-------------------|---------|---------|
| <b>FEBRUARY</b>                 |                |                        |                   |         |         |
| RAC Workplace Safety            | 09 - 17        | \$ 198.00              | Narere/<br>Naceva | Blended | Day     |
| Trade Calculations Fundamentals | 19 - 27        | \$ 198.00              | Narere/<br>Naceva | Blended | Day     |
| Refrigeration Fundamentals      | 23/02 - 03/03  | \$ 198.00              | Narere/<br>Naceva | Blended | Evening |

# DEPARTMENT OF AUTOMOTIVE & MECHANICAL ENGINEERING INDUSTRY TRAINING – REFRIGERATION & AIR CONDITIONING

| Program Title              | Training Dates | Registration Fee (FJD) | Training Venue    | Mode    | Session |
|----------------------------|----------------|------------------------|-------------------|---------|---------|
| <b>MARCH</b>               |                |                        |                   |         |         |
| Refrigeration Fundamentals | 02 – 10        | \$ 198.00              | Narere/<br>Naceva | Blended | Day     |
| Refrigeration Procedures   | 12 – 20        | \$ 165.00              | Narere/<br>Naceva | Blended | Day     |
| Workshop Craft Practice    | 23 – 31        | \$ 330.00              | Narere/<br>Naceva | Blended | Day     |
| Refrigeration Procedures   | 09 – 20        | \$ 165.00              | Narere/<br>Naceva | Blended | Evening |
| Refrigerants               | 23 – 07/04     | \$ 165.00              | Narere/<br>Naceva | Blended | Evening |

|                                  |            |           |                   |         |         |
|----------------------------------|------------|-----------|-------------------|---------|---------|
| <b>APRIL</b>                     |            |           |                   |         |         |
| Refrigerants                     | 07 – 15    | \$ 168.00 | Narere/<br>Naceva | Blended | Day     |
| Refrigeration System Components  | 20 – 28    | \$ 198.00 | Narere/<br>Naceva | Blended | Day     |
| Workplace Communication & Ethics | 30 – 08/05 | \$ 198.00 | Narere/<br>Naceva | Blended | Day     |
| Refrigeration System Components  | 13 – 24    | \$ 198.00 | Narere/<br>Naceva | Blended | Evening |
| Fundamentals of Air Conditioning | 27 – 08/05 | \$ 198.00 | Narere/<br>Naceva | Blended | Evening |

|                                      |            |           |                   |         |         |
|--------------------------------------|------------|-----------|-------------------|---------|---------|
| <b>MAY</b>                           |            |           |                   |         |         |
| Computer Fundamentals & Applications | 12 – 20    | \$ 198.00 | Narere/<br>Naceva | Blended | Day     |
| Electrical Principles                | 25 – 03/06 | \$ 220.00 | Narere/<br>Naceva | Blended | Day     |
| Domestic Refrigerators & Freezers    | 12 – 25    | \$ 165.00 | Narere/<br>Naceva | Blended | Evening |
| Refrigeration System Components      | 13 – 24    | \$ 198.00 | Narere/<br>Naceva | Blended | Evening |
| Fundamentals of Air Conditioning     | 27 – 08/05 | \$ 198.00 | Narere/<br>Naceva | Blended | Evening |

# DEPARTMENT OF AUTOMOTIVE & MECHANICAL ENGINEERING INDUSTRY TRAINING – REFRIGERATION & AIR CONDITIONING

| Program Title                     | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|-----------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>JUNE</b>                       |                |                        |                |         |         |
| Fundamentals of Air Conditioning  | 08 – 16        | \$ 198.00              | Narere/Naceva  | Blended | Day     |
| Domestic Refrigerators & Freezers | 18 – 26        | \$ 165.00              | Narere/Naceva  | Blended | Day     |
| Residential Air-Conditioning      | 29 – 07/07     | \$ 165.00              | Narere/Naceva  | Blended | Day     |
| Residential Air-Conditioning      | 01 – 12        | \$ 165.00              | Narere/Naceva  | Blended | Evening |
| Electric Motors and Circuits      | 15 – 26        | \$ 198.00              | Narere/Naceva  | Blended | Evening |
| Refrigeration System Operation    | 29 – 10/07     | \$ 198.00              | Narere/Naceva  | Blended | Evening |

|                                |            |           |               |         |         |
|--------------------------------|------------|-----------|---------------|---------|---------|
| <b>JULY</b>                    |            |           |               |         |         |
| Electric Motors and Circuits   | 09 – 17    | \$ 198.00 | Narere/Naceva | Blended | Day     |
| Refrigeration System Operation | 20 – 28    | \$ 198.00 | Narere/Naceva | Blended | Day     |
| Refrigerants Control           | 30 – 07/08 | \$ 165.00 | Narere/Naceva | Blended | Day     |
| Refrigerants Control           | 13 – 24    | \$ 165.00 | Narere/Naceva | Blended | Evening |
| Installation                   | 27 – 08/08 | \$ 198.00 | Narere/Naceva | Blended | Evening |

|                 |            |           |               |         |         |
|-----------------|------------|-----------|---------------|---------|---------|
| <b>AUGUST</b>   |            |           |               |         |         |
| Installation    | 10 – 18    | \$ 198.00 | Narere/Naceva | Blended | Day     |
| Systems Control | 20 – 01/09 | \$ 198.00 | Narere/Naceva | Blended | Day     |
| Systems Control | 10 – 21    | \$ 198.00 | Narere/Naceva | Blended | Evening |
| Ventilation     | 24 – 07/09 | \$ 165.00 | Narere/Naceva | Blended | Evening |

|                           |            |           |               |         |         |
|---------------------------|------------|-----------|---------------|---------|---------|
| <b>SEPTEMBER</b>          |            |           |               |         |         |
| Ventilation               | 03 – 11    | \$ 165.00 | Narere/Naceva | Blended | Day     |
| Air Conditioning Systems  | 14 – 22    | \$ 165.00 | Narere/Naceva | Blended | Day     |
| Air Conditioning Controls | 24 – 02/10 | \$ 165.00 | Narere/Naceva | Blended | Day     |
| Air Conditioning Systems  | 14 – 25    | \$ 165.00 | Narere/Naceva | Blended | Evening |
| Air Conditioning Controls | 28 – 09/10 | \$ 165.00 | Narere/Naceva | Blended | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL ENGINEERING INDUSTRY TRAINING – REFRIGERATION & AIR CONDITIONING

| Program Title                                      | Training Dates | Registration Fee (FJD) | Training Venue    | Mode    | Session |
|----------------------------------------------------|----------------|------------------------|-------------------|---------|---------|
| <b>OCTOBER</b>                                     |                |                        |                   |         |         |
| Capillary Systems                                  | 05 – 14        | \$ 165.00              | Narere/<br>Naceva | Blended | Day     |
| Cool Rooms/Freezer Rooms                           | 19 – 27        | \$ 165.00              | Narere/<br>Naceva | Blended | Day     |
| Maintenance & Service of<br>Comfort & Process Cool | 29 – 06/11     | \$ 198.00              | Narere/<br>Naceva | Blended | Day     |
| Capillary Systems                                  | 13 – 26        | \$ 165.00              | Narere/<br>Naceva | Blended | Evening |

|                                                    |            |           |                   |         |         |
|----------------------------------------------------|------------|-----------|-------------------|---------|---------|
| <b>NOVEMBER</b>                                    |            |           |                   |         |         |
| Cool Rooms/Freezer Rooms                           | 02 – 16    | \$ 165.00 | Narere/<br>Naceva | Blended | Evening |
| Maintenance & Service of<br>Comfort & Process Cool | 23 – 04/12 | \$ 198.00 | Narere/<br>Naceva | Blended | Evening |

## DEPARTMENT OF AUTOMOTIVE & MECHANICAL (WELDING & FABRICATION)

| Program Title                 | Training Dates | Registration Fee (FJD) | Training Venue | Mode             | Session |
|-------------------------------|----------------|------------------------|----------------|------------------|---------|
| <b>FEBRUARY</b>               |                |                        |                |                  |         |
| Workshop & Welding Safety     | 02/02 – 10/02  | \$ 198.00              | Narere         | F2F /<br>Blended | Day     |
| Welding & Fabrication Level 1 | 12/02 – 25/03  | \$ 660.00              | Narere         | F2F /<br>Blended | Day     |
| Computer Fundamentals         | 30/03 – 10/04  | \$ 198.00              | Narere         | F2F /<br>Blended | Day     |
| Workshop & Welding Safety     | 02/02 – 19/02  | \$ 198.00              | Narere         | F2F /<br>Blended | Evening |
| Gas Welding Mild Steel        | 25/02 – 17/03  | \$ 187.00              | Narere         | F2F /<br>Blended | Evening |

|                          |               |           |        |                  |         |
|--------------------------|---------------|-----------|--------|------------------|---------|
| <b>MARCH</b>             |               |           |        |                  |         |
| Arc Welding Technology 1 | 23/03 – 13/04 | \$ 187.00 | Narere | F2F /<br>Blended | Evening |

|                               |               |           |        |                  |         |
|-------------------------------|---------------|-----------|--------|------------------|---------|
| <b>APRIL</b>                  |               |           |        |                  |         |
| Welding & Fabrication Level 2 | 16/04 – 28/05 | \$ 660.00 | Narere | F2F /<br>Blended | Day     |
| Arc Welding Technology 2      | 16/04 – 06/05 | \$ 187.00 | Narere | F2F /<br>Blended | Evening |

# DEPARTMENT OF AUTOMOTIVE & MECHANICAL ENGINEERING INDUSTRY TRAINING – REFRIGERATION & AIR CONDITIONING

| Program Title          | Training Dates | Registration Fee (FJD) | Training Venue | Mode          | Session |
|------------------------|----------------|------------------------|----------------|---------------|---------|
| <b>MAY</b>             |                |                        |                |               |         |
| Mig Welding Mild Steel | 12/05 – 01/06  | \$ 220.00              | Narere         | F2F / Blended | Evening |

|                                  |               |           |        |               |         |
|----------------------------------|---------------|-----------|--------|---------------|---------|
| <b>JUNE</b>                      |               |           |        |               |         |
| Workplace Communication & Ethics | 01/06 – 09/06 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Engineering Calculations         | 11/06 – 19/06 | \$ 198.00 | Narere | F2F / Blended | Day     |
| Gas Welding & Cutting            | 22/06 – 30/06 | \$ 187.00 | Narere | F2F / Blended | Day     |
| Mig Welding Aluminum             | 03/06 – 23/06 | \$ 220.00 | Narere | F2F / Blended | Evening |
| Mig Welding Stainless Steel      | 29/06 – 16/07 | \$ 220.00 | Narere | F2F / Blended | Evening |

|                             |               |           |        |               |         |
|-----------------------------|---------------|-----------|--------|---------------|---------|
| <b>JULY</b>                 |               |           |        |               |         |
| Brazing & Soldering         | 02/07 – 10/07 | \$ 187.00 | Narere | F2F / Blended | Day     |
| Arc Welding Technology 1    | 13/07 – 21/07 | \$ 187.00 | Narere | F2F / Blended | Day     |
| Arc Welding Technology 2    | 23/07 – 31/07 | \$ 187.00 | Narere | F2F / Blended | Day     |
| TIG Welding                 | 20/07 – 06/08 | \$ 242.00 | Narere | F2F / Blended | Evening |
| Mig Welding Stainless Steel | 29/06 – 16/07 | \$ 220.00 | Narere | F2F / Blended | Evening |

|                              |               |           |        |               |         |
|------------------------------|---------------|-----------|--------|---------------|---------|
| <b>AUGUST</b>                |               |           |        |               |         |
| Mig Welding Mild Steel       | 03/08 – 11/08 | \$ 187.00 | Narere | F2F / Blended | Day     |
| Mig Welding Aluminum         | 13/08 – 21/08 | \$ 220.00 | Narere | F2F / Blended | Day     |
| Mig Welding Stainless Steel  | 26/08 – 04/09 | \$ 220.00 | Narere | F2F / Blended | Day     |
| High Presurized Pipe Welding | 10/08 – 31/08 | \$ 242.00 | Narere | F2F / Blended | Evening |

|                              |               |           |        |               |         |
|------------------------------|---------------|-----------|--------|---------------|---------|
| <b>SEPTEMBER</b>             |               |           |        |               |         |
| Tig Welding                  | 09/09 – 17/09 | \$ 242.00 | Narere | F2F / Blended | Day     |
| High Presurized Pipe Welding | 21/09 – 29/09 | \$ 242.00 | Narere | F2F / Blended | Day     |
| Engineering Calculations     | 02/09 – 24/09 | \$ 198.00 | Narere | F2F / Blended | Evening |
| Engineering Drawing          | 28/09 – 15/10 | \$ 198.00 | Narere | F2F / Blended | Evening |

# DEPARTMENT OF AUTOMOTIVE & MECHANICAL ENGINEERING INDUSTRY TRAINING – REFRIGERATION & AIR CONDITIONING

| Program Title           | Training Dates | Registration Fee (FJD) | Training Venue | Mode          | Session |
|-------------------------|----------------|------------------------|----------------|---------------|---------|
| <b>OCTOBER</b>          |                |                        |                |               |         |
| Engineering Drawing     | 01/10 – 09/10  | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Fabrication Techniques  | 12/10 – 20/10  | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Non Destructive Testing | 22/10 – 30/10  | \$ 198.00              | Narere         | F2F / Blended | Day     |
| Fabrication Techniques  | 19/10 – 05/11  | \$ 198.00              | Narere         | F2F / Blended | Evening |

|                         |               |           |        |               |         |
|-------------------------|---------------|-----------|--------|---------------|---------|
| <b>NOVEMBER</b>         |               |           |        |               |         |
| Non Destructive Testing | 09/11 – 26/11 | \$ 198.00 | Narere | F2F / Blended | Evening |

# DEPARTMENT OF CONSTRUCTION INDUSTRY

## Carpenter General

| Program Title                                  | Training Dates | Registration Fee (FJD) | Training Venue | Mode          | Session |
|------------------------------------------------|----------------|------------------------|----------------|---------------|---------|
| <b>FEBRUARY</b>                                |                |                        |                |               |         |
| Safety Requirements for Construction Workplace | 09 – 13        | \$ 165.00              | Narere/LTK     | FTF/ Blended  | Day     |
| Trade Calculation for Builders                 | 16 – 20        | \$ 165.00              | Narere/LTK     | FTF/ Blended  | Day     |
| Read and Interpret Construction Plans          | 23 – 27        | \$ 165.00              | Narere/LTK     | FTF/ Blended  | Day     |
| Fabrication Techniques                         | 19/10 – 05/11  | \$ 198.00              | Narere         | F2F / Blended | Evening |

|                                    |               |           |            |               |         |
|------------------------------------|---------------|-----------|------------|---------------|---------|
| <b>MARCH</b>                       |               |           |            |               |         |
| Hand and Power Tools Operation     | 02 – 06       | \$ 165.00 | Narere/LTK | FTF/ Blended  | Day     |
| Setout and Mark Building           | 12 – 20       | \$ 200.00 | Narere/LTK | FTF/ Blended  | Day     |
| Timber Floor and Wall Construction | 23 – 31       | \$ 198.00 | Narere/LTK | FTF/Online    | Day     |
| Fabrication Techniques             | 19/10 – 05/11 | \$ 198.00 | Narere     | F2F / Blended | Evening |

|                               |         |           |            |              |     |
|-------------------------------|---------|-----------|------------|--------------|-----|
| <b>APRIL</b>                  |         |           |            |              |     |
| Carry Out Levelling           | 04 – 08 | \$ 165.00 | Narere/LTK | FTF/ Blended | Day |
| Formwork to Simple Concreting | 18 – 26 | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |

|                                                              |         |           |            |              |     |
|--------------------------------------------------------------|---------|-----------|------------|--------------|-----|
| <b>JUNE</b>                                                  |         |           |            |              |     |
| Carry Out Excavation                                         | 01 – 09 | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |
| Erect and Dismantle Restricted Height Scaffold               | 15 – 19 | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |
| Fabricate and Place Reinforcing Steel for Basic Construction | 22 – 26 | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |

|                              |         |           |            |              |     |
|------------------------------|---------|-----------|------------|--------------|-----|
| <b>JULY</b>                  |         |           |            |              |     |
| Concreting to Simple Forms   | 06 – 10 | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |
| Prepare for Block Laying     | 13– 21  | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |
| Prepare for Solid Plastering | 23 – 31 | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |

# DEPARTMENT OF CONSTRUCTION INDUSTRY

## Carpenter General

| Program Title | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|---------------|----------------|------------------------|----------------|------|---------|
|---------------|----------------|------------------------|----------------|------|---------|

