



New Skills | Practical Experience | Real Opportunities

2021

TRAINING SCHEDULE

NATIONAL TRAINING & PRODUCTIVITY CENTRE



FOREWORD

DR. ISIMELI TAGICAKIVERATA
DIRECTOR
NATIONAL TRAINING & PRODUCTIVITY CENTRE



I am pleased to present the 2021 Training Schedule that sets out the skills training short courses and programmes that we are offering at the National Training & Productivity Centre. This consolidated training calendar outlines all the courses for the coming year, so it is a useful guide for your training needs into 2021.

As part of our mandate, NTPC has always been at the forefront of providing Technical and Vocational Education and Training (TVET) programmes to the trade sectors in Fiji. The Department of Automotive and Mechanical, Department of Construction, and the Department of Electrical and Electronic Engineering spearhead the provision of TVET courses. There is a wide range of programmes tailor-made to boost the overall efficiency and productivity of any organisation in Fiji's trade industries.

The technical programs offered at NTPC consist of 70 percent practical learning and 30 percent theory. Students are kept current with Fiji's industrial practices. Our trainers are industry practitioners, and we have policies in place to ensure that the trainers are always up to date with the current industry practices and developments. We offer multi-skilled qualified trainers who can help students to achieve their goals. Our trainers are capable of delivering training to suit various levels of participants, including those without formal education qualifications.

NTPC also has comprehensive courses in Information

Technology, Executive Management Tourism, Hospitality Fashion and Travel as well as specialised training in National Productivity and Industry Innovation with a specific aim for the future-readiness of our students for the competitive business and service industries. In the face of globalisation and the introduction of Industry 4.0, retraining is increasingly becoming a necessity for many industries, with the realisation that organisations must change or adapt to remain competitive.

NTPC is the only recognised administrator and facilitator of Apprenticeship programmes in Fiji, as well as Trade Testing. These programmes ensure that opportunities are given to skilled individuals so they can remain competitive in the face of growing demands by the industries for a qualified and experienced workforce.

NTPC also delivers the Fiji Government-funded Sustainable Livelihood Programme (SLP) in rural and maritime communities through its Non-Formal Education Department. The SLP ensures that all individuals interested in skills training are not left behind. The programmes help develop and empower people in rural and maritime communities with practical skills to assist them to improve their lives and their communities.

We are also the proud facilitators of the Fiji Business Excellence Awards and other productivity related programmes such as National Convention on Quality to promote business excellence practices, and benchmark our local organisations against international standards.

We also provide suitable tailor-made courses, and in-house trainings depending on your requirements to bridge the existing skills gap need for your workforce.

We hope that this Training Schedule serves as a useful guide to you and your organisation, and we look forward to assisting you at NTPC.

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Disclaimer: The University's National Training and Productivity Centre will seek to deliver each course in accordance with the descriptions set out in the relevant course. However, there may be situations in which it is desirable or necessary to make changes in course provision, either before or after enrolment.

DIVISION OF TRAINING



DEPARTMENT OF TOURISM, HOSPITALITY, FASHION & TRAVEL

CERTIFICATE OF ATTAINMENT IN FRONT OFFICE & CUSTOMER RELATIONS

SEMESTER 1

Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Industry Hospitality Overview	Feb 15-17	\$275	Nadi/ Suva/ Labasa	Blended
Telephone Etiquette	Feb 22-24			
MARCH				
IT Hospitality Basic Program	Mar 1-4	\$330	Nadi/ Suva/ Labasa	Blended
Reservation Procedures & Service	Mar 8-10	\$275		
Hotel Accommodation Reception Services	Mar 15-17			
APRIL				
Handling Guest Complaint	Apr 6-8	\$275	Nadi/ Suva/ Labasa	Blended
Professional Porters & Concierge Service	Apr 12-14			
Customer Service	Apr 19-21			
Night Auditing	Apr 26-28			
MAY				
Basic Front Office Supervision	May 3-5	\$275	Nadi/ Suva/ Labasa	Blended
Basic Front Office Management	May 24-25	\$330		
JUNE				
IT Hospitality Reservation Room Master	May 31 - Jun 2	\$330	Nadi/ Suva/ Labasa	Blended
IT Hospitality Accommodation RoomMaster	Jun 7-9			
IT Hospitality Fidelio OPERA	Jun 14-16			
Final Exam/Assessment Week	Jun 21-25	\$110		F2F
JULY				
SEMESTER 2				
Industry Hospitality Overview	Jul 19-21	\$275	Nadi/ Suva/ Labasa	Blended
Telephone Etiquette	Jul 26-28			

AUGUST

IT Hospitality Basic Program	Aug 2-5	\$330	Nadi/ Suva/ Labasa	Blended
Reservation Procedures & Service	Aug 9-11			
Hotel Accommodation Reception Services	Aug 16-18			
Handling Guest Complaint	Aug 30 - Sep 1			

SEPTEMBER

Professional Porters & Concierge Service	Sep 6-9	\$275	Nadi/ Suva/ Labasa	Blended
Customer Service	Sep 13-15			
Night Auditing	Sep 20-22			
Basic Front Office Supervision	Sep 28-30			

OCTOBER

Basic Front Office Management	Oct 12-14	\$330	Nadi/ Suva/ Labasa	Blended
IT Hospitality Reservation Room Master	Oct 19-21			
IT Hospitality Accommodation Room Master	Oct 25-27			

NOVEMBER

IT Hospitality Fidelio OPERA	Nov 1-3	\$330	Nadi/ Suva/ Labasa	Blended
Final Exam/Assessment Week	Nov 8-10	\$110		F2F

CERTIFICATE OF ATTAINMENT IN HOUSEKEEPING AND ACCOMMODATION

SEMESTER 1

Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Hospitality Operation	Feb 15-17	\$275	Nadi/ Suva	Blended
Hospitality Operation	Feb 18-20		Labasa	
Roles & Responsibilities of Housekeeping & Quality Customer Service	Feb 22-24		Nadi/ Suva	
Roles & Responsibilities of Housekeeping & Quality Customer Service	Feb 25-27		Labasa	



MARCH				
Professional Guestroom Cleaning and Procedures	Mar 1-3	\$275	Nadi/ Suva	Blended
Professional Guestroom Cleaning and Procedures	Mar 4-6		Labasa	
IT Hospitality Housekeeping Accommodation Room Master	Mar 8-10		Nadi/ Suva	
IT Hospitality Housekeeping Accommodation Room Master	Mar 11-13		Labasa	
General Deep Cleaning And periodic Maintenance	Mar 15-17		Nadi/ Suva	
General Deep Cleaning And periodic Maintenance	Mar 18-20		Labasa	
Public Area Cleaning	Mar 22 -24		Nadi/ Suva	
Public Area Cleaning	Mar 25-27		Labasa	
Sanitation and Hygiene in the Guestroom	Mar 29-31		Nadi/ Suva	
APRIL				
Sanitation and Hygiene in the Guestroom	Apr 8-10	\$275	Labasa	Blended
Laundry Management	Apr 12-14		Nadi/ Suva	
Laundry Management	Apr 15-17		Labasa	
Basic Housekeeping Supervision	Apr 19-21		Nadi/ Suva	
Basic Housekeeping Supervision	Apr 22-24		Labasa	
Basic Housekeeping Cost Control	Apr 26-28		Nadi/ Suva	
Basic Housekeeping Cost Control	Apr 29 - May 1		Labasa	
MAY				
Managing Linen Inventories	May 6-8	\$275	Nadi/ Suva	Blended
Managing Linen Inventories	May 8-9		Labasa	
Housekeeping and Accommodation Services Assessment	May 10-12		Nadi/ Suva	F2F
Housekeeping and Accommodation Services Assessment	May 13-15		Labasa	
JULY				
SEMESTER 2				
Hospitality Operation	Jul 19-21	\$275	Nadi/ Suva	Blended
Hospitality Operation	Jul 22-24		Labasa	
Roles and Responsibilities of Housekeeping and Quality Customer Service	Jul 26-28		Nadi/ Suva	
Roles and Responsibilities of Housekeeping and Quality Customer Service	Jul 29-31		Labasa	
AUGUST				
Professional Guestroom Cleaning and Procedures	Aug 2-4	\$275	Nadi/ Suva	Blended
Professional Guestroom Cleaning and Procedures	Aug 5-7		Labasa	
IT Hospitality Housekeeping Accommodation Room Master	Aug 9-12		Nadi/ Suva	
IT Hospitality Housekeeping Accommodation Room Master	Aug 12-14		Labasa	
General Deep Cleaning And periodic Maintenance	Aug 16-18		Nadi/ Suva	

General Deep Cleaning And periodic Maintenance	Aug 19-21	\$275	Labasa	Blended
Public Area Cleaning	Aug 23-25		Nadi/ Suva	
Public Area Cleaning	Aug 26-28		Labasa	
Sanitation and Hygiene in the Guestroom	Aug 30 - Sep 1		Nadi/ Suva	
SEPTEMBER				
Sanitation and Hygiene in the Guestroom	Sep 2-4	\$275	Labasa	Blended
Laundry Management	Sep 6-9		Nadi/ Suva	
Laundry Management	Sep 9-11		Labasa	
Basic Housekeeping Supervision	Sep 13-15		Nadi/ Suva	
Basic Housekeeping Supervision	Sep 16-18		Labasa	
Basic Housekeeping Cost Control	Sep 20-22		Nadi/ Suva	
Basic Housekeeping Cost Control	Sep 23-25		Labasa	
Managing Linen Inventories	Sep 27-29		Nadi/ Suva	
Managing Linen Inventories	Sep 30 - Oct 2		Labasa	
OCTOBER				
Housekeeping and Accommodation Services Assessment	Oct 4-6	\$275	Nadi/ Suva	F2F
Housekeeping and Accommodation Services Assessment	Oct 7-9		Labasa	

CERTIFICATE OF PARTICIPATION IN ROOMS DIVISION MANAGEMENT

SEMESTER 1

Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Rooms Division Management - Module I	Feb 18 - Mar 19	\$638	Nadi/ Suva/ Labasa	Online/ F2F
MARCH				
Rooms Division Management - Module II	Mar 25 - Apr 23	\$649	Nadi/ Suva/ Labasa	Online/ F2F
APRIL				
Rooms Division Management - Module III	Apr 29 - May 28	\$649	Nadi/ Suva/ Labasa	Online/ F2F
JULY				
SEMESTER 2				
Rooms Division Management - Module I	Jul 22 - Aug 20	\$638	Nadi/ Suva/ Labasa	Online/ F2F
AUGUST				
Rooms Division Management - Module II	Aug 26 - Sep 24	\$649	Nadi/ Suva/ Labasa	Online/ F2F
SEPTEMBER				
Rooms Division Management - Module III	Sep 30 - Oct 29	\$649	Nadi/ Suva/ Labasa	Online/ F2F



CERTIFICATE OF ATTAINMENT IN TRAVEL AND TOURISM

SEMESTER 1

Course Name	Date	Fees	Venue (Centre)	Mode
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FEBRUARY

Tourism Industry Knowledge	Feb 15-24	\$385	Nadi/ Suva/ Labasa	Blended
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MARCH

Tour Guiding Fundamentals	Mar 1-10	\$385	Nadi/ Suva/ Labasa	Blended
Dealing with Customers and Colleagues	Mar 15-24			
Strategic selling of Tourism Products and Services	Mar 29 - Apr 7			

APRIL

Co-ordinate Arrival and Departure Assistance	Apr 12-21	\$385	Nadi/ Suva/ Labasa	Blended
Inbound Travel Services 1	Apr 26 - May 4			

MAY

Inbound Travel Services 2	May 10-12	\$385	Nadi/ Suva/ Labasa	Blended
Inbound Travel Services 3	May 17-21			
Certificate of Attainment Assessment	May 24-25	\$20	Nadi/ Suva/ Labasa	F2F

JULY

SEMESTER 2

Tourism Industry Knowledge	Jul 19-28	\$385	Nadi/ Suva/ Labasa	Blended
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AUGUST

Tour Guiding Fundamentals	Aug 2-11	\$385	Nadi/ Suva/ Labasa	Blended
Dealing with Customers and Colleagues	Aug 16-25			
Strategic selling of Tourism Products and Services	Aug 30 - Sep 13			

SEPTEMBER

Co-ordinate Arrival and Departure Assistance	Sep 14-22	\$385	Nadi/ Suva/ Labasa	Blended
Inbound Travel Services 1	Sep 27 - Oct 6			

OCTOBER

Inbound Travel Services 2	Oct 11-18	\$385	Nadi/ Suva/ Labasa	Blended
Inbound Travel Services 3	Oct 20-25			
Certificate of Attainment Assessment	Oct 26-27	\$20	Nadi/ Suva/ Labasa	F2F

CERTIFICATE OF ATTAINMENT IN COMMERCIAL COOKERY

SEMESTER 1

Course Name	Date	Fees	Venue (Centre)	Mode
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FEBRUARY

Kitchen Hygiene and OHS	Feb 15-17	\$275	Nadi/ Suva	Blended
Principles and Methods of Cookery	Feb 22-24			

MARCH

Organize and Prepare Food	Mar 1-3	\$275	Nadi/ Suva	Blended
Stocks Soups and Sauce Production	Mar 8-10			
Salads and Appetizers	Mar 15-17			
Prepare Sandwiches	Mar 22-24			
Basic Pastries and Cakes	Mar 29-31			

APRIL

Basic Yeast Goods	Apr 12-14	\$275	Nadi/ Suva	Blended
Breakfast Cookery and Kitchen Attendance	Apr 19-21			
Poultry and Game Preparation	Apr 26-28			

MAY

Fish and Shell fish Preparation	May 3-5	\$275	Nadi/ Suva	Blended
Lamb, Pork and Beef Preparation	May 10-12			
Innovative Ways of using Local Cuisine	May 17-19			
Eggs and Farinaceous dishes	May 24-26			
Kitchen Cost Control	May 31 - Jun 2			

JUNE

Menu Planning	June 7-9	\$275	Nadi/ Suva	Blended
Showpiece and Buffet Techniques	June 14-16			
Final Assessment Semester 1	June 21-22			

JULY

SEMESTER 2

Kitchen Hygiene and OHS	Jul 19-21	\$275	Nadi/ Suva	Blended
Principles and Methods of Cookery	Jul 22-24			

AUGUST

Organize and Prepare Food	Aug 2-4	\$275	Nadi/ Suva	Blended
Stocks Soups and Sauce Production	Aug 9-11			
Salads and Appetizers	Aug 16-18			
Prepare Sandwiches	Aug 23-25			
Basic Pastries and Cakes	Aug 30 - Sep 1			

SEPTEMBER

Basic Yeast Goods	Sep 13-15	\$275	Nadi/ Suva	Blended
Breakfast Cookery and Kitchen Attendance	Sep 20-22			
Poultry and Game Preparation	Sep 27-29			

OCTOBER

Fish and Shell fish Preparation	Oct 4-6	\$275	Nadi/ Suva	Blended
Lamb, Pork and Beef Preparation	Oct 11-13			
Innovative Ways of using Local Cuisine	Oct 25-27			

NOVEMBER

Eggs and Farinaceous dishes	Nov 1-3	\$275	Nadi/ Suva	Blended
Kitchen Cost Control	Nov 8-10			
Menu Planning	Nov 15-17			
Showpiece and Buffet Techniques	Nov 22-24			
Final Assessment Semester 1	Nov 29 - Dec 1			

CERTIFICATE OF ATTAINMENT IN BAKING AND PATISSERIE

SEMESTER 1

Course Name	Date	Fees	Venue (Centre)	Mode
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FEBRUARY

OHS & Kitchen Hygiene in Baking and Patisserie	Feb 15-17	\$275	Nadi/ Suva	Blended
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Basic Baking and Patisserie Delights	Feb 22-24	\$275	Nadi/ Suva	Blended
MARCH				
Basic coffee shop delicacies	Mar 1-3	\$275	Nadi/ Suva	Blended
Cake baking	Mar 8-10			
Cream Based cakes	Mar 15-17			
Basic Cake Decoration	Mar 22-24			
Advance Cake Decoration	Mar 29-31			
APRIL				
Pies and Tarts	Apr 6-8	\$275	Nadi/ Suva	Blended
Puff and Choux Pastry	Apr 12-14			
Breads and Rolls	Apr 19-21			
Biscuits, Meringue and Cookies	Apr 26-28			
MAY				
Croissants, Danish and Breakfast Pastries	May 3-5	\$275	Nadi/ Suva	Blended
Hot and Cold Desserts	May 10-12			
Chocolate Works	May 17-18			
Cakes for Special Events	May 24-26			
Baking and Patisserie Assessment	May 31 - Jun 2			
JULY				
SEMESTER 2				
OHS & Kitchen Hygiene in Baking and Patisserie	Jul 19-21	\$275	Nadi/ Suva	Blended
Basic Baking & Patisserie Delights	Jul 26-28			
AUGUST				
Basic coffee shop delicacies	Aug 2-4	\$275	Nadi/ Suva	Blended
Cake baking	Aug 9-11			
Cream Based cakes	Aug 16-18			
Basic Cake Decoration	Aug 23-25			
Advance Cake Decoration	Aug 30 - Sep 1			
SEPTEMBER				
Pies and Tarts	Sep 6-8	\$275	Nadi/ Suva	Blended
Puff and Choux Pastry	Sep 13-15			
Breads and Rolls	Sep 20-22			
Biscuits, Meringue and Cookies	Sep 27-29			
OCTOBER				
Croissants, Danish and Breakfast Pastries	Oct 4-6	\$275	Nadi/ Suva	Blended
Hot and Cold Desserts	Oct 11-13			
Chocolate Works	Oct 18-20			
Cakes for Special Events	Oct 25-27			
NOVEMBER				
Baking and Patisserie Assessment	Nov 1-3	\$275	Nadi/ Suva	Blended
CERTIFICATE OF ATTAINMENT IN EVENTS PLANNING AND MANAGEMENT				
SEMESTER 1				
Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Events Planning & Management - Module 1	Feb 15 - Mar 1	\$484	Nadi/ Suva	Blended
MARCH				
Events Planning & Management - Module 2	Mar 8-29	\$484	Nadi/ Suva	Blended

APRIL				
Events Planning & Management - Module 3	Apr 5-26	\$484	Nadi/Suva	Blended
JULY				
Semester 2				
Events Planning & Management - Module 1	Jul 19 - Aug 2	\$484	Nadi/Suva	Blended
AUGUST				
Events Planning & Management - Module 2	Aug 9-30	\$484	Nadi/Suva	Blended
SEPTEMBER				
Events Planning & Management - Module 3	Sep 6-27	\$484	Nadi/Suva	Blended

CERTIFICATE OF ATTAINMENT IN HOSPITALITY SALES AND MARKETING

SEMESTER 1				
Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Hospitality Sales and Marketing - Module 1	Feb 18 - Mar 12	\$440	Nadi/Suva	Blended
MARCH				
Hospitality Sales and Marketing - Module 2	Mar 18 - Apr 9	\$440	Nadi/Suva	Blended
APRIL				
Hospitality Sales and Marketing - Module 3	Apr 15 - May 7	\$440	Nadi/Suva	Blended
JULY				
SEMESTER 2				
Hospitality Sales and Marketing - Module 1	Jul 22 - Aug 13	\$440	Nadi/Suva	Blended
AUGUST				
Hospitality Sales and Marketing - Module 2	Aug 19 - Sep 10	\$440	Nadi/Suva	Blended
SEPTEMBER				
Hospitality Sales and Marketing - Module 3	Sep 16 - Oct 8	\$440	Nadi/Suva	Blended

