



FIJI NATIONAL  
UNIVERSITY



2022

**TRAINING SCHEDULE**  
NATIONAL TRAINING & PRODUCTIVITY CENTRE

# FOREWORD

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**DIRECTOR**  
**NATIONAL TRAINING & PRODUCTIVITY CENTRE**



Bula Vinaka.

A warm welcome to all students and industry stakeholders of the National Training and Productivity Centre. It gives me great pleasure to present to you the Training Schedule for 2022.

This guide is meant to keep you up to date about upcoming courses provided by the NTPC. Additionally, it provides

relevant information about the courses that will be offered and the modes of delivery available to students, including face-to-face, online, and blended.

As the National Productivity Organisation, the NTPC ensures that we provide high-quality services to our people, enabling them to advance professionally. This ensures that we also assist organisations in increasing their productivity through training and development consultancies and assistance.

Undoubtedly, it is going to be a challenging year for everyone after COVID-19 and the ongoing second and third waves in 2021. We all need to play our part in getting the country forward. We at NTPC have always been at the forefront of providing Technical, and Vocational Education and Training (TVET) programmes to Fiji's trade sectors as part of our mandate. The Departments of Automotive and Mechanical Engineering, Construction, and Electrical and Electronic Engineering provide TVET courses. There are various programmes available to help any organisation in Fiji's trade sectors improve its overall efficiency and

production. In addition we have the unique capability to tailor-make specific trainings for our corporate clients.

NTPC's technical programmes are 70% practical and 30% theoretical. Students are kept informed of contemporary industrial practices in Fiji. Our trainers are industry professionals, and we have systems in place to guarantee that they remain current on industry practices and changes. We provide certified trainers with a variety of skills that can assist students in achieving their goals. Our trainers can give training to individuals with high levels of experience, including people who lack formal academic credentials.

Additionally, NTPC offers comprehensive courses in Information Technology, Executive Management, Tourism, Hospitality, Fashion, and Travel, as well as specialised training in National Productivity and Industry Innovation, all of which are designed to prepare students for careers in competitive business and service industries. NTPC is Fiji's sole recognised administrator and organiser of Apprenticeship and Trade Testing programmes. These programmes guarantee that talented individuals have options to remain competitive in the face of rising industry demand for a trained and experienced workforce.

Through our Community-Based Non-Formal Education Department, NTPC also provides the Fiji Government-funded Sustainable Livelihood Programme (SLP) in rural and marine areas. The SLP guarantees that no one is left behind in terms of skill development. The programmes assist individuals in rural and maritime areas in developing and empowering themselves with practical skills that will enable them to better their lives and communities. Additionally, we are the proud organisers of the Fiji Business Excellence Awards and other productivity-related programmes, such as the National Convention on Quality, which promote business excellence practises and benchmark our local organisations against worldwide standards. Additionally, we provide in-house trainings based on your specific requirements for bridging your workforce's current skills gap.

We hope that you and your organisation will find this Training Schedule beneficial, and we look forward to supporting you in 2022 and beyond.

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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

### GENERAL TRAINING PROGRAMS IN TOURISM, HOSPITALITY, FASHION & TRAVEL

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Ses- sion (Day/ Evening)
FEBRUARY					
Sanitation and Hygiene in the Guestroom	4	\$99	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Basic Cake Baking and Patisserie Delights	10 - 11	\$149			
Basic makeup Services	17 - 18	\$149			
Telephone Etiquette	18	\$99	Namaka/ Labasa	FTF/ Online	
Tour Guiding Funda- mentals	24 - 25	\$149	Namaka/ Nasese/ Labasa		
Sewing Machinist	28 - Mar 3	\$77	Nabua		
MARCH					
Handling Guest Com- plaints	4	\$99	Namaka/ Labasa	FTF/ Blended	Day
Freehand Cutting Gar- ment Construction	7 - 10	\$110	Nabua	FTF	
Professional Gues- troom Cleaning and Procedures	10 - 11	\$149	Namaka/ Nasese/ Labasa	FTF/ Blended	
T - Shirt Making	14 - 17	\$88	Nabua	F2F	
Coffee Shop Delicacies	17 - 18	\$149	Namaka/ Nasese/ Labasa	FTF/ Blended	
Basic Manicure and pedicure Services	17 - 18	\$149	Namaka		
Dress Making	21 - 24	\$88	Nabua	FTF	
Strategic Selling of Tourism Products & Services	24 - 25	\$149	Namaka/ Nasese/ Labasa	FTF/ Online	
BEST - Sewing Tech- niques	28 -31	\$77	Nabua	FTF	

APRIL					
Professional Porters & Concierge	1	\$99	Namaka/ Labasa	FTF/ Blended	Day
Ladies Trouser Making	4 - 7	\$110	Nabua	FTF	
Fundamentals of Hospitality Sales & Marketing	7 -8	\$149	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ evening
Pattern Making	11 - 14	\$110	Nabua	FTF/ Blended	Day
Responsible Service of Alcohol	21 - 22	\$149	Namaka		
Business Long Sleeve Shirt Making	18 - 21	\$110	Nabua	FTF	
Threading Tinting and bleaching	21 - 22	\$149	Namaka	FTF/ Blended	
Evening Gown Wear	25 - 28	\$110	Nabua	FTF	
Basic Cake Decoration	28 - 29	\$149	Namaka/ Nasese/ Labasa	FTF/ Blended	
MAY					
BEST - Princess Line Dress Making	2 - 5	\$77	Nabua	FTF	Day
Housekeeping Cost Control	6	\$99	Namaka/ Nasese/ Labasa	FTF/ Blended	
BEST - Evening Wear Dress Making	9 - 12	\$77	Nabua	FTF	
Bula Wear	16 - 19	\$110	Nabua	FTF	
Kitchen Hygiene and OHS	20	\$99	Namaka/ Nasese	FTF/ Blended	
Wedding Gown	23 - 26	\$110	Nabua	FTF	
Ayurveda Massage	26 - 27	\$149	Namaka	FTF/ Blended	Day/ Evening
Breakfast Pastries	26 - 27	\$149	Namaka/ Nasese/ Labasa		Day
JUNE					
Machine Maintenance and Safety	6 - 9	\$110	Nabua	FTF	Day
Cocktail Mixing	9 -10	\$149	Namaka	FTF/ Blended	



Business Communi- cation & Leadership Management Funda- mentals for Hospitality Professionals	16 - 17	\$149	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ evening
Hotel Accommodation Reception & Service	16 - 17	\$149	Namaka/ Labasa	FTF/ Blended	Day
Hairstyling	23 - 24	\$149	Namaka		Day/ Evening
JULY					
Kitchen Cost Control	1	\$99	Namaka/ Nasese	FTF/ Blended	Day
Events Planning & Management	14 - 15	\$149	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
Fundamentals of Housekeeping Super- vision	22	\$99		FTF/ Blended	Day
Sewing Machinist	25 - 28	\$77	Nabua	FTF	
Cakes for Special Events	28 -29	\$149	Namaka/ Nasese/ Labasa	FTF/ Blended	
AUGUST					
Freehand Cutting Gar- ment Construction	1 - 4	\$110	Nabua	FTF	Day
T - Shirt Making	8 - 11	\$88			
Non-Alcoholic Bever- ages (Coffee Making)	11 - 12	\$149	Namaka	FTF/ Blended	
Dress Making	15 - 18	\$88	Nabua	FTF	
Eco - Tourism Funda- mentals	18 - 19	\$149	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
Customer Service	18 - 19	\$149	Namaka/ Labasa	FTF/ Blended	Day
BEST - Sewing Tech- niques	22 - 25	\$77	Nabua	FTF	
Advance Cake Deco- ration	25 - 26	\$149	Namaka/ Nasese/ Labasa	FTF/ Blended	
SEPTEMBER					
Hair and scalp treat- ments	1 - 2	\$149	Namaka	FTF/ Blended	Day/ Evening
Ladies Trouser Making	5 -8	\$110	Nabua	FTF	Day
Innovative ways of using Local Cuisine	8 - 9	\$149	Namaka/ Nasese	FTF/ Blended	
Pattern Making	12 - 15	\$110	Nabua		
Report Writing & Financial Literacy	15 - 16	\$149	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
Business Long Sleeve Shirt Making	19 - 22	\$110	Nabua	FTF	Day
Responsible Service of Alcohol	22 - 23	\$149	Namaka	FTF/ Blended	
Evening Gown Wear	26 - 29	\$110	Nabua	FTF	
Public Area Cleaning	29 - 30	\$149	Namaka/ Nasese/ Labasa	FTF/ Blended	
OCTOBER					
BEST - Princess Line Dress Making	3 - 6	\$77	Nabua	FTF	Day
BEST - Evening Wear Dress Making	10 -13	\$77			
Hot & Cold Desserts	13 - 14	\$149	Namaka/ Nasese/ Labasa	FTF/ Blended	
Haircutting	13 - 14	\$149	Namaka	FTF/ Blended	Day/ Evening