### AUGUST

|                      |         |           |            |                 |     |
|----------------------|---------|-----------|------------|-----------------|-----|
| Fix for Plasterboard | 03 - 07 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Finish Plasterboard  | 10 - 14 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Painting Module I    | 17 - 21 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Painting Module II   | 25 - 31 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |

### SEPTEMBER

|                 |         |           |            |                  |     |
|-----------------|---------|-----------|------------|------------------|-----|
| Lay Floor Tiles | 14 - 18 | \$ 165.00 | Narere/LTK | FTF/Online       | Day |
| Lay Wall Tiles  | 21 - 25 | \$ 165.00 | Narere/LTK | FTF/Blend-<br>ed | Day |

### OCTOBER

|                        |         |           |            |                 |     |
|------------------------|---------|-----------|------------|-----------------|-----|
| Lay Decorative Tiles   | 05 - 09 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Tiling Curved Surfaces | 12 - 16 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |

### NOVEMBER

|                                                |         |           |            |                 |     |
|------------------------------------------------|---------|-----------|------------|-----------------|-----|
| Safety Requirements for Construction Workplace | 02 - 06 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Trade Calculation for Builders                 | 16 - 20 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Read and Interpret Construction Plans          | 23 - 27 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |

### DECEMBER

|                                |         |           |            |                 |     |
|--------------------------------|---------|-----------|------------|-----------------|-----|
| Hand and Power Tools Operation | 01 - 07 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Setout and Mark Building       | 10 - 18 | \$ 200.00 | Narere/LTK | FTF/<br>Blended | Day |



## PLUMBER GENERAL

| Program Title                                 | Training Dates | Registration Fee (FJD) | Training Venue | Mode         | Session |
|-----------------------------------------------|----------------|------------------------|----------------|--------------|---------|
| <b>FEBRUARY</b>                               |                |                        |                |              |         |
| Plumbing & Sheet Metal Work-place Safety      | 02 - 10        | \$ 198.00              | Narere/LTK     | FTF/ Blended | Day     |
| Computer Fundamentals                         | 11 - 19        | \$ 198.00              | Narere/LTK     | FTF/ Blended | Day     |
| Read Plans and Calculates Plumbing Quantities | 23 - 27        | \$ 165.00              | Narere/LTK     | FTF/ Blended | Day     |

|                                           |            |           |            |              |     |
|-------------------------------------------|------------|-----------|------------|--------------|-----|
| <b>MARCH</b>                              |            |           |            |              |     |
| Use Plumbing Hand and Power Tools         | 02 - 06    | \$ 165.00 | Narere/LTK | FTF/ Blended | Day |
| Introduction to Welding Oxy-Acetylene Gas | 09 - 17    | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |
| Introduction to Oxy Fuel Cutting          | 18 - 26    | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |
| Fundamentals of Arc Welding               | 27 - 02/04 | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |

|                                                   |            |           |            |              |     |
|---------------------------------------------------|------------|-----------|------------|--------------|-----|
| <b>APRIL</b>                                      |            |           |            |              |     |
| Erect and Dismantle Restricted Height Scaffolding | 07 - 10    | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |
| Set Out and Install Water Services                | 13 - 17    | \$ 165.00 | Narere/LTK | FTF/ Blended | Day |
| Install Water Mains Pipeline                      | 20 - 24    | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |
| Install and Adjust Water Service Controls Devices | 27 - 01/05 | \$ 198.00 | Narere/LTK | FTF/ Blended | Day |

## PLUMBER GENERAL

| Program Title                                    | Training Dates | Registration Fee (FJD) | Training Venue | Mode            | Session |
|--------------------------------------------------|----------------|------------------------|----------------|-----------------|---------|
| <b>MAY</b>                                       |                |                        |                |                 |         |
| Install Water Pump Sets                          | 04 – 08        | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Fit and Commission Hot and Cold Water            | 11 – 15        | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Green Plumbing                                   | 18 – 22        | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Fabricate and Install Fire Hydrant and Hose Reel | 25 – 29        | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Day     |

|                                          |            |           |            |                 |     |
|------------------------------------------|------------|-----------|------------|-----------------|-----|
| <b>JUNE</b>                              |            |           |            |                 |     |
| Install Sprinkle System                  | 01 – 05    | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |
| Carry Out Levelling                      | 08 – 12    | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Install Storm Water and Subsoil Drainage | 22 – 26    | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |
| Install and Fit off Sanitary Fixtures    | 29 – 03/07 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |

|                                                |         |           |            |                 |     |
|------------------------------------------------|---------|-----------|------------|-----------------|-----|
| <b>JULY</b>                                    |         |           |            |                 |     |
| Plan and Layout Residential Drainage System    | 06 – 10 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |
| Pipe Layers                                    | 13 – 17 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |
| Install Gas Piping Systems                     | 20 – 24 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |
| Install and Commission Type 'A' Gas Appliances | 27 – 31 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |

|                                                     |         |           |            |                 |     |
|-----------------------------------------------------|---------|-----------|------------|-----------------|-----|
| <b>AUGUST</b>                                       |         |           |            |                 |     |
| Marking Out of Plumbing Materials                   | 03 – 07 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Cut and Join Sheet Metal                            | 10 – 14 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |
| Select and Install Roof Sheetting and Wall Cladding | 17 – 21 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |
| Collect and Store Roof Water                        | 25 – 28 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Day |

## ROUND 2

|                                         |            |           |            |                 |     |
|-----------------------------------------|------------|-----------|------------|-----------------|-----|
| <b>SEPTEMBER</b>                        |            |           |            |                 |     |
| Plumbing & Sheet Metal Workplace Safety | 15 – 23    | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |
| Computer Fundamentals                   | 24 – 02/10 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Day |

| OCTOBER                                   |               |    |        |            |                  |
|-------------------------------------------|---------------|----|--------|------------|------------------|
| Use Plumbing Hand and Power Tools         | 12 – 16       | \$ | 165.00 | Narere/LTK | FTF/ Blended Day |
| Introduction to Welding Oxy-Acetylene Gas | 19 – 27/10    | \$ | 198.00 | Narere/LTK | FTF/ Blended Day |
| Introduction to Oxy Fuel Cutting          | 28/10 – 03/11 | \$ | 198.00 | Narere/LTK | FTF/ Blended Day |

| NOVEMBER                                          |            |    |        |            |                  |
|---------------------------------------------------|------------|----|--------|------------|------------------|
| Fundamentals of Arc Welding                       | 07 – 11/11 | \$ | 198.00 | Narere/LTK | FTF/ Blended Day |
| Erect and Dismantle Restricted Height Scaffolding | 17 – 20    | \$ | 198.00 | Narere/LTK | FTF/ Blended Day |
| Set Out and Install Water Services                | 23 – 27    | \$ | 165.00 | Narere/LTK | FTF/ Blended Day |

| DECEMBER                                          |               |    |        |            |                  |
|---------------------------------------------------|---------------|----|--------|------------|------------------|
| Install Water Mains Pipeline                      | 30/11 – 04/12 | \$ | 198.00 | Narere/LTK | FTF/ Blended Day |
| Install and Adjust Water Service Controls Devices | 07 – 11       | \$ | 198.00 | Narere/LTK | FTF/ Blended Day |

## PLUMBER GENERAL EVENING SCHEDULE

| Program Title                    | Training Dates | Registration Fee (FJD) | Training Venue | Mode       | Session              |
|----------------------------------|----------------|------------------------|----------------|------------|----------------------|
| FEBRUARY                         |                |                        |                |            |                      |
| Water Fitters Intermediate Level | 23/02 – 06/03  | \$                     | 165.00         | Narere/LTK | FTF/ Blended Evening |

| MARCH                           |         |    |        |            |                      |
|---------------------------------|---------|----|--------|------------|----------------------|
| Water Fitters Supervisory Level | 09 – 20 | \$ | 165.00 | Narere/LTK | FTF/Blend-ed Evening |

| APRIL                                 |               |    |        |            |                      |
|---------------------------------------|---------------|----|--------|------------|----------------------|
| Install and Fit off Sanitary Fixtures | 23/03 – 21/04 | \$ | 165.00 | Narere/LTK | FTF/ Blended Evening |
| Marking Out of Plumbing Materials     | 27/04 – 08/05 | \$ | 165.00 | Narere/LTK | FTF/ Blended Evening |

| MAY                                           |            |    |        |            |                      |
|-----------------------------------------------|------------|----|--------|------------|----------------------|
| Cut and Join Sheet Metal                      | 11 – 22    | \$ | 165.00 | Narere/LTK | FTF/ Blended Evening |
| Read Plans and Calculates Plumbing Quantities | 25 – 05/06 | \$ | 165.00 | Narere/LTK | FTF/ Blended Evening |

| JUNE                                               |         |    |        |            |                      |
|----------------------------------------------------|---------|----|--------|------------|----------------------|
| Fabricate and Install Roof Drainage Components     | 08 – 19 | \$ | 198.00 | Narere/LTK | FTF/ Blended Evening |
| Select and Install Roof Sheeting and Wall Cladding | 22      | \$ | 198.00 | Narere/LTK | FTF/ Blended Evening |

## PLUMBER GENERAL EVENING SCHEDULE

| Program Title                        | Training Dates | Registration Fee (FJD) | Training Venue | Mode            | Session |
|--------------------------------------|----------------|------------------------|----------------|-----------------|---------|
| JULY                                 |                |                        |                |                 |         |
| Carry Out Levelling                  | 06 - 17        | \$ 165.00              | Narere/LTK     | FTF/<br>Blended | Evening |
| Plan and Layout Residential Drainage | 20 - 31        | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Evening |

|                                       |            |           |            |                 |         |
|---------------------------------------|------------|-----------|------------|-----------------|---------|
| AUGUST                                |            |           |            |                 |         |
| Fit and Commission Hot and Cold Water | 03 - 14/08 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Evening |
| Green Plumbing                        | 17 - 28    | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Evening |

|                                                  |            |           |            |                 |         |
|--------------------------------------------------|------------|-----------|------------|-----------------|---------|
| SEPTEMBER                                        |            |           |            |                 |         |
| Fabricate and Install Fire Hydrant and Hose Reel | 31/08 - 11 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Evening |
| Introduction to Welding Oxy-Acetylene Gas        | 14 - 30    | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Evening |

|                                  |         |           |            |                 |         |
|----------------------------------|---------|-----------|------------|-----------------|---------|
| OCTOBER                          |         |           |            |                 |         |
| Introduction to Oxy Fuel Cutting | 01 - 16 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Evening |
| Fundamentals of Arc Welding      | 19 - 30 | \$ 198.00 | Narere/LTK | FTF/<br>Blended | Evening |

|                                  |            |           |            |                 |         |
|----------------------------------|------------|-----------|------------|-----------------|---------|
| NOVEMBER                         |            |           |            |                 |         |
| Marking out of Plumbing Material | 02 - 13    | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Evening |
| Cut and Join Sheet Metal         | 16 - 27    | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Evening |
| Water Fitters Intermediate Level | 30 - 11/12 | \$ 165.00 | Narere/LTK | FTF/<br>Blended | Evening |

## CABINET & GLASS ALUMINIUM JOINERY

| Program Title                        | Training Dates | Registration Fee (FJD) | Training Venue | Mode            | Session |
|--------------------------------------|----------------|------------------------|----------------|-----------------|---------|
| Workplace Safety                     | 09 - 17/02     | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Workplace Communication & Ethics     | 20/02 - 02/03  | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Computer Fundamentals & Applications | 05 - 13/03     | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Day     |

## CMJ-MICRO QUALIFICATION 1 PLAN AND PREPARE FOR FURNITURE MAKING

| Program Title                                                              | Training Dates | Registration Fee (FJD) | Training Venue | Mode         | Session |
|----------------------------------------------------------------------------|----------------|------------------------|----------------|--------------|---------|
| Plan Interpretation & Cost Job Estimation                                  | 18 - 26/03     | \$ 396.00              | Narere/LTK     | FTF/ Blended | Day     |
| Make measurements and Calculate Cabinet and Joinery Material at Workplace. | 31/03 - 08/04  | \$ 200.00              | Narere/LTK     | FTF/ Blended | Day     |
| Operate Woodwork Portable Hand Tools and Static Machines                   | 13 - 21/04     | \$ 385.00              | Narere/LTK     | FTF/ Blended | Day     |

## GAL-MICRO QUALIFICATION 1 PLAN AND PREPARE FOR ALUMINIUM JOINERY

| Program Title                                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode         | Session |
|-------------------------------------------------------------------------|----------------|------------------------|----------------|--------------|---------|
| Practice Safe Working Procedures in the Aluminium Joinery Workshop      | 24 - 30/04     | \$ 175.00              | Narere/LTK     | FTF/ Blended | Day     |
| Plans Interpretation and Cost Estimation for Aluminium joinery products | 05 - 13/05     | \$ 245.00              | Narere/LTK     | FTF/ Blended | Day     |
| Extrusion Quality Control                                               | 19 - 21/05     | \$ 105.00              | Narere/LTK     | FTF/ Blended | Day     |

## CMJ-MICRO QUALIFICATION 2 PREPARE AND INSTALL KITCHEN CABINETS

| Program Title                                                   | Training Dates | Registration Fee (FJD) | Training Venue | Mode         | Session |
|-----------------------------------------------------------------|----------------|------------------------|----------------|--------------|---------|
| Cut and Assemble Kitchen Wall Cabinet at Wood Workshop          | 26/05 - 02/06  | \$ 250.00              | Narere/LTK     | FTF/ Blended | Day     |
| Assemble and Install Door & Drawers Using Manufactured Hardware | 05 - 09/06     | \$ 120.00              | Narere/LTK     | FTF/ Blended | Day     |
| Install Furniture On-Site                                       | 12 - 16/06     | \$ 120.00              | Narere/LTK     | FTF/ Blended | Day     |

## CMJ-MICRO QUALIFICATION 1 PLAN AND PREPARE FOR FURNITURE MAKING

| Program Title                                                              | Training Dates | Registration Fee (FJD) | Training Venue | Mode         | Session |
|----------------------------------------------------------------------------|----------------|------------------------|----------------|--------------|---------|
| Plan Interpretation & Cost Job Estimation                                  | 18 - 26/03     | \$ 396.00              | Narere/LTK     | FTF/ Blended | Day     |
| Make measurements and Calculate Cabinet and Joinery Material at Workplace. | 31/03 - 08/04  | \$ 200.00              | Narere/LTK     | FTF/ Blended | Day     |
| Operate Woodwork Portable Hand Tools and Static Machines                   | 13 - 21/04     | \$ 385.00              | Narere/LTK     | FTF/ Blended | Day     |

## GAL-MICRO QUALIFICATION 1 PLAN AND PREPARE FOR ALUMINIUM JOINERY

| Program Title                                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode         | Session |
|-------------------------------------------------------------------------|----------------|------------------------|----------------|--------------|---------|
| Practice Safe Working Procedures in the Aluminium Joinery Workshop      | 24 - 30/04     | \$ 175.00              | Narere/LTK     | FTF/ Blended | Day     |
| Plans Interpretation and Cost Estimation for Aluminium joinery products | 05 - 13/05     | \$ 245.00              | Narere/LTK     | FTF/ Blended | Day     |
| Extrusion Quality Control                                               | 19 - 21/05     | \$ 105.00              | Narere/LTK     | FTF/ Blended | Day     |

## CMJ-MICRO QUALIFICATION 2 PREPARE AND INSTALL KITCHEN CABINETS

| Program Title                                                   | Training Dates | Registration Fee (FJD) | Training Venue | Mode         | Session |
|-----------------------------------------------------------------|----------------|------------------------|----------------|--------------|---------|
| Cut and Assemble Kitchen Wall Cabinet at Wood Workshop          | 26/05 - 02/06  | \$ 250.00              | Narere/LTK     | FTF/ Blended | Day     |
| Assemble and Install Door & Drawers Using Manufactured Hardware | 05 - 09/06     | \$ 120.00              | Narere/LTK     | FTF/ Blended | Day     |
| Install Furniture On-Site                                       | 12 - 16/06     | \$ 120.00              | Narere/LTK     | FTF/ Blended | Day     |

## GAL-MICRO QUALIFICATION 2 CUTTING, MACHINING, AND ASSEMBLY ALUMINIUM PRODUCT

| Program Title                                                | Training Dates | Registration Fee (FJD) | Training Venue | Mode            | Session |
|--------------------------------------------------------------|----------------|------------------------|----------------|-----------------|---------|
| Timber Selection for Basic Furniture Making in Wood Workshop | 24/07 - 03/08  | \$ 418.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Craft and Install Wooden Doors on Worksite                   | 06 - 14/08     | \$ 308.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Apply Furniture Finishing in the Workshop                    | 19 - 21/08     | \$ 198.00              | Narere/LTK     | FTF/<br>Blended | Day     |