CERTIFICATE OF ATTAINMENT IN HAIRDRESSING

SEMESTER 1				
Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Hairdressing Concepts	Feb 17-26	\$704	Nadi	F2F
MARCH				
Hairdressing Products & Equipment	Mar 3-12	\$704	Nadi	F2F
Hair & Scalp Treatment	Mar 17 -26			
Anatomy, Physiology & Chemistry of Hair	Mar 31 - Apr 15			
APRIL				
Hairstyling	Apr 16-29	\$704	Nadi	F2F
Shampoo & Conditioning	Apr 30 -May 13			
MAY				
Haircutting	May 14 - Jun 27	\$704	Nadi	F2F
JUNE				
Chemical Treatments	Jun 30-Jul 9	\$704	Nadi	F2F



JULY				
SEMESTER 2				
Hairdressing Concepts	Jul 21-30	\$704	Nadi	F2F
AUGUST				
Hairdressing Products & Equipment	Aug 4-13	\$704	Nadi	F2F
Hair & Scalp Treatment	Aug 18-27			
SEPTEMBER				
Anatomy, Physiology & Chemistry of Hair	Sep 1-10	\$704	Nadi	F2F
Hairstyling	Sep 15-24			
Shampoo & Conditioning	Sep 29 -Oct 8			
OCTOBER				
Haircutting	Oct 13-22	\$704	Nadi	F2F
NOVEMBER				
Chemical Treatments	Nov 3-12	\$704	Nadi	F2F
CERTIFICATE OF ATTAINMENT IN BEAUTY THERAPY				
SEMESTER 1				
Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Beauty Therapy Industry Fundamentals	Feb 15-24	\$704	Nadi	F2F
Beauty Therapy Products & Equipment	Feb 24 -Mar 9			
MARCH				
Threading & Tinting	Mar 10-23	\$704	Nadi	F2F
Basic Waxing Services	Mar 24 - Apr 7			
APRIL				
Body Treatments	Apr 12-24	\$704	Nadi	F2F
MAY				
Facial Treatments	May 4-15	\$704	Nadi	F2F
Basic Manicure & Pedicre Services	May 17-28			
JUNE				
Basic Makeup Service	Jun 1-11	\$704	Nadi	F2F
JULY				
Semester 2				
Beauty Therapy Industry Fundamentals	Jul 19-28	\$704	Nadi	F2F
AUGUST				
Beauty Therapy Products & Equipment	Aug 2-11	\$704	Nadi	F2F
Threading & Tinting	Aug 16-25			
Basic Waxing Services	Aug 30 - Sep 13			
SEPTEMBER				
Body Treatments	Sep 15-30	\$704	Nadi	F2F
OCTOBER				
Facial Treatments	Oct 4-15	\$704	Nadi	F2F
Basic Manicure & Pedicre Services	Oct 18 - 29			
NOVEMBER				
Basic Makeup Service	Nov 2-12	\$704	Nadi	F2F

CERTIFICATE OF ATTAINMENT IN RESTAURANT OPERATIONS

SEMESTER 1				
Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Personal / Workplace Hygiene	Feb 15-17	\$275	Nadi/ Suva	F2F
Restaurant Preparation & Services stage 1	Feb 22-24			
MARCH				
Restaurant Preparation & Services stage 2	Mar 1-3	\$275	Nadi/ Suva	F2F
Bar Preparation & Services	Mar 8-10			
Wine & Beverage Services	Mar 15-17			
Wine Evaluation	Mar 22-24			
Cocktail Mixing	Mar 29-31			
APRIL				
Function & Banquet	Apr 5-7	\$275	Nadi/ Suva	F2F
Non Alcoholic Beverages	Apr 11-12			
Room Services	Apr 19-21			
Gueridon/Silver Services	Apr 26-28			
MAY				
Receiving & Storing of Goods	May 3-5	\$275	Nadi/ Suva	F2F
Purchasing Procurement	May 10-12			
Cost Control	May 17-19			
Basic Supervision	May 24-26			
JULY				
SEMESTER 2				
Personal / Workplace Hygiene	Jul 19-21	\$275	Nadi/ Suva	F2F
Restaurant Preparation & Services stage 1	Jul 26-28			
AUGUST				
Restaurant Preparation & Services stage 2	Aug 2-4	\$275	Nadi/ Suva	F2F
Bar Preparation & Services	Aug 9-11			
Wine & Beverage Services	Aug 16-18			
Wine Evaluation	Aug 23-25			
Cocktail Mixing	Aug 30 - Sep 1			
SEPTEMBER				
Function & Banquet	Sep 6-8	\$275	Nadi/ Suva	F2F
Non Alcoholic Beverages	Sep 13-15			
Room Services	Sep 20-22			
Gueridon/Silver Services	Sep 27-29			
OCTOBER				
Receiving & Storing of Goods	Oct 4-10	\$275	Nadi/ Suva	F2F
Purchasing Procurement	Oct 11-13			
Cost Control	Oct 18-20			
Basic Supervision	Oct 25-27			
CERTIFICATE OF PARTICIPATION IN FASHION & DESIGN				
SEMESTER 1				
Course Name	Date	Fees	Venue (Centre)	Mode
FEBRUARY				
Sewing Machinist	Feb 15-18	\$77	Suva	F2F
Pattern Making	Feb 22-25	\$110	Suva	online/ F2F



MARCH				
Freehand Cutting garment construction	Mar 1-3	\$110	Suva	F2F
T-Shirt Making	Mar 8-11	\$88		
Sewing Machinist	Mar 15-18	\$77		
Dress Making	Mar 22-25	\$88		
BEST-Sewing Techniques-Basic Intermediate Tasks	Mar 29 - Apr 1	\$77		
APRIL				
Freehand Cutting garment construction	Apr 5-8	\$110	Suva	F2F
Sewing Machinist	Apr 12-15	\$77		
Ladies trouser Making	Apr 19-22	\$110		
Pattern Making	Apr 26-29			
online/ F2F				
MAY				
Business Long Sleeve shirt Making	May 3-6	\$110	Suva	F2F
Ladies trouser Making	May 10-13			
Freehand Cutting garment construction	May 17-20			
Sewing Machinist	May 24-27	\$77		
Evening Gown Wear	May 31 - Jun 3	\$110		
JUNE				
BEST-Princess Line Dress Making	Jun 7-10	\$77	Suva	F2F
Pattern Making	Jun 14-17	\$110		online/ F2F
Sewing Machinist	Jun 21-24	\$77		F2F
Freehand Cutting garment construction	Jun 28 -Jul 1	\$110		
JULY				
Semester 2				
Dress Making	Jul 5-8	\$88	Suva	F2F
BEST-Evening Wear Dress Making	Jul 12-15	\$77		
Pattern Making	Jul 19- 22	\$110		online/ F2F
Bula Wear	Jul 26- 29			F2F
AUGUST				
Evening Gown Wear	Aug 2-5	\$110	Suva	F2F
Pattern Making	Aug 9-12			online/ F2F
Bula Wear	Aug 16-19			F2F
Sewing Machinist	Aug 23-26	\$77		
SEPTEMBER				
Business Long Sleeve shirt Making	Sep 6-9	\$110	Suva	F2F
Wedding Gown	Sep 13-16			
Sewing Machinist	Sep 20-23	\$77		
Machine Maintenance and Safety	Sep 27-30	\$110		
OCTOBER				
Freehand Cutting garment construction	Oct 4-7	\$110	Suva	F2F
Sewing Machinist	Oct 11-14	\$77		
Sewing Machinist	Oct 18-21	\$77		
Bula Wear	Oct 25-28	\$110		
NOVEMBER				
T-Shirt Making	Nov 1-4	\$88	Suva	F2F
Sewing Machinist	Nov 8-11	\$77		
Pattern Making	Nov 15-18	\$110	Suva	online/ F2F

Freehand Cutting garment construction	Nov 22-25	\$110	Suva	F2F
Bula Wear	Nov 29 - Dec 1	\$110		

GENERAL TRAINING PROGRAMS IN TOURISM, HOSPITALITY & FASHION

FEBRUARY				
Course Name	Date	Fees	Venue (Centre)	Mode
Fundamentals of Event Planning Management	Feb-10	\$99	Nadi/ Suva / Labasa	Online
Valentines Cake Decoration	Feb-11		Nadi	F2F
Men's Babering Skills	Feb 11-12	\$149		
Valentines Cake Decoration	Feb-12	\$99	Suva	F2F
Enduring Team Effectiveness	Feb-17		Nadi	Online/ F2F
Safe Food Handling	Feb-19			F2F
Professional Guestroom Cleaning	Feb-19			
Men's Babering Skills	Feb 18-19	\$149	Suva	
Cost Control and Budget Planning	Feb-24	\$99	Nadi/ Suva / Labasa	Online
Exceptional Customer Service Skills	Feb-25		Nadi	F2F
Housekeeping Quality Control Procedures	Feb-25		Labasa / Nadi	Online/ F2F
Leadership and Management Skills for Supervisors in Hospitality	Feb 24-25	\$149	Suva/ Labasa	Online/ F2F
Exceptional Customer Service Skills	Feb-26	\$99	Suva	F2F
Safe Food Handling	Feb-26			
Hot stone massage	Feb 24-26	\$225	Nadi	
Child Care	Feb-26	\$99	Nadi/ Suva	Online/ F2F
MARCH				
Fundamentals of Restaurant Services & Table Setup	Mar-05	\$99	Nadi	F2F
Social Media Marketing Skills	Mar-05		Nadi/ Suva / Labasa	Online
Ladies hair cutting	Mar 3-5	\$225	Nadi	
Handling Guest Complaint	Mar-11	\$99	Nadi/ Suva / Labasa	F2F
Housekeeping Supervision Skills	Mar-12		Suva / Nadi	Online/ F2F
Baking Fundamentals	Mar-12		Nadi	F2F
Child Protection	Mar-12		Nadi/ Suva	Online/ F2F
Exceeding Visitors Expectations	Mar-18		Nadi	
Floral Arrangement	Mar-19		Suva	F2F
Baking Fundamentals	Mar-19			
Preparing Profit & Loss Statements	Mar-19		Nadi/ Suva / Labasa	Online
Ladies hair cutting	Mar 17-19	\$225	Suva	F2F
Service Ambassadors In the Travel and Hospitality Industry	Mar-26	\$99	Suva/ Labasa	Online/ F2F
Bamboo Massage	Mar 24-26	\$225	Nadi	
Fundamentals of Restaurant Services & Table Setup	Mar-29	\$99	Suva	F2F
APRIL				
Bar Management	Apr-02	\$99	Nadi	F2F



Public Area Cleaning	Apr-09	\$99	Nadi	F2F
Exceptional Customer Service Skills	Apr-09		Suva / Labasa	Online/ F2F
Hospitality Supervisory Skills	Apr-09		Nadi/ Suva / Labasa	Online
OHS & Hygiene Regulations for Beauty Industry	Apr 8-9	\$149	Nadi	F2F
Puff and Danish Pastries	Apr-16	\$99		
Counselling in Early Childhood Education	Apr 15-16	\$149	Nadi/ Suva	Online/ F2F
Effective Employee Management Skills	Apr-21	\$99	Nadi/ Suva / Labasa	Online
Telephone Etiquette	Apr-22			F2F
Housekeeping Accommodation Supervision	Apr-23		Labasa / Nadi	Online/ F2F
Exceptional Customer Service Skills	Apr-23		Nadi	
Puff and Danish Pastries	Apr-23	\$149		
OHS & Hygiene Regulations for Beauty Industry	Apr 22-23		Suva	F2F
Bar Management	Apr-30		\$99	
MAY				
Bridal Hairstyling & makeup	May 5-7	\$225	Nadi	F2F
Organising Room booking & Travel Plan	May-06	\$99		
Strategic Selling Techniques	May-06		Nadi/ Suva / Labasa	Online
Leadership and Management Skills for Supervisors in Hospitality	May 6-7	\$149	Nadi	Online/ F2F
Responsible Service of Alcohol	May 6-7			F2F
Inventory Management	May-14	\$99	Labasa / Nadi	Online/ F2F
Basic Cake Baking & Decoration	May-14		Nadi	
Basic Cake Baking & Decoration	May-21		Suva	F2F
Organising Room booking & Travel Plan	May-21		Suva/ Labasa	
Child Growth and Development	May 20-21	\$149	Nadi/ Suva	Online/ F2F
Upselling and Suggestive Selling Techniques	May-27	\$99	Nadi/ Suva / Labasa	Online
Enduring Team Effectiveness	May-27			Online/ F2F
Bridal Hairstyling & makeup	May 26-28	\$225	Suva	F2F
Responsible Service of Alcohol	May 27-28	\$149		
JUNE				
Professional Development and Leadership	Jun 3-4	\$149	Nadi/ Suva	Online/ F2F
Foot Reflexology	Jun 3-4		Nadi	F2F
Cocktail Mixing	Jun-04	\$99	Nadi/ Suva / Labasa	Online
Complaint handling and Service Recovery	Jun-10			
Commercial Laundry Management Skills	Jun-11		Nadi	F2F
Cakes for Special Occasions	Jun-11		Nadi/ Suva / Labasa	
Reception Skills	Jun-17			
Cakes for Special Occasions	Jun-18		Suva	
Effective Time Management Skills	Jun-23		Nadi/ Suva / Labasa	Online

Foot Reflexology	Jun 24-25	\$149	Suva	F2F	
Cocktail Mixing	Jun-25	\$99			
Floral Arrangment	Jun-25		Nadi		
Cocktail Mixing	Jun-25		Suva		
JULY					
Barista	Jul-02	\$99	Nadi	F2F	
Exceeding Visitors Expectations	Jul-08			Online/ F2F	
Fundamentals of Event Planning Management	Jul-08		Nadi/ Suva / Labasa	Online	
Men's Babering Skills	Jul 8-9	\$149	Nadi	F2F	
Administration and Front Office Skills	Jul-16	\$99	Nadi/ Suva / Labasa		
Professional Guestroom Cleaning	Jul-16		Nadi		
Men's Babering Skills	Jul 15-16	\$149	Suva		
Valentines Cake Decoration	Jul-16	\$99	Nadi	Online/ F2F	
Enduring Team Effectiveness	Jul-21		Suva/ Labasa		
Valentines Cake Decoration	Jul-23		Suva		
Cost Control and Budget Planning	Jul-28		Nadi/ Suva / Labasa		
Hot stone massage	Jul 28-30	\$225	Nadi	F2F	
Barista	Jul-30	\$99	Suva		
Housekeeping Quality Control Procedures	Jul-30		Labasa / Nadi	Online/ F2F	
Child Care	Jul-30		Nadi/ Suva		
AUGUST					
Social Media Marketing Skills	Aug-05	\$99	Nadi/ Suva / Labasa	Online	
Exceeding Visitors Expectations	Aug-05		Nadi	Online/ F2F	
Safe Food Handling	Aug-06			F2F	
Ladies hair cutting	Aug 4-6	\$225			
Exceptional Customer Service Skills	Aug-12	\$99	Suva / Nadi		Online/ F2F
Housekeeping Supervision Skills	Aug-13		Nadi		F2F
Baking Fundamentals	Aug-13		\$225	Suva	
Ladies hair cutting	Aug 11-13	\$99	Suva / Labasa		
Exceptional Customer Service Skills	Aug-19		Nadi		
Floral Arrangment	Aug-20		Suva		
Baking Fundamentals	Aug-20		Nadi/ Suva		
Child Protection	Aug-20	\$99	Suva/ Labasa	Online/ F2F	
Service Ambassadors In the Travel and Hospitality Industry	Aug-20		Nadi/ Suva / Labasa	Online	
Preparing Profit & Loss Statements	Aug-25		Suva	F2F	
Safe Food Handling	Aug-27		Nadi		
Bamboo Massage	Aug 25-27	\$225	Nadi		
SEPTEMBER					
Fundamentals of Restaurant Services & Table Setup	Sep-04	\$99	Nadi	F2F	
Hospitality Supervisory Skills	Sep-09		Nadi/ Suva / Labasa	Online	
Puff and Danish Pastries	Sep-10		Nadi	F2F	
Public Area Cleaning	Sep-10				
OHS & Hygiene Regulations for Beauty Industry	Sep 9-10	\$149			
Handling Guest Complaint	Sep-16	\$99	Suva/ Labasa		



Exceptional Customer Service Skills	Sep-17	\$99	Nadi	Online/ F2F
Puff and Danish Pastries	Sep-17		Suva	F2F
Effective Employee Management Skills	Sep-22		Nadi/ Suva / Labasa	Online
Telephone Etiquette	Sep-23		Nadi	F2F
Housekeeping Accommodation Supervision	Sep-24	\$149	Nadi	
OHS & Hygiene Regulations for Beauty Industry	Sep 23-24		Suva	
Counselling in Early Childhood Education	Sep 23-24		Nadi/ Suva	Online/ F2F
Fundamentals of Restaurant Services & Table Setup	Sep-25	\$99	Suva	F2F
OCTOBER				
Bar Management	Oct-02	\$99	Nadi	F2F
Strategic Selling Techniques	Oct-07		Nadi/ Suva / Labasa	Online
Bridal Hairstyling & makeup	Oct 6-8	\$225	Nadi	F2F
Leadership and Management Skills for Supervisors in Hospitality	Oct 12-13	\$149		Online/ F2F
Inventory Management	Oct-15	\$99	Labasa / Nadi	Online/ F2F
Exceptional Customer Service Skills	Oct-15		Suva/ Labasa	Online/ F2F
Basic Cake Baking & Decoration	Oct-15		Nadi	F2F
Reception Skills	Oct-21		Nadi/ Suva / Labasa	

Basic Cake Baking & Decoration	Oct-22	\$99	Suva	\$99
Bridal Hairstyling & makeup	Oct 20-22	\$225		
Child Growth and Development	Oct 21-22	\$149	Nadi/ Suva	Online/ F2F
Upselling and Suggestive Selling Techniques	Oct-27	\$99	Nadi/ Suva / Labasa	Online
Bar Management	Oct-30		Suva	\$99
NOVEMBER				
Organising Room booking & Travel Plan	Nov-04	\$99	Nadi/ Suva / Labasa	F2F
Foot Reflexology	Nov 4-5	\$149	Nadi	
Professional Development and Leadership	Nov 4-5		Nadi/ Suva	Online/ F2F
Responsible Service of Alcohol	Nov 5-6		Nadi	F2F
Complaint handling and Service Recovery	Nov-11	\$99	Nadi/ Suva / Labasa	Online
Cakes for Special Occasions	Nov-12		Nadi	F2F
Commercial Laundry Management Skills	Nov-12			
Floral Arrangment	Nov-19		Suva	Online
Cakes for Special Occasions	Nov-19			
Effective Time Management Skills	Nov-24		Nadi/ Suva / Labasa	Online
Foot Reflexology	Nov 25-26	\$149	Suva	F2F
Responsible Service of Alcohol	Nov 26-27			