Bula Wear	17 - 20	\$110	Nabua	FTF	Day
Menu Planning	21	\$99	Namaka/ Nasese	FTF/ Blended	
Wedding Gown	24 - 27	\$110	Nabua	FTF	
Basic Front Office Supervision	27 -28	\$149	Namaka/ Labasa	FTF/ Blended	
NOVEMBER					
Machine Maintenance and Safety	7 - 10	\$110	Nabua	FTF	Day
Ayurveda Facial	10 - 11	\$149	Namaka	FTF/ Blended	Day/ Evening
Laundry Management	17 - 18	\$149	Namaka/ Nasese/ Labasa		Day
Basic Front Office Management	17 -18	\$149	Namaka/ Labasa		
Cocktail Mixing	24 -25	\$149	Namaka		

## CERTIFICATE OF ATTAINMENT IN BEAUTY THERAPY

Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Beauty Therapy Industry Fundamentals	28-Mar 9	\$704	Namaka	FTF/ Blended	Day/ Evening
MARCH					
Beauty Therapy Products & Equipment	14-23	\$704	Namaka	FTF/ Blended	Day/ Evening
Threading & Tinting	28-Apr 6	\$704			
APRIL					
Basic Waxing Services	11-20	\$704	Namaka	FTF/ Blended	Day/ Evening
Body Treatments	25-May 11	\$704			
MAY					
Facial Treatments	16-Jun 1	\$704	Namaka	FTF/ Blended	Day/ Evening
JUNE					
Basic Manicure & Pedicure Services	6-22	\$704	Namaka	FTF/ Blended	Day/ Evening
Basic Makeup Services	27-Jul 6	\$704			
JULY					
Beauty Therapy Industry Fundamentals	25-Aug 3	\$704	Namaka	FTF/ Blended	Day/ Evening
AUGUST					
Beauty Therapy Products & Equipment	8-17	\$704	Namaka	FTF/ Blended	Day/ Evening
Threading & Tinting	22-31	\$704			
SEPTEMBER					
Basic Waxing Services	5-14	\$704	Namaka	FTF/ Blended	Day/ Evening
Body Treatments	19-Oct 5	\$704			
OCTOBER					
Facial Treatments	10-26	\$704	Namaka	FTF/ Blended	Day/ Evening
Basic Manicure & Pedicure Services	31-Nov 16	\$704			
NOVEMBER					



Basic Makeup Services	21-30	\$704	Namaka	FTF/ Blended	Day/ Evening
CERTIFICATE OF ATTAINMENT IN HAIRDRESSING					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
MARCH					
Hairdressing Concepts	3-11	\$704	Namaka	FTF/ Blended	Day/ Evening
Hairdressing Products & Equipment's	17-25	\$704			
Hair & Scalp Treat- ments	31- Apr 8	\$704			
APRIL					
Anatomy, Physiology & Chemistry of Hair	14-22	\$704	Namaka	FTF/ Blended	Day/ Evening
Hairstyling	28- May 13	\$704			
MAY					
Shampoo & Condi- tioning	19- Jun 3	\$704	Namaka	FTF/ Blended	Day/ Evening
JUNE					
Haircutting	9-24	\$704	Namaka	FTF/ Blended	Day/ Evening
Chemical Treatments	30-8 Jul	\$704			
JULY					
Hairdressing Concepts	28- Aug 5	\$704	Namaka	FTF/ Blended	Day/ Evening
AUGUST					
Hairdressing Products & Equipment's	11-19	\$704	Namaka	FTF/ Blended	Day/ Evening
Hair & Scalp Treat- ments	25- Sep 2	\$704			
SEPTEMBER					
Anatomy, Physiology & Chemistry of Hair	8-15	\$704	Namaka	FTF/ Blended	Day/ Evening
Hairstyling	22- Oct 7	\$704			
OCTOBER					
Shampoo & Condi- tioning	13-28	\$704	Namaka	FTF/ Blended	Day/ Evening
NOVEMBER					
Haircutting	3-18	\$704	Namaka	FTF/ Blended	Day/ Evening
Chemical Treatments	24- Dec 2	\$704			
CERTIFICATE OF ATTAINMENT IN AYURVEDA MASSAGE & FACIAL TREATMENT					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
MARCH					
Plan Ayurvedic Diet for Beauty Therapy & Massage Clients	3-18	\$500	Namaka	FTF/ Blended	Day/ Evening
Prepare Ayurvedic Herbal Oils for Beauty Therapy & Massage	24- Apr 8	\$500			
APRIL					
Perform Ayurveda Massage on Clients	14-29	\$500	Namaka	FTF/ Blended	Day/ Evening

MAY					
Perform Ayurveda Facial Treatment on Clients	5-20	\$500	Namaka	FTF/ Blended	Day/ Evening
AUGUST					
Plan Ayurvedic Diet for Beauty Therapy & Massage Clients	4-19	\$500	Namaka	FTF/ Blended	Day/ Evening
Prepare Ayurvedic Herbal Oils for Beauty Therapy & Massage	25-Sep 9	\$500			
SEPTEMBER					
Perform Ayurveda Massage on Clients	15-30	\$500	Namaka	FTF/ Blended	Day/ Evening
OCTOBER					
Perform Ayurveda Facial Treatment on Clients	6-21	\$500	Namaka	FTF/ Blended	Day/ Evening
CERTIFICATE OF ATTAINMENT IN ADVANCED CULINARY SKILLS					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Kitchen Hygiene and OHS	28-Mar 2	\$275	Namaka/ Nasese	FTF/ Blended	Day
MARCH					
Principles and Methods of Cookery	7-9	\$275	Namaka/ Nasese	FTF/ Blended	Day
Organize and Prepare Food	14-16	\$275			
Stocks Soups and Sauce Production	21-23	\$275			
Salads and Appetizers	28-30	\$275			
APRIL					
Prepare Sandwiches	4-6	\$275	Namaka/ Nasese	FTF/ Blended	Day
Basic Pastries and Cakes	11-13	\$275			
Basic Yeast Goods	25-27	\$275			
MAY					
Breakfast Cookery and Kitchen Attendance	2-4	\$275	Namaka/ Nasese	FTF/ Blended	Day
Poultry and Game Preparation	9-11	\$275			
Fish and Shell fish Preparation	16-18	\$275			
Lamb, Pork and Beef Preparation	23-25	\$275			
Innovative Ways of using Local Cuisine	30-Jun 1	\$275			
JUNE					
Eggs and Farinaceous dishes	6-8	\$275	Namaka/ Nasese	FTF/ Blended	Day
Kitchen Cost Control	13-15	\$275			
Menu Planning	20-22	\$275			
Showpiece and Buffet Techniques	27-29	\$275			
JULY					
Final Assessment Semester 1	4-6	\$220	Namaka/ Nasese	FTF/ Blended	Day
Kitchen Hygiene and OHS	25-27	\$275			



AUGUST					
Principles and Methods of Cookery	1-3	\$275	Namaka/ Nasese	FTF/ Blended	Day
Organize and Prepare Food	8-10		Namaka/ Nasese	FTF/ Blended	Day
Stocks Soups and Sauce Production	15-17				
Salads and Appetizers	22-24				
Prepare Sandwiches	29-31				
SEPTEMBER					
Basic Pastries and Cakes	5-8	\$275	Namaka/ Nasese	FTF/ Blended	Day
Basic Yeast Goods	12-14				
Breakfast Cookery and Kitchen Attendance	19-21				
Poultry and Game Preparation	26-28				
OCTOBER					
Fish and Shell fish Preparation	3-5	\$275	Namaka/ Nasese	FTF/ Blended	Day
Lamb, Pork and Beef Preparation	17-19				
Innovative Ways of using Local Cuisine	24-27				
Eggs and Farinaceous dishes	31- Nov 2				
NOVEMBER					
Kitchen Cost Control	7-9	\$275	Namaka/ Nasese	FTF/ Blended	Day
Menu Planning	14-16				
Showpiece and Buffet Techniques	21-23				
Final Assessment Semester 2	28-30	\$220			
CERTIFICATE OF ATTAINMENT IN RESTAURANT OPERATIONS					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Workplace Hygiene	28- Mar 2	\$275	Namaka	FTF/ Blended	Day
MARCH					
Restaurant Preparation and Service Stage I	7-9	\$275	Namaka	FTF/ Blended	Day
Restaurant Preparation and Service Stage II	14-16				
Bar Preparation and Services	21-23				
Wine and Beverage Services	28-30				
APRIL					
Wine Evaluation	4-06	\$275	Namaka	FTF/ Blended	Day
Cocktail Mixing	11-13				
Functions and Banquets	19-21				
Room Service	25-27				
MAY					