## GAL-MICRO QUALIFICATION 3 INSTALL AND GAZE ALUMINIUM JOINERY

| Program Title                                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode            | Session |
|-------------------------------------------------------------------------|----------------|------------------------|----------------|-----------------|---------|
| Glaze Aluminium Joinery Products                                        | 27/08 - 02/09  | \$ 250.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Install Residential Aluminium Joinery Products Including Conservatories | 07 - 11/09     | \$ 250.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Install Commercial Aluminium Joinery Product                            | 16 - 22/09     | \$ 250.00              | Narere/LTK     | FTF/<br>Blended | Day     |

## ROUND 2

## CMJ-MICRO QUALIFICATION 1 PLAN AND PREPARE FOR FURNITURE MAKING

| Program Title                                                              | Training Dates | Registration Fee (FJD) | Training Venue | Mode            | Session |
|----------------------------------------------------------------------------|----------------|------------------------|----------------|-----------------|---------|
| Plan Interpretation & Cost Job Estimation                                  | 19 - 27/10     | \$ 396.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Make Measurements and Calculate Cabinet and Joinery Material at Workplace. | 30/10 - 05/11  | \$ 200.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Operate Woodwork Portable Hand Tools and Static Machines                   | 11 - 19/11     | \$ 385.00              | Narere/LTK     | FTF/<br>Blended | Day     |

## GAL-MICRO QUALIFICATION 1 PLAN AND PREPARE FOR ALUMINIUM JOINERY

| Program Title                                                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode            | Session |
|-------------------------------------------------------------------------|----------------|------------------------|----------------|-----------------|---------|
| Practice Safe Working Procedures in the Aluminium Joinery Workshop      | 24 - 30/11     | \$ 175.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Plans Interpretation and Cost Estimation for Aluminium Joinery Products | 03 - 11/11     | \$ 245.00              | Narere/LTK     | FTF/<br>Blended | Day     |
| Extrusion Quality Control                                               | 16 - 18/12     | \$ 105.00              | Narere/LTK     | FTF/<br>Blended | Day     |

# DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING INDUSTRY

## ELECTRICAL ENGINEERING

| Program Title                         | Training Dates | Registration Fee (FJD) | Training Venue  | Mode | Session |
|---------------------------------------|----------------|------------------------|-----------------|------|---------|
| <b>FEBRUARY</b>                       |                |                        |                 |      |         |
| Computing Fundamentals & Applications | 9 - 17         | \$ 198.00              | Narere / Naceva | F2F  | Day     |
| Electrical Wireman's Module I         | 09/02 - 30/04  | \$ 550.00              | Narere / Naceva | F2F  | Evening |
| Workplace Communication & Ethics      | 19 - 27        | \$ 198.00              | Narere / Naceva | F2F  | Day     |

|                                       |               |           |                 |     |         |
|---------------------------------------|---------------|-----------|-----------------|-----|---------|
| <b>MARCH</b>                          |               |           |                 |     |         |
| Workshop & Electrical Safety          | 02 - 10       | \$ 198.00 | Narere / Naceva | F2F | Day     |
| Workshop Craft Practice               | 12- 25        | \$ 330.00 | Narere / Naceva | F2F | Day     |
| Computing Fundamentals & Applications | 16 - 24       | \$ 198.00 | Narere / Naceva | F2F | Day     |
| Electrical Wireman's Module I         | 16/03 - 04/06 | \$ 550.00 | Narere / Naceva | F2F | Evening |
| Workplace Communication & Ethics      | 26/03 - 07/04 | \$ 198.00 | Narere / Naceva | F2F | Day     |
| Trade Calculations                    | 27/03 - 08/04 | \$ 198.00 | Narere / Naceva | F2F | Day     |

|                               |               |           |                 |     |     |
|-------------------------------|---------------|-----------|-----------------|-----|-----|
| <b>APRIL</b>                  |               |           |                 |     |     |
| Workshop & Electrical Safety  | 09 - 17       | \$ 198.00 | Narere / Naceva | F2F | Day |
| Electrical Wireman's Module I | 10/04 - 07/05 | \$ 550.00 | Narere / Naceva | F2F | Day |
| Workshop Craft Practice       | 20/04 - 01/05 | \$ 330.00 | Narere / Naceva | F2F | Day |

|                                               |               |           |                 |     |         |
|-----------------------------------------------|---------------|-----------|-----------------|-----|---------|
| <b>MAY</b>                                    |               |           |                 |     |         |
| Trade Calculations                            | 04 - 12       | \$ 198.00 | Narere / Naceva | F2F | Day     |
| Electrical Wireman's Module II                | 04/05 - 23/07 | \$ 550.00 | Narere / Naceva | F2F | Evening |
| Electrical Schematic Drawing & Interpretation | 11 - 20       | \$ 198.00 | Narere / Naceva | F2F | Day     |
| Electrical Wireman's Module I                 | 14/05 - 12/06 | \$ 550.00 | Narere / Naceva | F2F | Day     |
| Electrical Wireman's Module II                | 22/05 - 19/06 | \$ 550.00 | Narere / Naceva | F2F | Day     |

# DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING INDUSTRY

## ELECTRICAL ENGINEERING

| Program Title                                 | Training Dates | Registration Fee (FJD) | Training Venue  | Mode | Session |
|-----------------------------------------------|----------------|------------------------|-----------------|------|---------|
| JUNE                                          |                |                        |                 |      |         |
| Electrical Wireman's Module II                | 08/06 - 02/06  | \$ 550.00              | Narere / Naceva | F2F  | Evening |
| Electrical Schematic Drawing & Interpretation | 15 - 23        | \$ 550.00              | Narere / Naceva | F2F  | Day     |
| Electrical Wireman's Module III               | 22/06 - 17/07  | \$ 550.00              | Narere / Naceva | F2F  | Day     |
| Electrical Wireman's Module II                | 25/06 - 22/07  | \$ 550.00              | Narere / Naceva | F2F  | Day     |

|                                   |               |           |                 |     |     |
|-----------------------------------|---------------|-----------|-----------------|-----|-----|
| JULY                              |               |           |                 |     |     |
| Maintenance Planning Fundamentals | 20 - 28       | \$ 198.00 | Narere / Naceva | F2F | Day |
| Electrical Wireman's Module III   | 27/07 - 21/08 | \$ 550.00 | Narere / Naceva | F2F | Day |
| Protection System & Devices       | 30/07 - 07/08 | \$ 198.00 | Narere / Naceva | F2F | Day |

|                                                   |               |           |                 |     |     |
|---------------------------------------------------|---------------|-----------|-----------------|-----|-----|
| AUGUST                                            |               |           |                 |     |     |
| Solar PV Principles & Applications                | 10 - 18       | \$ 198.00 | Narere / Naceva | F2F | Day |
| Planning & Estimation of Electrical Installations | 20 - 31       | \$ 198.00 | Narere / Naceva | F2F | Day |
| Maintenance Planning Fundamentals                 | 25/08 - 02/09 | \$ 198.00 | Narere / Naceva | F2F | Day |

|                                                   |               |           |                 |     |         |
|---------------------------------------------------|---------------|-----------|-----------------|-----|---------|
| SEPTEMBER                                         |               |           |                 |     |         |
| Electronics for Electricians                      | 02 - 11       | \$ 308.00 | Narere / Naceva | F2F | Day     |
| Electrical Wireman's Module III                   | 07/09 - 30/11 | \$ 550.00 | Narere / Naceva | F2F | Evening |
| Protection System & Devices                       | 04 - 14       | \$ 198.00 | Narere / Naceva | F2F | Day     |
| Motor Starter & Control Technology                | 14 - 23       | \$ 308.00 | Narere / Naceva | F2F | Day     |
| Solar PV Principles & Applications                | 16 - 24       | \$ 198.00 | Narere / Naceva | F2F | Day     |
| Automation Technology Principles & Applications   | 25/09 - 06/10 | \$ 308.00 | Narere / Naceva | F2F | Day     |
| Planning & Estimation of Electrical Installations | 28/09 - 06/10 | \$ 198.00 | Narere / Naceva | F2F | Day     |

# DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING INDUSTRY

## ELECTRICAL ENGINEERING

| Program Title                      | Training Dates | Registration Fee (FJD) | Training Venue  | Mode | Session |
|------------------------------------|----------------|------------------------|-----------------|------|---------|
| <b>OCTOBER</b>                     |                |                        |                 |      |         |
| Motor Rewinding Module I           | 08 - 19        | \$ 198.00              | Narere / Naceva | F2F  | Day     |
| Electronics for Electricians       | 08 - 20        | \$ 308.00              | Narere / Naceva | F2F  | Day     |
| Motor Rewinding Module II          | 21/10 - 03/11  | \$ 308.00              | Narere / Naceva | F2F  | Day     |
| Motor Starter & Control Technology | 22/10 - 02/11  | \$ 308.00              | Narere / Naceva | F2F  | Day     |

|                                                 |               |           |                 |     |     |
|-------------------------------------------------|---------------|-----------|-----------------|-----|-----|
| <b>NOVEMBER</b>                                 |               |           |                 |     |     |
| Automation Technology Principles & Applications | 04 - 16       | \$ 308.00 | Narere / Naceva | F2F | Day |
| Power Generation & Control                      | 05 - 16       | \$ 198.00 | Narere / Naceva | F2F | Day |
| Motor Rewinding Module I                        | 18 - 26       | \$ 198.00 | Narere / Naceva | F2F | Day |
| Introduction to SCADA Configuration             | 18/11 - 01/12 | \$ 440.00 | Narere / Naceva | F2F | Day |
| Motor Rewinding Module II                       | 30/11 - 11/12 | \$ 308.00 | Narere / Naceva | F2F | Day |

|                            |         |           |                 |     |     |
|----------------------------|---------|-----------|-----------------|-----|-----|
| <b>DECEMBER</b>            |         |           |                 |     |     |
| Power Generation & Control | 14 - 22 | \$ 198.00 | Narere / Naceva | F2F | Day |

## INDUSTRIAL AUTOMATION

| Program Title                                 | Training Dates | Registration Fee (FJD) | Training Venue  | Mode | Session |
|-----------------------------------------------|----------------|------------------------|-----------------|------|---------|
| <b>MARCH</b>                                  |                |                        |                 |      |         |
| Computer Fundamentals & Applications          | 16 - 24        | \$ 198.00              | Narere / Naceva | F2F  | Day     |
| Introduction to Programmable Logic Controller | 23/03 - 04/05  | \$ 440.00              | Narere / Naceva | F2F  | Evening |
| Workplace & Electrical Safety                 | 26/03 - 07/04  | \$ 198.00              | Narere / Naceva | F2F  | Day     |

|                                 |               |           |                 |     |     |
|---------------------------------|---------------|-----------|-----------------|-----|-----|
| <b>APRIL</b>                    |               |           |                 |     |     |
| Workshop Craft Practice         | 09 - 22       | \$ 330.00 | Narere / Naceva | F2F | Day |
| Trade Calculations fundamentals | 24/04 - 04/05 | \$ 198.00 | Narere / Naceva | F2F | Day |

# INDUSTRIAL AUTOMATION

| Program Title                       | Training Dates | Registration Fee (FJD) | Training Venue  | Mode | Session |
|-------------------------------------|----------------|------------------------|-----------------|------|---------|
| MAY                                 |                |                        |                 |      |         |
| Power Electronics                   | 06 - 18        | \$ 308.00              | Narere / Naceva | F2F  | Day     |
| Introduction to SCADA Configuration | 11/06 - 18/06  | \$ 440.00              | Narere / Naceva | F2F  | Day     |
| Workplace Communication & Ethics    | 20 - 28        | \$ 198.00              | Narere / Naceva | F2F  | Evening |

|                                         |               |           |                 |     |         |
|-----------------------------------------|---------------|-----------|-----------------|-----|---------|
| JUNE                                    |               |           |                 |     |         |
| Electrical Principles                   | 01 - 12       | \$ 308.00 | Narere / Naceva | F2F | Day     |
| Analogue Electronics                    | 15 - 24       | \$ 264.00 | Narere / Naceva | F2F | Day     |
| Advanced Programmable Logic Controllers | 22/06 - 23/07 | \$ 385.00 | Narere / Naceva | F2F | Evening |
| Digital Electronics                     | 26/07 - 07/07 | \$ 253.00 | Narere / Naceva | F2F | Day     |

|                                   |               |           |                 |     |         |
|-----------------------------------|---------------|-----------|-----------------|-----|---------|
| JULY                              |               |           |                 |     |         |
| Pneumatic Power Systems           | 09 - 20       | \$ 308.00 | Narere / Naceva | F2F | Day     |
| Process Control Instrumentation I | 22/07 - 04/08 | \$ 308.00 | Narere / Naceva | F2F | Day     |
| Advanced SCADA Configuration      | 27/07 - 27/08 | \$ 385.00 | Narere / Naceva | F2F | Evening |

|                                               |               |           |                 |     |     |
|-----------------------------------------------|---------------|-----------|-----------------|-----|-----|
| AUGUST                                        |               |           |                 |     |     |
| Process Control Instrumentation II            | 06 - 17       | \$ 275.00 | Narere / Naceva | F2F | Day |
| Process Control Instrumentation III           | 19 - 28       | \$ 198.00 | Narere / Naceva | F2F | Day |
| Electrical Schematic Drawing & Interpretation | 31/08 - 08/09 | \$ 198.00 | Narere / Naceva | F2F | Day |

|                                               |               |           |                 |     |     |
|-----------------------------------------------|---------------|-----------|-----------------|-----|-----|
| SEPTEMBER                                     |               |           |                 |     |     |
| Introduction to Programmable Logic Controller | 10 - 23       | \$ 440.00 | Narere / Naceva | F2F | Day |
| Introduction to SCADA Configuration           | 25/09 - 08/10 | \$ 440.00 | Narere / Naceva | F2F | Day |

|                                         |               |           |                 |     |     |
|-----------------------------------------|---------------|-----------|-----------------|-----|-----|
| OCTOBER                                 |               |           |                 |     |     |
| Advanced Programmable Logic Controllers | 13 - 22       | \$ 385.00 | Narere / Naceva | F2F | Day |
| Advanced SCADA Configuration            | 26/10 - 04/11 | \$ 385.00 | Narere / Naceva | F2F | Day |

|                           |         |           |                 |     |     |
|---------------------------|---------|-----------|-----------------|-----|-----|
| NOVEMBER                  |         |           |                 |     |     |
| Automation Project Design | 06 - 18 | \$ 385.00 | Narere / Naceva | F2F | Day |

# DEPARTMENT OF INFORMATION TECHNOLOGY

| Program Title                         | Training Dates | Registration Fee (FJD) | Training Venue        | Mode   | Session |
|---------------------------------------|----------------|------------------------|-----------------------|--------|---------|
| <b>JANUARY</b>                        |                |                        |                       |        |         |
| Computers at Beginners Level          | 12 – 16        | \$ 275.00              | Labasa, Naceva & Nadi | F2F    | Day     |
| Microsoft Office Excel – Intermediate | 12 – 16        | \$ 160.00              | Labasa                | F2F    | Evening |
| Computers at Intermediate Level       | 19 – 23        | \$ 314.00              | Narere                | F2F    | Day     |
| Perform ICT Network Administration    | 19 – 30        | \$ 300.00              | Fiji Wide             | Online | Evening |
| MYOB: Computerised Accounting         | 19 – 30        | \$ 825.00              | Fiji Wide             | Online | Evening |
| CompTIA A+ Training                   | 19/01 – 20/02  | \$ 580.00              | Fiji Wide             | Online | Evening |
| Computers at Intermediate Level       | 19 – 23        | \$ 314.00              | Naceva & Narere       | F2F    | Day     |
| Computers at Advanced Level           | 26 – 30        | \$ 385.00              | Naceva & Narere       | F2F    | Day     |
| Business Analytics using Power BI     | 28 – 29        | \$ 280.00              | Fiji Wide             | Online | Evening |

|                                                                      |              |             |           |         |         |
|----------------------------------------------------------------------|--------------|-------------|-----------|---------|---------|
| <b>FEBRUARY</b>                                                      |              |             |           |         |         |
| Demonstrate Administration of Computer Servers                       | 02 – 06      | \$ 300.00   | Fiji Wide | Online  | Day     |
| Microsoft Office Excel Advanced                                      | 04 – 05      | \$ 160.00   | Labasa    | F2F     | Day     |
| TAFE Diploma in Information Technology (Advanced Networking)         | 9/02 – 26/06 | \$ 3,939.00 | Fiji Wide | Blended | Evening |
| Computers at Intermediate Level                                      | 9 – 13       | \$ 314.00   | Nadi      | F2F     | Day     |
| Apply Core Skills for Data Analytics                                 | 9 – 13       | \$ 250.00   | Fiji Wide | Online  | Evening |
| Advanced Cyber Defence – Penetration Testing                         | 9 – 20       | \$ 650.00   | Fiji Wide | Online  | Evening |
| Data Analysis with Excel Pivot Tables                                | 14 – 15      | \$ 165.00   | Nadi      | F2F     | Day     |
| "ISO/IEC 20000-1:2018 – Information Technology – Service Management" | 17 – 19      | \$ 350.00   | Narere    | F2F     | Day     |
| Disaster Recover and Business Continuity Planning                    | 26 – 27      | \$ 350.00   | Fiji Wide | Online  | Evening |