DEPARTMENT OF INFORMATION TECHNOLOGY

Course Name	Training Dates	Fees	Venue (Centre)	Mode
JANUARY				
Computers at Beginners Level	Jan 4 - 8	\$275	Nadi/ Suva	Day
Essentials of Office Computing	Jan 4 - 30	\$550	Lautoka	Evening
Fundamentals of Graphics Design	Jan 7 - 15	\$605	Suva	Day
Computers at Beginners Level	Jan 11- 15	\$275	Lautoka	
IT Security Awareness	Jan 11- 15	\$198	Suva	Online
Certificate of Attainment in Responsive Web Design and Development	Jan 11 - Mar 12	\$1,050	Lautoka	Evening
Microsoft Office Excel-Foundation	Jan 15	\$99	Nadi	Day
Computerized Accounting - MYOB	Jan 19- 29	\$825	Nadi	Evening
Computing Skills for Medical Professionals	Jan 25- 29	\$550	Suva	Day
IP Addressing and Subnetting	Jan 26- 27	\$275	Suva	
Interactive Excel Dashboard	Jan 28	\$165	Nadi	Day/ Online
FEBRUARY				
Windows Server Administration	Feb 1 - 8	\$495	Nadi	Evening
Computing Skills for Academics	Feb 1 - 4	\$385	Suva	Day

Computers at Intermediate Level	Feb 1 - 5	\$313.50	Lautoka	Day
CompTIA A+ Training	Feb 1 - 26	\$1,100	Suva	Evening
Microsoft Project for Managers	Feb 3 - 4	\$330	Lautoka	Day
Design and Develop Databases	Feb 4 - 5	\$495	Suva	
Computers at Intermediate Level	Feb 8 - 12	\$313.50	Nadi/ Suva	Evening
Computerized Accounting - MYOB	Feb 8 - 19	\$825	Lautoka	
Essentials of Network and Systems Administration	Feb 8 - 19	\$445.50	Suva	Day
Software Installation for Beginners	Feb 12	\$198	Lautoka	
IT Security Awareness	Feb 15- 19	\$198	Suva	Online
Fundamentals of Graphic Design	Feb 15- 23	\$605	Lautoka	Day
Windows Server Administration	Feb 15- 23	\$495	Suva	Evening
Computing Skills for Academics	Feb 15- 26	\$385	Nadi	
Microsoft Office Excel - Foundation	Feb 18	\$99	Suva	Day
Microsoft Office Excel-Intermediate	Feb 18	\$159.50	Nadi	
Microsoft Office Excel - Foundation	Feb 19	\$99	Lautoka	Day
Data Analysis and Data Visualization with Python	Feb 22 - 24	\$245	Suva	



Embracing Industry 4.0 with ICT Tools and Techniques	Feb 24- 25	\$330	Nadi	Day
Fundamentals of Video Editing	Feb 24- 25	\$275		
Microsoft Project for Managers	Feb 25- 26	\$330	Suva	
MARCH				
CompTIA Cloud Essentials+ Training	Mar 1 - 19	\$880	Suva	Evening
Ethical Hacking for Beginners	Mar 2 - 4	\$250	Nadi	
IP Addressing and Subnetting	Mar 4 - 5	\$275	Lautoka	
MYSQL for Data Analytics and Business Intelligence	Mar 8 - 12	\$445.50		
Linux Administration I	Mar 8 - 19	\$445.50	Suva	Day
Green Information and Communication Technology	Mar 10- 11	\$385	Nadi	
Interactive Excel Dashboard	Mar 11	\$165		
Computers at Advanced Level	Mar 15- 19	\$385	Suva	
IT Security Awareness	Mar 15- 19	\$198		Online
Computers at Advanced Level	Mar 15- 26	\$385	Nadi	Evening
Computerized Accounting- MYOB	Mar 15- 26	\$825	Suva	
Microsoft Office Outlook	Mar 16- 17	\$159.50	Nadi	Day/ Online
Microsoft Project for Managers	Mar 16- 17	\$330	Lautoka	Day
Microsoft Office Excel- Advanced	Mar 17- 18	\$159.50	Nadi	
Microsoft Office Excel - Intermediate	Mar 18- 19	\$159.50	Lautoka/ Suva	
Software Installation for Beginners	Mar 19- 20	\$198	Suva	Evening
Windows Server 2016 Administration	Mar 22- 23	\$495	Lautoka	
Introduction to Internet of Things	Mar 22- 23	\$180		Day
Exceptional Powerpoint Presentations	Mar 25- 26	\$220		
Disaster Recover and Business Continuity Planning	Mar 29- 31	\$350	Suva	
Business Analytics using Power BI	Anytime	\$250	Nadi	Online
APRIL				
IP Addressing and Subnetting	Apr 6 - 7	\$275		
Computers at Advance Level	Apr 6 - 12	\$385	Lautoka	Day
Windows Server 2016 Administration	Apr 6 - 12	\$495		
Computerized Accounting- MYOB	Apr 6 - May 3	\$825	Suva	Online
Introduction to Internet of Things	Apr 8 - 9	\$180	Nadi	Evening
Essentials of Network and Systems Administration	Apr 8 - 20	\$445.50	Suva	Day
IT Security Awareness	Apr 12- 16	\$198		
Computers at Beginners Level	Apr 12 - 23	\$275	Nadi	Evening
Fundamentals of Graphic Design	Apr 12- 30	\$605	Nadi/ Lautoka	

Software Installation for Beginners	Apr 15- 16	\$198	Nadi	Day
Fundamentals of Virtualization	Apr 19- 23	\$495	Lautoka	Evening
PC Repair and Maintenance for Non-IT Personnel	Apr 19- 30	\$385	Suva	Evening
Fundamentals of Routing and Switching	Apr 20- 21	\$605	Lautoka	Day
Fundamentals of Graphic Design	Apr 20 - May 7	\$605	Suva	Evening
Design and Develop Databases	Apr 22- 23	\$495	Nadi	Day
Essentials of R platform for Data Science	Apr 22- 23	\$445.50	Suva	Evening
Green Information and Communication Technology	Apr 22- 23	\$385	Suva	Day
Microsoft Office Visio	Apr 26- 27	\$159.50	Suva	Day
Computers for Medical Professionals	Apr 26- 30	\$550	Suva	Day
Green Information and Communication Technology	Apr 29- 30	\$385	Nadi	Online
Microsoft Office Excel - Advanced	Apr 29- 30	\$159.50	Lautoka/ Suva	Day
MAY				
Microsoft Office Word- Foundation	May 3	\$99	Suva	
Microsoft Project for Managers	May 3 - 4	\$330	Lautoka	Day
Linux Administration II	May 3 - 14	\$445.50	Suva	
Deploying Web Applications using Python and Django	May 3 - 28	\$850	Lautoka	Evening
CompTIA Network+ Training	May 3 - 28	\$1,100	Suva	
IP Addressing and Subnetting	May 6 - 7	\$275	Nadi/ Lautoka	
Fundamentals of Video Editing	May 10- 11	\$275	Suva	Day
Microsoft Office Excel- Foundation	May 11- 12	\$99	Lautoka	
Helpdesk Support Skills	May 12- 13	\$385	Nadi	Online
Digital Literacy for Farming and Agriculture	May 13- 14	\$250	Suva	
Microsoft Office Excel - Foundation	May 14	\$99	Lautoka	Day
Microsoft Office Word- Foundation	May 14	\$99	Suva	
Computers at Intermediate Level	May 17- 28	\$313.50	Nadi	Evening
PC Repair And Maintenance For Non-IT Personnel	May 17- 21	\$385	Lautoka	Day
IT Security Awareness	May 17- 21	\$198		
Fundamentals of Microsoft Exchange Server	May 17- 24	\$350	Suva	Evening
Microsoft Office Excel - Foundation	May 20- 21	\$99	Nadi	
Introduction to Internet of Things	May 20- 21	\$180	Suva	Day
IT Security Awareness	May 27- 28	\$198	Nadi	Day
Microsoft Project for Managers	May 27- 28	\$330	Suva	Day
JUNE				
Wireless Networking for SOHO (Small Office/Home Office)	Jun 1 - 4	\$198	Suva	Evening



Fundamentals of Graphic Design	Jun 1 - 4	\$605	Lautoka	Day
Microsoft Office PowerPoint - Intermediate	Jun 6 - 7	\$99		
Microsoft Project for Managers	Jun 7 - 10	\$330	Nadi	Evening
Introduction to Databases and SQL	Jun 7 - 14	\$445.50	Suva	
Drawing & Designing using Adobe Illustrator	Jun 7 - 18	\$198	Nadi	Online
Web Development Using Wordpress	Jun 7 - 18	\$495	Lautoka	Evening
Linux Administration I	Jun 7 - 18	\$445.50	Suva	Day
Advanced Graphic Design	Jun 7 - 25	\$715	Nadi/ Lautoka/ Suva	Evening
Microsoft Office Word-Intermediate	Jun 10	\$99	Suva	Day
Exceptional Powerpoint Presentations	Jun 1- 11	\$220		
Computers at Advanced Level	Jun 14- 25	\$385	Nadi	Evening
MySQL for Data Analytics and Business Intelligence	Jun 16- 18	\$445.50	Suva	Day
Data Analysis with Excel Pivot Tables	Jun 17	\$165		
Embracing Industry 4.0 with ICT Tools and Techniques	Jun 17- 18	\$330		
IT Security Awareness	Jun 21- 25	\$198		Online
Designing Blueprints and Schemas using Microsoft Visio	Jun 21- 24	\$198	Nadi	Evening
Windows Server 2016 Administration	Jun 21- 25	\$495	Lautoka	Day
Embracing Industry 4.0 with ICT Tools and Techniques	Jun 29- 30	\$330		
JULY				
Wireless Networking for SOHO (Small Office/Home Office)	Jul 1 - 2	\$198	Nadi	Day
Microsoft Office Excel - Intermediate	Jul 5 - 9	\$159.50		Evening
Fundamentals of Virtualization	Jul 5 - 9	\$495	Lautoka	Day
Computing Skills for Academics	Jul 5 - 16	\$385	Nadi	Evening
Computerized Accounting- MYOB	Jul 5 - 16	\$825	Suva	
Computerized Accounting- MYOB	Jul 5 - 30	\$825		Online
CompTIA Security+ Training	Jul 5 - 30	\$1,100		Evening
Certificate of Attainment in Responsive Web Design and Development	Jul 5 - Aug 28	\$1,050	Lautoka	
Microsoft Office Word Advanced	Jul 7	\$99	Suva	Day
Essentials of Network and Systems Administration	Jul 8 - 20	\$445.50		
Web Development Using Wordpress	Jul 12 - 27	\$495	Nadi	
Essentials of Office Computing	Jul 12 - 23	\$550	Lautoka	Evening
Microsoft Office Powerpoint Foundation	Jul 13	\$99	Suva	Day
IT Security Awareness	Jul 19 - 23	\$198		

Microsoft Office Excel - Foundation	Jul 22	\$99	Lautoka	Day
Microsoft Office Outlook	Jul 22 - 23	\$159.50	Suva	
Digital Literacy for Farming and Agriculture	Jul 22 - 23	\$250		
Disaster Recover and Business Continuity Planning	Jul 28 - 30	\$350	Suva/ Nadi	
IT Security Awareness	Jul 28 - 29	\$198	Lautoka	
Interactive Excel Dashboard	Anytime	\$165	Nadi	Online
AUGUST				
Fundamentals of Virtualization	Aug 2 - 13	\$495	Nadi	Evening
CompTIA Server+ Training	Aug 2 - 27	\$1,100	Suva	
Certificate of Attainment in Responsive Web Design and Development	Aug 2 - Oct 2	\$1,050	Nadi	
IP Addressing and Subnetting	Aug 5 - 6	\$275	Lautoka	Day
Data Analysis and Data Visualisation with Python	Aug 9 - 11	\$245	Suva	
Computing Skills for Academics	Aug 9 - 13	\$385	Lautoka/ Suva	
Computerized Accounting- MYOB	Aug 9 - 20	\$825	Nadi	Evening
Linux Administration II	Aug 9 - 20	\$445.50	Suva	Day
Microsoft Office Excel - Advanced	Aug 12- 13	\$159.50	Nadi	
Microsoft Office Powerpoint-Intermediate	Aug 16	\$99	Suva	
IT Security Awareness	Aug 16- 20	\$198		
Windows Server Administration	Aug 16- 23	\$495	Evening	
Microsoft Office Excel -Intermediate	Aug 19- 20	\$159.50	Lautoka	Day
Microsoft Office Excel - Foundation	Aug 19	\$99	Suva	
Fundamentals of Linux Operating Systems	Aug 23- 26	\$350	Lautoka	
Fundamentals of Microsoft Exchange Server	Aug 25- 27	\$350	Suva	
Software Installation for Beginners	Aug 26- 27	\$198	Nadi	
Microsoft Project for Managers	Aug 26- 27	\$330	Suva	
SEPTEMBER				
Microsoft Office Excel -Intermediate	Sept 1 - 2	\$159.50	Lautoka	Day
Fundamentals of Virtualization	Sept 6 - 10	\$495		
Computers at Intermediate Level	Sept 6 - 17	\$313.50	Nadi	Evening
Fundamentals of Graphic Design	Sept 6 - 24	\$605	Suva	
Deploying Web Applications using Python and Django	Sept 6 - Oct 1	\$850	Lautoka	Evening
Interactive Excel Dashboard	Sept 8	\$165	Suva	Day
MySQL for Data Analytics and Business Intelligence	Sept 8 - 10	\$445.50		
Linux Administration I	Sept 8 - 20	\$445.50		
Exceptional Powerpoint Presentations	Sept 9 - 10	\$220		
Computerized Accounting- MYOB	Sept 13- 25	\$825	Lautoka	Evening



Microsoft Office Powerpoint- Advanced	Sept 14	\$99	Suva	Day	
Designing & Retouching using Adobe Photoshop	Sept 16- 17	\$198	Nadi		
Microsoft Office Project	Sept 16- 17	\$159.50	Suva		
IT Security Awareness	Sept 20 - 24	\$198			
Computers for Medical Professionals	Sept 20 - 24	\$550			
Fundamentals of IT Cloud Based Services	Sept 23 - 24	\$198	Nadi		
Microsoft Office Excel -Advance	Sept 23 - 24	\$159.50	Lautoka		
Introduction to Internet of Things	Sept 27 - 30	\$180	Suva	Evening	
Green Information and Communication Technology	Sept 29 - 30	\$385	Nadi	Day	
Business Analytics using Power BI	Anytime	\$250		Online	
OCTOBER					
Exceptional PowerPoint Presentations	Oct 4 - 8	\$220	Nadi	Evening	
Certificate of Attainment in Responsive Web Design and Development	Oct 4 - 29	\$1,050	Lautoka	Day	
CompTIA Linux+ Training	Oct 4 - 29	\$1,100	Suva	Evening	
Wireless Networking for SOHO (Small Office / Home Office)	Oct 19 - 20	\$198	Lautoka	Day	
Fundamentals of IT Cloud Based Services	Oct 5 - 6	\$198			
IT Security Awareness	Oct 7 - 8	\$198	Nadi		
IP Addressing and Subnetting	Oct 7 - 8	\$275	Lautoka		
Green Information and Communication Technology	Oct 7 - 10	\$385	Suva		
Introduction to Databases and SQL	Oct 7 - 14	\$445.50			Evening
Essentials of Network and System Administration	Oct 8 - 20	\$445.50			Day
Computers at Beginners Level	Oct 11 - 15	\$275			
PC Repair and Maintenance for Non - IT Personnel	Oct 11 - 25	\$385	Nadi	Evening	
Microsoft Office PowerPoint - Foundation	Oct 15	\$99	Lautoka	Day	
IT Security Awareness	Oct 18 - 22	\$198	Suva		
Computers at Beginners Level	Oct 18 - 29	\$275	Nadi	Evening	
Microsoft Office Excel - Intermediate	Oct 20 - 21	\$159.50	Suva	Day	
IP Addressing and Subnetting	Oct 21 - 22	\$275			
Desktop Publishing using Adobe Indesign	Oct 21 - 22	\$198	Nadi	Evening	
Fundamentals of Video Editing	Oct 25 - 26	\$275	Suva	Day	
Disaster Recovery and Business Continuity Planning	Oct 27 - 29	\$350	Nadi		
Embracing Industry 4.0 with ICT Tools and Techniques	Oct 28 - 29	\$330	Suva		

NOVEMBER				
Microsoft Office Outlook	Nov 1 - 5	\$159.50	Nadi	Evening
Windows Server 2016 Administration	Nov 1 - 5	\$495	Lautoka	Day
Data Analysis and Data Visualization with Python	Nov 1 - 8	\$245	Nadi	Evening
Computerized Accounting- MYOB	Nov 1 - 12	\$825	Suva	
Advanced Graphics Design	Nov 1 - 19	\$715	Suva/ Lautoka	
Ethical Hacking for Beginners	Nov 8 - 10	\$250	Nadi	Day
IT Security Awareness	Nov 8 - 12	\$198	Suva	
Linux Admiistration II	Nov 8 - 20	\$445.50		
MySQL for Data Analytics and Business Intelligence	Nov 10 - 12	\$445.50		
Microsoft Office Excel - Advanced	Nov 11 - 12	\$159.50		
Microsoft Project for Managers	Nov 15 - 16	\$330		
Computers at Intermediate Level	Nov 15 - 19	\$313.50		
Computing Skills for Academics	Nov 15 - 19	\$385	Nadi	Evening
Computing Skills for Engineers	Nov 15 - 19	\$550	Lautoka	
Computers at Intermediate Level	Nov 15 - 26	\$313.50	Nadi	
Drawing & Designing using Adobe Illustrator	Nov 17 - 18	\$198		Day
IP Addressing and Subnetting	Nov 18 - 19	\$275	Lautoka	
Data Analysis with Excel Pivot Tables	Nov 23	\$165	Suva	Evening
Microsoft Office Powerpoint - Intermediate	Nov 24 - 25	\$99	Lautoka	
Disaster Recover and Business Continuity Planning	Nov 29 - 30	\$350	Suva	Day
DECEMBER				
Green Information and Communication Technology	Dec 6 - 7	\$385	Suva	Day
Helpdesk Support Skills	Dec 6 - 8	\$385	Nadi	
Wireless Networking for SOHO (Small Office/Home Office)	Dec 6 - 9	\$198	Suva	Evening
Computers at Advanced Level	Dec 6 - 10	\$385		Day
Web Development Using Wordpress	Dec 6 - 10	\$495	Nadi	
Windows Server Administration	Dec 6 - 13	\$495	Suva	Evening
Helpdesk Support Skills	Dec 7 - 10	\$385	Lautoka	Day
Introduction to Internet of Things	Dec 8 - 9	\$180	Nadi	
Microsoft Office Word - Foundation	Dec 9	\$99	Lautoka	
IT Security Awareness	Dec 13 - 17	\$198	Suva	
Digital Literacy for Farming and Aagriculture	Dec 16 - 17	\$250		