Non-Alcoholic Drinks/ Espresso Coffee Making	2-4	\$275	Namaka	FTF/ Blended	Day
Gueridon/ Silver Service	9-11				
Receiving and Storing Goods	16-18				
Purchasing Procure- ment	23-25		Namaka	FTF/ Blended	Day
JUNE					
F&B Cost Controlling/ P&L Statement	6-8	\$275	Namaka	FTF/ Blended	Day
Basic F&B Supervision	13-15				
JULY					
Workplace Hygiene	25-27	\$275	Namaka	FTF/ Blended	Day
AUGUST					
Restaurant Prepara- tion and Service Stage I	1-3	\$275	Namaka	FTF/ Blended	Day
Restaurant Prepa- ration and Service Stage II	8-10				
Bar Preparation and Services	15 - 17				
Wine and Beverage Services	22 - 24				
Wine Evaluation	29 - 31				
SEPTEMBER					
Cocktail Mixing	5-7	\$275	Namaka	FTF/ Blended	Day
Functions and Ban- quets	12-14				
Room Service	19-21				
Non-Alcoholic Drinks/ Espresso Coffee Making	26-28				
OCTOBER					
Gueridon/ Silver Service	3-5	\$275	Namaka	FTF/ Blended	Day
Receiving and Storing Goods	11-13				
Purchasing Procure- ment	17-19				
F&B Cost Controlling/ P&L Statement	24-26				
Basic F&B Supervision	31- Nov 2				
CERTIFICATE OF ATTAINMENT IN MANAGEMENT DEVELOPMENT & LEADERSHIP SKILLS IN HOSPITALITY					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
MARCH					
Hospitality Human Resources	1-28	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
Hospitality Sales and Marketing	28- Apr 19	\$350			
APRIL					



Hospitality Financial Literacy and Report Writing	25-May 17	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
Hospitality Business Communication and Leadership Management	23-Jun 7	\$350			
MAY					
Ethics Management and Professionalism In Hospitality.	13-28	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
JUNE					
Hospitality Events Planning Management	29-Jul 13	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
JULY					
Hospitality Human Resources	25-Aug 9	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
AUGUST					
Hospitality Sales and Marketing	15-30	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
SEPTEMBER					
Hospitality Financial Literacy and Report Writing	5-20	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
Hospitality Business Communication and Leadership Management	26-Oct 4	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
OCTOBER					
Ethics Management and Professionalism In Hospitality.	10-25	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
NOVEMBER					
Hospitality Events Planning Management	1-21	\$350	Namaka/ Nasese/ Labasa	FTF/ Online	Day/Eve- ning
CERTIFICATE OF ATTAINMENT IN HOSPITALITY SALES AND MARKETING					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
MARCH					
Hospitality Sales and Marketing Module I	3-31	\$440	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
APRIL					
Hospitality Sales and Marketing Module II	7-29	\$440	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
MAY					
Hospitality Sales and Marketing Module III	5-27	\$440	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
JULY					
Hospitality Sales and Marketing Module I	7-29	\$440	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
AUGUST					

Hospitality Sales and Marketing Module II	4-26	\$440	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
SEPTEMBER					
Hospitality Sales and Marketing Module III	1-30	\$440	Namaka/ Nasese/ Labasa	FTF/ Online	Day/ Evening
CERTIFICATE OF ATTAINMENT IN TRAVEL & TOURISM					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Tourism Industry Knowledge	28- Mar 9	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
MARCH					
Tour Guiding Fundamentals	14-23	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
Dealing with Customers and Colleagues	26- Apr 6	\$385			
APRIL					
Strategic selling of Tourism Prodcuts and Services	11-22	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
Co-ordinate Arrival and Depature Assistance	25- May 4	\$385			
MAY					
Inbound Travel Services 1	9-17	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
Inbound Travel Services 2	18-31	\$385			
JUNE					
Inbound Travel Services 3	1-13	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
Travel and Tourism Assessment	14-15	\$20			
JULY					
Tourism Industry Knowledge	25- Aug 3	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
AUGUST					
Tour Guiding Fundamentals	8-17	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
Dealing with Customers and Colleagues	22-31	\$385			
SEPTEMBER					
Strategic selling of Tourism Prodcuts and Services	5-14	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
Co-ordinate Arrival and Depature Assistance	19-28	\$385			
OCTOBER					
Inbound Travel Services 1	3-12	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
Inbound Travel Services 2	17-26	\$385			
NOVEMBER					
Inbound Travel Services 3	1-7	\$385	Namaka/ Nasese/ Labasa	FTF/ Online	Day
Travel and Tourism Assessment	8-9	\$20			



Certificate of Attainment in Housekeeping and Accommodation					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Hospitality Operation	28-Mar 2	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
MARCH					
Roles and Responsibilities of Housekeeping and Quality Customer Service	7-9	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Professional Guestroom Cleaning and Procedures	14-16	\$275			
IT Hospitality Housekeeping Accommodation Room Master	21-23	\$275			
General Deep Cleaning And periodic Maintenance	28-30	\$275			
APRIL					
Public Area Cleaning	4-6	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Sanitation and Hygiene in the Guestroom	19 - 21	\$275			
Laundry Management	25 - 27	\$275			
MAY					
Basic Housekeeping Supervision	2 - 4	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Basic Housekeeping Cost Control	9 - 11	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Managing Linen Inventories	16 - 18	\$275			
Housekeeping and Accommodation Services Assessment	23 - 25	\$275			
JULY					
Hospitality Operation	25 - 27	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
AUGUST					
Roles and Responsibilities of Housekeeping and Quality Customer Service	1-3	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Professional Guestroom Cleaning and Procedures	8-10	\$275			
IT Hospitality Housekeeping Accommodation Room Master	15-17	\$275			
General Deep Cleaning And periodic Maintenance	22-24	\$275			
Public Area Cleaning	29-31	\$275			
SEPTEMBER					
Sanitation and Hygiene in the Guestroom	12-14	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Laundry Management	19-21	\$275			
Basic Housekeeping Supervision	26-28	\$275			

OCTOBER					
Basic Housekeeping Cost Control	3-5	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Managing Linen Inventories	10-12	\$275			
Housekeeping and Accommodation Services Assessment	17-19	\$275			
CERTIFICATE OF ATTAINMENT IN ROOM DIVISION MANAGEMENT					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
MARCH					
Front Office in Room Division Management	3-Apr 8	\$750	Namaka/ Nasese/ Labasa	FTF/ Blended	Day/ Evening
APRIL					
Housekeeping in Room Division Management	14-May 20	\$750	Namaka/ Nasese/ Labasa	FTF/ Blended	Day/ Evening
MAY					
Room Division Management	26-Jul 1	\$750	Namaka/ Nasese/ Labasa	FTF/ Blended	Day/ Evening
AUGUST					
Front Office in Room Division Management	28-Sep 2	\$750	Namaka/ Nasese/ Labasa	FTF/ Blended	Day/ Evening
SEPTEMBER					
Housekeeping in Room Division Management	8-Oct 14	\$750	Namaka/ Nasese/ Labasa	FTF/ Blended	Day/ Evening
OCTOBER					
Room Division Management	20-Nov 25	\$750	Namaka/ Nasese/ Labasa	FTF/ Blended	Day/ Evening
CERTIFICATE OF ATTAINMENT IN BAKING AND PATISSERIE					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
OHS & Kitchen Hygiene in Baking and Patisserie	28-Mar 2	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
MARCH					
Basic Baking and Patisserie Delights	7-9	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Basic Coffee Shop Delicacies	14-16	\$275			
Cake Baking	21-23	\$275			
Cream Based Cakes	28-30	\$275			
APRIL					
Basic Cake Decoration	4-6	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day
Advance Cake Decoration	11-13	\$275			
Pies and Tarts	19-21	\$275			
MAY					
Puff and Choux Pastry	2-4	\$275	Namaka/ Nasese/ Labasa	FTF/ Blended	Day





Breads and Rolls	9-11	\$275	Namaka/ Naseese/ Labasa	FTF/ Blended	Day
Biscuits, Meringue and Cookies	16-18	\$275			
Croissants, Danish & Breakfast Pastries	23-25	\$275			
Hot and Cold Desserts	30-Jun 1	\$275			
JUNE					
Chocolate Works	6-8	\$275	Namaka/ Naseese/ Labasa	FTF/ Blended	Day
Cakes for Special Events	13-15	\$275			
Baking and Patisserie (Assessment)	20-22	\$275			
JULY					
OHS & Kitchen Hygiene in Baking and Patisserie	25-27	\$275	Namaka/ Naseese/ Labasa	FTF/ Blended	Day
AUGUST					
Basic Baking and Patisserie Delights	1-3	\$275	Namaka/ Naseese/ Labasa	FTF/ Blended	Day
Basic Coffee Shop Delicacies	8-10	\$275			
Cake Baking	15-17	\$275			
Cream Based Cakes	22-24	\$275			
Basic Cake Decoration	29-31	\$275			
SEPTEMBER					
Advance Cake Deco-ration	5-7	\$275	Namaka/ Naseese/ Labasa	FTF/ Blended	Day
Pies and Tarts	12 - 14	\$275			
Puff and Choux Pastry	26 - 28	\$275			
OCTOBER					
Breads and Rolls	3-5	\$275	Namaka/ Naseese/ Labasa	FTF/ Blended	Day
Biscuits, Meringue and Cookies	10-12	\$275			
Croissants, Danish & Breakfast Pastries	17-19	\$275			
Hot and Cold Desserts	24-26	\$275			
Chocolate Works	31-Nov 2	\$275			
NOVEMBER					
Cakes for Special Events	7-9	\$275	Namaka/ Naseese/ Labasa	FTF/ Blended	Day
Baking and Patisserie (Assessment)	14-16	\$275			
CERTIFICATE OF ATTAINMENT IN FRONT OFFICE & CUSTOMER RELATIONS					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Industry Hospitality Overview	28-Mar 2	\$275	Namaka/ Labasa	FTF/ Blended	Day
MARCH					
Telephone Etiquette	7-9	\$275	Namaka/ Labasa	FTF/ Blended	Day
IT Hospitality Basic Program	14-17	\$330			