# DEPARTMENT OF INFORMATION TECHNOLOGY

| Program Title                        | Training Dates | Registration Fee (FJD) | Training Venue | Mode    | Session |
|--------------------------------------|----------------|------------------------|----------------|---------|---------|
| <b>MARCH</b>                         |                |                        |                |         |         |
| Computers at Advanced Level          | 02 - 06        | \$ 385.00              | Nadi           | F2F     | Day     |
| Interactive Excel Dashboard          | 06 - 07        | \$ 165.00              | Nadi           | F2F     | Day     |
| CompTIA Data+ Training               | 09 - 20        | \$ 550.00              | Fiji Wide      | Online  | Evening |
| Perform ICT System Administration    | 23 - 27        | \$ 300.00              | Fiji Wide      | Blended | Evening |
| Artificial Intelligence Fundamentals | 24 - 26        | \$ 550.00              | Fiji Wide      | Online  | Evening |
| Computers At Intermediate Level      | 30/03 - 03/04  | \$ 314.00              | Labasa         | F2F     | Day     |

|                                                           |               |             |           |        |         |
|-----------------------------------------------------------|---------------|-------------|-----------|--------|---------|
| <b>APRIL</b>                                              |               |             |           |        |         |
| Fundamentals of Linux                                     | 08 - 10       | \$ 350.00   | Fiji Wide | Online | Evening |
| Apply Core Skills for Data Analytics                      | 13 - 17       | \$ 250.00   | Fiji Wide | Online | Evening |
| Green Information and Communication Technology            | 15 - 16       | \$ 385.00   | Nadi      | F2F    | Day     |
| Fundamentals of Graphic Design                            | 20 - 22       | \$ 605.00   | Fiji Wide | Online | Evening |
| Fundamentals of Routing and Switching                     | 20 - 24       | \$ 605.00   | Fiji Wide | Online | Evening |
| "ISO/IEC 27001 - Information Security Management Systems" | 20 - 24       | \$ 750.00   | Narere    | F2F    | Day     |
| Certified SOC Analyst                                     | 27/04 - 08/05 | \$ 1,250.00 | Fiji Wide | Online | Evening |

|                                                        |         |           |           |        |         |
|--------------------------------------------------------|---------|-----------|-----------|--------|---------|
| <b>MAY</b>                                             |         |           |           |        |         |
| MYOB: Computerised Accounting                          | 04 - 15 | \$ 825.00 | Fiji Wide | Online | Evening |
| Talanoa Digital Skills                                 | 06 - 07 | \$ 180.00 | Fiji Wide | F2F    | Day     |
| Fundamentals of Graphic Design                         | 18 - 22 | \$ 605.00 | Fiji Wide | Online | Evening |
| Transforming Productivity with Artificial Intelligence | 20 - 21 | \$ 280.00 | Fiji Wide | Online | Evening |

# DEPARTMENT OF INFORMATION TECHNOLOGY

| Program Title                         | Training Dates | Registration Fee (FJD) | Training Venue  | Mode    | Session |
|---------------------------------------|----------------|------------------------|-----------------|---------|---------|
| JUNE                                  |                |                        |                 |         |         |
| Computers at Beginners Level          | 01 - 05        | \$ 275.00              | Nadi            | F2F     | Day     |
| Advanced Graphic Design               | 01 - 05        | \$ 715.00              | Fiji Wide       | Evening | Online  |
| Fundamentals of Microsoft Office 365  | 02 - 03        | \$ 200.00              | Narere          | F2F     | Day     |
| Microsoft Office Excel - Foundation   | 09 - 09        | \$ 99.00               | Narere          | F2F     | Day     |
| Computers at Intermediate Level       | 15 - 19        | \$ 314.00              | Labasa          | F2F     | Day     |
| IT Security Awareness                 | 15 - 19        | \$ 198.00              | Labasa          | F2F     | Evening |
| Business Analytics using Power BI     | 17 - 18        | \$ 280.00              | Fiji Wide       | Online  | Evening |
| Microsoft Office Excel Advanced       | 17 - 18        | \$ 160.00              | Labasa          | F2F     | Day     |
| Interactive Excel Dashboard           | 19 - 19        | \$ 165.00              | Nadi            | F2F     | Day     |
| CompTIA Network+ Training             | 22/06 - 24/07  | \$ 650.00              | Fiji Wide       | Online  | Evening |
| Microsoft Office Excel - Intermediate | 23 - 24        | \$ 160.00              | Labasa & Narere | F2F     | Day     |
| Microsoft Office Excel - Advanced     | 25 - 26        | \$ 160.00              | Labasa & Narere | F2F     | Day     |
| Microsoft Project for Managers        | 29 - 30        | \$ 330.00              | Narere          | F2F     | Day     |

|                                                              |               |             |           |         |         |
|--------------------------------------------------------------|---------------|-------------|-----------|---------|---------|
| JULY                                                         |               |             |           |         |         |
| Data Analysis with Excel Pivot Tables                        | 01 - 02       | \$ 165.00   | Nadi      | F2F     | Day     |
| Apply Core Skills for Data Analytics                         | 06 - 10       | \$ 250.00   | Fiji Wide | Online  | Evening |
| Advanced Cyber Defence - Penetration Testing                 | 13 - 24       | \$ 650.00   | Fiji Wide | Online  | Evening |
| Exceptional Power Point Presentations                        | 13 - 14       | \$ 220.00   | Narere    | F2F     | Evening |
| TAFE Diploma in Information Technology (Advanced Networking) | 13/07 - 27/11 | \$ 3,948.00 | Fiji Wide | Blended | Evening |
| Computers at Intermediate Level                              | 20 - 24       | \$ 314.00   | Nadi      | F2F     | Day     |
| Strategies for Effective Online Marketing                    | 23 - 24       | \$ 350.00   | Fiji Wide | Online  | Evening |

|                                                                    |         |           |           |        |         |
|--------------------------------------------------------------------|---------|-----------|-----------|--------|---------|
| AUGUST                                                             |         |           |           |        |         |
| CompTIA Data+ Training                                             | 10 - 28 | \$ 550.00 | Fiji Wide | Online | Evening |
| Microsoft Office Excel Foundation                                  | 12 - 13 | \$ 99.00  | Narere    | F2F    | Day     |
| ISO/IEC 20000-1:2018 - Information Technology - Service Management | 11 - 13 | \$ 350.00 | Fiji Wide | Online | Evening |
| Green Information and Communication Technology                     | 15 - 16 | \$ 385.00 | Nadi      | F2F    | Day     |
| Advanced Graphic Design                                            | 18 - 20 | \$ 715.00 | Fiji Wide | Online | Evening |
| Fundamentals of Linux                                              | 19 - 21 | \$ 350.00 | Fiji Wide | Online | Evening |

# DEPARTMENT OF INFORMATION TECHNOLOGY

| Program Title                             | Training Dates | Registration Fee (FJD) | Training Venue | Mode   | Session |
|-------------------------------------------|----------------|------------------------|----------------|--------|---------|
| <b>SEPTEMBER</b>                          |                |                        |                |        |         |
| Fundamentals of Graphic Design            | 07 – 11        | \$ 605.00              | Fiji Wide      | Online | Evening |
| Strategics for Effective Online Marketing | 22 – 23        | \$ 350.00              | Fiji Wide      | Online | Evening |
| Microsoft Office Excel Intermediate       | 23 – 24        | \$ 160.00              | Nadi           | F2F    | Day     |
| Microsoft Office Excel Intermediate       | 23 – 24        | \$ 160.00              | Narere         | F2F    | Day     |

|                                                   |               |           |           |        |         |
|---------------------------------------------------|---------------|-----------|-----------|--------|---------|
| <b>OCTOBER</b>                                    |               |           |           |        |         |
| Apply Core Skills for Data Analytics              | 05 – 09       | \$ 250.00 | Fiji Wide | Online | Evening |
| Disaster Recover and Business Continuity Planning | 07 – 08       | \$ 350.00 | Fiji Wide | Online | Evening |
| Advanced Cyber Defence – Penetration Testing      | 12 – 23       | \$ 650.00 | Fiji Wide | Online | Evening |
| Microsoft Office Excel Advanced                   | 14 – 15       | \$ 160.00 | Narere    | F2F    | Day     |
| Microsoft Office Excel Advanced                   | 14 – 15       | \$ 160.00 | Nadi      | F2F    | Day     |
| IT Security Awareness                             | 19 – 22       | \$ 198.00 | Fiji Wide | Online | Evening |
| Design and Develop Databases                      | 22 – 23       | \$ 495.00 | Fiji Wide | Online | Evening |
| CompTIA Security+                                 | 26/10 – 27/11 | \$ 700.00 | Fiji Wide | Online | Evening |

|                                      |         |             |           |        |         |
|--------------------------------------|---------|-------------|-----------|--------|---------|
| <b>NOVEMBER</b>                      |         |             |           |        |         |
| Talanoa Digital Skills               | 01 – 20 | \$ 180.00   | Nadi      | F2F    | Day     |
| Certified SOC Analyst                | 10 – 20 | \$ 1,250.00 | Fiji Wide | Online | Evening |
| CompTIA Data+ Training               | 16 – 27 | \$ 550.00   | Fiji Wide | Online | Evening |
| Microsoft Office Excel Intermediate  | 18 – 19 | \$ 160.00   | Nadi      | F2F    | Day     |
| ISO/IEC 27001 – Information Security | 16 – 20 | \$ 750.00   | Fiji Wide | F2F    | Day     |

|                                      |         |           |           |        |         |
|--------------------------------------|---------|-----------|-----------|--------|---------|
| <b>DECEMBER</b>                      |         |           |           |        |         |
| Microsoft Office Excel Advanced      | 02 – 03 | \$ 160.00 | Nadi      | F2F    | Day     |
| Computers at Advanced Level          | 07 – 11 | \$ 385.00 | Nadi      | F2F    | Day     |
| Apply Core Skills for Data Analytics | 07 – 11 | \$ 250.00 | Fiji Wide | Online | Evening |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Housekeeping and Accommodation Services

| Program Title          | Training Dates | Registration Fee (FJD) | Training Venue     | Mode | Session |
|------------------------|----------------|------------------------|--------------------|------|---------|
| <b>FEBRUARY</b>        |                |                        |                    |      |         |
| Hospitality Operations | 16 - 18        | \$ 275.00              | Nadi/ Suva/ Labasa | F2F  | Day     |

|                                                                         |         |           |                    |     |     |
|-------------------------------------------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>MARCH</b>                                                            |         |           |                    |     |     |
| Roles and Responsibilities of Housekeeping and Quality Customer Service | 02 - 04 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Professional Guestroom Cleaning and Procedures                          | 09 - 11 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| IT Hospitality Housekeeping Accommodation Room Master                   | 16 - 18 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| General Deep Cleaning and Periodic Maintenance                          | 23 - 25 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |

|                                         |         |           |                    |     |     |
|-----------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>APRIL</b>                            |         |           |                    |     |     |
| Public Area Cleaning                    | 07 - 09 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Sanitation and Hygiene in the Guestroom | 13 - 15 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Laundry Management                      | 20 - 22 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Basic Housekeeping Supervision          | 27 - 29 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |

|                                                    |         |           |                    |     |     |
|----------------------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>MAY</b>                                         |         |           |                    |     |     |
| Basic Housekeeping Cost Control                    | 04 - 06 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Managing Linen Inventories                         | 11 - 13 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Housekeeping and Accommodation Services Assessment | 18 - 20 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |

|                                                                         |         |           |                    |     |     |
|-------------------------------------------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>JULY</b>                                                             |         |           |                    |     |     |
| Hospitality Operation                                                   | 20 - 22 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Roles and Responsibilities of Housekeeping and Quality Customer Service | 27 - 29 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |

|                                                       |         |           |                    |     |     |
|-------------------------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>AUG</b>                                            |         |           |                    |     |     |
| Professional Guestroom Cleaning and Procedures        | 03 - 05 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| IT Hospitality Housekeeping Accommodation Room Master | 10 - 12 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| General Deep Cleaning and Periodic Maintenance        | 17 - 19 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Public Area Cleaning                                  | 24 - 27 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Housekeeping and Accommodation Services

| Program Title                           | Training Dates | Registration Fee (FJD) | Training Venue     | Mode | Session |
|-----------------------------------------|----------------|------------------------|--------------------|------|---------|
| <b>SEPTEMBER</b>                        |                |                        |                    |      |         |
| Sanitation and Hygiene in the Guestroom | 07 - 09        | \$ 275.00              | Nadi/ Suva/ Labasa | F2F  | Day     |
| Laundry Management                      | 14 - 16        | \$ 275.00              | Nadi/ Suva/ Labasa | F2F  | Day     |
| Basic Housekeeping Supervision          | 21 - 23        | \$ 275.00              | Nadi/ Suva/ Labasa | F2F  | Day     |
| Basic Housekeeping Cost Control         | 28 - 30        | \$ 275.00              | Nadi/ Suva/ Labasa | F2F  | Day     |

|                                                    |         |           |                    |     |     |
|----------------------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>OCTOBER</b>                                     |         |           |                    |     |     |
| Managing Linen Inventories                         | 05 - 07 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Housekeeping and Accommodation Services Assessment | 12 - 14 | \$ 275.00 | Nadi/ Suva/ Labasa | F2F | Day |

## Certificate of Attainment in Rooms Division Management

|                                       |         |           |                    |     |     |
|---------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>FEBRUARY</b>                       |         |           |                    |     |     |
| Rooms Division Management - Module I  | 19 - 20 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management - Module II | 26 - 27 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |

|                                        |         |           |                    |     |     |
|----------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>MARCH</b>                           |         |           |                    |     |     |
| Rooms Division Management - Module III | 05 - 06 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management - Module I   | 12 - 13 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management - Module II  | 19 - 20 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management - Module III | 26 - 27 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |

|                                        |         |           |                    |     |     |
|----------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>APRIL</b>                           |         |           |                    |     |     |
| Rooms Division Management - Module I   | 09 - 10 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management - Module II  | 16 - 17 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management - Module III | 23 - 24 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |

|                                        |         |           |                    |     |     |
|----------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>JULY</b>                            |         |           |                    |     |     |
| Rooms Division Management - Module I   | 02 - 03 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management - Module II  | 09 - 10 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management - Module III | 16 - 17 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |

## DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

### Certificate of Attainment in Rooms Division Management

| Program Title                          | Training Dates | Registration Fee (FJD) | Training Venue     | Mode | Session |
|----------------------------------------|----------------|------------------------|--------------------|------|---------|
| <b>SEPTEMBER</b>                       |                |                        |                    |      |         |
| Rooms Division Management – Module I   | 10 – 11        | \$ 750.00              | Nadi/ Suva/ Labasa | F2F  | Day     |
| Rooms Division Management – Module II  | 17 – 18        | \$ 750.00              | Nadi/ Suva/ Labasa | F2F  | Day     |
| Rooms Division Management – Module III | 24 – 25        | \$ 750.00              | Nadi/ Suva/ Labasa | F2F  | Day     |
| Basic Housekeeping Cost Control        | 28 – 30        | \$ 275.00              | Nadi/ Suva/ Labasa | F2F  | Day     |

|                                        |         |           |                    |     |     |
|----------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>OCTOBER</b>                         |         |           |                    |     |     |
| Rooms Division Management – Module I   | 08 – 09 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management – Module II  | 15 – 16 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management – Module III | 22 – 23 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |

|                                        |         |           |                    |     |     |
|----------------------------------------|---------|-----------|--------------------|-----|-----|
| <b>NOVEMBER</b>                        |         |           |                    |     |     |
| Rooms Division Management – Module I   | 05 – 06 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management – Module II  | 12 – 13 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |
| Rooms Division Management – Module III | 24 – 25 | \$ 750.00 | Nadi/ Suva/ Labasa | F2F | Day |