DEPARTMENT OF EXECUTIVE MANAGEMENT

Course Name	Training Dates	Fees	Venue (Centre)	Mode
JANUARY				
Improving Productivity through Time Management	Jan 20	\$198	Naceva	Day
Essential Management Skills for Emerging Leaders	Jan 27-28	\$495		
Counselling Tools for People Support & Enhancement	Jan 29	\$242		
FEBRUARY				
Training of Trainers Module 1	Feb 01-05	\$825	Nabua	Day
Customer Service Excellence : A New Service Paradigm	Feb 10-11	\$275	Naceva	
Team Building Skills	Feb 11-12	\$242		
Training of Trainers Module 1	Feb 15-19	\$825	Nabua	
Effective Business Writing Skills	Feb 18-19	\$275		
Solution Selling	Feb 18-19	\$275	Naceva	
HR Essentials	Feb 19	\$242		
Mastering Sales Management Techniques To Understand Customer Needs	Feb 24-25	\$275	Nabua	
Strategic Leadership & Management	Feb 23-24	\$352	Naceva	
Transforming Performance with Effective Communication	Feb 25-26	\$275	Nabua	
Training of Trainers Module 3	Feb 24 - 26	\$345	Labasa	
MARCH				
Certificate of Attainment - Managing Customer Services	Mar 01-05	\$750	Naceva	Day / Evening / Online
Professional Development for Office Administrators, Secretaries & Personal Assistants (PA)	Mar 04-05	\$242	Nabua	Day
Training of Trainers Module 1	Mar 8-12	\$825	Nadi	
Human Resource Planning	Mar 11-12	\$275	Naceva	
Communication & Report Writing Skills	Mar 12	\$165	Nabua	
Product Branding Strategies	Mar16-17	\$275		
Management Skills for Administrative Assistants	Mar 18-19	\$275		
Customer Complaints Management	Mar 17-18	\$275		
Developing a Marketing Plan	Mar25-26	\$275		
Training of Trainers Module 2	Mar 22-26	\$825		
HR Essentials	Mar 26	\$242	Naceva	
The New Supervisor	Mar30-31	\$360		
Training of Trainer's Module 2	Mar 29- Apr 02	\$825		
Achieving Leadership Success Through People	Mar 18	\$242		
Certificate of Attainment in HRM	Mar 22- Jun 23	\$1,804		
APRIL				
Transforming Performance with Effective Communication	Apr 01-02	\$275	Nabua	Day
Cross Cultural Communication	Apr 09	\$165		

Fundamentals of Selling, Advertising & Marketing	Apr 07-08	\$275	Nabua	Day
Training of Trainers Module 4	Apr 14-16	\$495	Labasa	
Strategic Brand Management	Apr 14-15	\$275	Naceva	
HR for the Non - HR Managers	Apr 15-16			
Management Skills for Administrative Assistants	Apr 15-16		Nabua	
Strategic Marketing	Apr 20-21			
CV Writing & Mock Interview	Apr 23	\$162		
Employer Branding	Apr 28-29	\$360	Naceva	
Training of Trainer's Module 3	Apr 08-09	\$385	Nabua	
Leadership Development Programme	Apr 19-23	\$490	Naceva	
Training of Trainers Module 2	Apr 26 - 30	\$825		
The Human Resouce Generalist - Module 1		\$495	Nabua	
MAY				
Certificate of Attainment - Managing Customer Services	May 03-07	\$825	Nabua	Day / Evening / Online
Effective Business Writing Skills	May 06-07	\$275	Nadi	Day
Digital Marketing Strategies: Marketing Data Analytics	May 06-07	\$275	Nabua	
Trainer's of Trainer's Module 2	May10 - 14	\$825	Nadi	
Professional Development for Office Administrators, Secretaries & Personal Assistants (PA)	May 13-14	\$242		
Developing Public Speaking Skills	May 20-21	\$275	Nabua	
Digital Marketing Strategies	May 20-21	\$275	Naceva	
Effective Employee Induction Process	May 21	\$198		
Talent Management	May 26-27	\$495		
Training of Trainer's Module 4	May 26-28	\$852	Nabua	
Human Resource Planning	May 27-28	\$275		
Communication in a Technical Environment	May 28	\$165		
Social Media Marketing Strategy	May 29	\$165		
Handling Difficult Employee Behaviour	May-31	\$198	Naceva	
Training of Trainers Module 1	May 31 - Jun 4	\$825	Labasa	
JUNE				
Advanced Business Writing Skills	Jun 03-04	\$330	Nabua	Day
Media Skills Development	Jun 03-04	\$275	Nadi	
Effective Appraisal	Jun 04	\$198	Naceva	
Developing a Marketing Plan	Jun 08-09	\$275		
Communication & Report Writing Skills	Jun 11	\$165	Nadi	
Training of Trainers Module 1	Jun 14 - 18	\$825	Sa-vusavu	



Customer Service Excellence : A New Service Paradigm	Jun 17-18	\$275	Nabua	Day
HR Audit & Measurement	Jun 17-18		Naceva	
Transforming Performance with Effective Communication	Jun 17-18		Nadi	
Essential Management Skills for Emerging Leaders	Jun 29-30	\$495	Naceva	Evening
Training of Trainers Module 1	Jun 07-11	\$825		
Creating a Customer Focused Organisation	Jun 22-23	\$275	Nabua	Day
Strategic Leadership & Management	Jun 23-24	\$352		
Communicating with Tact, Diplomacy and Credibility	Jun 25	\$165		
Customer Service Recovery: Analyzing Escalation Stand-ard Operating Procedures (SOPs)	Jun 29-30	\$275		
Training of Trainers Module 1	Jun 28 - Jul 02	\$825	BA	
JULY				
Management Skills for Ad-ministrative Assistants	Jul 01-02	\$275	Nadi	Day
Improving Productivity through Time Management	Jul 02	\$198	Naceva	
Developing Public Speaking Skills	Jul 15-16	\$275	LABASA	
The Human Resouce Gener-alist - Module 2	Jul 19-23	\$495	Nabua	Day / Evening / Online
Certificate of Attainment - Managing Customer Services	Jul 05-09	\$750	Labasa	
Training of Trainer's Module 3	Jul 8 - 09	\$385	Nabua	Day
Mastering Sales Manage-ment Techniques To Under-stand Customer Needs	Jul 20-21	\$275	Naceva	
Training of Trainer's Module 3	Jul 22- 23	\$385		
HR for the Non - HR Man-agers	Jul 22-23	\$275	Nabua	Day
CV Writing & Mock Interview	Jul 23	\$165	Naceva	
Communicating with Tact, Diplomacy and Credibility	Jul 30	\$165	Nabua	
Social Media Marketing Strategy	Jul 30	\$165	Nadi	Evening
Succession Planning	Jul 29-30	\$495	Naceva	
Training of Trainer's Module 2	Jul 05-09	\$750		
Counselling Tools for People Support & Enhancement	Jul-29	\$242		Day
AUGUST				
Effective Business Writing Skills	Aug 05-06	\$275	Labasa	Day
Team Building Skills	Aug 5-06	\$242	Naceva	
Advanced Business Writing Skills	Aug 12-13	\$330	Nadi	
The Human Resouce Gener-alist - Module 2	Aug 16-20	\$495	Nabua	Evening
Training of Trainer's Module 4	Aug 4 - 6	\$495		
Visual Merchandising	Aug 5-6	\$275		Day
Training of Trainers Module 1	Aug 9- 13	\$825		
Customer Complaints Man-agement	Aug 12-13	\$275	Naceva	Day
Transforming Performance with Effective Communication	Aug 19-20	\$275	Labasa	
HR Essentials	Aug 20	\$242	Naceva	
Customer Service Recovery: Analyzing Escalation Stand-ard Operating Procedures (SOPs)	Aug 24-25	\$275	Nadi	

Cross Cultural Communi- cation	Aug 27	\$165	Nadi	Day
Succession Planning	Aug26-27	\$495	Nabua	
Training of Trainer’s Module 3	Aug 05-6	\$385	Naceva	
Leadership Development Programme	Aug 23- 27	\$490	Nabua	
Certificate of Attainment in HRM	Aug 23- 24 Nov	\$1,804		Evening /Online
SEPTEMBER				
Professional Development for Office Administrators, Secretaries & Personal Assistants (PA)	Sep 02-03	\$242	Labasa	Day
Human Resource Planning	Sep 02-03	\$275	Naceva	
Communication & Report Writing Skills	Sep 10	\$165	Nabua	
Strategies for New Product Development	Sep 16-17	\$275		
Training of Trainer’s Module 4	Sep 01 - 03	\$495	Naceva	
Certificate of Attainment - Managing Customer Services	Sep 06-10	\$750	Naceva	Day / Evening / Online
Training of Trainer’s Module 2	Sep 13 - 17	\$750	Labasa	Day
Communication in a Techni- cal Environment	Sep 17	\$165	Nadi	
The Human Resource Gener- alist - Module 3	Sep 20-24	\$495	Nabua	
Women Empowerment	Sep 23-24	\$330		
Effective Employee Induction Process	Sep 24	\$198		
Fundamentals of Selling, Advertising & Marketing	Sep 21-22	\$275		
Employer Branding	Sep 29-30	\$495	Naceva	
Training of Trainer’s Module 4	Sep 22-24	\$495	Nadi	
Achieving Leadership Suc- cess Through People	Sep-29	\$220	Nabua	
OCTOBER				
Certificate of Attainment - Managing Customer Services	Oct 04-08	\$750	Nabua	Day / Evening / Online
Advanced Business Writing Skills	Oct 07-08	\$330	Nabua	Day
Management Skills for Ad- ministrative Assistants	Oct 14-15	\$275	Labasa	
Creating a Customer Focused Organisation	Oct 20-21	\$275	Nadi	
Developing Public Speaking Skills	Oct 21-22	\$275		
HR for the Non - HR Man- agers	Oct 21-22	\$275	Naceva	
HR Audit & Measurement	Oct 28-29	\$275	Nabua	
Strategic Brand Management	Oct 27-28	\$275		
Training of Trainer’s Module 1	Oct 11-15	\$825		
Counselling Tools for People Support & Enhancement	Oct-29	\$242		
NOVEMBER				
Transforming Performance with Effective Communication	Nov 2-3	\$275	Nabua	Day
CV Writing & Mock Interview	Nov 12	\$165	LABASA	
Cross Cultural Communi- cation	Nov 19	\$165	Nabua	
Effective Employee Induction Process	Nov 19	\$198	Naceva	
Digital Marketing Strategies	Nov 10- 11	\$275	Nabua	



Training of Trainer's Module 3	Nov 11 - 12	\$385	Nadi	Day
Training of Trainer's Module 4	Nov 17 - 19	\$495		
The Human Resource Gener- alist - Module 3	Nov 22- 26			
Digital Marketing Strategies: Marketing Data Analytics	Nov 30- Dec 01	\$275		
Identifying Strategies for Niche Marketing	Nov 24- 25	\$275	Naceva	

Training of Trainer's Module 2	Nov22-26	\$825	Nabua	Day
Training of Trainer's Module 3	Nov29-30	\$385	Nadi	
DECEMBER				
Talent Management	Dec 01-2	\$495	Naceva	Day
Effective Business Writing Skills	Dec 2-3	\$275	Nabua	
Effective Appraisal	Dec 2-3	\$198	Naceva	
HR Audit & Measurement	Dec 9-10	\$275		
Training of Trainer's Module 4	Dec 8-10	\$495		

DEPARTMENT OF AUTOMOTIVE AND MECHANICAL

LIGHT AUTOMOTIVE					
Course Name	Training Dates	Fees	Venue	Mode	Re-gional Fees
JANUARY					
Automotive Workshop Safety (OH & S)	Jan 25-Feb 9	\$165	Narere/Naceva	Evening	\$495
FEBRUARY					
Computer Fundamentals & Applications	Feb 8- 16	\$198	Narere/Naceva	Day	\$594
Engine Principles	Feb10-25	\$165		Evening	\$495
Workplace Communication & Ethics	Feb18-26	\$198		Day	\$594
MARCH					
Two Stroke Engines	Mar 1-16	\$165	Narere/Naceva	Evening	\$495
Trade Calculation Fundamentals	Mar 2-10	\$198		Day	\$594
Automotive Workshop Safety	Mar 12-22	\$198			
Lubricating Systems	Mar 17-Apr 1	\$165		Evening	\$495
Workshop Practices	Mar 24-Apr 8	\$330		Day	\$990
APRIL					
Cooling System Service & Repair	Apr 6-21	\$165	Narere/Naceva	Evening	\$495
Automotive Industry environmental standard and Regulations	Apr12- 16			Day	
Inspect & Repair Engine Force Induction Systems	Apr 22-May10			Evening	
Automotive Mechanical,Hydraulic and Pneumatic Principles	Apri 22 - 28			Day	
Automotive Engine Principles	Apr 30-May 6				
MAY					
Light Vehicle Fuel System/Carburetor/EFI service and repair	May 11-26	\$165	Narere/Naceva	Evening	\$495
Two Stroke Engines	May 12-18			Day	
Lubricating Systems	May 20-26				
Engine Troubleshooting	May 27-Jun 14			Day	
Cooling System service and Repair	May 28 -Jun 3				
JUNE					
Inspect & Repair Engine Force Induction Systems	Jun 9-15	\$165	Narere/Naceva	Day	\$495

Engine Overhaul & measurement	Jun 15 -30	\$165	Narere/ Naceva	Evening	\$495
Light Vehicle Fuel System	Jun 17- 23			Day	
Engine Troubleshooting	June 29- Jul 5				
JULY					
Manual Transmission and Clutch Systems Service & Repair	Jul 1-19	\$165	Narere/ Naceva	Evening	\$495
Engine Overhaul & Measurement	Jul 9-15			Day	
Automatic Transmis- sion service & Repair	Jul 20- Aug 3			Evening	
Clutch Systems Service & Repair	Jul 21-27			Day	
Manual Transmission Service & Repair	Jul 29- Aug 4				
AUGUST					
Suspension System Service & Repair	Aug 4-19	\$165	Narere/ Naceva	Evening	\$495
Automatic Transmis- sion service & Repair	Aug 10-16			Day	
Suspension System Service & Repair	Aug 20-26			Evening	
Final Drive and Dif- ferential Service and Repair	Aug 23- Sep 8				
SEPTEMBER					
Final Drive and Dif- ferential Service and Repair	Sep 1-8	\$165	Narere/ Naceva	Day	\$495
Steering Systems Service and Repair	Sep 9-27			Evening	
Steering System Ser- vice & repair	Sep 14-20			Day	
Wheel Alignment & Tires	Sep 24- 30				
Wheel Alignment and Tires	Sep 28 - Oct 14				
OCTOBER					
Hydraulic Brake Ser- vice & Repair	Oct 4- 8	\$165	Narere/ Naceva	Day	\$495
Automotive Battery and Safety	Oct 13-22				
Hydraulic Brake Service and Repair	Oct 19- Nov 3	\$165	Narere/ Naceva	Evening	\$495
Vehicle Periodic Main- tenance	Oct 26- Nov 1			Day	
NOVEMBER					
Automotive Electrical Principles	Nov 3-12	\$165	Narere/ Naceva	Day	\$495



Vehicle Periodic Main- tance	Nov 8- 23	\$165	Narere/ Naceva	Evening	\$495
Gas Fuel Systems	Nov15-19				
Engineering Science for Automotive Tech- nician	Nov22 -30	\$198		Day	\$594
Automotive Electrical Principles	Nov 24- Dec 9			Evening	
DECEMBER					
Engineering Drawing for Automotive Trade	Dec 1- 9	\$198	Narere/ Naceva	Day	\$549

HEAVY AUTOMOTIVE					
Course Name	Training Dates	Fees	Venue	Mode	Re- gional Fees
JANUARY					
Automotive Workshop Safety (OH & S)	Jan 25- Feb 7	\$198	Narere/ Naceva	Evening	\$594
FEBRUARY					
Computer Fundamen- tals & Applications	Feb 8- 16	\$198	Narere/ Naceva	Day	\$594
Diesel Engine Funda- mentals	Feb 10 - 25			Evening	
Workplace Communi- cation & Ethics	Feb 18 - 26			Day	
MARCH					
2-stroke Engine Principles	Mar 1 - 16	\$165	Narere/ Naceva	Evening	\$495
Trade Calculation Fundamentals	Mar 2 - 10	\$198		Day	\$594
Automotive Workshop Safety	Mar 12 - 22			Evening	\$495
Lubrication System	Mar 17 - Apr 1	\$165		Day	\$990
Workshop Practices	Mar 24 - Apr 8	\$330			
APRIL					
Cooling System Ser- vice & Repair	Apr 6 - 21	\$198	Narere/ Naceva	Evening	\$594
Workshop Tools & Equipment	Apr 12 - 20			Day	
Bearings, Seals, Gaskets, Sealants & Adhesives	Apr 22 - 28	\$165		Evening	\$495
Exhaust and Induction System Service & Repair	Apr 22 - May 10			Day	
Diesel Engine Funda- mentals	Apr 30 - May 10	\$198			
MAY					
Diesel Injection Pump & Injector Service	May 11 - 26	\$198	Narere/ Naceva	Evening	\$594
2-stroke Engine Principles	May 12 - 18	\$165		Day	\$495
Lubrication System	May 20 - 26			Evening	
Diesel Engine Fault Diagnosis and Tuning	May 27 - Jun 14	\$198		Day	\$594
Cooling System Ser- vice & Repair	May 28 - Jun 7				
JUNE					
Exhaust and Induction System Service & Repair	Jun 9 - 15	\$165	Narere/ Naceva	Day	\$495
Diesel Engine Over- haul	Jun 15 - 30	\$198		Evening	\$594

Diesel Injection Pump & Injector Service	Jun 17 - 25	\$198	Narere/ Naceva	Day	\$594
Diesel Engine Fault Diagnosis and Tuning	Jun 29 - Jul 7				
JULY					
Clutch System Service & Repair	Jul 1 - 19	\$165	Narere/ Naceva	Evening	\$495
Diesel Engine Overhaul	Jul 9 - 19	\$198		Day	\$594
Clutch System Service & Repair	Jul 21 - 27	\$165			\$495
Standard Transmission Service & Repair	Jul 20 - Aug 3	\$198		Evening	\$594
Standard Transmission Service & Repair	Jul 29 - Aug 6			Day	
AUGUST					
Suspension System Service & Repair	Aug 4 - 19	\$198	Narere/ Naceva	Evening	\$594
Automatic Transmission Service & Repair	Aug 10 - 18			Day	
Suspension System Service & Repair	Aug 20 - 30				
Drive Axles Service & Repair	Aug 23 - Sep 8				
SEPTEMBER					
Drive Axles Service & Repair	Sep 1 - 10	\$198	Narere/ Naceva	Day	\$594
Steering System Service & Repair	Sep 9 - 27			Evening	
Steering System Service & Repair	Sep 14 - 22				
Wheel Alignment & Tires	Sep 24 - 30	\$165		Evening	\$495
Wheel Alignment & Tires	Sep 28 - Oct 14				
OCTOBER					
Brake System Fundamentals	Oct 4 - 8	\$165	Narere/ Naceva	Day	\$495
Air Brake Servicing	Oct13-22	\$198			\$594
Brake System Fundamentals	Oct 19 - Nov 3	\$165		Evening	\$495
Vehicle Periodic Maintenance	Oct 26 - Nov 1			Day	
NOVEMBER					
Fundamentals of Electricity	Nov 3 - 10	\$165	Narere/ Naceva	Day	\$495
Vehicle Periodic Maintenance	Nov 8 - 23			Evening	
Hydraulic Fundamentals and Applications	Nov 15 - 19			Day	
Fundamentals of Electricity	Nov 14 - Dec 9			Evening	

AUTOMOTIVE ELECTRICAL ELECTRONICS					
Course Name	Training Dates	Fees	Venue	Mode	Regional Fees
JANUARY					
Automotive Electrical & Electronics Principles	Jan 25-29	\$198	Narere	Day	\$238
FEBRUARY					
Starting System	Feb 4-10	\$198	Narere	Day	\$238
Automotive Electrical & Electronics Principles	Feb 4-26			Evening	
Ignition System	Feb 15-19			Day	
Charging System	Feb 24 - Mar 2			Evening	