Reservation Procedures Service	21-23	\$275	Namaka/ Labasa	FTF/ Blended	Day
Hotel Accommodation Reception Service	28-30	\$275			
APRIL					
Handling Guest Complaint	11-13	\$275	Namaka/ Labasa	FTF/ Blended	Day
Professional Porters Concierge Service	19-21	\$275			
Customer Service	25-27	\$275			
MAY					
Night Auditing	2-4	\$275	Namaka/ Labasa	FTF/ Blended	Day
Basic Front Office Supervision	9-11	\$275	Namaka/ Labasa	FTF/ Blended	Day
Basic Front Office Management	23 - 25	\$275			
IT Hospitality Reservation RoomMaster	30 -Jun 1	\$330			
JUNE					
IT Hospitality Accommodation RoomMaster	6-8	\$330	Namaka/ Labasa	FTF/ Blended	Day
IT Hospitality Fidelio OPERA	13-15	\$330			
Assessment (COA)	June	\$110			
JULY					
Industry Hospitality Overview	25-27	\$275	Namaka/ Labasa	FTF/ Blended	Day
AUGUST					
Telephone Etiquette	1-3	\$275	Namaka/ Labasa	FTF/ Blended	Day
IT Hospitality Basic Program	8-11	\$330			
Reservation Procedures Service	15-17	\$275			
Hotel Accommodation Reception Service	22-24	\$275			
SEPTEMBER					
Handling Guest Complaint	5-8	\$275	Namaka/ Labasa	FTF/ Blended	Day
Professional Porters Concierge Service	12-14	\$275			
Customer Service	19-21	\$275			
Night Auditing	27-29	\$275			
OCTOBER					
Basic Front Office Supervision	3-5	\$275	Namaka/ Labasa	FTF/ Blended	Day
Basic Front Office Management	17-19	\$275			
IT Hospitality Reservation RoomMaster	25-27	\$330			
IT Hospitality Accommodation RoomMaster	31- November 2	\$330			
NOVEMBER					
IT Hospitality Fidelio OPERA	7 - 9	\$330	Namaka/ Labasa	FTF/ Blended	Day
Assessment (COA)	No- vember	\$110			

# DEPARTMENT OF INFORMATION TECHNOLOGY

DEPARTMENT OF INFORMATION TECHNOLOGY					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Ses-sion (Day/ Evening)
JANUARY					
Computers at Beginners Level	4- 14	\$275	Online	Online	Evening
Computing Skills for Medical Professionals	10 - 14	\$550	Samab-ula	Blend-ed	Day/ Evening
Fundamentals of Graphics Design	10 - 20	\$605		FTF	Day
Fundamentals of Graphic Design	10 - 28	\$605	Naceva		Evening
CompTIA IT Fundamentals+ Training	17 - Feb 28	\$550	Online	Online	
Interactive Excel Dashboard	24	\$165	Naceva	Blend-ed	Day
Computers at Intermediate Level	24 - 28	\$314	Online	Online	
Fundamentals of Linux Operating Systems	24 - 31	\$350	Samab-ula	Blend-ed	Evening
IP Addressing and Sub-netting	25 - 26	\$275	Naceva	FTF	Day
Computing Skills for Academics	25 - 27	\$385	Samab-ula	Blend-ed	
IP Addressing and Sub-netting	27 -28	\$275		FTF	
Interactive Excel Dashboard	28	\$165	Online	Online	Evening
Microsoft Office Excel-Foundation	28	\$99			
FEBRUARY					
Windows Server Administration	1 - 7	\$495	Naceva	Blend-ed	Evening
Essentials of Office Computing	1-25	\$550	Online	Online	Day
PC Repair And Maintenance For Non-IT Personnel	7-11	\$385	Naceva	FTF	
Advanced Graphic Design	7-25	\$715			Evening
Windows Server Administration	7-16	\$495	Online	Online	Day
Computers at Intermediate Level	7-18	\$314	Samab-ula	Blend-ed	
Digital Literacy for Farming and Agriculture	9-11	\$250	Samab-ula		
Fundamentals of Video Editing	10-11	\$275	Nadi	FTF	Evening
Design and Develop Databases	10-11	\$495	Samab-ula		Day
CompTIA A+ Training	14-Mar 31	\$1,100	Online	Online	Evening
Windows Server Administration	14-22	\$495	Samab-ula	FTF	
Linux Administration I	14-25	\$446		Blend-ed	Day

Microsoft Office Excel - Intermediate	15-16	\$160	Naceva	Blend-ed	Day
ISO/IEC 20000-1:2018 - Information technology — Service management	15-17	\$250	Samab-ula		
Embracing Industry 4.0 with ICT Tools and Techniques	17-18	\$330	Online	Online	Evening
Microsoft Office Excel - Foundation	18	\$99	Samab-ula	FTF	Day
Computers at Intermediate Level	21-Mar 4	\$314	Online	Online	Evening
Disaster Recover and Business Continuity Planning	23-25	\$350			
Microsoft Office Excel - Intermediate	25	\$160	Nadi	Blend-ed	
MARCH					
Computers at Advanced Level	1-11	\$385	Samab-ula	Blend-ed	Day
Microsot Office Excel - Intermediate	2-3	\$160	Naceva	FTF	Day
Fundamentals of Switching and Routing	7-14	\$605		Blend-ed	Evening
Fundamentals of Virtualization	7-18	\$495	Samab-ula		
Helpdesk Support Skills	8-10	\$275			
Wireless Networking for SOHO (Small Office/ Home Office)	8-11	\$198	Naceva	FTF	Day
Business Analytics using Power BI	9-11	\$250	Nadi	Blend-ed	Evening
Computerized Accounting - MYOB	14-25	\$825	Naceva	FTF	
Fundamentals of Switching and Routing	14-25	\$605	Samab-ula	Blend-ed	Day
CompTIA Cloud Essentials+ Training	14-Apr 14	\$880	Online	Online	Evening
Ethical Hacking for Beginners	16-18	\$250	Nadi	FTF	Day
Green Information and Communication Technology	17-18	\$385		Blend-ed	Evening
Computers at Beginners Level	21-25	\$275	Naceva	FTF	
Computers at Advanced Level	21-Apr 1	\$385	Nadi		
Digital Literacy for Farming and Agriculture	24-25	\$250	Online	Online	
Microsoft Office Excel - Intermediate	24-25	\$160	Samab-ula	FTF	Day
Microsoft Office Excel - Advanced	24-25	\$160	Nadi	Blend-ed	Evening
Interactive Excel Dashboard	24-25	\$165	Online	Online	Day
Microsoft Office Excel - Foundation	30-31	\$99			
APRIL					
Fundamentals of Virtualization	4-8	\$495	Naceva	FTF	Day



Computers at Intermediate Level	4-14	\$314	Naceva	Blend-ed	Evening
Web Development Using Wordpress	4-19	\$495		FTF	
Fundamentals of Graphic Design	4-22	\$605	Nadi		
Microsoft Project for Managers	5-6	\$330	Samab-ula	Blend-ed	Day
Software Installation for Beginners	5-8	\$198	Nadi		Evening
Introduction to Internet of Things	6-7	\$180	Online	Online	
Fundamentals of Linux Operating Systems	11-19	\$350	Samab-ula	Blend-ed	Day
Computers at Beginners Level	19-29	\$275	Nadi	Online	Evening
Data Analysis and Data Visualisation with Python	19-22	\$245	Samab-ula	Blend-ed	Day
Exceptional Powerpoint Presentations	20-21	\$220		FTF	
IP Addressing and Sub-netting	21-22	\$275			
Computers at Advanced Level	25-May 3	\$385	Naceva	Blend-ed	Evening
Fundamentals of Graphic Design	25-May 13	\$605	Samab-ula	FTF	
Microsoft Office Excel - Intermediate	27-28	\$160	Online	Online	Day
Microsoft Office Excel - Advanced	28-29	\$160	Samab-ula	FTF	
Design and Develop Databases	28-29	\$495	Nadi		
Fundamentals of Switching and Routing	28-29	\$605	Samab-ula		
MAY					
Microsoft Office Excel - Advanced	2-3	\$160	Naceva	FTF	Day
Fundamentals of Graphic Design	2-20	\$605		Evening	
IT Security Awareness	5-6	\$198	Online		Online
IP Addressing and Sub-netting	5-6	\$275	Nadi	FTF	Day
PC Repair And Maintenance For Non-IT Personnel	9-13	\$385	Naceva		
Computer at Beginners Level	9-13	\$275	Samab-ula		
ISO/IEC 20000-1:2018 - Information technology — Service management	11-13	\$250	Online	Online	Evening
IP Addressing and Sub-netting	12-13	\$275	Naceva	FTF	Day
Embracing Industry 4.0 with ICT Tools and Techniques	12-13	\$330	Samab-ula	Blend-ed	
Microsoft Office Visio	16-17	\$160			
Wireless Networking for SOHO (Small Office/ Home Office)	16-20	\$198	Online	Online	Evening
Computers at Intermediate Level	16-27	\$314	Nadi	Blend-ed	
Linux Administration I	16-27	\$446	Samab-ula	Day	
Computerized Accounting - MYOB	16-Jun 10	\$825	Online	Online	Evening