### Certificate of Attainment in Baking and Patisserie

|                                                |         |           |                   |     |     |
|------------------------------------------------|---------|-----------|-------------------|-----|-----|
| <b>FEBRUARY</b>                                |         |           |                   |     |     |
| OHS & Kitchen Hygiene in Baking and Patisserie | 16 – 18 | \$ 275.00 | Nadi/Suva/ Labasa | F2F | Day |
| Basic Baking and Patisserie Delights           | 23 – 25 | \$ 275.00 | Nadi/Suva/ Labasa | F2F | Day |

|                              |               |           |                   |     |     |
|------------------------------|---------------|-----------|-------------------|-----|-----|
| <b>MARCH</b>                 |               |           |                   |     |     |
| Basic Coffee Shop Delicacies | 02 – 04       | \$ 275.00 | Nadi/Suva/ Labasa | F2F | Day |
| Cake Baking                  | 09 – 11       | \$ 275.00 | Nadi/Suva/ Labasa | F2F | Day |
| Cream Based Cakes            | 16 – 18       | \$ 275.00 | Nadi/Suva/ Labasa | F2F | Day |
| Basic Cake Decoration        | 23 – 25       | \$ 275.00 | Nadi/Suva/ Labasa | F2F | Day |
| Advance Cake Decoration      | 30/03 – 01/04 | \$ 275.00 | Nadi/Suva/ Labasa | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Baking and Patisserie

| Program Title                  | Training Dates | Registration Fee (FJD) | Training Venue   | Mode | Session |
|--------------------------------|----------------|------------------------|------------------|------|---------|
| <b>APRIL</b>                   |                |                        |                  |      |         |
| Pies and Tarts                 | 07 - 09        | \$ 275.00              | Nadi/Suva/Labasa | F2F  | Day     |
| Puff and Choux Pastry          | 13 - 15        | \$ 275.00              | Nadi/Suva/Labasa | F2F  | Day     |
| Breads and Rolls               | 20 - 22        | \$ 275.00              | Nadi/Suva/Labasa | F2F  | Day     |
| Biscuits, Meringue and Cookies | 27 - 29        | \$ 275.00              | Nadi/Suva/Labasa | F2F  | Day     |

|                                         |         |           |                  |     |     |
|-----------------------------------------|---------|-----------|------------------|-----|-----|
| <b>MAY</b>                              |         |           |                  |     |     |
| Croissants, Danish & Breakfast Pastries | 04 - 06 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |
| Hot and Cold Desserts                   | 11 - 13 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |
| Chocolate Works                         | 18 - 20 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |
| Cakes for Special Events                | 25 - 27 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |

|                                    |         |           |                  |     |     |
|------------------------------------|---------|-----------|------------------|-----|-----|
| <b>JUNE</b>                        |         |           |                  |     |     |
| Baking and Patisserie (Assessment) | 01 - 03 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |

|                                                |         |           |                  |     |     |
|------------------------------------------------|---------|-----------|------------------|-----|-----|
| <b>JULY</b>                                    |         |           |                  |     |     |
| OHS & Kitchen Hygiene in Baking and Patisserie | 20 - 22 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |
| Basic Baking and Patisserie Delights           | 27 - 29 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |

|                              |               |           |                  |      |     |
|------------------------------|---------------|-----------|------------------|------|-----|
| <b>AUGUST</b>                |               |           |                  |      |     |
| Basic Coffee Shop Delicacies | 03 - 05       | \$ 275.00 | Nadi/Suva/Labasa | F2F  | Day |
| Cake Baking                  | 10 - 12       | \$ 275.00 | Nadi/Suva/Labasa | F2F  | Day |
| Cream Based Cakes            | 17 - 19       | \$ 275.00 | Nadi/Suva/Labasa | F2F/ | Day |
| Basic Cake Decoration        | 24 - 27       | \$ 275.00 | Nadi/Suva/Labasa | F2F  | Day |
| Advanced Cake Decoration     | 31/08 - 2 /09 | \$ 275.00 | Nadi/Suva/Labasa | F2F  | Day |

|                                |         |           |                  |     |     |
|--------------------------------|---------|-----------|------------------|-----|-----|
| <b>SEPTEMBER</b>               |         |           |                  |     |     |
| Pies and Tarts                 | 07 - 09 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |
| Puff and Choux Pastry          | 14 - 16 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |
| Breads and Rolls               | 21 - 23 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |
| Biscuits, Meringue and Cookies | 28 - 30 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Baking and Patisserie

| Program Title                           | Training Dates | Registration Fee (FJD) | Training Venue   | Mode | Session |
|-----------------------------------------|----------------|------------------------|------------------|------|---------|
| <b>OCTOBER</b>                          |                |                        |                  |      |         |
| Croissants, Danish & Breakfast Pastries | 05 - 07        | \$ 275.00              | Nadi/Suva/Labasa | F2F  | Day     |
| Hot and Cold Desserts                   | 12 - 14        | \$ 275.00              | Nadi/Suva/Labasa | F2F  | Day     |
| Chocolate Works                         | 19 - 21        | \$ 275.00              | Nadi/Suva/Labasa | F2F  | Day     |
| Cakes for Special Events                | 26 - 28        | \$ 275.00              | Nadi/Suva/Labasa | F2F  | Day     |

|                                    |         |           |                  |     |     |
|------------------------------------|---------|-----------|------------------|-----|-----|
| <b>NOVEMBER</b>                    |         |           |                  |     |     |
| Baking and Patisserie (Assessment) | 02 - 04 | \$ 275.00 | Nadi/Suva/Labasa | F2F | Day |

## Certificate of Attainment in Management Development & Leadership Skills in Hospitality

|                                       |         |           |                  |            |             |
|---------------------------------------|---------|-----------|------------------|------------|-------------|
| <b>FEBRUARY</b>                       |         |           |                  |            |             |
| Hospitality Human Resource Management | 16 - 27 | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |

|                                                       |         |           |                  |            |             |
|-------------------------------------------------------|---------|-----------|------------------|------------|-------------|
| <b>MARCH</b>                                          |         |           |                  |            |             |
| Hospitality Sales and Marketing                       | 02 - 13 | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |
| Financial Literacy and Report Writing for Hospitality | 16 - 27 | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |

|                                              |               |           |                  |            |             |
|----------------------------------------------|---------------|-----------|------------------|------------|-------------|
| <b>APRIL</b>                                 |               |           |                  |            |             |
| Ethics Management and Business Communication | 30/03 - 10/04 | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |
| Events Planning and Management Tactics       | 13 - 24       | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |

|                 |               |           |                  |            |             |
|-----------------|---------------|-----------|------------------|------------|-------------|
| <b>MAY</b>      |               |           |                  |            |             |
| MDLS Assessment | 27/04 - 08/05 | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |

|                                       |         |           |                  |            |             |
|---------------------------------------|---------|-----------|------------------|------------|-------------|
| <b>JULY</b>                           |         |           |                  |            |             |
| Hospitality Human Resource Management | 20 - 31 | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |

|                                                       |         |           |                  |            |             |
|-------------------------------------------------------|---------|-----------|------------------|------------|-------------|
| <b>AUGUST</b>                                         |         |           |                  |            |             |
| Hospitality Sales and Marketing                       | 03 - 14 | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |
| Financial Literacy and Report Writing for Hospitality | 17 - 28 | \$ 350.00 | Nadi/Labasa/Suva | F2F/Online | Day/Evening |

## DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

### Certificate of Attainment in Management Development & Leadership Skills in Hospitality

| Program Title                                | Training Dates | Registration Fee (FJD) | Training Venue    | Mode       | Session     |
|----------------------------------------------|----------------|------------------------|-------------------|------------|-------------|
| <b>SEPTEMBER</b>                             |                |                        |                   |            |             |
| Ethics Management and Business Communication | 31/08 – 11/09  | \$ 350.00              | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |
| Events Planning and Management Tactics       | 14 – 25        | \$ 350.00              | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |

|                 |               |           |                   |            |             |
|-----------------|---------------|-----------|-------------------|------------|-------------|
| <b>OCTOBER</b>  |               |           |                   |            |             |
| MDLS Assessment | 28/09 – 09/10 | \$ 350.00 | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |

### Certificate of Attainment in Sales & Marketing

|                              |              |           |                   |            |             |
|------------------------------|--------------|-----------|-------------------|------------|-------------|
| <b>FEBRUARY</b>              |              |           |                   |            |             |
| Sales and Marketing Module 1 | 18/02 – 5/03 | \$ 440.00 | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |

|                              |         |           |                   |            |             |
|------------------------------|---------|-----------|-------------------|------------|-------------|
| <b>MARCH</b>                 |         |           |                   |            |             |
| Sales and Marketing Module 2 | 11 – 26 | \$ 440.00 | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |

|                              |         |           |                   |            |             |
|------------------------------|---------|-----------|-------------------|------------|-------------|
| <b>APRIL</b>                 |         |           |                   |            |             |
| Sales and Marketing Module 3 | 01 – 16 | \$ 440.00 | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |

|                              |               |           |                   |            |             |
|------------------------------|---------------|-----------|-------------------|------------|-------------|
| <b>JULY</b>                  |               |           |                   |            |             |
| Sales and Marketing Module 1 | 22/07 – 06/08 | \$ 440.00 | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |

|                              |         |           |                   |            |             |
|------------------------------|---------|-----------|-------------------|------------|-------------|
| <b>AUGUST</b>                |         |           |                   |            |             |
| Sales and Marketing Module 2 | 12 – 27 | \$ 440.00 | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |

|                              |         |           |                   |            |             |
|------------------------------|---------|-----------|-------------------|------------|-------------|
| <b>SEPTEMBER</b>             |         |           |                   |            |             |
| Sales and Marketing Module 3 | 12 – 17 | \$ 440.00 | Nadi/Laba-sa/Suva | F2F/Online | Day/Evening |

### Certificate of Attainment in Travel & Tourism

|                            |         |           |                   |     |     |
|----------------------------|---------|-----------|-------------------|-----|-----|
| <b>FEBRUARY</b>            |         |           |                   |     |     |
| Tourism Industry Knowledge | 16 – 24 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Travel & Tourism

| Program Title                                      | Training Dates | Registration Fee (FJD) | Training Venue    | Mode | Session |
|----------------------------------------------------|----------------|------------------------|-------------------|------|---------|
| <b>MARCH</b>                                       |                |                        |                   |      |         |
| Tour Guiding Fundamentals                          | 02 – 10        | \$ 385.00              | Nadi/Laba-sa/Suva | F2F  | Day     |
| Dealing with Customers and Colleagues              | 11 – 23        | \$ 385.00              | Nadi/Laba-sa/Suva | F2F  | Day     |
| Strategic Selling of Tourism Products and Services | 24 – 31        | \$ 385.00              | Nadi/Laba-sa/Suva | F2F  | Day     |

|                                              |         |           |                   |     |     |
|----------------------------------------------|---------|-----------|-------------------|-----|-----|
| <b>APRIL</b>                                 |         |           |                   |     |     |
| Co-ordinate Arrival and Departure Assistance | 07 – 15 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Inbound Travel Services 1                    | 20 – 28 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Inbound Travel Services 2                    |         | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |

|                               |         |           |                   |     |     |
|-------------------------------|---------|-----------|-------------------|-----|-----|
| <b>MAY</b>                    |         |           |                   |     |     |
| Inbound Travel Services 3     | 04 – 13 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Travel and Tourism Assessment | 18 – 20 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |

|                                       |              |           |                   |     |     |
|---------------------------------------|--------------|-----------|-------------------|-----|-----|
| <b>AUGUST</b>                         |              |           |                   |     |     |
| Tourism Industry Knowledge            | 03 – 11      | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Tour Guiding Fundamentals             | 12 – 24      | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Dealing with Customers and Colleagues | 25-08 – 2/09 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |

|                                                    |         |           |                   |     |     |
|----------------------------------------------------|---------|-----------|-------------------|-----|-----|
| <b>SEPTEMBER</b>                                   |         |           |                   |     |     |
| Strategic Selling of Tourism Products and Services | 07 – 16 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Co-ordinate Arrival and Departure Assistance       | 21 – 30 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Inbound Travel Services 1                          | 05 – 14 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |

|                           |              |           |                   |     |     |
|---------------------------|--------------|-----------|-------------------|-----|-----|
| <b>OCTOBER</b>            |              |           |                   |     |     |
| Inbound Travel Services 2 | 19 – 27      | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Inbound Travel Services 3 | 28/09 – 3/11 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |

|                                                |    |           |                   |     |     |
|------------------------------------------------|----|-----------|-------------------|-----|-----|
| <b>NOVEMBER</b>                                |    |           |                   |     |     |
| Provide Travel and Tourism Services Assessment | 09 | \$ 385.00 | Nadi/Laba-sa/Suva | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Childcare

| Program Title                          | Training Dates | Registration Fee (FJD) | Training Venue    | Mode | Session |
|----------------------------------------|----------------|------------------------|-------------------|------|---------|
| <b>MAY</b>                             |                |                        |                   |      |         |
| Childcare and Support                  | 04 - 05        | \$ 200.00              | Nadi/Laba-sa/Suva | F2F  | Day     |
| Child Protection and Policies          | 06 - 07        | \$ 200.00              | Nadi/Laba-sa/Suva | F2F  | Day     |
| Counselling Skills for Child Workers   | 08 - 11        | \$ 200.00              | Nadi/Laba-sa/Suva | F2F  | Day     |
| Disability Support in Childcare        | 12 - 13        | \$ 200.00              | Nadi/Laba-sa/Suva | F2F  | Day     |
| Leadership and Management in Childcare | 14 - 15        | \$ 300.00              | Nadi/Laba-sa/Suva | F2F  | Day     |
| Child Services - Attainment            | 14 - 15        | \$ 100.00              | Nadi/Laba-sa/Suva | F2F  | Day     |

|                                      |         |           |                   |     |     |
|--------------------------------------|---------|-----------|-------------------|-----|-----|
| <b>SEPTEMBER</b>                     |         |           |                   |     |     |
| Childcare and Support                | 07 - 08 | \$ 200.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Child Protection and Policies        | 09 - 10 | \$ 200.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Counselling Skills for Child Workers | 11 - 14 | \$ 200.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Disability Support in Childcare      | 15 - 16 | \$ 200.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Leadership & Management in Childcare | 17 - 18 | \$ 300.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Child Care - Attainment              | 17 - 18 | \$ 100.00 | Nadi/Laba-sa/Suva | F2F | Day |