MARCH					
Vehicle Electronics System	Mar 5-11	\$198	Narere	Day	\$238
Starting System	Mar 8-26			Evening	
Electronic Ignition System	Mar 16-22			Day	
Electronic Fuel Injection	Mar 24-30				
APRIL					
Engine Management	Apr 8-14	\$198	Narere	Day	\$238
Ignition System	Apr 8-28			Evening	
Hybrid Electric Vehicle System	Apr 23-25	\$385	Lautoka	Day	\$462
Hybrid Electric Vehicle Battery Service	Apr 28-30				
MAY					
Vehicle Instrumentation System	May 3-7	\$198	Narere	Day	\$238
Charging System	May 3-21			Evening	
Automotive Air Conditioning	May 12-18			Day	
ABS Brakes	May 24-28				
JUNE					
Vehicle Accessories System	Jun 3-9	\$198	Narere	Day	\$238
Vehicle Electronics System	Jun 7-25			Evening	
Vehicle Wiring System	Jun14-18			Day	
Hybrid Electric Vehicle System	Jun 23-25	\$385			
Hybrid Electric Vehicle Battery Service	Jun 28-30				
JULY					
Automotive Electrical & Electronics Principles	Jul 1-7	\$198	Narere	Day	\$238
Electronic Ignition System	Jul 5-23			Evening	
Starting System	Jul 9-15			Day	
Ignition System	Jul 22-28				
AUGUST					
Charging System	Aug 2-6	\$198	Narere	Day	\$238
Electronic Fuel Injection	Aug 2-27			Evening	
Hybrid Electric Vehicle System	Aug 11-13	\$385	Labasa	Day	\$462
Hybrid Electric Vehicle Battery Service	Aug 16-18				
SEPTEMBER					
Vehicle Electronics System	Sep 1-13	\$198	Narere	Day	\$238
Engine Management	Sep 13-29			Evening	
Electronic Ignition System	Sep 16-22			Day	
Electronic Fuel Injection	Sep 24-30				
OCTOBER					
Engine Management	Oct 4-8	\$198	Narere	Day	\$238
Hybrid Electric Vehicle System	Oct 4-19	\$350		Evening	\$420
Vehicle Instrumentation System	Oct 11-15	\$198		Day	\$238
Automotive Air Conditioning	Oct 25-29				
NOVEMBER					
ABS Brakes	Nov 8-12	\$198	Narere	Day	\$238

Hybrid Electric Vehicle Battery Service	Nov 8-12	\$350	Narere	Evening	\$420
Vehicle Accessories System	Nov 16-22	\$198		Day	\$238
Vehicle Wiring System	Nov 24-30				
DECEMBER					
Hybrid Electric Vehicle System	Dec 1-3	\$350	Narere	Day	\$420
Hybrid Electric Vehicle Battery Service	Dec 6-8				

MAINTENANCE & DIAGNOSTICS

Course Name	Training Dates	Fees	Venue	Mode	Re-gional Fees
FEBRUARY					
Computer Fundamental & Application	Feb 01-09	\$198	Narere	Day	\$594
Basic Fitting & Machining	Feb 15-26	\$330		Day	\$990
Meat Band Saw Operator	Feb 01-10	\$220		Evening	\$660
Mechanical Fasteners	Feb 15-Mar 04	\$165		Evening	\$495
MARCH					
Mech.Engineering Drawing & Interpretation	Mar 01-08	\$165	Narere	Day	\$495
Introduction to CAD	Mar15 -19	\$275			\$825
Precision Measurement & Inspection Technique	Mar 22-31	\$330			\$990
Limits, Fits and Tolerancing	Mar 08-26	\$198		Evening	\$594
APRIL					
Basics Tribology	Apr 06-12	\$220	Narere	Day	\$660
Doggers & Riggers	Apr 13 -19				
Engine Maintenance/ Diagnostics & Repair	Apr 20 -26	\$275			\$825
Industrial Pumps 1	Mar 29 -Apr 16	\$330		Evening	\$990
Industrial Pumps 2	Apr 19 - May 05				
MAY					
Mechanical Science	Apr 27 - May 04	\$198	Narere	Day	\$594
Heat Engines	May 05 -11	\$220			\$660
Engineering Calculation	May 12 - 20	\$198			\$594
Applied Engineering Materials	May 24 - 31	\$198			\$594
Hydraulic Power System	May10 - May27	\$220		Evening	\$660
JUNE					
Workplace Communication & Ethics	Jun 07 - 15	\$198	Narere	Day	\$594
Basic Craft Practice	Jun 16 - 29				
Pneumatic Power Systems	May 31 - Jun 22	\$275		Evening	\$825
JULY					
Basic Fitting & Machining	Jul 05-16	\$330	Narere	Day	\$990



Mech.Engineering Drawing & Interpretation	Jul 19 -26	\$165	Narere	Day	\$495
Introduction to CAD	Jul 27 - Aug 02	\$275			\$825
Machine Installation & Commissioning	Jun 28 - Jul 28	\$330		Evening	\$990
AUGUST					
Workplace Communication & Ethics	Aug 03 - 09	\$198	Narere	Day	\$594
Precision Measurement & Inspection Technique	Aug 16 - 25	\$330			\$990
Mechanical Science	Aug 26 - Sep 02	\$198			\$594
Machining Processes	Aug02 - Aug30	\$220		Evening	\$660
SEPTEMBER					
Doggers & Riggers	Sep 13 -17	\$220	Narere	Day	\$660
Engine Maintenance/ Diagnostics & Repair	Sep 20 - 24	\$275			\$825
Care & Maintenance of Bearings	Aug 31 - Sep 21	\$220		Evening	\$660
OCTOBER					
Engineering Calculation	Sep 27 -Oct 05	\$198	Narere	Day	\$594
Applied Engineering Materials	Oct 13 - 21	\$220			\$660
Heat Engines	Oct 25 - 29	\$275			\$825
Workplace Communication & Ethics	Sep 22 - Oct 15	\$198		Evening	\$594
Introduction to CAD	Oct 19 - Nov 08	\$275			\$825
NOVEMBER					
Basic Craft Practice	Nov 01 - 15	\$330	Narere	Day	\$990
Meat Band Saw Operator	Nov 22 - 24	\$220			\$660
Basic Boiler Operation	Nov 15 - Dec 02	\$330		Evening	\$990
DECEMBER					
Meat Band Saw Operator	Dec 06 - 15	\$220	Narere	Evening	\$660

REFRIGERATION & AIR CONDITIONING					
Course Name	Training Dates	Fees	Venue	Mode	Regional Fees
FEBRUARY					
RAC Stage 1 - Refrigeration Fundamentals	Feb 08 -23	\$198	Narere/ Lautoka	Evening	\$594
RAC Workplace Safety	Feb 8-16			Day	
Trade Calculations Fundamentals	Feb 18 -26				
RAC Stage 1 - Refrigeration Procedures	Feb 24 - Mar 11	\$165		Evening	\$495
MARCH					
RAC Stage 1 - Refrigeration Fundamentals	Mar 01 - 09	\$198	Narere/ Lautoka	Day	\$594
RAC Stage 1 - Refrigerants	Mar 15 -30	\$165		Evening	\$495
RAC Stage 1 - Refrigeration Procedures	Mar 11-19	\$165		Day	\$495
Workshop Craft Practice	Mar 22- Apr 06	\$300			\$900

RAC Stage 1 - Refrigeration System Components	Mar 31 -Apr 19	\$198	Narere/ Lautoka	Evening	\$594
APRIL					
RAC Stage 1 - Refrigerants	Apr 8-16	\$165	Narere/ Lautoka	Day	\$495
RAC Stage 1 - Refrigeration System Components	Apr 19 -27	\$198		Evening	\$594
RAC Stage 1 - Fundamentals of Air Conditioning	Apr 20 -May 05	\$198		Evening	\$594
MAY					
Workplace Communication & Ethics	May 3 -11	\$198	Narere/ Lautoka	Day	\$594
RAC Stage 1 - Domestic Refrigerators & Freezers	May 06-24			Evening	
Computer Fundamentals & Applications	May 14 -24			Day	
RAC Stage 2 - Residential Air Conditioning	May 25 -09 Jun	\$165		Evening	\$495
Electrical Principles	May 27 -04 Jun	\$198		Day	\$594
JUNE					
RAC Stage 1 - Fundamentals of Air Conditioning	Jun 7 -15	\$198	Narere/ Lautoka	Day	\$594
RAC Stage 2 - Electric Motors & Circuits	Jun 10 - 28			Evening	
RAC Stage 1 - Domestic Refrigerators & Freezers	Jun 21 - 29	\$165		Day	\$495
RAC Stage 2 - Refrigeration System Operation	Jun 29 - 14 Jul	\$198		Evening	\$594
JULY					
RAC Stage 2 - Residential Air Conditioning	Jul 01 - 09	\$198	Narere/ Lautoka	Day	\$594
RAC Stage 2 - Electric Motors and Circuits	Jul 12 -20				
RAC Stage 2 - Refrigeration System Operation	Jul 22 - 30				
RAC Stage 2 - Refrigerants Control	Jul 15 - 02 Aug			Evening	
AUGUST					
RAC Stage 2 - Refrigerants Control	Aug 02 - 10 Aug	\$165	Narere/ Lautoka	Day	\$594
RAC Stage 2 - Installation	Aug 12-20	\$198		Evening	
RAC Stage 2 - Installation	Aug 03-18			Day	
RAC Stage 2 - Systems Control	Aug 23 - 31			Evening	
RAC Stage 2 - Systems Control	Aug 19-06 Sept				
SEPTEMBER					
RAC Stage 3 - Ventilation	Sep2-13	\$165	Narere/ Lautoka	Day	\$495
RAC Stage 3 - Air Conditioning Systems	Sep 16 - 24			Evening	
RAC Stage 3 - Ventilation	Sep8-23			Day	
RAC Stage 3 - Air Conditioning Controls	Sep 27 - 05 Oct			Evening	
RAC Stage 3 - Air Conditioning Systems	Sep 27-13 Oct				
OCTOBER					
RAC Stage 3 - Capillary Systems	Oct 12 -21	\$165	Narere/ Lautoka	Day	\$495
RAC Stage 3 - Air Conditioning Controls	Oct 14 -02 Nov			Evening	
RAC Stage 3 - Cool Rooms/Freezer Rooms	Oct 25 - 02 Nov			Day	



NOVEMBER					
RAC Stage 3 - Maintenance & Service of Comfort & Process Cool	Nov 08 - 16	\$198	Narere/Lautoka	Day	\$594
RAC Stage 3 - Capillary Systems	Nov 03 - 22	\$165	Narere/Lautoka	Evening	\$495
RAC Stage 3 - Cool Rooms/Freezer Rooms	Nov 23- Dec 08	\$165	Narere/Lautoka	Evening	\$495
DECEMBER					
RAC Stage 3 - Maint. & Serv. of Comfort & Process Cool	Dec 09 - 29	\$198	Narere/Lautoka	Evening	\$594

WELDING & FABRICATION					
Course Name	Train- ing Dates	Fees	Venue	Mode	Re- gional Fees
FEBRUARY					
Workshop & Welding Safety	Feb 8-16	\$198	Narere/ Labasa/ Lautoka	Day	\$594
Workshop & Welding Safety	Feb 8 - March 3	\$198	Narere/ Lautoka	Evening	\$594
Welding & Fabrication Level 1	Feb 18 -March 31	\$660	Narere/ Labasa/ Lautoka	Day	\$1,980
MARCH					
Gas Welding & Cutting	March 8- 21	\$187	Narere/ Lautoka	Evening	\$561
APRIL					
Computer Fundamen- tals	April 6-14	\$198	Narere/ Labasa/ Lautoka	Day	\$594
Arc Welding Technol- ogy 1	April 6- 29	\$187	Narere/ Lautoka	Evening	\$561
Welding & Fabrication Level 2	April 19-28	\$660	Narere/ Labasa/ Lautoka	Day	\$1,980
MAY					
Arc Welding Technol- ogy 2	May 3-26	\$187	Narere/ Lautoka	Evening	\$561
MIG Welding Mild Steel	May 31- June 23	\$220			\$660
JUNE					
Workplace Communi- cation & Ethics	June 1- 9	\$198	Narere/ Labasa/ Lautoka	Day	\$594
Welding Calculation	June 14- 22	\$198			\$594
Gas Welding & Cutting	June 24 - July 2	\$187			\$561
MIG Welding Alumin- ium	June24- July 21	\$220	Narere/ Lautoka	Evening	\$660
JULY					
Brazing & Soldering	July 6- 14	\$187	Narere/ Labasa/ Lautoka	Day	\$561
Arc Welding Technol- ogy 1	July 19-27	\$187	Narere/ Labasa/ Lautoka	Day	\$561
MIG Welding Stainless Steel	July 26- Aug 18	\$220		Evening	\$660
Arc Welding Technol- ogy 2	July 29- Aug 6	\$187		Day	\$561
AUGUST					
MIG Welding Mild Steel	Aug 23- 31	\$220	Narere/ Labasa/ Lautoka	Day	\$660
Tig Welding	Aug 23- Sep 20	\$242	Narere/ Lautoka	Evening	\$726

SEPTEMBER					
MIG Welding Aluminium	Sep 2- 13	\$220	Narere/Labasa/Lautoka	Day	\$660
MIG Welding Stainless Steel	Sep 16- 24	\$220		Day	\$660
High Pressurized Pipe Welding	Sep 21- Oct 19	\$242	Narere/Lautoka	Evening	\$726
TIG Welding	Sep 28- Oct 7	\$242	Narere/Labasa/Lautoka	Day	\$726
OCTOBER					
High Pressurized Pipe Welding	Oct 12- 21	\$242	Narere/Labasa/Lautoka	Day	\$726
Welding Calculation	Oct 20- Nov 16	\$198	Narere/Lautoka	Evening	\$594
Engineering Drawing	Oct 25- Nov 2	\$198	Narere/Labasa/Lautoka	Day	\$594
NOVEMBER					
Fabrication Techniques	Nov 8- 16	\$198	Narere/Labasa/Lautoka	Day	\$594
Engineering Drawing	Nov 17- Dec 13	\$198	Narere/Lautoka	Evening	\$594
Non-Destructive Testing	Nov 22- 30	\$198	Narere/Labasa/Lautoka	Day	\$594

AUTOCAD TRAINING SCHEDULE					
Course Name	Training Dates	Fees	Venue	Mode	Regional Fees
FEBRUARY					
Fundamentals of Computer Aided Design Module 1	Feb 15-19	\$275	Narere	Day	\$825
Fundamentals of Computer Aided Design Module 2	Feb 22-26	\$275	Narere	Day	\$825
Fundamentals of Computer Aided Design	Feb 15- Mar 05	\$550	Narere	Evening	\$1,650
MARCH					
Fundamentals of Computer Aided Design Module 3	Mar 01- 05	\$275	Narere	Day	\$825
2 Dimensional Design Module 1	Mar 08 -12	\$300	Narere	Day	\$900
2 Dimensional Design Module 2	Mar 15 - 19	\$330	Narere	Day	\$990
2 Dimensional Design Module 3	Mar 22- 26	\$330	Narere	Day	\$990
2 Dimensional Design	Mar 08- 26	\$660	Narere	Evening	\$1,980
APRIL					
3 Dimensional Design Module 1	Mar 29- Apr 06	\$385	Narere	Day	\$1,155
3 Dimensional Design Module 2	Apr 12 -16	\$385	Narere	Day	\$1,155
3 Dimensional Design Module 3	Apr 19 -23	\$385	Narere	Day	\$1,155
3 Dimensional Design	Mar 29- Apr 23	\$770	Narere	Evening	\$2,310
MAY					
Fundamentals of Computer Aided Design Module 1	May 10 - May 14	\$275	Lautoka	Day	\$825



Fundamentals of Computer Aided Design Module 2	May 17 - 21	\$275	Lautoka	Day	\$825
Fundamentals of Computer Aided Design Module 3	May 24 - 28	\$275	Lautoka	Day	\$825
Fundamentals of Computer Aided Design	May 10 - 28	\$550	Lautoka	Evening	\$1,650
JUNE					
2 Dimensional Design Module 1	Jun 07 - 11	\$300	Lautoka	Day	\$900
2 Dimensional Design Module 2	Jun 21 - 25	\$330	Lautoka	Day	\$990
2 Dimensional Design Module 3	Jun 07 - 25	\$330	Lautoka	Day	\$990
2 Dimensional Design	Jun 14 - 20	\$660	Lautoka	Evening	\$1,980
JULY					
3 Dimensional Design Module 1	Jul 05-09	\$385	Lautoka	Day	\$1,155
3 Dimensional Design Module 2	Jul 12 - 16	\$385	Lautoka	Day	\$1,155
3 Dimensional Design Module 3	Jul 19 - 23	\$385	Lautoka	Day	\$1,155
3 Dimensional Design	Jul 5-23	\$770	Lautoka	Evening	\$2,310
AUGUST					
Fundamentals of Computer Aided Design Module 1	Aug 09 - 13	\$275	Narere	Day	\$825
Fundamentals of Computer Aided Design Module 2	Aug 16 - 20	\$275	Narere	Day	\$825
Fundamentals of Computer Aided Design Module 3	Aug 23 - 27	\$275	Narere	Day	\$825
Fundamentals of Computer Aided Design	Aug 09 - 27	\$550	Narere	Evening	\$1,650
SEPTEMBER					
2 Dimensional Design Module 1	Aug 30 - Sep 03	\$330	Narere	Day	\$990
2 Dimensional Design Module 2	Sep 06 - 13	\$330	Narere	Day	\$990
2 Dimensional Design Module 3	Sep 20 - 24	\$330	Narere	Day	\$990
3 Dimensional Design Module 1	Sep 27 - Oct 01	\$385	Narere	Day	\$1,155
2 Dimensional Design	Aug30 - Sep 24	\$660	Narere	Evening	\$1,980
OCTOBER					
3 Dimensional Design Module 2	Oct 04 - 08	\$385	Narere	Day	\$1,155
3 Dimensional Design Module 3	Oct 11 - 15	\$385	Narere	Day	\$1,155
3 Dimensional Design	Sep 27 - Oct 15	\$770	Narere	Evening	\$2,310





DEPARTMENT OF CONSTRUCTION

CABINET MAKING & JOINERY				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
FEBRUARY				
Workplace Safety	Feb 01-09	\$198	Narere	Day
Workplace Communication & Ethics	Feb 11-19	\$198	Narere	Day
Trade Calculations Fundamentals 1	Feb 22-Mar 02	\$198	Narere	Day
Workplace Safety	Feb 25-Mar 05	\$198	Narere	Evening
MARCH				
Computer Fundamentals & Applications	Mar 04-12	\$198	Narere	Day
Plan Reading for Cabinet Makers and Joiners	Mar 17-30	\$198	Narere	Day
Plan Reading for Cabinet Makers and Joiners	Mar 08-Apr 06	\$198	Narere	Evening
APRIL				
Hand and Portable Power Tools	Apr 06-12	\$165	Narere	Day
Introduction to Woodwork Static Machines	Apr 14-23	\$220	Narere	Day
Timber Selection for Furniture Making	Apr 28-May 07	\$220	Narere	Day
Hand and Portable Power Tools	Apr 12-27	\$165	Narere	Evening
MAY				
Basic Furniture Making	May 12-30	\$198	Narere	Day
Kitchen Fitment and Fittings	May 24-Jun 03	\$242	Narere	Day
Introduction to Woodwork Static Machines	May 03-Jun 02	\$220	Narere	Evening
JUNE				
Wall Cabinet Furniture Making	Jun 07-16	\$220	Narere	Day
Furniture Job Specification	Jun 21-29	\$198	Narere	Day
Cabinet Maker Refresher Class III	Jun 07-24	\$198	Narere	Evening
JULY				
Laminate, Press Top Furniture	July 05-12	\$198	Narere	Day
Estimate and Cost Job	July 14-21	\$198	Narere	Day
Apply Furniture Finishing	Jul 26-Aug 03	\$198	Narere	Day
Cabinet Maker Refresher Class II	June 05-21	\$198	Narere	Evening
AUGUST				
Door And Window Construction	Aug 09-19	\$308	Narere	Day
Joinery Design & Craftsmanship	Aug 23-Sep 03	\$308	Narere	Day
Joiner Refresher Class III	Aug 02-19	\$198	Narere	Evening
Joiner Refresher Class II	Aug 23-Sep 10	\$198	Narere	Evening
SEPTEMBER				
Plan Reading for Cabinet Makers and Joiners	Sep 08-16	\$198	Narere	Day
Hand and Portable Power Tools	Sep 20-24	\$165	Narere	Day