Microsoft Office Excel - Foundation	19-20	\$99	Online	Online	Evening
CompTIA Network+ Training	23-Jun 30	\$1,100			
ISO/IEC 20000-1:2018 - Information technology - Service management	24-26	\$250	Samab-ula	Blend-ed	Day
Microsoft Office Excel - Advanced	25-26	\$160	Online	Online	
ISO/IEC 27001 - Information security management systems	25-27	\$250			
JUNE					
Disaster Recovery and Business Continuity Planning	1-2	\$350	Samab-ula	Blend-ed	Day
IP Addressing and Sub-netting	1-2	\$275	Naceva	FTF	
Microsoft Project for Managers	6-9	\$330	Online	Online	Evening
Windows Server Administration	6-10	\$495	Naceva	Blend-ed	Day
Web Development using Wordpress	6-17	\$495	Online	Online	Evening
Fundamentals of Virtualization	6-17	\$495			
Advanced Graphic Design	6-24	\$715	Nadi	FTF	Day
Microsoft Office Excel - Advanced	8-9	\$160	Samab-ula	Blend-ed	
Introduction to Internet of Things	9-10	\$180	Online	Online	
Microsoft Project for Managers	13-17	\$330	Naceva	FTF	
Fundamentals of Switching and Routing	13-17	\$605	Samab-ula	Blend-ed	Day
Computers at Advanced Level	13-24	\$385	Nadi		Evening
Software Installation for Beginners	15-16	\$198	Online	Online	
Microsoft Office Outlook	16-17	\$160	Samab-ula	FTF	Day
Designing Blueprints and Schemas using Microsoft Visio	20-23	\$198	Nadi		Evening
PC Repair and Maintenance for Non-IT Personnel	20-30	\$385	Samab-ula	Blend-ed	Day
Interactive Excel Dashboard	23	\$165	Naceva		
IT Security Awareness	27-30	\$198		Online	Evening
Business Analytics using Power BI	29-30	\$250	Samab-ula	Blend-ed	Day
JULY					
Microsoft Office Word - Foundation	4-5	\$99	Samab-ula	Blend-ed	Day
Computing Skills for Academics	4-8	\$385	Nadi		Evening
Fundamentals of Graphic Design	4-8	\$605	Naceva		Day
Advanced Graphic Design	4-22	\$715	Samab-ula	FTF	Evening
Helpdesk Support Skills	5-7	\$275			Blend-ed
Microsoft Office Excel - Intermediate	6-7	\$160	Naceva		



Wireless Networking for SOHO (Small Office/ Home Office)	7-8	\$198	Nadi	FTF	Day
Windows Server Administration	11-15	\$495	Naceva	Blended	Day
Computers at Beginners Level	11-15	\$275	Samab-ula	Blended	Day
Linux Administration II	11-22	\$446	Nadi	FTF	Evening
Data Analysis and Data Visualisation with Python	13-15	\$245	Samab-ula	Blended	Day
Fundamentals of Video Editing	18-19	\$275	Nadi	Online	Evening
Microsoft Office Excel - Intermediate	18-21	\$160	Samab-ula	Blended	Day
Web Development Using Wordpress	18-29	\$495	Nadi	FTF	Evening
Microsoft Office Excel 365 - Intermediate	21-22	\$160	Naceva	Blended	Day
Microsoft Office Excel - Advanced	25-26	\$160	Naceva	Blended	Evening
Microsoft Office Power-Point - Intermediate	25-27	\$99	Naceva	Blended	Day
Computerized Accounting - MYOB	25-Aug 19	\$825	Samab-ula	Online	Evening
CompTIA Linux+ Training	25-Aug 31	\$1,100	Online	Online	Evening
Designing Blueprints and Schemas using Microsoft Visio	27-28	\$198	Samab-ula	Blended	Day
Green Information and Communication Technology	28-29	\$385	Nadi	Online	Evening
<b>AUGUST</b>					
Microsoft Office Word - Intermediate	1-2	\$99	Samab-ula	Blended	Day
ISO/IEC 20000-1:2018 - Information technology — Service management	2-4	\$250	Samab-ula	Blended	Day
Interactive Excel Dashboard	4	\$165	Online	Online	Evening
Microsoft Office Outlook	4-5	\$160	Nadi	FTF	Day
Wireless Networking for SOHO (Small Office/ Home Office)	8-11	\$198	Naceva	FTF	Day
Fundamentals of Switching and Routing	8-15	\$605	Samab-ula	Blended	Evening
Computerized Accounting - MYOB	8-19	\$825	Nadi	Blended	Day
Microsoft Office Excel - Foundation	11	\$99	Samab-ula	FTF	Evening
Microsoft Office Word - Foundation	11	\$99	Samab-ula	FTF	Day
Fundamentals of Virtualization	11-12	\$495	Nadi	Blended	Day
Data Analysis with Excel Pivot Tables	15-16	\$165	Samab-ula	Blended	Day
Microsoft Project for Managers	17-18	\$330	Online	Online	Evening
Exceptional Powerpoint Presentations	18-19	\$220	Online	Online	Day
IP Addressing and Sub-netting	18-19	\$275	Naceva	FTF	Day
Fundamentals of Linux Operating Systems	22-26	\$350	Naceva	FTF	Day

Microsoft Office Excel - Foundation	24-25	\$160	Online	Online	Day
Software Installation for Beginners	25-26	\$198	Nadi	Blended	Evening
Microsoft Office Excel - Advanced	25-26	\$160	Online	Online	Day
Green Information and Communication Technology	30-31	\$385	Samab-ula	Blended	Day
<b>SEPTEMBER</b>					
CompTIA Server+ Training	1-Oct 14	\$1,100	Online	Online	Evening
Computers at Intermediate Level	5-16	\$314	Samab-ula	FTF	Evening
Fundamentals of Graphic Design	5-23	\$605	Samab-ula	FTF	Evening
Deploying Web Applications using Django and Python	5-30	\$850	Naceva	Blended	Day
Microsoft Office Word - Advanced	12-13	\$99	Samab-ula	Blended	Day
Computers at Intermediate Level	12-16	\$314	Naceva	FTF	Day
Fundamentals of Virtualization	12-16	\$495	Naceva	FTF	Day
Windows Server Administration	12-16	\$495	Samab-ula	Blended	Evening
Fundamentals of Linux Operating systems	12-16	\$350	Samab-ula	Blended	Day
Windows Server Administration	12-20	\$495	Samab-ula	Blended	Day
Embracing Industry 4.0 with ICT Tools and Techniques	14-15	\$330	Nadi	Blended	Evening
Business Analytics using Power BI	14-16	\$250	Nadi	Blended	Day
Fundamentals of IT Cloud Based Services	15-16	\$198	Nadi	Blended	Day
Computers at Beginners Level	19-23	\$275	Online	Online	Evening
Microsoft Office Excel - Foundation	22-23	\$99	Naceva	FTF	Day
Interactive Excel Dashboard	26-27	\$165	Samab-ula	Blended	Day
Exceptional Powerpoint Presentations	28-29	\$220	Samab-ula	Blended	Day
ISO/IEC 20000-1:2018 - Information technology — Service management	28-30	\$250	Online	Online	Evening
Green Information and Communication Technology	29-30	\$385	Online	Online	Evening
<b>OCTOBER</b>					
Microsoft Office Power-point - Foundation	3-4	\$99	Samab-ula	Blended	Day
IP Addressing and Sub-netting	3-4	\$275	Naceva	FTF	Day
Fundamentals of Graphic Design	3-7	\$605	Naceva	Blended	Day
Microsoft Project for Managers	5-6	\$330	Samab-ula	Blended	Day
IT Security Awareness	6-7	\$198	Online	Online	Evening
Advanced Graphic Design	11-28	\$715	Naceva	Blended	Evening
PC Repair and Maintenance for Non - IT Personnel	11-28	\$385	Nadi	FTF	Evening



Microsoft Office Excel - Intermediate	12-13	\$160	Naceva	FTF	Day
Disaster Recover and Business Continuity Planning	12-14	\$350	Online	Online	Evening
Data Analysis and Data Visualisation with Python	17-20	\$245	Samab-ula	Blend-ed	Day
Helpdesk Support Skills	17-21	\$275	Naceva	FTF	
Linux Administration I	17-28	\$446	Samab-ula	Blend-ed	
CompTIA Security+ Training	17-Nov 30	\$1,100	Online	Online	Evening
Embracing Industry 4.0 with ICT Tools and Techniques	20-21	\$330			
Designing Blueprints and Schemas using Microsoft Visio	26-27	\$198	Samab-ula	Blend-ed	Day
ISO/IEC 27001 - Information security management systems	26-28	\$250	Online	Online	Evening
Introduction to Internet of Things	27-28	\$180			Day
Microsoft Office Excel - Intermediate	27-28	\$160	Samab-ula	FTF	
NOVEMBER					
Data Analysis with Excel Pivot Tables	1-2	\$165	Naceva	FTF	Day
ISO/IEC 20000-1:2018 - Information technology — Service management	2-3	\$250	Samab-ula	Blend-ed	
Microsoft Office Powerpoint -Intermediate	7-8	\$99		Blend-ed	
Computing Skills for Academics	7-11	\$385	Nadi	Blend-ed	Evening
Microsoft Office Outlook	7-11	\$160	Online	Online	
Data Analysis and Data Visualisation with Python	9-11	\$245	Nadi	FTF	
Microsoft Project for Managers	10-11	\$330	Online	Online	Day
Fundamentals of Video Editing	14-15	\$275	Samab-ula	Blend-ed	
Windows Server Administration	14-18	\$495	Online	Online	Evening
Linux Administration II	14-25	\$446	Samab-ula	Blend-ed	Day
Microsoft Office Excel - Advanced	17-18	\$160		FTF	