## Front Office and Customer Relations

|                               |         |           |            |     |     |
|-------------------------------|---------|-----------|------------|-----|-----|
| <b>FEBRUARY</b>               |         |           |            |     |     |
| Industry Hospitality Overview | 16 - 27 | \$ 275.00 | Nadi/ Suva | F2F | Day |

|                                       |         |           |           |     |     |
|---------------------------------------|---------|-----------|-----------|-----|-----|
| <b>MARCH</b>                          |         |           |           |     |     |
| Telephone Etiquette                   | 02 - 04 | \$ 275.00 | Nadi/Suva | F2F | Day |
| IT Hospitality Basic Program          | 09 - 11 | \$ 330.00 | Nadi/Suva | F2F | Day |
| Reservation Procedures Service        | 16 - 18 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Hotel Accommodation Reception Service | 23 - 25 | \$ 275.00 | Nadi/Suva | F2F | Day |

|                                    |         |           |           |     |     |
|------------------------------------|---------|-----------|-----------|-----|-----|
| <b>APRIL</b>                       |         |           |           |     |     |
| Handling Guest Complaint           | 07 - 09 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Professional Porters and Concierge | 13 - 15 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Customer Service                   | 20 - 22 | \$ 275.00 | Nadi/Suva | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Front Office and Customer Relations

| Program Title                         | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|---------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>MAY</b>                            |                |                        |                |      |         |
| Night Auditing                        | 04 - 06        | \$ 275.00              | Nadi/Suva      | F2F  | Day     |
| Basic Front Office Supervision        | 11 - 13        | \$ 275.00              | Nadi/Suva      | F2F  | Day     |
| Basic Front Office Management         | 18 - 20        | \$ 275.00              | Nadi/Suva      | F2F  | Day     |
| IT Hospitality Reservation RoomMaster | 25 - 27        | \$ 330.00              | Nadi/Suva      | F2F  | Day     |

|                                          |         |           |           |     |     |
|------------------------------------------|---------|-----------|-----------|-----|-----|
| <b>JUNE</b>                              |         |           |           |     |     |
| IT Hospitality Accommodation Room Master | 01 - 03 | \$ 330.00 | Nadi/Suva | F2F | Day |
| IT Fidelio OPERA                         | 08 - 10 | \$ 330.00 | Nadi/Suva | F2F | Day |

|                               |         |           |           |     |     |
|-------------------------------|---------|-----------|-----------|-----|-----|
| <b>JULY</b>                   |         |           |           |     |     |
| Industry Hospitality Overview | 20 - 22 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Telephone Etiquette           | 27 - 29 | \$ 275.00 | Nadi/Suva | F2F | Day |

|                                       |         |           |           |     |     |
|---------------------------------------|---------|-----------|-----------|-----|-----|
| <b>AUGUST</b>                         |         |           |           |     |     |
| IT Hospitality Basic Program          | 03 - 05 | \$ 330.00 | Nadi/Suva | F2F | Day |
| Reservation Procedures Service        | 10 - 12 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Hotel Accommodation Reception Service | 17 - 19 | \$ 275.00 | Nadi/Suva | F2F | Day |

|                                    |         |           |           |     |     |
|------------------------------------|---------|-----------|-----------|-----|-----|
| <b>SEPTEMBER</b>                   |         |           |           |     |     |
| Handling Guest Complaint           | 07 - 09 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Professional Porters and Concierge | 14 - 16 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Customer Service                   | 21 - 23 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Night Auditing                     | 28 - 30 | \$ 275.00 | Nadi/Suva | F2F | Day |

|                                         |         |           |           |     |     |
|-----------------------------------------|---------|-----------|-----------|-----|-----|
| <b>OCTOBER</b>                          |         |           |           |     |     |
| Basic Front Office Supervision          | 05 - 07 | \$ 275.00 | Nadi/Suva | F2F | Day |
| Basic Front Office Management           | 12 - 14 | \$ 275.00 | Nadi/Suva | F2F | Day |
| IT Hospitality Reservation RoomMaster   | 19 - 21 | \$ 330.00 | Nadi/Suva | F2F | Day |
| IT Hospitality Accommodation RoomMaster | 26 - 28 | \$ 330.00 | Nadi/Suva | F2F | Day |

|                  |         |           |           |     |     |
|------------------|---------|-----------|-----------|-----|-----|
| <b>NOVEMBER</b>  |         |           |           |     |     |
| IT Fidelio OPERA | 02 - 04 | \$ 330.00 | Nadi/Suva | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Hairdressing

| Program Title         | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|-----------------------|----------------|------------------------|----------------|------|---------|
| <b>FEBRUARY</b>       |                |                        |                |      |         |
| Hairdressing Concepts | 16 - 27        | \$ 550.00              | Nadi           | F2F  | Day     |

|                                      |               |           |      |     |     |
|--------------------------------------|---------------|-----------|------|-----|-----|
| <b>MARCH</b>                         |               |           |      |     |     |
| Hairdressing Products and Equipments | 02 - 18       | \$ 550.00 | Nadi | F2F | Day |
| Hair and Scalp Treatments            | 19/03 - 01/04 | \$ 550.00 | Nadi | F2F | Day |

|                                           |               |           |      |     |     |
|-------------------------------------------|---------------|-----------|------|-----|-----|
| <b>APRIL</b>                              |               |           |      |     |     |
| Anatomy, Physiology and Chemistry of Hair | 02 - 17       | \$ 750.00 | Nadi | F2F |     |
| Hairstyling                               | 21/04 - 06/05 | \$ 750.00 | Nadi | F2F | Day |

|                         |                |           |      |     |     |
|-------------------------|----------------|-----------|------|-----|-----|
| <b>MAY</b>              |                |           |      |     |     |
| Shampoo and Conditining | 07 - 20        | \$ 750.00 | Nadi | F2F | Day |
| Haircutting             | 21 /05 - 06/06 | \$ 750.00 | Nadi | F2F | Day |

|                         |         |           |      |         |     |
|-------------------------|---------|-----------|------|---------|-----|
| <b>JUNE</b>             |         |           |      |         |     |
| Hairdressing Assessment | 09 - 23 | \$ 750.00 | Nadi | F2F     | Day |
| Hairdressing Assessment | 24 - 26 | \$ 300.00 | Nadi | Blended | Day |

|                       |               |           |      |     |     |
|-----------------------|---------------|-----------|------|-----|-----|
| <b>JULY</b>           |               |           |      |     |     |
| Hairdressing Concepts | 21/07 - 01/08 | \$ 550.00 | Nadi | F2F | Day |

|                                      |               |           |      |     |     |
|--------------------------------------|---------------|-----------|------|-----|-----|
| <b>AUGUST</b>                        |               |           |      |     |     |
| Hairdressing Products and Equipments | 04 - 19       | \$ 550.00 | Nadi | F2F | Day |
| Hair and Scalp Treatments            | 20/08 - 03/09 | \$ 550.00 | Nadi | F2F | Day |

|                                           |                |           |      |     |     |
|-------------------------------------------|----------------|-----------|------|-----|-----|
| <b>SEPTEMBER</b>                          |                |           |      |     |     |
| Anatomy, Physiology and Chemistry of Hair | 04 - 17        | \$ 750.00 | Nadi | F2F | Day |
| Hairstyling                               | 18 /09 - 01/10 | \$ 750.00 | Nadi | F2F | Day |

|                         |                |           |      |     |     |
|-------------------------|----------------|-----------|------|-----|-----|
| <b>OCTOBER</b>          |                |           |      |     |     |
| Shampoo and Conditining | 02 - 20        | \$ 750.00 | Nadi | F2F | Day |
| Haircutting             | 21 /10 - 05/11 | \$ 750.00 | Nadi | F2F | Day |

|                         |         |           |      |         |     |
|-------------------------|---------|-----------|------|---------|-----|
| <b>NOVEMBER</b>         |         |           |      |         |     |
| Hairdressing Assessment | 10 - 25 | \$ 750.00 | Nadi | F2F     | Day |
| Hairdressing Assessment | 26 - 30 | \$ 300.00 | Nadi | Blended | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Beauty Therapy

| Program Title                             | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|-------------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>FEBRUARY - JUNE</b>                    |                |                        |                |      |         |
| Certificate III in Beauty Therapy and Spa | 16/02 - 26/06  | \$ 4,928.00            | Nadi           | F2F  | Day     |

|                                           |               |             |      |     |     |
|-------------------------------------------|---------------|-------------|------|-----|-----|
| <b>JULY - NOVEMBER</b>                    |               |             |      |     |     |
| Certificate III in Beauty Therapy and Spa | 20/07 - 27/11 | \$ 4,928.00 | Nadi | F2F | Day |

## Certificate of Attainment in Restaurant Operations

|                                           |         |           |      |     |     |
|-------------------------------------------|---------|-----------|------|-----|-----|
| <b>FEBRUARY</b>                           |         |           |      |     |     |
| Personal Restaurant Bar Workplace Hygiene | 16 -19  | \$ 275.00 | Nadi | F2F | Day |
| Restaurant Service Stage 1 & 2            | 22 - 24 | \$ 275.00 | Nadi | F2F | Day |

|                              |               |           |      |     |     |
|------------------------------|---------------|-----------|------|-----|-----|
| <b>MARCH</b>                 |               |           |      |     |     |
| Bar Preparation and Services | 02 - 04       | \$ 275.00 | Nadi | F2F | Day |
| Wine and Beverage Services   | 09 - 11       | \$ 275.00 | Nadi | F2F | Day |
| Cocktail Mixing              | 16 - 18       | \$ 275.00 | Nadi | F2F | Day |
| Wine Evaluation              | 23 - 25       | \$ 275.00 | Nadi | F2F | Day |
| Function and Banquet         | 30/03 - 01/04 | \$ 275.00 | Nadi | F2F | Day |

|                          |         |           |      |     |     |
|--------------------------|---------|-----------|------|-----|-----|
| <b>APRIL</b>             |         |           |      |     |     |
| Room Services            | 07 - 09 | \$ 275.00 | Nadi | F2F | Day |
| Non Alcoholic Beverages  | 13 -15  | \$ 275.00 | Nadi | F2F | Day |
| Gueridon/ Silver Service | 20 - 22 | \$ 275.00 | Nadi | F2F | Day |
| Purchasing/Procurement   | 27 - 29 | \$ 275.00 | Nadi | F2F | Day |

|                                    |         |           |      |     |     |
|------------------------------------|---------|-----------|------|-----|-----|
| <b>MAY</b>                         |         |           |      |     |     |
| Order, Receive & Store Goods       | 04 - 06 | \$ 275.00 | Nadi | F2F | Day |
| Food and Beverage Cost Control     | 11 - 13 | \$ 275.00 | Nadi | F2F | Day |
| Basic Supervision                  | 18 - 20 | \$ 275.00 | Nadi | F2F | Day |
| Restaurant Operations - Assessment | 25 - 27 | \$ 275.00 | Nadi | F2F | Day |

|                                           |         |           |      |     |     |
|-------------------------------------------|---------|-----------|------|-----|-----|
| <b>JULY</b>                               |         |           |      |     |     |
| Personal Restaurant Bar Workplace Hygiene | 20 - 22 | \$ 275.00 | Nadi | F2F | Day |
| Restaurant Service Stage 1 & 2            | 27 - 29 | \$ 275.00 | Nadi | F2F | Day |
| Restaurant Operations - Assessment        | 25 - 27 | \$ 275.00 | Nadi | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Restaurant Operations

| Program Title                | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|------------------------------|----------------|------------------------|----------------|------|---------|
| <b>AUGUST</b>                |                |                        |                |      |         |
| Bar Preparation and Services | 10 - 12        | \$ 275.00              | Nadi           | F2F  | Day     |
| Wine and Beverage Services   | 17 - 19        | \$ 275.00              | Nadi           | F2F  | Day     |
| Cocktail Mixing              | 25 - 27        | \$ 275.00              | Nadi           | F2F  | Day     |
| Wine Evaluation              | 31/08 -2/09    | \$ 275.00              | Nadi           | F2F  | Day     |

|                          |         |           |      |     |     |
|--------------------------|---------|-----------|------|-----|-----|
| <b>SEPTEMBER</b>         |         |           |      |     |     |
| Function and Banquet     | 07 - 09 | \$ 275.00 | Nadi | F2F | Day |
| Room Services            | 14 - 16 | \$ 275.00 | Nadi | F2F | Day |
| Non Alcoholic Beverages  | 21 - 23 | \$ 275.00 | Nadi | F2F | Day |
| Gueridon/ Silver Service | 28 - 30 | \$ 275.00 | Nadi | F2F | Day |

|                                |         |           |      |     |     |
|--------------------------------|---------|-----------|------|-----|-----|
| <b>OCTOBER</b>                 |         |           |      |     |     |
| Purchasing/Procurement         | 05 - 07 | \$ 275.00 | Nadi | F2F | Day |
| Order, Receive and Store Goods | 12 - 14 | \$ 275.00 | Nadi | F2F | Day |
| Food and Beverage Cost Control | 19 - 21 | \$ 275.00 | Nadi | F2F | Day |
| Basic Supervision              | 26 - 28 | \$ 275.00 | Nadi | F2F | Day |

|                                    |         |           |      |     |     |
|------------------------------------|---------|-----------|------|-----|-----|
| <b>NOVEMBER</b>                    |         |           |      |     |     |
| Restaurant Operations - Assessment | 03 - 05 | \$ 275.00 | Nadi | F2F | Day |

## Certificate of Attainment in Demonstrate Advanced Culinary Skills

|                                   |         |           |                            |     |     |
|-----------------------------------|---------|-----------|----------------------------|-----|-----|
| <b>FEBRUARY</b>                   |         |           |                            |     |     |
| Kitchen Hygiene and OHS           | 16 - 18 | \$ 275.00 | Nadi/<br>Nasese/<br>Labasa | F2F | Day |
| Principles and Methods of Cookery | 23 - 25 | \$ 275.00 | Nadi/<br>Nasese/<br>Labasa | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Demonstrate Advanced Culinary Skills

| Program Title                         | Training Dates | Registration Fee (FJD) | Training Venue       | Mode | Session |
|---------------------------------------|----------------|------------------------|----------------------|------|---------|
| <b>MARCH</b>                          |                |                        |                      |      |         |
| Organisation & Food Preparation       | 02 - 04        | \$ 275.00              | Nadi/ Nasese/ Labasa | F2F  | Day     |
| Stocks, Soups and Sauces              | 09 - 11        | \$ 275.00              | Nadi/ Nasese/ Labasa | F2F  | Day     |
| Salads and Appetizers                 | 16 - 18        | \$ 275.00              | Nadi/ Nasese/ Labasa | F2F  | Day     |
| Sandwich Preparation and Presentation | 23 - 25        | \$ 275.00              | Nadi/ Nasese/ Labasa | F2F  | Day     |
| Basic Cakes and Pastries              | 30/03 - 1/04   | \$ 275.00              | Nadi/ Nasese/ Labasa | F2F  | Day     |

|                                          |         |           |                      |     |     |
|------------------------------------------|---------|-----------|----------------------|-----|-----|
| <b>APRIL</b>                             |         |           |                      |     |     |
| Basic Yeast Goods                        | 07 - 09 | \$ 275.00 | Nadi/ Nasese/ Labasa | F2F | Day |
| Breakfast Cookery and Kitchen Attendance | 13 - 15 | \$ 275.00 | Nadi/ Nasese/ Labasa | F2F | Day |
| Poultry and Game Preparation             | 27 - 29 | \$ 275.00 | Nadi/ Nasese/ Labasa | F2F | Day |

|                                         |         |           |                      |     |     |
|-----------------------------------------|---------|-----------|----------------------|-----|-----|
| <b>MAY</b>                              |         |           |                      |     |     |
| Fish and Shellfish Preparation          | 04 - 06 | \$ 275.00 | Nadi/ Nasese/ Labasa | F2F | Day |
| Lamb, Pork and Beef Preparation         | 11 - 13 | \$ 275.00 | Nadi/ Nasese/ Labasa | F2F | Day |
| Innovative Ways of using Local Products | 18 - 20 | \$ 275.00 | Nadi/ Nasese/ Labasa | F2F | Day |
| Eggs and Farinaceous dishes             | 25 - 27 | \$ 275.00 | Nadi/ Nasese/ Labasa | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Advanced Culinary Skills

| Program Title                   | Training Dates | Registration Fee (FJD) | Training Venue              | Mode | Session |
|---------------------------------|----------------|------------------------|-----------------------------|------|---------|
| <b>JUNE</b>                     |                |                        |                             |      |         |
| Kitchen Cost Control            | 01 - 03        | \$ 275.00              | Nadi/<br>Nasease/<br>Labasa | F2F  | Day     |
| Menu Planning                   | 08 - 10        | \$ 275.00              | Nadi/<br>Nasease/<br>Labasa | F2F  | Day     |
| Showpiece and Buffet Techniques | 15 - 17        | \$ 275.00              | Nadi/<br>Nasease/<br>Labasa | F2F  | Day     |
| Final Assessment Semester 1     | 22 - 24        | \$ 220.00              | Nadi/<br>Nasease/<br>Labasa | F2F  | Day     |

|                                   |         |           |                             |     |     |
|-----------------------------------|---------|-----------|-----------------------------|-----|-----|
| <b>JULY</b>                       |         |           |                             |     |     |
| Kitchen Hygiene and OHS           | 20 - 22 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Principles and Methods of Cookery | 27 - 29 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |

|                                       |               |           |                             |     |     |
|---------------------------------------|---------------|-----------|-----------------------------|-----|-----|
| <b>AUGUST</b>                         |               |           |                             |     |     |
| Organisation & Food Preparation       | 03 - 05       | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Stocks, Soups and Sauces              | 10 - 12       | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Salads and Appetizers                 | 17 - 19       | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Sandwich Preparation and Presentation | 25 - 27       | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Basic Cakes and Pastries              | 31/08 - 02/09 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |

# DEPARTMENT OF TOURISM, HOSPITALITY & TRAVEL

## Certificate of Attainment in Advanced Culinary Skills

| Program Title                            | Training Dates | Registration Fee (FJD) | Training Venue              | Mode | Session |
|------------------------------------------|----------------|------------------------|-----------------------------|------|---------|
| <b>SEPTEMBER</b>                         |                |                        |                             |      |         |
| Basic Yeast Goods                        | 07 – 09        | \$ 275.00              | Nadi/<br>Nasease/<br>Labasa | F2F  | Day     |
| Breakfast Cookery and Kitchen Attendance | 14 – 16        | \$ 275.00              | Nadi/<br>Nasease/<br>Labasa | F2F  | Day     |
| Poultry and Game Preparation             | 21 – 23        | \$ 275.00              | Nadi/<br>Nasease/<br>Labasa | F2F  | Day     |
| Fish and Shellfish Preparation           | 28 – 30        | \$ 275.00              | Nadi/<br>Nasease/<br>Labasa | F2F  | Day     |

|                                         |         |           |                             |     |     |
|-----------------------------------------|---------|-----------|-----------------------------|-----|-----|
| <b>OCTOBER</b>                          |         |           |                             |     |     |
| Lamb, Pork and Beef Preparation         | 05 – 07 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Innovative Ways of using Local Products | 12 – 14 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Eggs and Farinaceous Dishes             | 19 – 21 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Kitchen Cost Control                    | 26 – 28 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |

|                                 |         |           |                             |     |     |
|---------------------------------|---------|-----------|-----------------------------|-----|-----|
| <b>NOVEMBER</b>                 |         |           |                             |     |     |
| Menu Planning                   | 02 – 04 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Showpiece and Buffet Techniques | 16 – 18 | \$ 275.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |
| Final Assessment Semester 2     | 23 – 25 | \$ 220.00 | Nadi/<br>Nasease/<br>Labasa | F2F | Day |

# PUBLIC PROGRAMS

## Housekeeping and Accommodation Services

| Program Title                                 | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|-----------------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>FEBRUARY</b>                               |                |                        |                |      |         |
| Professional Guestroom Cleaning               | 26 -27         | \$ 200.00              | Nadi           | F2F  | Day     |
| <b>MARCH</b>                                  |                |                        |                |      |         |
| Housekeeping Supervision Skills               | 12             | \$ 150.00              | Nadi           | F2F  | Day     |
| Housekeeping Quality Control Procedures       | 27             | \$ 150.00              | Nadi           | F2F  | Day     |
| <b>APRIL</b>                                  |                |                        |                |      |         |
| Public Area Cleaning                          | 16 - 17        | \$ 200.00              | Nadi           | F2F  | Day     |
| Bed Making and Linen Care                     | 23 - 24        | \$ 200.00              | Nadi           | F2F  | Day     |
| <b>MAY</b>                                    |                |                        |                |      |         |
| Housekeeping Supervision and Checklist        | 07 - 08        | \$ 200.00              | Nadi           | F2F  | Day     |
| Inventory Management                          | 29             | \$ 150.00              | Nadi           | F2F  | Day     |
| <b>JUNE</b>                                   |                |                        |                |      |         |
| Commercial Laundry Management Skills          | 08             | \$ 150.00              | Nadi           | F2F  | Day     |
| <b>JULY</b>                                   |                |                        |                |      |         |
| Inventory Management                          | 10             | \$ 150.00              | Nadi           | F2F  | Day     |
| Professional Guestroom Cleaning               | 23 - 24        | \$200.00               | Nadi           | F2F  | Day     |
| <b>AUGUST</b>                                 |                |                        |                |      |         |
| Public Area Cleaning                          | 12 - 13        | \$ 200.00              | Nadi           | F2F  | Day     |
| Housekeeping Supervision Skills               | 28             | \$ 150.00              | Nadi           | F2F  | Day     |
| <b>SEPTEMBER</b>                              |                |                        |                |      |         |
| Exceptional Customer Service for Housekeepers | 11             | \$ 150.00              | Nadi           | F2F  | Day     |
| Housekeeping Quality Control Procedures       | 25             | \$ 150.00              | Nadi           | F2F  | Day     |
| <b>OCTOBER</b>                                |                |                        |                |      |         |
| Commercial Laundry Management Skills          | 08 - 09        | \$ 200.00              | Nadi           | F2F  | Day     |
| Accommodation and laundry Service             | 30             | \$ 150.00              | Nadi           | F2F  | Day     |
| <b>NOVEMBER</b>                               |                |                        |                |      |         |
| Housekeeping Supervision and Checklist        | 05 - 06        | \$ 200.00              | Nadi           | F2F  | Day     |
| Bed Making and Linen Care                     | 26 - 27        | \$ 200.00              | Nadi           | F2F  | Day     |

# PUBLIC PROGRAMS

## Baking and Patisserie

| Program Title              | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|----------------------------|----------------|------------------------|----------------|------|---------|
| <b>FEBRUARY</b>            |                |                        |                |      |         |
| Cake Baking and Decoration | 26 - 27        | \$ 250.00              | Nadi/Suva      | F2F  | Day     |

|                         |         |           |           |     |     |
|-------------------------|---------|-----------|-----------|-----|-----|
| <b>MARCH</b>            |         |           |           |     |     |
| Advance Cake Decoration | 12 - 13 | \$ 250.00 | Nadi/Suva | F2F | Day |
| Breakfast Pastries      | 27      | \$ 150.00 | Nadi/Suva | F2F | Day |

|                          |         |           |           |     |     |
|--------------------------|---------|-----------|-----------|-----|-----|
| <b>APRIL</b>             |         |           |           |     |     |
| Cakes for Special Events | 16 - 17 | \$ 250.00 | Nadi/Suva | F2F | Day |
| Breads and Rolls         | 24      | \$ 150.00 | Nadi/Suva | F2F | Day |

|                       |         |           |           |     |     |
|-----------------------|---------|-----------|-----------|-----|-----|
| <b>MAY</b>            |         |           |           |     |     |
| Puff and Choux Pastry | 07 - 08 | \$ 200.00 | Nadi/Suva | F2F | Day |
| Hot and Cold Dessert  | 28 - 29 | \$ 250.00 | Nadi/Suva | F2F | Day |

|                            |         |           |           |     |     |
|----------------------------|---------|-----------|-----------|-----|-----|
| <b>JUNE</b>                |         |           |           |     |     |
| Cake Baking and Decoration | 05      | \$ 200.00 | Nadi/Suva | F2F | Day |
| Advance Cake Decoration    | 25 - 26 | \$ 250.00 | Nadi/Suva | F2F | Day |

|                    |    |           |           |     |     |
|--------------------|----|-----------|-----------|-----|-----|
| <b>JULY</b>        |    |           |           |     |     |
| Breads and Rolls   | 10 | \$ 150.00 | Nadi/Suva | F2F | Day |
| Breakfast Pastries | 24 | \$ 150.00 | Nadi/Suva | F2F | Day |

|                          |         |           |           |     |     |
|--------------------------|---------|-----------|-----------|-----|-----|
| <b>AUGUST</b>            |         |           |           |     |     |
| Cakes For Special Events | 12 - 13 | \$ 250.00 | Nadi/Suva | F2F | Day |
| Puff and Choux Pastry    | 28      | \$ 150.00 | Nadi/Suva | F2F | Day |

|                            |    |           |           |     |     |
|----------------------------|----|-----------|-----------|-----|-----|
| <b>SEPTEMBER</b>           |    |           |           |     |     |
| Advanced Pastries          | 11 | \$ 200.00 | Nadi/Suva | F2F | Day |
| Cake Baking and Decoration | 25 | \$ 200.00 | Nadi/Suva | F2F | Day |

|                          |         |           |           |     |     |
|--------------------------|---------|-----------|-----------|-----|-----|
| <b>OCTOBER</b>           |         |           |           |     |     |
| Advance Cake Decoration  | 08 - 09 | \$ 250.00 | Nadi/Suva | F2F | Day |
| Cakes for Special Events | 29 - 30 | \$ 250.00 | Nadi/Suva | F2F | Day |

|                       |    |           |           |     |     |
|-----------------------|----|-----------|-----------|-----|-----|
| <b>NOVEMBER</b>       |    |           |           |     |     |
| Puff and Choux Pastry | 06 | \$ 150.00 | Nadi/Suva | F2F | Day |
| Advanced Patisserie   | 27 | \$ 200.00 | Nadi/Suva | F2F | Day |

# PUBLIC PROGRAMS

## Hairdressing

| Program Title          | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|------------------------|----------------|------------------------|----------------|------|---------|
| <b>MARCH</b>           |                |                        |                |      |         |
| Men's Barbering Skills | 05 - 06        | \$ 200.00              | Nadi           | F2F  | Day     |

|                 |         |           |      |     |     |
|-----------------|---------|-----------|------|-----|-----|
| <b>APRIL</b>    |         |           |      |     |     |
| Color and Style | 23 - 24 | \$ 200.00 | Nadi | F2F | Day |

|                     |         |           |      |     |     |
|---------------------|---------|-----------|------|-----|-----|
| <b>MAY</b>          |         |           |      |     |     |
| Ladies Hair cutting | 07 - 08 | \$ 200.00 | Nadi | F2F | Day |

|                 |         |           |      |     |     |
|-----------------|---------|-----------|------|-----|-----|
| <b>JUNE</b>     |         |           |      |     |     |
| Color and Style | 11 - 12 | \$ 200.00 | Nadi | F2F | Day |

|                        |         |           |      |     |     |
|------------------------|---------|-----------|------|-----|-----|
| <b>JULY</b>            |         |           |      |     |     |
| Men's Barbering Skills | 09 - 10 | \$ 200.00 | Nadi | F2F | Day |

|                           |    |           |      |     |     |
|---------------------------|----|-----------|------|-----|-----|
| <b>AUGUST</b>             |    |           |      |     |     |
| Hair and Scalp Treatments | 20 | \$ 150.00 | Nadi | F2F | Day |

|                     |         |           |      |     |     |
|---------------------|---------|-----------|------|-----|-----|
| <b>SEPTEMBER</b>    |         |           |      |     |     |
| Ladies Hair cutting | 10 - 11 | \$ 200.00 | Nadi | F2F | Day |

|                 |         |           |      |     |     |
|-----------------|---------|-----------|------|-----|-----|
| <b>OCTOBER</b>  |         |           |      |     |     |
| Color and Style | 22 - 23 | \$ 200.00 | Nadi | F2F | Day |

|                        |         |           |      |     |     |
|------------------------|---------|-----------|------|-----|-----|
| <b>NOVEMBER</b>        |         |           |      |     |     |
| Men's Barbering Skills | 12 - 13 | \$ 200.00 | Nadi | F2F | Day |

## Beauty Therapy

|                                                 |         |           |      |     |     |
|-------------------------------------------------|---------|-----------|------|-----|-----|
| <b>FEBRUARY</b>                                 |         |           |      |     |     |
| OHS and Hygiene Regulations for Beauty Industry | 05 - 06 | \$ 200.00 | Nadi | F2F | Day |
| Body Massage Treatment                          | 19 - 20 | \$ 200.00 | Nadi | F2F | Day |

|                   |         |           |      |     |     |
|-------------------|---------|-----------|------|-----|-----|
| <b>MARCH</b>      |         |           |      |     |     |
| Acrylics Services | 12 - 13 | \$ 200.00 | Nadi | F2F | Day |
| Foot Reflexology  | 26 - 27 | \$ 200.00 | Nadi | F2F | Day |

|                   |         |           |      |     |     |
|-------------------|---------|-----------|------|-----|-----|
| <b>APRIL</b>      |         |           |      |     |     |
| Makeup Services   | 16 - 17 | \$ 200.00 | Nadi | F2F | Day |
| Facial Treatments | 23 - 24 | \$ 200.00 | Nadi | F2F | Day |

# PUBLIC PROGRAMS

## Beauty Therapy

| Program Title     | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|-------------------|----------------|------------------------|----------------|------|---------|
| MAY               |                |                        |                |      |         |
| Makeup Services   | 07 - 08        | \$ 200.00              | Nadi           | F2F  | Day     |
| Facial Treatments | 21 - 22        | \$ 200.00              | Nadi           | F2F  | Day     |

|                                                 |         |           |      |     |     |
|-------------------------------------------------|---------|-----------|------|-----|-----|
| JUNE                                            |         |           |      |     |     |
| Acrylics Services                               | 11 - 12 | \$ 200.00 | Nadi | F2F | Day |
| OHS and Hygiene Regulations for Beauty Industry | 25 - 26 | \$ 200.00 | Nadi | F2F | Day |

|                        |         |           |      |     |     |
|------------------------|---------|-----------|------|-----|-----|
| JULY                   |         |           |      |     |     |
| Facial Treatments      | 09 - 10 | \$ 200.00 | Nadi | F2F | Day |
| Body Massage Treatment | 23 - 24 | \$ 200.00 | Nadi | F2F | Day |

|                  |         |           |      |     |     |
|------------------|---------|-----------|------|-----|-----|
| AUGUST           |         |           |      |     |     |
| Waxing Services  | 13 - 14 | \$ 200.00 | Nadi | F2F | Day |
| Foot Reflexology | 27 - 28 | \$ 200.00 | Nadi | F2F | Day |

|                   |         |           |      |     |     |
|-------------------|---------|-----------|------|-----|-----|
| SEPTEMBER         |         |           |      |     |     |
| Makeup Services   | 10 - 11 | \$ 200.00 | Nadi | F2F | Day |
| Facial Treatments | 24 - 15 | \$ 200.00 | Nadi | F2F | Day |

|                        |         |           |      |     |     |
|------------------------|---------|-----------|------|-----|-----|
| OCTOBER                |         |           |      |     |     |
| Acrylics Services      | 08 - 09 | \$ 200.00 | Nadi | F2F | Day |
| Body Massage Treatment | 22 - 23 | \$ 200.00 | Nadi | F2F | Day |

|                                                 |         |           |      |     |     |
|-------------------------------------------------|---------|-----------|------|-----|-----|
| NOVEMBER                                        |         |           |      |     |     |
| OHS and Hygiene Regulations for Beauty Industry | 06 - 07 | \$ 200.00 | Nadi | F2F | Day |
| Foot Reflexology                                | 27 - 28 | \$ 200.00 | Nadi | F2F | Day |

## Travel, Tourism and Recreation

|                                                            |         |           |                   |     |     |
|------------------------------------------------------------|---------|-----------|-------------------|-----|-----|
| MARCH                                                      |         |           |                   |     |     |
| Prepare and Present Tour Commentaries or Activities        | 12 - 13 | \$ 200.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Service Ambassadors In the Travel and Hospitality Industry | 19      | \$ 150.00 | Nadi/Laba-sa/Suva | F2F | Day |

|                               |         |           |                   |     |     |
|-------------------------------|---------|-----------|-------------------|-----|-----|
| APRIL                         |         |           |                   |     |     |
| Lead Tour Groups              | 09 - 10 | \$ 200.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Social Media Marketing Skills | 24      | \$ 150.00 | Nadi/Laba-sa/Suva | F2F | Day |

# PUBLIC PROGRAMS

## Travel, Tourism and Recreation

| Program Title                               | Training Dates | Registration Fee (FJD) | Training Venue    | Mode | Session |
|---------------------------------------------|----------------|------------------------|-------------------|------|---------|
| <b>MAY</b>                                  |                |                        |                   |      |         |
| Upselling and Suggestive Selling Techniques | 14             | \$ 150.00              | Nadi/Laba-sa/Suva | F2F  | Day     |
| Complaint Handling and Service Recovery     | 21             | \$ 150.00              | Nadi/Laba-sa/Suva | F2F  | Day     |

|                   |         |           |                   |     |     |
|-------------------|---------|-----------|-------------------|-----|-----|
| <b>JULY</b>       |         |           |                   |     |     |
| Floral Arrangment | 23 - 24 | \$ 150.00 | Nadi/Laba-sa/Suva | F2F | Day |

|                                                     |         |           |                   |     |     |
|-----------------------------------------------------|---------|-----------|-------------------|-----|-----|
| <b>AUGUST</b>                                       |         |           |                   |     |     |
| Marine Education                                    | 12 - 13 | \$ 200.00 | Nadi/Laba-sa/Suva | F2F | Day |
| Building Lasting Guest Relationship Across Cultures | 28      | \$ 150.00 | Nadi/Laba-sa/Suva | F2F | Day |

|                                                           |    |           |                    |     |     |
|-----------------------------------------------------------|----|-----------|--------------------|-----|-----|
| <b>SEPTEMBER</b>                                          |    |           |                    |     |     |
| Participate in Environmentally Sustainable Work Practices | 17 | \$ 150.00 | Nadi/Nab-ua/Labasa | F2F | Day |

|                          |         |           |                    |     |     |
|--------------------------|---------|-----------|--------------------|-----|-----|
| <b>OCTOBER</b>           |         |           |                    |     |     |
| Eco Tourism Fundamentals | 15      | \$ 150.00 | Nadi/Nab-ua/Labasa | F2F | Day |
| Floral Arrangment        | 22 - 23 | \$ 200.00 | Nadi/Nab-ua/Labasa | F2F | Day |

|                                                       |    |           |                    |     |     |
|-------------------------------------------------------|----|-----------|--------------------|-----|-----|
| <b>NOVEMBER</b>                                       |    |           |                    |     |     |
| Develop and Manage Quality Customer Service Practices | 05 | \$ 150.00 | Nadi/Nab-ua/Labasa | F2F | Day |