Introduction to Woodwork Static Machines	Sep 29-Oct 07	\$220	Narere	Day
Door And Window Construction	Sep 20-26 Oct	\$308	Narere	Evening
OCTOBER				
Basic Furniture Making	Oct 11-19	\$198	Narere	Day
Kitchen Fitment and Fittings	Oct 21-29	\$242	Narere	Day
NOVEMBER				
Wall Cabinet Furniture Making	Nov 01-10	\$220	Narere	Day
Estimate and Cost Job	Nov 15-23	\$220	Narere	Day
Kitchen Fitment and Fittings	Nov 01-Dec 07	\$242	Narere	Evening
DECEMBER				
Apply Furniture Finishing	Nov 25-Dec 03	\$198	Narere	Day

PLUMBING

Course Name	Training Dates	Fees	Venue (Centre)	Mode
JANUARY				
Water Fitter Intermediate	Jan 18-29	\$165	Narere/ Naceva	Evening
FEBRUARY				
Plumbing & Sheetmetal Workplace Safety	Feb 01-09	\$198	Narere/ Naceva	Day
Computer Fundamentals	Feb 11-19	\$198		Day
Read Plans and Calculates Plumbing Quantities	Feb 22-26	\$165		Day
Water Fitter Supervisory	Feb 01 -12	\$165		Evening
Fabricate and install Fire Hydrant and Hose reel	Feb 15 -26	\$198		Evening
MARCH				
Handle and Store Plumbing Materials	Mar 01-05	\$165	Narere/ Naceva	Day
Use Plumbing Hand and Power Tools	Mar 08-12	\$165		
Introduction to Welding - Oxy Acetylene Gas	Mar 15 -23	\$198		
Introduction to Oxy Fuel Cutting	Mar 24 -Apr 01			
Read Plans and Calculates Plumbing Quantities	Mar 01 -12	\$165	Narere/ Lautoka	Evening
Pipe Layers	Mar 15-26	\$198		
Plan and Layout Residential Drainage	Mar 29- Apr 13			
APRIL				
Introduction to Arc Welding	Apr 07-13	\$198	Narere/ Lautoka	Day
Erect and Dismantle Re-stricted Height Scaffolding	Apr 14-20			Evening
Install and fit Off Sanitary Fixtures	Apr 14-27			
Marking out Plumbing Material	Apr 28- May 11	\$165		
MAY				
Set Out and Install Water Services	May 03-07	\$165	Narere/ Naceva	Day
Install Water Mains Pipeline	May 10-14	\$198		
Install and Adjust Water Service Controls Devices	May 17-21			



Install Water Pump Sets	May 24-28	\$198	Narere/ Naceva	Day
Fit and Commission Hot and Cold Water	May 21- Jun 04			
Cut and join Sheet metal	May 12-25	\$165	Narere/ Lautoka	Evening
Select and Install Roof Sheeting and wall cladding	May 26- Jun 08			
JUNE				
Green Plumbing	Jun 07-11	\$198	Narere/ Lautoka	Day
Connect Irrigation Systems from Drinking Water Supply	Jun 14-18	\$165		
Fabricate and Install Fire Hydrant and Hose Reel	Jun 21-25	\$198		
Install Sprinkler System	Jun28- Jul2			
Green Plumbing Solar	Jun 02-22			
Fit and commission hot and cold water	Jun 23- Jul 6			Evening
JULY				
Carry Out Levelling	Jul 12-16	\$165	Narere/ Lautoka	Day
Install Trench Support	Jul 19-23			
Install Storm Water and Subsoil Drainage	Jul 26-30	\$198		Evening
Install Gas Piping Systems	Jul 07-21			
Swimming Pool Routine Maintenance	Jul 22-04 Aug			
AUGUST				
Install and fit off sanitary fixtures	Aug 02-06	\$198	Narere/ Lautoka	Day
Plan and Layout Residential Drainage System	Aug 09-13			
Pipe Layers	Aug 23-27			
Carryout Levelling	Aug 05-18	\$165		Evening
Plan and Layout Residential Drainage System	Aug 19- Sep 01	\$198		
Introduction to Welding – Oxy Acetylene Gas	Sep 02- Sep 16			
SEPTEMBER				
Install Gas Piping Systems	Sep 06-10	\$198	Narere/ Lautoka	Day
Install and Commission Type 'A' Gas Appliances	Sep 13-17	\$198		
Marking Out of Plumbing Materials	Sept 27 - Oct 01	\$165		
Introduction to Oxy-Fuel Cutting	Sep 20- Oct 01	\$180		Evening
Fundamentals of Arc Welding	Oct 04-15			
OCTOBER				
Cut and Join Sheet metal	Oct 04-08	\$198	Narere/ Lautoka	Day
Work Safely on Roofs	Oct 11-15	\$165		
Fabricate and Install Roof Drainage Components	Oct 18-22	\$198		
Select and Install Roof Sheeting and Wall Cladding	Oct 25-29			
Water Fitter Intermediate	Oct 18-29	\$165		Evening
NOVEMBER				
Collect and Store Roof Water	Nov 01-05	\$165	Narere/ Lautoka	Day
Water Fitter Supervisory	Nov 01-12			Evening
Marking Out of Plumbing Materials	Nov 15-26			
Cut and Join Sheet metal	Nov 29- Dec 10			
DECEMBER				
Install and fit off sanitary fixtures	Dec 13-24	\$165	Narere/ Lautoka	Evening

CARPENTRY

Course Name	Training Dates	Fees	Venue (Centre)	Mode
JANUARY				
Safety Requirements for Construction Workplace	Jan 21-29	\$165	Narere/ Naceva	Day
FEBRUARY				
Trade Calculation for Builders	Feb 01-05	\$165	Narere/ Naceva	Day
Read and Interpret Construc- tion Plans	Feb 08-12			
Hand and Power Tools Operation	Feb 15-19			
Setout and Mark Building	Feb 25- Mar 05	\$198		
MARCH				
Timber Floor and Wall Con- struction	Mar 08-16	\$198	Narere/ Naceva	Day
Window and Door Construc- tion	Mar 17-23	\$165		
Construct Timber Roof Structure	Mar 24- Apr 01	\$198		
Safety Requirements for Construction Workplace	Mar 01-19	\$165		Evening
Trade Calculation for Builders	Mar 22- Apr 09	\$165		
APRIL				
Construct Timber Stairs	Apr 08-16	\$198	Narere/ Naceva	Day
Formwork to Simple Con- creting	Apr 19-27	\$198		Evening
Read and Interpret Construc- tion Plans	Apr 12-30	\$165		
MAY				
Carry Out Levelling	May 03-07	\$165	Narere/ Naceva	Day
Carry out excavation	May 10-18	\$198		
Fabricate and place reinforc- ing steel for basic construc- tion	May 19-25	\$198		
Hand and Power Tools Operation	May 03-21	\$165		Evening
Carry Out Levelling	May 24- Jun 11	\$165		
JUNE				
Concreting to Simple Forms	Jun 01-04	\$165	Narere/ Naceva	Day
Erect and Dismantle Re- stricted Height Scaffold	Jun 07-11	\$198		
Prepare for block Laying	Jun 14-22	\$198		
Prepare for solid plastering	Jun 23-01 July	\$198		
Window and Door Construc- tion	Jun 14-30	\$165		Evening
JULY				
Fix for Plasterboard	Jul 05-09	\$165	Narere/ Naceva	Day
Finish Plasterboard	Jul 12-16			
Painting module I	Jul 19-13			
Painting module II	Jun 23- July 01			
Timber Floor and Wall Con- struction	Jul 05-30	\$198		Evening
AUGUST				
Lay Floor Tiles	Aug 02-06	\$165	Narere/ Naceva	Day
Lay Wall tiles	Aug 09-13			
Lay Decorative tiles	Aug 16-20			
Tiling Curved Surfaces	Aug 23-27			
Formwork to Simple Con- creting	Aug 02-27	\$198		Evening



SEPTEMBER				
Understanding Bamboo and the treatment	Aug 30-Sep 03	\$165	Narere/ Naceva	Day
Basic Joints used for Bamboo Furniture	Sep 13-17	\$165		
Design Basic Furniture with Bamboo	Sep 20-24	\$165		
SEPTEMBER ROUND 2				
Safety Requirements for Construction Workplace	Sep 13-17	\$165	Narere/ Naceva	Day
Trade Calculation for Builders	Sep 20-24	\$165		
Read and Interpret Construction Plans	Sep 27-Oct 01	\$165		

Construct Timber Roof Structure	Sept 01-24	\$198	Narere/ Naceva	Evening
OCTOBER				
Hand and Power Tools Operation	Oct 04-08	\$165	Narere/ Naceva	Day
Setout and Mark Building	Oct 19-27	\$200		
NOVEMBER				
Timber Floor and Wall Construction	Nov 08-16	\$198	Narere/ Naceva	Day
Window and Door Construction	Nov 22-26	\$165		
DECEMBER				
Construct Timber Roof Structure	Dec 01-09	\$198	Narere/ Naceva	Day

DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING

Course Name	Training Dates	Fees	Venue (Centre)	Mode
JANUARY				
Computer Fundamentals	Jan 25 - Feb 05	\$330	Narere	Day
Computer Fundamentals	Feb 05	\$330	Naceva	Day
FEBRUARY				
Electrician Class III Module I: Theory Trade Test Refresher	Feb 02 - Mar 03	\$200	Narere	Evening
Workshop and Electrical Safety	Feb 8 - 16	\$198	Narere	Day
Workshop and Electrical Safety	Feb 8 - 16	\$198	Naceva	Day
Electrical Wireman Stage I Module I: DC Fundamentals I	Feb 09 - Mar 04	\$198	Naceva	Evening
Electrical Wireman Stage I Module I: DC Fundamentals I	Feb 09 - Mar 04	\$198	Narere	Evening
Motor Rewinding Module I: Single-Phase Motor Rewinding	Feb 09 - Mar 10	\$250	Narere	Evening
Workshop Craft Practice	Feb 18 - Mar 03	\$330	Narere	Day
Workshop Craft Practice	Feb 18 - Mar 03	\$330	Naceva	Day
MARCH				
Workplace Communication and Ethics	Mar 04 - 12	\$198	Naceva	Day
Workplace Communication and Ethics	Mar 08 - 16	\$198	Narere	Day
Electrical Wireman Stage I Module II: Electrical Regulations I	Mar 9 - 30	\$150	Narere	Evening
Electrical Wireman Stage I Module II: Electrical Regulations I	Mar 09 - 30	\$150	Naceva	Evening
Electrician Class III Module II: Theory Trade Test Refresher	Mar 09 - Apr 07	\$200	Narere	Evening
Motor Rewinding Module II: Three-Phase Motor Rewinding	Mar 16 - Apr-29	\$350	Narere	Evening
Trade Calculations I	Mar17-25	\$198	Naceva	Day
Trade Calculations I	Mar18-26	\$198	Narere	Day
Electrical Wireman Stage I Module I: DC Fundamentals I	Mar 29 - Apr 08	\$198	Narere	Day
Electrical Wireman Stage I Module I: DC Fundamentals I	Mar 29 - Apr 08	\$198	Naceva	Day
APRIL				
Electrical Wireman Stage I Module III: DC Fundamentals II	Apr 06 - May 05	\$308	Narere	Evening
Electrical Wireman Stage I Module III: DC Fundamentals II	Apr 06 - May 05	\$308	Naceva	Evening

Electrical Wireman Stage I Module II: Electrical Regulations I	Apr 12 - 16	\$150	Narere	Day
Electrical Wireman Stage I Module II: Electrical Regulations I	Apr 12 - 16	\$150	Naceva	Day
Computer Fundamentals	Apr 12 -23	\$330	Narere	Day
Computer Fundamentals	Apr 12 -23	\$330	Naceva	Day
Electrician Class III Module III: Practical Trade Test Refresher	Apr 13 - May 12	\$300	Narere	Evening
Electrical Wireman Stage I Module III: DC Fundamentals II	Apr 19 - 28	\$308	Narere	Day
Electrical Wireman Stage I Module I: DC Fundamentals I	Apr 20 - May 13	\$198	Narere	Evening
Electrical Wireman Stage I Module I: DC Fundamentals I	Apr 20 - May 13	\$198	Naceva	Evening
Electrical Wireman Stage I Module III: DC Fundamentals II	Apr 21 - 30	\$308	Naceva	Day
Workshop and Electrical Safety	Apr 26 - May 04	\$198	Naceva	Day
Workshop and Electrical Safety	Apr 28 - May 06	\$198	Narere	Day
MAY				
Electrical Wireman Stage I Module IV: Wiring Practice I - Single Phase Domestic Wiring	May 03 - 11	\$330	Narere	Day
Electrical Wireman Stage I Module IV: Wiring Practice I - Single-Phase Domestic Wiring	May 03 - 11	\$330	Naceva	Day
Workshop Craft Practice	May 6- 19	\$330	Naceva	Day
Motor Starters Module I: Single-Phase Motor Starters	May 06 - Jun 08	\$250	Narere	Evening
Workshop Craft Practice	May 10 -21	\$330	Narere	Day
Electrical Wireman Stage I Module IV: Wiring Practice I - Single-Phase Domestic Wiring	May 11 - Jun 03	\$330	Naceva	Evening
Electrical Wireman Stage I Module IV: Wiring Practice I - Single Phase Domestic Wiring	May 11 - Jun 03	\$330	Narere	Evening
Trade Calculations II	May 13 -21	\$198	Narere	Day
Trade Calculations II	May 13 -21	\$198	Naceva	Day
Electrical Wireman Stage I Module II: Electrical Regulations I	May 18 - Jun 08	\$150	Narere	Evening
Electrical Wireman Stage I Module II: Electrical Regulations I	May 18 - Jun 08	\$150	Naceva	Evening
Electrician Class II Module I: Theory Trade Test Refresher	May 18 - Jun 16	\$250	Narere	Evening



Workplace Communication and Ethics	May 21 - 31	\$198	Naceva	Day
Electrical Wireman Stage II Module I: AC Fundamentals I	May 24 - Jun 01	\$198	Narere	Day
Electrical Wireman Stage II Module I: AC Fundamentals I	May 24 - Jun 01	\$198	Naceva	Day
Workplace Communication and Ethics	May 26 - Jun 03	\$198	Narere	Day
JUNE				
EFL Wireman's License Re-fresher	TBA	\$385	Narere	Evening
Electrical Wireman Stage II Module II: Electrical Regulations II	Jun 3 - 09	\$150	Narere	Day
Trade Calculations I	Jun 3 - 11	\$198	Naceva	Day
Electrical Wireman Stage II Module II: Electrical Regulations II	Jun 07 - 11	\$150	Naceva	Day
Trade Calculations I	Jun 7 - 15	\$198	Narere	Day
Electrical Wireman Stage II Module I: AC Fundamentals I	Jun 08 - Jul 06	\$198	Narere	Evening
Electrical Wireman Stage II Module I: AC Fundamentals I	Jun 08 - Jul 06	\$198	Naceva	Evening
Electrical Wireman Stage II Module III: Electrical Appliances	Jun 14 - 22	\$250	Narere	Day
Electrical Wireman Stage II Module III: Electrical Appliances	Jun 14 - 22	\$250	Naceva	Day
Electrical Wireman Stage I Module III: DC Fundamentals II	Jun 15 - Jul 14	\$308	Narere	Evening
Electrical Wireman Stage I Module III: DC Fundamentals II	Jun 15 - Jul 14	\$308	Naceva	Evening
Motor Starters Module II: Three-Phase Motor Starters	Jun 15 - Jul 21	\$300	Narere	Evening
Electrical Wireman Stage I Module I: DC Fundamentals I	Jun 16 - 24	\$198	Naceva	Day
Electrical Wireman Stage I Module I: DC Fundamentals I	Jun 17 - 25	\$198	Narere	Day
Electrician Class II Module II: Theory Trade Test Refresher	Jun 22 - Jul 21	\$250	Narere	Evening
Electrical Wireman Stage II Module IV: Three Phase Domestic / Commercial Wiring	Jun 24 - Jul 02	\$330	Naceva	Day
Electrical Wireman Stage II Module IV: Three Phase Domestic / Commercial Wiring	Jun 24 - Jul 02	\$330	Narere	Day
Electrical Wireman Stage I Module II: Electrical Regulations I	Jun 28 - Jul 02	\$150	Narere	Day
Electrical Wireman Stage I Module II: Electrical Regulations I	Jun 29 - Jul 05	\$150	Naceva	Day
JULY				
Schematic Drawing and Interpretation	Jul 05 - 13	\$198	Narere	Day
Schematic Drawing and Interpretation	Jul 05 - 13	\$198	Naceva	Day
Electrical Wireman Stage I Module III: DC Fundamentals II	Jul 05 - 14	\$308	Narere	Day
Electrical Wireman Stage I Module III: DC Fundamentals II	Jul 08 - 19	\$308	Naceva	Day
Electrical Wireman Stage II Module II: Electrical Regulations II	Jul 13 - Aug 03	\$150	Narere	Evening
Electrical Wireman Stage II Module II: Electrical Regulations II	Jul 13 - Aug 03	\$150	Naceva	Evening
Electrical Wireman Stage III Module I: DC Machines	Jul 15 - 23	\$198	Narere	Day
Electrical Wireman Stage I Module IV: Wiring Practice I - Single-Phase Domestic Wiring	Jul 19 - 27	\$330	Narere	Day