Introduction to Internet of Things	17-18	\$180	Nadi	Blend- ed	Evening
Microsoft Office Word - Advanced	17-18	\$99	Samab- ula	FTF	Day
Fundamentals of Virtu- alization	17-21	\$495	Naceva		
Disaster Recovery and Business Continuity Planning	21-25	\$350	Online	Online	Evening
Computing Skills for Academics	22-24	\$385	Samab- ula	Blend- ed	Day
Ethical Hacking for Beginners	23-25	\$250	Nadi	FTF	
IP Addressing and Sub- netting	24-25	\$275			Evening
Microsoft Office Excel - Advanced	24-25	\$160	Naceva	Blend- ed	Day
DECEMBER					
Digital Literacy for Farm- ing and Agriculture	1-2	\$250	Online	Online	Evening
Business Analytics using Power BI	1 - 2	\$250	Samab- ula	Blend- ed	Day
Fundamentals of Switch- ing and Routing	1 - 2	\$605		FTF	
Advanced Graphics Design	1 - 21	\$715		FTF	Evening
Microsoft Office Power- point- Advanced	5-6	\$99		Blend- ed	Day
Green Information and Communication Tech- nology	6-7	\$385	Blend- ed		
Fundamentals of Video Editing	7-8	\$275	Naceva	FTF	
Wireless Networking for SOHO (Small Office/ Home Office)	8-9	\$198	Online	Online	
Introduction to Internet of Things	8-9	\$180			
Microsoft Office Visio	12-13	\$160	Samab- ula	Blend- ed	
Computers at Beginners Level	12-16	\$275	Naceva	Blend- ed	
Windows Server Admin- istration	12-16	\$495		FTF	
Ethical Hacking for Beginners	13-15	\$250	Online	Online	
Web Development Using Wordpress	19-23	\$495			Evening
Computers at Intermedi- ate Level	19-23	\$314	Naceva	Blend- ed	Day

## DEPARTMENT OF EXECUTIVE MANAGEMENT

Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Session (Day/ Evening)
<b>JANUARY</b>					
Customer Service Excellence	19-20	\$275	Naceva	FTF / Online / Blend-ed	Day

Handling Difficult Employee Behaviour	25	\$198	Naceva/ Nadi/ Nabua/ Labasa	FTF / Online / Blend- ed	Evening
Performance Management System	26-27	\$495	Nabua		Day
FEBRUARY					
Training of Trainers Module 1	7 - 15	\$825	Nabua	(Online)	Evening

Essential Management Skills for Emerging Leaders	16-17	\$495	Nabua	FTF / Online / Blend-ed	Day
Training of Trainer's Module 1 - Instructional Skills Workshop	21 - 25	\$825	Naceva	FTF	
Training of Trainer's Module 1 - Instructional Skills Workshop	21 - Mar 1	\$825	Labasa	Online	Evening
Fundamentals of Advertising, Marketing and Selling	23-24	\$275	Naceva	FTF / Online / Blend-ed	Day
Improving Productivity Through Time Management	28	\$198	Naceva/ Nadi/ Nabua/ Labasa		
<b>MARCH</b>					
Strategic Leadership & Management	9 - 10	\$352	Naceva/ Nadi/ Nabua/ Labasa	FTF/ Online/ Blend-ed	
Training of Trainer's Module 2 - Systematic Approach to Training	14 - 18	\$825		Day	
Succession Planning	16-17	\$495			
Training of Trainer's Module 1 - Instructional Skills Workshop	21 - 29	\$825	Nabua		Day
Customer Complaints Management	23-24	\$275		FTF / Online / Blend-ed	
Strategic Brand Management	30-31	\$275			
Management Skills for Administrative Assistants	30 - 31	\$275	Naceva/ Nadi/ Nabua/ Labasa		
<b>APRIL</b>					
Training of Trainer's Module 2 - Systematic Approach to Training	4 - 8	\$825	Naceva	FTF	
Training of Trainer's Module 3 - Training Systems in Fiji	7 - 8	\$385	Nabua	FTF / Online / Blend-ed	Day
Mastering Sales Management Techniques	13-14	\$275	Naceva		
Talent and Knowledge Management Strategies	20-21	\$495	Nabua		
Certificate of Attainment in Human Resource Management	25 - July 25	\$1,804	Naceva/ Nadi/ Nabua/ Labasa	Online	Evening
Employer Branding	27-28	\$495	Naceva	FTF / Online / Blend-ed	Day
Training of Trainer's Module 4 - Evaluation of Training	27 - 29	\$495	Nabua		
<b>MAY</b>					
Training of Trainer's Module 2 - Systematic Approach to Training	2 - 6	\$825	Naceva		
Leadership Development	9 - 11	\$490	Naceva/ Nadi/ Nabua/ Labasa	FTF / Online / Blend-ed	Day
Training of Trainer's Module 2 - Systematic Approach to Training	16 - 20	\$825	Labasa		
Performance Management System	18-19	\$495	Labasa		

	23 - 24	\$330	Naceva/ Nadi/ Nabua/ Labasa	FTF / Online / Blend-ed	Day
Customer Service Excellence	24-25	\$275	Nabua		
Visual Merchandising	30-31	\$275			
<b>JUNE</b>					
Training of Trainer's Module 3 - Training Systems in Fiji	2 - 3	\$385	Naceva	FTF / Online / Blend-ed	
Training of Trainer's Module 1 - Instructional Skills Workshop	13 - 17	\$825	Nabua		
Essential Management Skills for Emerging Leaders	14-15	\$495			
Training of Trainer's Module 3 - Training Systems in Fiji	15 - 16	\$385	Naceva	FTF	Day
Workforce Planning	22-23	\$495	Naceva		
Strategic Leadership & Management	27 - 28	\$352	Naceva/ Nadi/ Nabua/ Labasa	FTF / Online / Blend-ed	
Mastering Sales Management Techniques	29-30	\$275	Nabua		
Training of Trainer's Module 4 - Evaluation of Training	29 - Jul 01	\$495	Naceva		
<b>JULY</b>					
Training of Trainer's Module 4 - Evaluation of Training	11 - 13	\$495	Naceva	FTF	
Talent and Knowledge Management Strategies	13-14	\$495			
Training of Trainer's Module 3 - Training Systems in Fiji	14 - 15	\$385	Labasa		
Developing a Marketing Plan	21-22	\$275	Naceva	FTF / Online / Blend-ed	Day
Training of Trainer's Module 2 - Systematic Approach to Training	25 - 29	\$385	Labasa		
Fundamentals of Advertising, Marketing and Selling	27-28	\$275	Nabua		
Management Skills for Administrative Assistants	27 - 28	\$275	Naceva/ Nadi/ Nabua/ Labasa		
<b>AUGUST</b>					
Training of Trainer's Module 4 - Evaluation of Training	10 - 12	\$495	Labasa	Online	Online
Certificate of Attainment in Human Resource Management	15 - Nov 15	\$1,804	Naceva/ Nadi/ Nabua/ Labasa		
Leading High Performance Teams	16-17	\$495	Naceva	FTF / Online / Blend-ed	Day
Training of Trainer's Module 1 - Instructional Skills Workshop	22 - 26	\$825	Nabua	Online	Evening





Branded Customer Service for Competitive Edge	23-24	\$275	Naceva	FTF / Online / Blend-ed	Day
Leadership for Junior & Middle Executives	29 - 30	\$385	Naceva/ Nabua		
<b>SEPTEMBER</b>					
Training of Trainer's Module 1 - Instructional Skills Workshop	5 - 9	\$825	Naceva	FTF/ Online/ Blend-ed	Day
Handling Difficult Employee Behaviour	8	\$198	Naceva/ Nadi/ Nabua/ Labasa	FTF/ Online/ Blend-ed	Day
Telephone Etiquettes Skills	13-14	\$275	Naceva		
Training of Trainer's Module 2 - Systematic Approach to Training	19 - 23	\$825	Nabua		
Training of Trainer's Module 2 - Systematic Approach to Training	19 - 23	\$825	Naceva		
Workforce Planning	20-21	\$495	Namaka		
Succession Planning	27-28	\$495	Nabua	FTF / Online / Blend-ed	
<b>OCTOBER</b>					
Achieving Leadership Success Through People	6	\$220	Naceva	FTF	Day
Branded Customer Service for Competitive Edge	13-14	\$275	Nabua	FTF / Online / Blend-ed	