## Restaurant Operations

|                  |         |           |                  |     |     |
|------------------|---------|-----------|------------------|-----|-----|
| <b>MARCH</b>     |         |           |                  |     |     |
| Cocktail Mixing  | 19 - 20 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |
| Barista Services | 26 - 27 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |

|                                                  |         |           |                  |     |     |
|--------------------------------------------------|---------|-----------|------------------|-----|-----|
| <b>APRIL</b>                                     |         |           |                  |     |     |
| Managing Food Allergens And Dietary Requirements | 17      | \$ 150.00 | Nadi/Suva/Labasa | F2F | Day |
| Responsible Service of Alocohol                  | 23 - 24 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |

|                            |         |           |                  |     |     |
|----------------------------|---------|-----------|------------------|-----|-----|
| <b>MAY</b>                 |         |           |                  |     |     |
| Wine and Beverage Services | 21 - 22 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |
| Bar Managemnet             | 28 - 29 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |

# PUBLIC PROGRAMS

## Restaurant Operations

| Program Title                                     | Training Dates | Registration Fee (FJD) | Training Venue   | Mode | Session |
|---------------------------------------------------|----------------|------------------------|------------------|------|---------|
| <b>JUNE</b>                                       |                |                        |                  |      |         |
| Fundamentals of Restaurant Services & Table Setup | 18 - 19        | \$ 200.00              | Nadi/Suva/Labasa | F2F  | Day     |
| Responsible Service of Alocohol                   | 25 - 26        | \$ 200.00              | Nadi/Suva/Labasa | F2F  | Day     |

|                                     |    |           |                  |     |     |
|-------------------------------------|----|-----------|------------------|-----|-----|
| <b>JULY</b>                         |    |           |                  |     |     |
| Basic Food and Beverage Supervision | 17 | \$ 150.00 | Nadi/Suva/Labasa | F2F | Day |

|                       |       |           |                  |     |     |
|-----------------------|-------|-----------|------------------|-----|-----|
| <b>SEPTEMBER</b>      |       |           |                  |     |     |
| Restaurant Operations | 17-18 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |

|                                 |         |           |                  |     |     |
|---------------------------------|---------|-----------|------------------|-----|-----|
| <b>OCTOBER</b>                  |         |           |                  |     |     |
| Responsible Service of Alocohol | 15 - 16 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |
| Cocktail Mixing                 | 22 - 23 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |

|                                 |         |           |                  |     |     |
|---------------------------------|---------|-----------|------------------|-----|-----|
| <b>NOVEMBER</b>                 |         |           |                  |     |     |
| Responsible Service of Alocohol | 05 - 06 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |
| Barista Services                | 19 - 20 | \$ 200.00 | Nadi/Suva/Labasa | F2F | Day |

## Culinary Skills

|                                           |    |           |      |            |              |
|-------------------------------------------|----|-----------|------|------------|--------------|
| <b>FEBRUARY</b>                           |    |           |      |            |              |
| Kitchen Safety and Food Hygiene Practices | 12 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Kitchen Safety and Food Hygiene Practices | 27 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

|                         |    |           |      |            |              |
|-------------------------|----|-----------|------|------------|--------------|
| <b>MARCH</b>            |    |           |      |            |              |
| Kitchen Cost Efficiency | 13 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Kitchen Cost Efficiency | 27 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

|                           |    |           |      |            |              |
|---------------------------|----|-----------|------|------------|--------------|
| <b>APRIL</b>              |    |           |      |            |              |
| Menu Designing Principles | 17 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Menu Designing Principles | 24 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

|                         |    |           |      |            |              |
|-------------------------|----|-----------|------|------------|--------------|
| <b>MAY</b>              |    |           |      |            |              |
| Kitchen Wastage Control | 08 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Kitchen Wastage Control | 22 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

# PUBLIC PROGRAMS

## Culinary Skills

| Program Title    | Training Dates | Registration Fee (FJD) | Training Venue | Mode       | Session      |
|------------------|----------------|------------------------|----------------|------------|--------------|
| <b>JUNE</b>      |                |                        |                |            |              |
| Local Gastronomy | 11 - 12        | \$ 220.00              | Suva           | F2F/Online | Day/ Evening |
| Local Gastronomy | 25 - 26        | \$ 220.00              | Nadi           | F2F/Online | Day/ Evening |

|                                                  |    |           |      |            |              |
|--------------------------------------------------|----|-----------|------|------------|--------------|
| <b>JULY</b>                                      |    |           |      |            |              |
| Managing Food Allergens And Dietary Requirements | 17 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Managing Food Allergens And Dietary Requirements | 31 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

|                          |    |           |      |            |              |
|--------------------------|----|-----------|------|------------|--------------|
| <b>AUGUST</b>            |    |           |      |            |              |
| Monitor and Roster Staff | 14 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Monitor and Roster Staff | 28 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

|                                     |    |           |      |            |              |
|-------------------------------------|----|-----------|------|------------|--------------|
| <b>SEPTEMBER</b>                    |    |           |      |            |              |
| Prepare and Monitor Kitchen Budgets | 11 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Prepare and Monitor Kitchen Budgets | 25 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

|                                           |    |           |      |            |              |
|-------------------------------------------|----|-----------|------|------------|--------------|
| <b>OCTOBER</b>                            |    |           |      |            |              |
| Kitchen Safety and Food Hygiene Practices | 02 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Kitchen Safety and Food Hygiene Practices | 23 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

|                                           |    |           |      |            |              |
|-------------------------------------------|----|-----------|------|------------|--------------|
| <b>NOVEMBER</b>                           |    |           |      |            |              |
| Kitchen Cost Efficiency                   | 12 | \$ 150.00 | Suva | F2F/Online | Day/ Evening |
| Kitchen Safety and Food Hygiene Practices | 27 | \$ 150.00 | Nadi | F2F/Online | Day/ Evening |

## Front Office & Customer Relations

|                                                            |    |           |      |     |     |
|------------------------------------------------------------|----|-----------|------|-----|-----|
| <b>FEBRUARY</b>                                            |    |           |      |     |     |
| Exceeding Visitors Expectations                            | 12 | \$ 150.00 | Nadi | F2F | Day |
| Service Ambassadors In the Travel and Hospitality Industry | 20 | \$ 150.00 | Nadi | F2F | Day |

|                                               |         |           |      |     |     |
|-----------------------------------------------|---------|-----------|------|-----|-----|
| <b>MARCH</b>                                  |         |           |      |     |     |
| Enduring Team Effectiveness                   | 12      | \$ 150.00 | Nadi | F2F | Day |
| Customer Service and Handling Guest Complaint | 19 - 20 | \$ 200.00 | Nadi | F2F | Day |

# PUBLIC PROGRAMS

## Front Office & Customer Relations

| Program Title                           | Training Dates | Registration Fee (FJD) | Training Venue | Mode | Session |
|-----------------------------------------|----------------|------------------------|----------------|------|---------|
| <b>APRIL</b>                            |                |                        |                |      |         |
| Telephone Etiquette                     | 16 - 17        | \$ 200.00              | Nadi           | F2F  | Day     |
| Organising Room Booking and Travel Plan | 24             | \$ 150.00              | Nadi           | F2F  | Day     |

|                                        |    |           |      |     |     |
|----------------------------------------|----|-----------|------|-----|-----|
| <b>MAY</b>                             |    |           |      |     |     |
| Reception Skills                       | 15 | \$ 150.00 | Nadi | F2F | Day |
| Administration and Front Office Skills | 22 | \$ 150.00 | Nadi | F2F | Day |

|                                                            |    |           |      |     |     |
|------------------------------------------------------------|----|-----------|------|-----|-----|
| <b>JUNE</b>                                                |    |           |      |     |     |
| Exceeding Visitors Expectations                            | 12 | \$ 150.00 | Nadi | F2F | Day |
| Service Ambassadors in the Travel and Hospitality Industry | 18 | \$ 150.00 | Nadi | F2F | Day |

|                             |         |           |      |     |     |
|-----------------------------|---------|-----------|------|-----|-----|
| <b>JULY</b>                 |         |           |      |     |     |
| Enduring Team Effectiveness | 17      | \$ 150.00 | Nadi | F2F | Day |
| Handling Guest Complaint    | 23 - 24 | \$ 200.00 | Nadi | F2F | Day |

|                                         |         |           |      |     |     |
|-----------------------------------------|---------|-----------|------|-----|-----|
| <b>AUGUST</b>                           |         |           |      |     |     |
| Telephone Etiquette                     | 13 - 14 | \$ 200.00 | Nadi | F2F | Day |
| Organising Room booking and Travel Plan | 21      | \$ 150.00 | Nadi | F2F | Day |

|                                        |    |           |      |     |     |
|----------------------------------------|----|-----------|------|-----|-----|
| <b>SEPTEMBER</b>                       |    |           |      |     |     |
| Reception Skills                       | 11 | \$ 150.00 | Nadi | F2F | Day |
| Administration and Front Office Skills | 18 | \$ 150.00 | Nadi | F2F | Day |

|                                 |    |           |      |     |     |
|---------------------------------|----|-----------|------|-----|-----|
| <b>OCTOBER</b>                  |    |           |      |     |     |
| Exceeding Visitors Expectations | 15 | \$ 150.00 | Nadi | F2F | Day |

|                             |         |           |      |     |     |
|-----------------------------|---------|-----------|------|-----|-----|
| <b>NOVEMBER</b>             |         |           |      |     |     |
| Enduring Team Effectiveness | 12      | \$ 150.00 | Nadi | F2F | Day |
| Handling Guest Complaint    | 19 - 20 | \$ 200.00 | Nadi | F2F | Day |

# PUBLIC PROGRAMS

## Hospitality Management, Supervisory and Special Events

| Program Title                            | Training Dates | Registration Fee (FJD) | Training Venue    | Mode               | Session |
|------------------------------------------|----------------|------------------------|-------------------|--------------------|---------|
| <b>MARCH</b>                             |                |                        |                   |                    |         |
| Hospitality Supervisory Skills           | 04 - 05        | \$ 250.00              | Nadi/Laba-sa/Suva | F2F/Online/Blended | Day     |
| Human Resource Management in Hospitality | 25 - 26        | \$ 250.00              | Nadi/Laba-sa/Suva | F2F/Online/Blended | Day     |

|                                       |    |           |                   |                    |     |
|---------------------------------------|----|-----------|-------------------|--------------------|-----|
| <b>APRIL</b>                          |    |           |                   |                    |     |
| Effective Time Management Skills      | 08 | \$ 150.00 | Nadi/Laba-sa/Suva | F2F/Online/Blended | Day |
| Culturally Sensitive Customer Service | 15 | \$ 150.00 | Nadi/Laba-sa/Suva | F2F/Online/Blended | Day |
| Exceptional Customer Services         | 22 | \$ 150.00 | Nadi/Laba-sa/Suva | F2F/Online/Blended | Day |

|                                             |         |           |                   |                    |     |
|---------------------------------------------|---------|-----------|-------------------|--------------------|-----|
| <b>JULY</b>                                 |         |           |                   |                    |     |
| Leadership and Manamegment Skills           | 15 - 16 | \$ 250.00 | Nadi/Laba-sa/Suva | F2F/Online/Blended | Day |
| Technology in Inclusive Hospitality         | 22      | \$ 150.00 | Nadi/Laba-sa/Suva | F2F/Online/Blended | Day |
| Smart Tourism for Diversity and Inclusivity | 30      | \$ 150.00 | Nadi/Laba-sa/Suva | F2F/Online/Blended | Day |

|                                            |    |           |                   |                        |     |
|--------------------------------------------|----|-----------|-------------------|------------------------|-----|
| <b>AUGUST</b>                              |    |           |                   |                        |     |
| Fundamentals of Events Planning Management | 12 | \$ 150.00 | Nadi/Laba-sa/Suva | F2F / Online / Blended | Day |
| Measuring and Evaluating Diversity Efforts | 22 | \$ 150.00 | Nadi/Laba-sa/Suva | F2F/Online/Blended     | Day |
| Action Planning for Cultural Inclusivity   | 29 | \$ 150.00 | Nadi/Laba-sa/Suva | F2F/Online/Blended     | Day |

|                                       |    |           |                    |                        |     |
|---------------------------------------|----|-----------|--------------------|------------------------|-----|
| <b>SEPTEMBER</b>                      |    |           |                    |                        |     |
| Manage Diversity in the Workplace     | 16 | \$ 150.00 | Nadi/Nab-ua/Labasa | F2F / Online / Blended | Day |
| Policy Development for Inclusivity    | 23 | \$ 150.00 | Nadi/Laba-sa/Suva  | F2F/Online/Blended     | Day |
| Culturally Sensitive Customer Service | 30 | \$ 150.00 | Nadi/Laba-sa/Suva  | F2F/Online/Blended     | Day |

|                                                   |         |           |                    |                        |     |
|---------------------------------------------------|---------|-----------|--------------------|------------------------|-----|
| <b>OCTOBER</b>                                    |         |           |                    |                        |     |
| Hospitality Supervisory Skills                    | 14 - 15 | \$ 250.00 | Nadi/Nab-ua/Labasa | F2F / Online / Blended | Day |
| Industry Collaboration for Diversity              | 21      | \$ 150.00 | Nadi/Laba-sa/Suva  | F2F/Online/Blended     | Day |
| Cultural Diversity and Inclusivity in Hospitality | 28      | \$ 150.00 | Nadi/Laba-sa/Suva  | F2F/Online/Blended     | Day |

# PUBLIC PROGRAMS

## Hospitality Management, Supervisory and Special Events

| Program Title                            | Training Dates | Registration Fee (FJD) | Training Venue    | Mode                   | Session |
|------------------------------------------|----------------|------------------------|-------------------|------------------------|---------|
| <b>NOVEMBER</b>                          |                |                        |                   |                        |         |
| Effective Employee Management Skills     | 11             | \$ 150.00              | Nadi/Nabua/Labasa | F2F / Online / Blended | Day     |
| Action Planning for Cultural Inclusivity | 18             | \$ 150.00              | Nadi/Nabua/Labasa | F2F / Online / Blended | Day     |

### Front Office & Customer Relations

|                                   |         |           |                  |     |     |
|-----------------------------------|---------|-----------|------------------|-----|-----|
| <b>MARCH</b>                      |         |           |                  |     |     |
| Child Care for Hotels and Resorts | 19 - 20 | \$ 200.00 | Nadi/Labasa/Suva | F2F | Day |

|                               |         |           |                  |     |     |
|-------------------------------|---------|-----------|------------------|-----|-----|
| <b>APRIL</b>                  |         |           |                  |     |     |
| Child Protection and Policies | 23 - 24 | \$ 200.00 | Nadi/Labasa/Suva | F2F | Day |

|                                   |         |           |                  |     |     |
|-----------------------------------|---------|-----------|------------------|-----|-----|
| <b>MAY</b>                        |         |           |                  |     |     |
| Child Care for Hotels and Resorts | 21 - 22 | \$ 200.00 | Nadi/Labasa/Suva | F2F | Day |

|                                      |         |           |                  |     |     |
|--------------------------------------|---------|-----------|------------------|-----|-----|
| <b>JULY</b>                          |         |           |                  |     |     |
| Counselling Skills for Child Workers | 23 - 24 | \$ 200.00 | Nadi/Labasa/Suva | F2F | Day |

|                                 |         |           |                  |     |     |
|---------------------------------|---------|-----------|------------------|-----|-----|
| <b>AUGUST</b>                   |         |           |                  |     |     |
| Disability Support in Childcare | 20 - 21 | \$ 200.00 | Nadi/Labasa/Suva | F2F | Day |

|                                         |         |           |                   |     |     |
|-----------------------------------------|---------|-----------|-------------------|-----|-----|
| <b>SEPTEMBER</b>                        |         |           |                   |     |     |
| Leadership and Management in Child care | 17 - 18 | \$ 200.00 | Nadi/Nabua/Labasa | F2F | Day |

|                        |         |           |                   |     |     |
|------------------------|---------|-----------|-------------------|-----|-----|
| <b>OCTOBER</b>         |         |           |                   |     |     |
| Child Care and Support | 15 - 16 | \$ 200.00 | Nadi/Nabua/Labasa | F2F | Day |



# TVET PASIFIKA

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### **Nabua Centre**

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### **Nasese Centre**

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### **Nadi Campus**

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### **Naceva Centre**

Dravuni Street, Lautoka  
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### **Labasa Centre**

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Ph: 8818 050 Ext: 8430

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