Electrical Wireman Stage III Module I: DC Machines	Jul 19 - 27	\$198	Naceva	Day
Electrical Wireman Stage I Module IV: Wiring Practice I - Single-Phase Domestic Wiring	Jul 20 - Aug 12	\$330	Narere	Evening
Electrical Wireman Stage I Module IV: Wiring Practice I - Single-Phase Domestic Wiring	Jul 20 - Aug 12	\$330	Naceva	Evening
Electrical Wireman Stage I Module IV: Wiring Practice I - Single-Phase Domestic Wiring	Jul 21 - 29	\$330	Naceva	Day
Electrical Wireman Stage III Module II: Electrical Regulations III	Jul 26 - 30	\$150	Narere	Day
Electrician Class II Module III: Practical Trade Test Refresher	Jul 27 - Aug 25	\$350	Narere	Evening
Motor Starters Module III: Soft Starters VS-Drives	Jul 27 - Aug 26	\$350	Narere	Evening
Trade Calculations II	Jul 29 - Aug 06	\$198	Narere	Day
Electrical Wireman Stage III Module II: Electrical Regulations III	Jul 29 - Aug 04	\$150	Naceva	Day
AUGUST				
Electrical Wireman Stage III Module III: AC Fundamentals II	Aug 02 - 13	\$330	Narere	Day
Trade Calculations II	Aug 03 - 11	\$198	Naceva	Day
Electrical Wireman Stage II Module I: AC Fundamentals I	Aug 09 - 17	\$198	Narere	Day
Electrical Wireman Stage III Module III: AC Fundamentals II	Aug 09 - 20	\$330	Naceva	Day
Electrical Wireman Stage II Module III: Electrical Appliances	Aug 10 - Sep 08	\$250	Narere	Evening
Electrical Wireman Stage II Module III: Electrical Appliances	Aug 10 - Sep 08	\$250	Naceva	Evening
Electrical Wireman Stage III Module IV: Three Phase Industrial Wiring Practice	Aug 16 - 24	\$350	Narere	Day
Electrical Wireman Stage II Module I: AC Fundamentals I	Aug 17 - 25	\$198	Naceva	Day
Electrical Wireman Stage II Module I: AC Fundamentals I	Aug 17 - Sep 15	\$198	Narere	Evening
Electrical Wireman Stage II Module I: AC Fundamentals I	Aug 17 - Sep 15	\$198	Naceva	Evening
Electrical Wireman Stage II Module II: Electrical Regulations II	Aug 19 - 25	\$150	Narere	Day
Electrical Wireman Stage III Module IV: Three-Phase Industrial Wiring Practice	Aug 24 - Sep 01	\$350	Naceva	Day
Planning and Estimation of Electrical Installations	Aug 26 - Sep 03	\$198	Narere	Day
Electrical Wireman Stage II Module III: Electrical Appliances	Aug 26 - Sep 08	\$250	Narere	Day
Electrical Wireman Stage II Module II: Electrical Regulations II	Aug 26 - Sep 06	\$150	Naceva	Day
Electrician Class I Module I: Theory Trade Test Refresher	Aug 31 - Sep 30	\$300	Narere	Evening
Power Generation Module I: Single-Phase Power Generators	Aug 31 - Sep 30	\$126	Narere	Evening
SEPTEMBER				
Planning and Estimation of Electrical Installations	Sep 02 - 13	\$198	Naceva	Day
Motor Starters Module I: Single-Phase Motor Starters	Sep 06 - 15	\$250	Narere	Day
Electrical Wireman Stage II Module III: Electrical Appliances	Sep 08 - 16	\$250	Naceva	Day



Electrical Wireman Stage II Module IV: Wiring Practice II - Three Phase Domestic / Commercial Wiring	Sep 09 - Oct 06	\$330	Narere	Evening
Electrical Wireman Stage II Module IV: Three Phase Domestic / Commercial Wiring	Sep 13 - 21	\$330	Narere	Day
Electrical Wireman Stage II Module IV: Wiring Practice II - Three-Phase Domestic/Commercial Wiring	Sep 14 - Oct 07	\$330	Naceva	Evening
Protection System & Devices	Sep16 -24	\$198	Narere	Day
Motor Starters Module I: Single-Phase Motor Starters	Sep 16 - 24	\$250	Naceva	
Electrical Wireman Stage II Module IV: Three-Phase Domestic/Commercial Wiring	Sep 20 - 28	\$330	Naceva	
Electrical Wireman Stage II Module II: Electrical Regulations II	Sep 21 - Oct 12	\$150	Narere	Evening
Electrical Wireman Stage II Module II: Electrical Regulations II	Sep 21 - Oct 12	\$150	Naceva	
Schematic Drawing and Interpretation	Sep 23 - Oct 01	\$198	Narere	Day
Protection System & Devices	Sep 27 - Oct 05	\$198	Naceva	
Motor Starters Module II: Three-Phase Motor Starters	Sep 27 - Oct 06	\$300	Narere	
Schematic Drawing and Interpretation	Sep 27 - Oct 07	\$198	Naceva	
OCTOBER				
Electrical Wireman Stage III Module I: DC Machines	Oct 04 - 13	\$198	Narere	Day
Electrician Class I Module II: Theory Trade Test Refresher	Oct 06 - Nov 09	\$300	Narere	Evening
Electrical Wireman Stage III Module I: DC Machines	Oct 07 - Nov 10	\$198	Narere	
Maintenance Planning Fundamentals	Oct 12 - 20	\$198	Narere	Day
Motor Starters Module II: Three-Phase Motor Starters	Oct 12 - 21	\$300	Naceva	
Power Generation Module II: Three-Phase Power Generation	Oct 12 - Nov 16	\$128	Narere	Evening
Electrical Wireman Stage III Module I: DC Machines	Oct 12 - Nov 18	\$198	Naceva	
Electrical Wireman Stage III Module I: DC Machines	Oct 14 - 22	\$198	Naceva	Day
Electrical Wireman Stage III Module II: Electrical Regulations III	Oct 18 - 22	\$150	Narere	
Electrical Wireman Stage II Module III: Electrical Appliances	Oct 19 - Nov 17	\$250	Narere	Evening
Electrical Wireman Stage II Module III: Electrical Appliances	Oct 19 - Nov 17	\$250	Naceva	
Maintenance Planning Fundamentals	Oct 25 - Nov 02	\$198	Naceva	Day
Electronics for Electricians Module I: Rectifiers, Filters and Regulators	Oct 25 - Nov 03	\$250	Narere	
Electrical Wireman Stage III Module III: AC Fundamentals II	Oct 25 - Nov 08	\$330	Narere	

Electrical Wireman Stage III Module II: Electrical Regulations III	Oct 26 - Nov 01	\$150	Naceva	Day
NOVEMBER				
Electrical Wireman Stage III Module III: AC Fundamentals II	Nov 05 - 18	\$330	Naceva	Day
Power Generation Module I: Single Phase Power Generation	Nov 08 - 16	\$198	Narere	
Power Generation Module I: Single Phase Power Generation	Nov 08 - 16	\$250	Naceva	
Electrical Wireman Stage III Module IV: Three-Phase Industrial Wiring Practice	Nov 10 - 18	\$350	Narere	
Electrician Class I Module III: Practical Trade Test Refresher	Nov 11 - 14	\$400	Narere	Evening
Electrical Wireman Stage III Module II: Electrical Regulations II	Nov 16 - Dec 07	\$150	Narere	
Automation Technology Module I: Switches, Sensors, and Transducers	Nov 18 - 26	\$308	Narere	Day
Planning and Estimation of Electrical Installations	Nov 22 - 30	\$198	Narere	
Renewable Energy Module I: Solar PV Principles and Applications	Nov 22 - 30	\$198	Naceva	
Electrical Wireman Stage III Module IV: Three-Phase Industrial Wiring Practice	Nov 22 - 30	\$350	Naceva	
Electrical Wireman Stage III Module II: Electrical Regulations III	Nov 23 - Dec 14	\$150	Naceva	Evening
Electrical Wireman Stage II Module IV: Wiring Practice II - Three Phase Domestic/Commercial Wiring	Nov 23 - Dec 16	\$330	Narere	
Renewable Energy Module I: Solar PV Principles and Applications	Nov 23 - Dec 16	\$130	Narere	
Electrical Wireman Stage II Module IV: Wiring Practice II - Three-Phase Domestic/Commercial Wiring	Nov 23 - Dec 16	\$330	Naceva	
Renewable Energy Module I: Solar PV Principles and Applications	Nov 29 - Dec 07	\$198	Narere	Day
DECEMBER				
Motor Starters Module I: Single-Phase Motor Starters	Dec 02 - 10	\$250	Narere	Day
Planning and Estimation of Electrical Installations	Dec 02 - 10	\$198	Naceva	
Electronics for Electricians Module I: Rectifiers, Filters and Regulators	Dec 02 - 13	\$308	Naceva	
PLC Module I: Introduction to PLC	Dec 09 - 20	\$330	Narere	
Protection System & Devices	Dec 13 - 21	\$198	Narere	
Motor Starters Module I: Single-Phase Motor Starters	Dec 14 - 21	\$250	Naceva	
Automation Technology Module I: Switches, Sensors, and Transducers	Dec 15 - 23	\$198	Naceva	



DIVISION OF PRODUCTIVITY AND CONSULTANCY

DEPARTMENT OF NATIONAL PRODUCTIVITY & INDUSTRY INNOVATION

ACCOUNTING AND FINANCE MANAGEMENT

Course Name	Training Dates	Fees	Venue (Centre)	Mode
FEBRUARY				
Managing Payroll	Feb 18-19	\$275	Suva	Day
Develop and Implement a Business Plan	Feb 18-19	\$120	Lautoka	Day
Micro & Small Enterprise Management	Feb 24-25	\$120	Suva	Day
Manage Micro & Small Enterprise	Feb 24-25	\$120	Lautoka	Day
MARCH				
Improving Tax Administration & Compliance	Mar 25-26	\$275	Suva / Nadi	Day
MAY				
Managing Accounts Payable, Vendor Performance & Contract Compliance	May 19-20	\$275	Suva / Lautoka	Day
JUNE				
Managing Accounts Receivables & Collection Strategies	Jun 10-11	\$275	Suva / Nadi	Day
AUGUST				
Writing Effective Business Plan	Aug 19-20	\$120	Suva	Day
Develop and Implement a Business Plan	Aug 26-27	\$120	Nadi	Day
SEPTEMBER				
Managing Accounts Payable, Vendor Performance & Contract Compliance	Sep 23-24	\$275	Nadi	Day
OCTOBER				
Managing Accounts Payable, Vendor Performance & Contract Compliance	Oct 25-26	\$275	Suva	Day
NOVEMBER				
Managing Accounts Receivables & Collection Strategies	Nov 17-18	\$275	Suva / Lautoka	Day

OCCUPATIONAL HEALTH & SAFETY

Course Name	Training Dates	Fees	Venue (Centre)	Mode
JANUARY				
OHS Representative & Committee Refresher Training	Jan 04-31	\$120	Online	On-line
OHS for Micro & Small Enterprises	Jan 12-13	\$180	Nadi	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Jan 20-22	\$275	Lautoka	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Jan 27-29	\$275	Suva	Day
FEBRUARY				
OHS Representative & Committee Refresher Training	Feb 01-28	\$120	Online	On-line
Occupational Health & Safety Awareness	Feb 03	\$180	Lautoka	Day
OHS for Agricultural Sector	Feb 04	\$120	Lautoka	Day
Working at Height Safety	Feb 05	\$165	Lautoka	Day
Working in Confined Space	Feb 08-09	\$275	Lautoka	Day
Occupational Health & Safety Awareness	Feb 15	\$180	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Feb 17-19	\$275	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Feb '23-25	\$275	Nadi	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Feb 24-26	\$275	Labasa	Day
MARCH				
OHS Representative & Committee Refresher Training	Mar 01-31	\$120	Online	On-line



OHS Module III – Occupational Health & Safety Legislative Framework	Mar 08-09	\$275	Lautoka	Day
OHS Module III – Occupational Health & Safety Legislative Framework	Mar 10-11	\$275	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Mar 17-19	\$275	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Mar 24-26	\$275	Nadi	Day
APRIL				
OHS Module IV – Occupational Hygiene & Risk Management	Apr 12-13	\$330	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Apr 14-16	\$275	Ba	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Apr 19-21	\$275	Suva	Day
OHS Module IV – Occupational Hygiene & Risk Management	Apr 22-23	\$330	Lautoka	Day
Fiji OHS Conference	Apr 28	\$275	Nadi	Day
MAY				
Working at Height Safety	May 05	\$165	Suva	Day
OHS for Micro & Small Enterprises	May 05-06	\$180	Lautoka	Day
Working in Confined Space	May 06-07	\$275	Suva	Day
OHS Module V – Develop & Implement an Occupational Health & Safety Management System (ISO 45001:2018)	May 11-12	\$330	Lautoka	Day
OHS Module V – Develop & Implement an Occupational Health & Safety Management System (ISO 45001:2018)	May 13-14	\$330	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	May 19-21	\$275	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	May 25-27	\$275	Lautoka	Day
JUNE				
OHS Module VI – Auditing Occupational Health & Safety Management Systems	Jun 03-04	\$330	Lautoka	Day
OHS Module VI – Auditing Occupational Health & Safety Management Systems	Jun 10-11	\$330	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Jun 15-17	\$275	Nadi	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Jun 23-25	\$275	Labasa	Day
JULY				
Working in Confined Space	July '01-02	\$275	Lautoka	Day
Occupational Health & Safety Awareness	July '07	\$180	Lautoka	Day
OHS for Agricultural Sector	July '08	\$120	Lautoka	Day
Working at Height Safety	July '09	\$165	Lautoka	Day

Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	July 14-16	\$275	Savusavu	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	July 20-22	\$275	Ba	Day
OHS for Micro & Small Enterprises	July 26-27	\$180	Suva	Day
OHS for Micro & Small Enterprises	July 29-30	\$180	Lautoka	Day
AUGUST				
OHS Module III – Occupational Health & Safety Legislative Framework	Aug 04-05	\$275	Lautoka	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Aug 18-20	\$275	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Aug 24-26	\$275	Lautoka	Day
OHS Module III – Occupational Health & Safety Legislative Framework	Aug 30-31	\$275	Suva	Day
SEPTEMBER				
OHS Module IV – Occupational Hygiene & Risk Management	Sep 09-10	\$330	Lautoka	Day
Working in Confined Space	Sep 15-16	\$275	Suva	Day
Working at Height Safety	Sep 17	\$165	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Sep 21-23	\$275	Nadi	Day
OHS Module IV – Occupational Hygiene & Risk Management	Sep 23-24	\$330	Suva	Day
OCTOBER				
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Oct 05-07	\$275	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Oct 13-15	\$275	Ba	Day
OHS Module V – Develop & Implement an Occupational Health & Safety Management System (ISO 45001:2018)	Oct 14-15	\$330	Suva	Day
OHS Module V – Develop & Implement an Occupational Health & Safety Management System (ISO 45001:2018)	Oct 21-22	\$330	Lautoka	Day
NOVEMBER				
OHS Module VI – Auditing Occupational Health & Safety Management Systems	Nov 09-10	\$330	Lautoka	Day
OHS Module VI – Auditing Occupational Health & Safety Management Systems	Nov 11-12	\$330	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Nov 17-19	\$275	Suva	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Nov 24-26	\$275	Lautoka	Day
OHS for Agricultural Sector	Nov 29	\$120	Suva	Day



DECEMBER				
OHS for Micro & Small Enterprises	Dec 01-02	\$180	Lautoka	Day
Occupational Health & Safety Modules I & II for Safety Representatives & Committee Members	Dec 07-09	\$275	Nadi	Day

FOOD SAFETY & QUALITY				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
JANUARY				
Basic Food Safety Management	Jan 14-15	\$242	Suva	Day
Basic Food Safety Management	Jan 28-29	\$242	Nadi	Day
FEBRUARY				
Allergen Management	Feb 11-12	\$275	Suva	Day
Allergen Management	Feb 25-26	\$275	Nadi	Day
MARCH				
Implementing Hazard Analysis & Critical Control Points (HAC-CP) System	Mar 10-12	\$385	Lautoka	Day
Implementing Hazard Analysis & Critical Control Points (HAC-CP) System	Mar 24-26	\$385	Suva	Day
MAY				
Understanding & Implementing ISO22000:2018 Food Safety Management Systems	May 05-07	\$385	Nadi	Day
Understanding & Implementing ISO22000:2018 Food Safety Management Systems	May 10-12	\$385	Suva	Day
JUNE				
ISO 22000:2018 Food Safety Management Systems Internal Auditing	Jun 14-15	\$330	Suva	Day
ISO 22000:2018 Food Safety Management Systems Internal Auditing	Jun 17-18	\$330	Nadi	Day
AUGUST				
Basic Food Safety Management	Aug 05-06	\$242	Nadi	Day
Basic Food Safety Management	Aug 30-31	\$242	Suva	Day
SEPTEMBER				
Allergen Management	Sep 09-10	\$275	Nadi	Day
Allergen Management	Sep 13-14	\$275	Suva	Day
OCTOBER				
Understanding & Implementing ISO22000:2018 Food Safety Management Systems	Oct 20-22	\$385	Nadi	Day
Understanding & Implementing ISO22000:2018 Food Safety Management Systems	Oct 25-27	\$385	Suva	Day
NOVEMBER				
ISO 22000:2018 Food Safety Management Systems Internal Auditing	Nov 15-16	\$330	Suva	Day
ISO 22000:2018 Food Safety Management Systems Internal Auditing	Nov 18-19	\$330	Nadi	Day
DECEMBER				
Implementing Hazard Analysis & Critical Control Points (HAC-CP) System	Dec 01-03	\$385	Nadi	Day
Implementing Hazard Analysis & Critical Control Points (HAC-CP) System	Dec 06-08	\$385	Suva	Day

ENVIRONMENT MANAGEMENT & GREEN PRODUCTIVITY				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
MARCH				
Environmental Regulation & Compliance	Mar 15-16	\$275	Suva	Day

PROJECT MANAGEMENT				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
FEBRUARY				
Project Scope & Time Management	Feb 01-28	\$330	Online	Online
Project Scope & Time Management	Feb 10-11	\$330	Suva	Day
Project Scope & Time Management	Feb 17-18	\$330	Nadi	Day
MARCH				
Project Cost Management	Mar 01-31	\$330	Online	Online
Project Cost Management	Mar 11-12	\$330	Suva / Lautoka	Day
APRIL				
Project Risk & Quality Management	Apr 01-30	\$330	Online	Online
Project Risk & Quality Management	Apr 14-15	\$330	Suva	Day
Project Risk & Quality Management	Apr 21-22	\$330	Nadi	Day
MAY				
Project Leadership	May 01-31	\$330	Online	Online
Project Leadership	May 19-20	\$330	Suva	Day
Project Leadership	May 26-27	\$330	Nadi	Day
JUNE				
Microsoft Project for Managers	Jun 01-30	\$330	Online	Online
Microsoft Project for Managers	Jun 10-11	\$330	Suva	Day
Microsoft Project for Managers	Jun 22-23	\$330	Lautoka	Day
JULY				
Project Scope & Time Management	July 01-31	\$330	Online	Online
Project Scope & Time Management	July 20-21	\$330	Suva	Day
Project Scope & Time Management	July 28-29	\$330	Nadi	Day
AUGUST				
Project Cost Management	Aug 01-31	\$330	Online	Online
Project Cost Management	Aug 26-27	\$330	Suva	Day
SEPTEMBER				
Project Risk & Quality Management	Sep 01-30	\$330	Online	Online
Project Risk & Quality Management	Sept 02-03	\$330	Nadi	Day
Project Risk & Quality Management	Sep 15-16	\$330	Suva	Day
OCTOBER				
Project Leadership	Oct 01-31	\$330	Online	Online
Project Leadership	Oct 05-06	\$330	Nadi	Day
Project Leadership	Oct 14-15	\$330	Suva	Day
NOVEMBER				
Microsoft Project for Managers	Nov 01-30	\$330	Online	Online
Microsoft Project for Managers	Nov 15-16	\$330	Lautoka	Day
Microsoft Project for Managers	Nov 18-19	\$330	Suva	Day