Training of Trainer's Module 3 - Training Systems in Fiji	13 - 14	\$385			
Training of Trainer's Module 1 - Instructional Skills Workshop	17 - 21	\$825			
Essential Management Skills for Emerging Leaders	25-26	\$495	Nabua	FTF / Online / Blend-ed	Day
NOVEMBER					
Customer Service Excellence	16-17	\$275	Naceva	FTF / Online / Blend-ed	Day
Training of Trainer's Module 3 - Training Systems in Fiji	16 - 17	\$385	Naceva	FTF	
Performance Management System	23-24	\$495	Nabua	FTF / Online / Blend-ed	
Training of Trainer's Module 4 - Evaluation of Training	26 - 28	\$495			
Improving Productivity Through Time Management	30	\$198			
DECEMBER					
Training of Trainer's Module 4 - Evaluation of Training	5 - 7	\$495	Nadi	FTF	Day
Visual Merchandising	14-15	\$275	Naceva	FTF / Online / Blend-ed	

## DEPARTMENT OF AUTOMOTIVE AND MECHANICAL

Maintenance & Diagnostics					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Session (Day/ Evening)
JANUARY					
Basic Fitting & Machining	31-Feb 8	\$198	Narere	Online	Day
	31-Feb 22	\$198			Evening
FEBRUARY					
Computer Fundamental & Application	9-22	\$330	Narere	Blend-ed	Day
Doggers & Riggers	28-Mar 13	\$198		Online	Evening
MARCH					
Mech.Engineering Drawing & Interpretation	Feb 23-Mar 2	\$165	Narere	Online	Day
Introduction to CAD	7-11	\$275		Blend-ed	
Precision Measurement & Inspection Technique	14-23	\$330		Online	
Basic Tribology	24-30	\$220		Blend-ed	Evening
Basic Fitting & Machining	21-May 5	\$330			

APRIL					
Doggers & Riggers	4-8	\$220	Narere	Online	Day
Engine Maintenance/ Diagnostics & Repair	19-25	\$275			
Mechanical Science	29-May 6	\$198			
MAY					
Heat Engines	9-13	\$220	Narere	Online	Day
Engineering Calculation	16-24	\$198			
Applied Engineering Materials	25-Jun 1	\$198			
Industrial Pumps 1	9-26	\$330			Evening
Industrial Pumps 2	30-Jun 16	\$330			
JUNE					
Workplace Communica- tion & Ethics	6-14	\$198	Narere	Online	Day
Basic Craft Practice	17-30	\$330		Blend- ed	
Hydraulic Power System	20 - Jul 7	\$220		Online	Evening
JULY					
Apply Basic Meat Works Industry Skills	4-6	\$200	Narere	Online	Day
Computer Fundamental & Application	11-19	\$198			

Pneumatic Power Systems	11 - Aug 2	\$275	Narere	Online	Evening	
Basic Fitting & Machining	20-Aug 2	\$330		Blend-ed	Day	
AUGUST						
Mech.Engineering Drawing & Interpretation	3-10	\$165	Narere	Online	Day	
Machine Installation & Commissioning	8 - Sep 9	\$330	Narere	Online	Evening	
Introduction to CAD	15-19	\$275		Blend-ed	Day	
Precision Measurement & Inspection Technique	22-31	\$330		Online		
SEPTEMBER						
Basic Tribology	1-8	\$220	Narere	Online	Day	
Doggers & Riggers	12 -16	\$220		Blend-ed	Online	Evening
Machining Processes	12 - 29	\$220				
Engine Maintenance/ Diagnostics & Repair	19-23	\$275		Day		
Mechanical Science	26-Oct 03	\$198				
Basic Boiler Operation	Sep 31 - Nov 17	\$330			Evening	
OCTOBER						
Heat Engines	11-17	\$275	Narere	Online	Day	
Engineering Calculation	18 - 27	\$198				
Applied Engineering Materials	31- Nov7	\$198			Evening	
Care & Maintenance of Bearings	3-24	\$220				
NOVEMBER						
Workplace Communication & Ethics	8-16	\$198	Narere	Online	Day	
Basic Craft Practice	17-30	\$330		Blend-ed	Day	
Apply Basic Meat Works Industry Skills	21-30	\$200		Online	Evening	
DECEMBER						
Apply Basic Meat Works Industry Skills	5-7	\$200	Narere	Online	Day	
AUTOCAD TRAINING SCHEDULE						
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Ses-sion (Day/ Evening)	
FEBRUARY						
Fundamentals of Computer Aided Design Module 1	14-18	\$275	Narere	FTF	Day	
Fundamentals of Computer Aided Design Module 2	21-25	\$275				
Fundamentals of Computer Aided Design Module 3	28- 4 Mar	\$275				
Fundamentals of Computer Aided Design	14-4 Mar	\$550			Evening	
MARCH						
2 Dimensional Design Module 1	14-18	\$330	Narere	FTF	Day	
2 Dimensional Design Module 2	21-25	\$330				

2 Dimensional Design Module 3	28-1	\$330	Narere	FTF	Day
2 Dimensional Design	14-01 Apr	\$660			Evening
APRIL					
3 Dimensional Design Module 1	11-19 Apr	\$385	Narere	FTF	Day
3 Dimensional Design Module 2	25-29 Apr	\$385			
3 Dimensional Design	11-6 May	\$770			Evening
MAY					
3 Dimensional Design Module 3	2-6	\$385	Narere	FTF	Day
Fundamentals of Computer Aided Design Module 1	9-13	\$275			
Fundamentals of Computer Aided Design Module 2	16-20	\$275			
Fundamentals of Computer Aided Design Module 3	23-27	\$275			
Fundamentals of Com-puter Aided Design	9-27	\$550			Evening
JUNE					
2 Dimensional Design Module 1	6-10	\$330	Narere	FTF	Day
2 Dimensional Design Module 2	13-17	\$330			
2 Dimensional Design Module 3	20-24	\$330			
2 Dimensional Design	6-24	\$660			Evening
JULY					
3 Dimensional Design Module 1	4-8	\$385	Narere	FTF	Day
3 Dimensional Design Module 2	11-15	\$385			
3 Dimensional Design Module 3	18-22	\$385			
3 Dimensional Design	4- 22	\$770			Evening
AUGUST					
Fundamentals of Computer Aided Design Module 1	1-5	\$275	Narere	FTF	Day
Fundamentals of Computer Aided Design Module 2	8-12	\$275			
Fundamentals of Computer Aided Design Module 3	15-19	\$275	Narere	FTF	Day
Fundamentals of Com-puter Aided Design	1-19	\$550			Evening
2 Dimensional Design Module 1	29-2 Sep	\$330			Day
2 Dimensional Design	29-23	\$660			Evening
SEPTEMBER					
2 Dimensional Design Module 2	5-12	\$330	Narere	FTF	Day
2 Dimensional Design Module 3	19-23	\$330			Day
OCTOBER					
3 Dimensional Design Module 1	3-7	\$385	Narere	FTF	Day



3 Dimensional Design Module 2	11-17	\$385	Narere	FTF	Day
3 Dimensional Design Module 3	24-28	\$385			
3 Dimensional Design	3-28	\$770			Evening
REFRIGERATION AND AIR CONDITION TRAINING SCHEDULE					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Ses- sion (Day/ Evening)
FEBRUARY					
RAC Stage 1 - Refrigera- tion Fundamentals	14 - 25	\$198	Naceva/ Narere	Blend- ed	Evening
RAC Workplace Safety	14 - 22	\$198			
Trade Calculations Fun- damentals	24-4 Mar	\$198			Day
RAC Stage 1 - Refrigera- tion Procedures	28-11 Mar	\$165			Evening
MARCH					
RAC Stage 1 - Refrigera- tion Fundamentals	7-15	\$198	Naceva/ Narere	Blend- ed	Day
RAC Stage 1 - Refrig- erants	14 -25	\$165			Evening
RAC Stage 1 - Refrigera- tion Procedures	17- 25	\$165			Day
RAC Stage 1 - Refrigera- tion System Components	28-8 Apr	\$198			Evening
APRIL					
Workshop Craft Practice	1 - 14	\$198	Naceva/ Narere	Blend- ed	Day
RAC Stage 1 - Refrig- erants	19 - 27	\$165			
RAC Stage 1 - Funda- mentals of Air Condi- tioning	11 - 26	\$198			Evening
MAY					
RAC Stage 1 - Dometic Refrigerators & Freezers	2 - 13	\$165	Naceva/ Narere	Blend- ed	Evening
RAC Stage 1 - Refrigera- tion System Components	2-10	\$198			
Workplace Communica- tion & Ethics	12-20	\$198			Day
Computer Fundamentals & Applications	23-31	\$198			
RAC Stage 2 - Residen- tial Air Conditioning	16-27	\$165			Evening
RAC Stage 2 - Electric Motors & Circuits	30-Jun 10	\$198			
JUNE					
Electrical Principles	2 - 10	\$198	Naceva/ Narere	Blend- ed	Day
RAC Stage 1 - Funda- mentals of Air Condi- tioning	13 -21	\$198			
RAC Stage 1 - Dometic Refrigerators & Freezers	23- Jul 1	\$165			
RAC Stage 2 - Refrigera- tion System Operation	13-24	\$198			Evening
RAC Stage 2 - Refrig- erants Control	27- Jul 8	\$198			
JULY					
RAC Stage 2 - Residen- tial Air Conditioning	4 - 12	\$165	Naceva/ Narere	Blend- ed	Day