PRODUCTIVITY				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
JANUARY				
Understanding & Implementing ISO9001:2015 Quality Management Systems	Jan 27-29	\$385	Suva	Day
MARCH				
Procurement & Contract Management	Mar 03-04	\$275	Suva / Lautoka	Day
5S - Organizing the Workplace	Mar 02	\$165	Suva	Day
ISO9001:2015 Quality Management Systems Internal Auditing	Mar 10-11	\$330	Lautoka	Day
5S - Organizing the Workplace	Mar 16	\$165	Nadi	Day
ISO9001:2015 Quality Management Systems Internal Auditing	Mar 23-24	\$330	Suva	Day
APRIL				
Certificate of Attainment in Retail Services	Apr 01-30	\$350	Online	Online
Measuring & Enhancing Firm Level Productivity	Apr 08-09	\$275	Nadi	Day
Certificate of Attainment in Retail Services	Apr 12-16	\$350	Suva / Lautoka	Day
Inventory & Stock Control Management	Apr 22-23	\$275	Suva / Lautoka	Day
Measuring & Enhancing Firm Level Productivity	Apr 27-28	\$275	Suva	Day
JUNE				
Enterprise Risk Management	Jun 08-09	\$330	Nadi	Day
Warehouse & Logistics Management	Jun 17-18	\$275	Suva / Lautoka	Day
Enterprise Risk Management	Jun 24-25	\$330	Suva	Day
JULY				
Understanding & Implementing ISO9001:2015 Quality Management Systems	Jul 07-09	\$385	Suva	Day
Procurement & Contract Management	Jul 08-09	\$275	Suva / Lautoka	Day
Understanding & Implementing ISO9001:2015 Quality Management Systems	Jul 14-16	\$385	Nadi	Day
AUGUST				
5S - Organizing the Workplace	Aug 05	\$165	Lautoka	Day
ISO9001:2015 Quality Management Systems Internal Auditing	Aug 18-19	\$330	Nadi	Day
5S - Organizing the Workplace	Aug 24	\$165	Suva	Day

ISO9001:2015 Quality Management Systems Internal Auditing	Aug 26-27	\$330	Suva	Day
SEPTEMBER				
Measuring & Enhancing Firm Level Productivity	Sep 09-10	\$275	Nadi	Day
Inventory & Stock Control Management	Sep 16-17	\$275	Suva / Lautoka	Day
Measuring & Enhancing Firm Level Productivity	Sep 23-24	\$275	Suva	Day
OCTOBER				
Certificate of Attainment in Retail Services	Oct 01-31	\$350	Online	Online
Certificate of Attainment in Operations Management	Oct 01-31	\$350	Online	Online
Certificate of Attainment in Operations Management	Oct 04-08	\$350	Lautoka	Day
NOVEMBER				
Enterprise Risk Management	Nov 09-10	\$330	Lautoka	Day
Warehouse & Logistics Management	Nov 11-12	\$275	Suva / Lautoka	Day
Enterprise Risk Management	Nov 23-24	\$330	Suva	Day

INNOVATION				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
APRIL				
Digital Literacy	Apr 12	\$70	Suva	Day
Digital Literacy	Apr 15	\$70	Nadi	Day
MAY				
Innovation Circles	May 04-05	\$275	Lautoka	Day
Innovation Circles	May 11-12	\$275	Suva	Day
JUNE				
Creative Thinking & Innovation	Jun 03-04	\$330	Suva	Day
Creative Thinking & Innovation	Jun 16-17	\$330	Lautoka	Day
JULY				
Digital Literacy	Jul 01-02	\$70	Nadi	Evening
Digital Literacy	Jul 13-14	\$70	Suva	Evening
SEPTEMBER				
Fiji Innovation Awards	Sep 17	\$275	Nadi	Day
OCTOBER				
Innovation Circles	Oct 20-21	\$275	Nadi	Day
Innovation Circles	Oct 26-27	\$275	Suva	Day
NOVEMBER				
Creative Thinking & Innovation	Nov 01-02	\$330	Suva	Day
Creative Thinking & Innovation	Nov 17-18	\$330	Nadi	Day





DEPARTMENT OF COMMUNITY BASED NON-FORMAL EDUCATION AND TRAINING

JANUARY				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
Demonstrate Garment Construction Techniques & Processes	Jan 18-29	\$275	TCF, Suva	Day/ Blended
Care Giving				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				
Domestic Electrical Installation				
Small Engine Repair				
Basic Computing & Business Fundamentals				
FEBRUARY				
Demonstrate Garment Construction Techniques & Processes	Feb 15-26	\$275	Narere	Day/ Blended
Care Giver				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				
Domestic Electrical Installation				
Small Engine Repair				
Basic Computing & Business Fundamentals				
MARCH				
Demonstrate Garment Construction Techniques & Processes	Mar 15-26	\$275	Naceva	Day/ Blended
Care Giver				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				
Domestic Electrical Installation				
Small Engine Repair				
Basic Computing & Business Fundamentals				

APRIL				
Demonstrate Garment Construction Techniques & Processes	Apr 12-23	\$275	Namaka	Day/ Blended
Care Giver				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				
Domestic Electrical Installation				
Small Engine Repair				
Basic Computing & Business Fundamentals				
Block Laying				
Cabinet Making & Joinery				
Create Screen Printing Artwork & Designs		\$990	Marshal Islands	
Implement Solar Energy Installation and Maintenance				
MAY				
Demonstrate Garment Construction Techniques & Processes	May 10-21	\$275	Savusavu	Day/ Blended
Care Giver				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				
Domestic Electrical Installation				
Small Engine Repair				
Basic Computing & Business Fundamentals				
JUNE				
Demonstrate Garment Construction Techniques & Processes	Jun 07-18	\$275	Labasa	Day/ Blended
Care Giver				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				



Domestic Electrical Installation	Jun 07-18	\$275	Labasa	Day/ Blended	
Small Engine Repair					
Basic Computing & Business Fundamentals					
JULY					
Demonstrate Garment Construction Techniques & Processes	Jul 05-16	\$275	TCF, Suva	Day/ Blended	
Care Giver					
The Fundamentals of Cookery					
The Fundamentals of Baking and Patisserie					
The Fundamentals of Food and Beverage					
Wooden House Construction					
Household and Sanitary Plumbing					
Domestic Electrical Installation					
Small Engine Repair					
Basic Computing & Business Fundamentals					
AUGUST					
Demonstrate Garment Construction Techniques & Processes	Aug 02-13	\$275	Narere	Day/ Blended	
Care Giver					
The Fundamentals of Cookery					
The Fundamentals of Baking and Patisserie					
The Fundamentals of Food and Beverage					
Wooden House Construction					
Household and Sanitary Plumbing					
Domestic Electrical Installation					
Small Engine Repair					
Basic Computing & Business Fundamentals					
Block Laying		\$990	Marshal Islands		
Cabinet Making & Joinery					
Create Screen Printing Artwork & Designs					
Implement Solar Energy Installation and Maintenance					
SEPTEMBER					
Demonstrate Garment Construction Techniques & Processes	Sep 30-Oct 10	\$275	Naceva	Day/ Blended	
Care Giver					
The Fundamentals of Cookery					
The Fundamentals of Baking and Patisserie					
The Fundamentals of Food and Beverage					
Wooden House Construction					
Household and Sanitary Plumbing					

Domestic Electrical Installation	Sep 30-Oct 10	\$275	Naceva	Day/ Blended
Small Engine Repair				
Basic Computing & Business Fundamentals				
OCTOBER				
Demonstrate Garment Construction Techniques & Processes	Oct 27-Nov 08	\$275	Namaka	Day/ Blended
Care Giver				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				
Domestic Electrical Installation				
Small Engine Repair				
Basic Computing & Business Fundamentals				
NOVEMBER				
Demonstrate Garment Construction Techniques & Processes	Oct 25-05 Nov	\$275	Savusavu	Day/ Blended
Care Giver				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				
Domestic Electrical Installation				
Small Engine Repair				
Basic Computing & Business Fundamentals				
DECEMBER				
Demonstrate Garment Construction Techniques & Processes	Nov 22-Dec 3	\$275	Labasa	Day/ Blended
Care Giver				
The Fundamentals of Cookery				
The Fundamentals of Baking and Patisserie				
The Fundamentals of Food and Beverage				
Wooden House Construction				
Household and Sanitary Plumbing				
Domestic Electrical Installation				
Small Engine Repair				
Basic Computing & Business Fundamentals				



DEPARTMENT OF TRADE TEST

BUILDING TRADE				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
FEBRUARY				
Wood Machinist II	4-5	\$83	Narere Cam- pus - Suva	Day/Evening
Wood Machinist III	12-13	\$127		
MARCH				
Block Layer III	12-13	\$83	Narere Cam- pus - Suva	Day/Evening
Plaster III	26-27	\$127	Naceva Cam- pus - Lautoka	
APRIL				
Upholster III	8-9	\$83	FNU-Narere Centre	Day/Evening
Painter & Decorator III	8-9	\$83	Narere Cam- pus - Suva	
Upholster II	16-17	\$127	FNU-Narere Centre	
Painter & Decora- tor II	16-17	\$127	Naceva Cam- pus - Lautoka	
MAY				
Carpenter General III	7-8	\$83	Narere Cam- pus - Suva	Day/Evening
Carpenter General II	21-22	\$127	Naceva Cam- pus - Lautoka	
Carpenter General III	27-28	\$83	Narere Centre - Suva	
Plumber General III	28-29	\$83		
JUNE				
Carpenter General III	01-02	\$83	Naceva Cam- pus - Lautoka	Day/Evening
Plumber General III	04-05	\$83	Naceva Cam- pus - Lautoka	
Pipe Fitter III	04-05	\$83	Narere Centre - Suva	
Pipe Fitter III	18-19	\$83	Naceva Cam- pus - Lautoka	
JULY				
Cabinet Maker III	01-02	\$83	Narere Centre - Suva	Day/Evening
Plumber General III	05-06	\$83	Labasa	
Pipe Fitter III	05-06	\$83	Labasa	
Cabinet Maker III	08-09	\$83	Naceva Cam- pus - Lautoka	
Pipe Fitter II	19-20	\$127	Narere Centre - Suva	
Cabinet Maker II	29-30	\$127		
AUGUST				
Pipe Fitter II	02-03	\$127	Naceva Cam- pus - Lautoka	Day/Evening
Cabinet Maker II	04-05	\$127		
Joiner III	27-28	\$83	Narere Centre - Suva	
SEPTEMBER				
Joiner III	01-02	\$83	Naceva Cam- pus - Lautoka	Day/Evening
Cabinet Maker I	10-11	\$160	Narere Centre - Suva	
Plumber General I	17-18	\$160	Narere Centre - Suva	
Joiner II	29-30	\$127		

OCTOBER				
Carpenter General II	07-08	\$127	Narere Centre - Suva	Day/Evening
Carpenter General II	14-15	\$127	Naceva Cam- pus - Lautoka	
Block layer III	14-15	\$83		
Plumber General II	22-23	\$127		
Plumber General II	29-30	\$127	Narere Centre - Suva	
Carpenter General I	29-30	\$160		
NOVEMBER				
Block layer III	01-02	\$83	Narere Centre - Suva	Day/Evening
Plasterer III	01-02	\$83		
Painter an Decora- tor III	10-11	\$83		
Block layer III	15-16	\$83	Labasa	
HOSPITALITY TRADE				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
MAY				
Baking and Patis- serie III	26-27	\$83	Suva Vocational	Day/Evening
JUNE				
Baking and Patis- serie III	09-10	\$83	Namaka Cam- pus - Nadi	Day/Evening
Chef III	02-03	\$83	Suva Vocational	
JULY				
Chef III	28-29	\$83	Namaka Cam- pus - Nadi	Day/Evening
AUGUST				
Chef II	06-07	\$127	Suva Vocational	Day/Evening
Chef II	25-26	\$127	Namaka Cam- pus - Nadi	
SEPTEMBER				
Baking and Patis- serie III	27-28	\$83	Labasa	Day/Evening
Chef III	27-28	\$83	Labasa	
Chef I	29-30	\$160	Suva Vocational	
ENGINEERING TRADE				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
FEBRUARY				
sheet metal worker III	12-13	\$83	Narere Cam- pus - Suva	Day/Evening
sheet metal worker II	26-27	\$127		
APRIL				
fitting & machin- ist III	27-28	\$83	montfort Boys town	Day/Evening
MAY				
Motor Vehicle Me- chanic III	07-08	\$83	Narere Centre - Suva	Day/Evening
Welding III	05-06	\$83	Labasa	
Electriclan III	12-13	\$83	Narere Centre - Suva	
Welding III	18-19	\$83	Narere Centre - Suva	



Electrician III	19-20	\$83	Naceva Cam- pus - Lautoka	Day/Evening
Motor Vehicle Me- chanic III	20-21	\$83		
JUNE				
Welding III	02-03	\$83	Naceva Cam- pus - Lautoka	Day/Evening
fitting & machinist II	14-15	\$127	montfort Boys town	
Motor Vehicle Me- chanic II	25-26	\$127	Narere Centre - Suva	
JULY				
Welding II	07-08	\$127	Labasa	Day/Evening
Refrigeration and Airconditioning III	15-16	\$83	Narere Centre - Suva	
Welding II	14-15	\$127	Naceva Cam- pus - Lautoka	
Motor Vehicle Me- chanic II	22-23	\$127		
Welding II	21-22	\$127		
Welding I	21-22	\$160		
Refrigeration and Airconditioning III	30-31	\$83	Narere Centre - Suva	
Heavy Diesel Com- mercial Mechanic III	28-29	\$83		
AUGUST				
Motor vehicle elec- trical electronics III	03-04	\$83	Naceva Cam- pus - Lautoka	Day/Evening
Panel Beater III	03-04	\$83	Narere Centre - Suva	
Heavy Diesel Com- mercial Mechanic III	04-05	\$83	Naceva Cam- pus - Lautoka	
Heavy Diesel Com- mercial Mechanic II	11-12	\$127	Narere Centre - Suva	
Electrician II	25-26	\$127		
SEPTEMBER				
Electrician II	01-02	\$127	Naceva Cam- pus - Lautoka	Day/Evening
Spray Painter III	01-02	\$83	Narere Centre - Suva	
Motor Vehicle Elec- trical Electronics III	06-07	\$83		
fitting & machinist I	07-08	\$160	montfort Boys town	
Lithographic offset Machine III	07-08	\$83	FNU-Narere Centre	

Refrigeration and Airconditioning II	09-10	\$127	Narere Centre - Suva	Day/Evening
Refrigeration and Airconditioning II	23-24	\$127	Naceva Campus - Lautoka	
Welding I	22-23	\$160	Narere Centre - Suva	
OCTOBER				
Panel Beater II	12-13	\$127	Narere Campus - Suva	Day/Evening
Motor Vehicle Mechanic I	19-20	\$160		
Spray Painter II	22-23	\$127		
NOVEMBER				
Motor Vehicle Electrical Electronics II	01-02	\$127	Narere Centre - Suva	Day/Evening
Motor Vehicle Mechanic III	15-16	\$83	Labasa	
Refrigeration and Airconditioning III	17-18	\$83		
Refrigeration and Airconditioning II	25-26	\$127	Naceva Campus - Lautoka	
PRINTING TRADE				
Course Name	Training Dates	Fees	Venue (Centre)	Mode
FEBRUARY				
Book Binding III	4-5	\$83	FNU-Narere Centre	Day/Evening
Hand & Machine Typographer III	12-13	\$83	Narere Campus - Suva	
Book Binding II	12-13	\$127	FNU-Narere Centre	
Hand & Machine Typographer II	26-27	\$127	Narere Campus - Suva	
MARCH				
Sign Writer III	12-13	\$83	FNU-Narere Centre	Day/Evening
Sign Writer II	26-27	\$127		
MAY				
photo mechanic III	7-8	\$83	FNU-Narere Centre	Day/Evening
photo mechanic II	21-22	\$127		
DECEMBER				
Letter Press Machinist III	1-2	\$83	Narere Campus - Suva	Day/Evening
Letter Press Machinist II	8-9	\$127		

DEPARTMENT OF QUALITY AWARDS

PRODUCTIVITY PROGRAMS			
Course Name	Training Dates	Fees	Venue (Centre)
FNU Vendor's Training	Jan-Mar	Nasinu Campus	\$120
FIJI BUSINESS EXCELLENCE AWARDS			
Application Opens - 2021 Appli- cants	Jan 18		
FBEA Information Seminar - Central	Feb 18 - 19	Nabua Campus	\$220
FBEA Information Seminar - West	Feb 25 - 26	Nadi Cam- pus	\$220
FBEA Submission Writing Work- shop - Central	Mar 04 -05	Nabua Campus	\$275

FBEA Submission Writing Work- shop - West	Mar 11 - 12	Nadi Cam- pus	\$275
Business Excellence Conference	Apr 01	Suva	\$150
Application Close - 2021 Applicants	Apr 08		
POR Meeting - Vetting & Approval of Applications	Apr 22	Narere Campus	
Application Advice - FBEA Evalu- ators	Apr 23		
Application Advice - 2021 Appli- cants	Apr 23		
Written Submission Due - 2021 Applicants	May 27		
FBEA Evaluator's Training	Jun 7 - 11	TBA	
Evaluation Week - Window 1	Jul 26 - 30		



Evaluation Week - Window 2	Aug 2 - 06		
Panel of Review Meeting	Aug 26	Narere	
Recognition Advice - FBEA	Aug 30		
Fiji Business Excellence Awards Night	Nov 06	TBA	\$275
Face to Face Feedback	Nov 9 - 30		
Process Feedback Meeting - Team Leaders	Dec 01	Nasese Campus	
Process Feedback Meeting - POR Members	Dec 03	Narere Campus	
PRODUCTIVITY PROMOTIONS			
LEAN 5S Training	Feb 26	Suva	\$195
LEAN 5S Training	Mar 05	Nadi	\$195
Team Excellence Information Seminar	Mar 26	Suva	\$195

Team Excellence Information Seminar	Mar 31	Nadi	\$195
Team Excellence Information Seminar	Apr 09	Labasa	\$195
Productivity Practitioners Workshop	Apr 23	Suva	\$195
Productivity Practitioners Workshop	May 07	Nadi/Lautoka	\$195
Productivity Awareness Campaign	Jun	Suva	
Benchmarking Training	Jun 24-25	Suva	TBA
Team Excellence Application Opens	Apr 01		
Team Excellence Application Close	Jul 30		
Quality Conference & Team Excellence Competition	Oct 07 -08	Suva	TBA
Productivity Champions Recognition	Oct 08		

Where we are LOCATED?



LABASA

- Technical Training
- Business
- IT



LAUTOKA

- Technical Training
- Business
- IT

NAMAKA/NADI

- IT
- Hospitality

NASESE

- Business
- Productivity
- IT

SAMABULA

- IT Training

NABUA

- Executive Management
- Fashion & Design
- Fashion Incubation Centre

NARERE - Head Office

- Technical Training
- National Trade Testing Office
- Apprenticeship Office



Campus Contacts

NTPC Head Office

2/8 Queen Elizabeth Drive, Nasese ,Suva
Phone: (679) 3313074

Nabua Centre

Jerusalem Road
Phone: (679) 3384777

Labasa Centre

Rosawa Street
Phone: (679)8614071

Naceva Centre

Naceva Street, Lautoka
Phone: (679)6667000

Nasese Centre

2/8 Queen Elizabeth Drive, Nasese, Suva
Phone: 3313074

Samabula Centre

Derrick Campus, Suva
Phone: 3381044

Nadi Campus

Lot 1, Queens Road, Nadi
Phone: 6724889

Namaka Centre

Lot 1, Bountiful Subdivision Queens Road, Namaka
Phone: 6724073/6724074

For further enquiries, E-mail us on: info.ntpc@fnu.ac.fj