RAC Stage 2 - Instal- lation	11 - 22	\$165	Naceva/ Narere	Blend- ed	Evening
RAC Stage 2 - Electric Motors and Circuits	14 -22	\$198			Day
RAC Stage 2 - Systems Control	25-Aug 5	\$165			Evening
RAC Stage 2 - Refrigera- tion System Operation	25-Aug 2	\$198			Day
AUGUST					
RAC Stage 2 - Refriger- ants Control	4 - 12	\$165	Naceva/ Narere	Blend- ed	Day
RAC Stage 3 - Ventilation	8 - 19	\$165			Evening
RAC Stage 2 - Instal- lation	15 - 23	\$198			Day
RAC Stage 3 - Air Condi- tioning Systems	22-Sep 2	\$165			Evening
RAC Stage 2 - Systems Control	25-Sep 2	\$198			Day
SEPTEMBER					
RAC Stage 3 - Air Condi- tioning Controls	5 - 19	\$165	Naceva/ Narere	Blend- ed	Evening
RAC Stage 3 - Ventilation	5 - 14	\$165			Day
RAC Stage 3 - Air Condi- tioning Systems	19 - 27	\$165			Evening
RAC Stage 3 - Capillary Systems	26-Oct 07	\$165			Evening
OCTOBER					
RAC Stage 3 - Air Condi- tioning Controls	3-12	\$165	Naceva/ Narere	Blend- ed	Day
RAC Stage 3 - Capillary Systems	17-25	\$165			Evening
RAC Stage 3 - Cool Rooms/Freezer Rooms	11-24	\$165			Day
RAC Stage 3 - Cool Rooms/Freezer Rooms	31-Nov 08	\$165			Evening
RAC Stage 3 - Maint. & Serv. of Comfort & Process Cool	31-Nov 11	\$198			
NOVEMBER					
RAC Stage 3 - Maint & Serv of Comfort & Process Cool	14 -22	\$198	Naceva/ Narere	Blend- ed	Day
WELDING & FABRICATION TRAINING SCHEDULE					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Ses- sion (Day/ Evening)
FEBRUARY					
Workshop & Welding Safety	3-24	\$198	Naceva/ Narere	FTF / Blend- ed	Evening
Workshop & Welding Safety	8-16	\$198	Naceva/ Narere/ Labasa		Day
Welding & Fabrication Level 1	21-Mar 1	\$660			
MARCH					
Gas Welding-Mild Steel	1-22	\$187	Naceva/ Narere	FTF / Blend- ed	Evening
Arc Welding Technol- ogy 1	28-Apr 20	\$187			
APRIL					
Computer Fundamentals	6-14	\$198	Naceva/ Narere/ Labasa	FTF / Blend- ed	Day

Welding and Fabrication Level 2	19 Apr-May 30	\$660	Naceva/ Narere/ Labasa	FTF / Blend-ed	Day
Arc Welding Technology 2	25-May 16	\$187	Naceva/ Narere		Evening
MAY					
MIG Welding Mild Steel	May 23-Jun 13	\$220	Naceva/ Narere	FTF / Blend-ed	Evening
JUNE					
Workplace Communication & Ethics	6-14	\$198	Naceva/ Narere/ Labasa	FTF / Blend-ed	Day
Welding Calculation	16-24	\$198			
MIG Welding Aluminium	17-Jul 8	\$220	Naceva/ Narere		Evening
Gas Welding & Cutting	27-Jul 5	\$187	Naceva/ Narere/ Labasa		Day
JULY					
Brazing & Soldering	7-15	\$187	Naceva/ Narere/ Labasa	FTF / Blend-ed	Day
MIG Welding Stainless Steel	13-Aug 3	\$220	Naceva/ Narere		Evening
Arc Welding Technology 1	18-Aug 26	\$187	Naceva/ Narere/ Labasa		Day
Arc Welding Technology 2	28-Aug 5	\$187			
AUGUST					
TIG Welding	8-29	\$242	Naceva/ Narere	FTF / Blend-ed	Evening
MIG Welding Mild Steel	9-17	\$220	Naceva/ Narere/ Labasa		Day
MIG Welding Aluminum	22-31	\$220			
SEPTEMBER					
High Pressurized Pipe Welding	2-26	\$242	Naceva/ Narere	FTF / Blend-ed	Evening
MIG Welding Stainless Steel	5-14	\$220	Naceva/ Narere/ Labasa		Day
TIG Welding	19-28	\$242			
Engineering Calculation	30-Oct 26	\$198	Naceva/ Narere		Evening
OCTOBER					
High Pressurized Pipe Welding	3-12	\$242	Naceva/ Narere/ Labasa	FTF / Blend-ed	Day
Engineering Drawing	17-26	\$198			
Engineering Drawing	31-Nov 21	\$198	Naceva/ Narere		Evening
NOVEMBER					
Fabrication Techniques	1-9	\$198	Naceva/ Narere/ Labasa	FTF / Blend-ed	Day
Non-Destructive Testing	14-22	\$198			
LIGHT AUTOMOTIVE TRAINING SCHEDULE					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Session (Day/ Evening)
FEBRUARY					
Computer Fundamentals & Applications	7-15	\$198		Blend-ed	Day
Workplace Communication & Ethics	17-25	\$198	Narere/ Naceva		
Automotive Workshop Safety	7-18	\$165			Evening

Engine Principles	22-7	\$165	Narere/Naceva	Blend-ed	Evening
<b>MARCH</b>					
Trade Calculation Fundamentals	1-9	\$198	Narere/Naceva	Blend-ed	Day
Automotive Workshop Safety	11-21	\$198			
Workshop Practices	23-Apr 5	\$330			
Two Stroke Engines	9-22	\$165			Evening
Lubricating Systems	24-Apr 6	\$165	Narere/Naceva	Blend-ed	Evening
<b>APRIL</b>					
Automotive Industry environmental standard and Regulations	7-13	\$165	Narere/Naceva	Blend-ed	Day
Cooling System service and Repair	8-25	\$165			Evening
Automotive Mechanical, Hydraulic and Pneumatic Principles	19-25	\$165			Day
Inspect & Repair Engine Force Induction Systems	27-May 10	\$165			Evening
Automotive Engine Principles	29-May 5	\$165	Narere/Naceva		Day
<b>MAY</b>					
Two Stroke Engines	11-17	\$165	Narere/Naceva	Blend-ed	Day
Lubricating Systems	19-25	\$165			
Cooling System service and Repair	27-Jun 2	\$165			
Light Vehicle Fuel System	12-25	\$165			Evening
Engine Troubleshooting	27-Jun 9	\$165			
<b>JUNE</b>					
Inspect & Repair Engine Force Induction Systems	8-14	\$165	Narere/Naceva	Blend-ed	Day
Light Vehicle Fuel System	16-22	\$165			
Engine Troubleshooting	28-Aug 4	\$165			
Engine Overhaul & Measurement	13-24	\$165			Evening
Manual Transmission and Clutch Systems Service & Repair	28-Jul 11	\$166	Narere/Naceva	Blend-ed	
<b>JULY</b>					
Engine Overhaul & Measurement	8-14	\$165	Narere/Naceva	Blend-ed	Day
Clutch Systems Service & Repair	20-26	\$165			
Manual Transmission Service & Repair	28-Aug 3	\$165			
Automatic Transmission service & Repair	13-26	\$165			Evening
Suspension System Service & Repair	28-Aug 10	\$166			
<b>AUGUST</b>					
Automatic Transmission service & Repair	9-15	\$165	Narere/Naceva	Blend-ed	Day
Suspension System Service & Repair	19-25	\$165			
Final Drive and Differential Service and Repair	31-Sep 5	\$165			



Final Drive and Differential Service and Repair	12-25	\$165	Narere/ Naceva	Blend- ed	Evening
Steering System Service & repair	29-Sep 12	\$166			
SEPTEMBER					
Steering System Service & repair	13-19	\$165	Narere/ Naceva	Blend- ed	Day
Wheel Alignment & Tires	23-29	\$165			Evening
Wheel Alignment & Tires	14-27	\$165			
Hydraulic Brake Service & Repair	29-Oct 13	\$165			
OCTOBER					
Hydraulic Brake Service & Repair	3-7	\$165	Narere/ Naceva	Blend- ed	Day
Automotive Battery and Safety	12-18	\$165			Evening
Vehicle Periodic Main- tance	24-28	\$165			
Vehicle Periodic Main- tance	17-28	\$165			
NOVEMBER					
Automotive Electrical Principles	1-9	\$165	Narere/ Naceva	Blend- ed	Day
Gas Fuel Systems	11-17	\$165			Evening
Engineering Science for Automotive Technician	21-29	\$198			
Automotive Electrical Principles	1-14	\$165			
DECEMBER					
Engineering Drawing for Automotive Trade	1-9	\$198	Narere/ Naceva	Blend- ed	Day
HEAVY COMMERCIAL VEHICLE MECHANIC PROGRAM					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Ses- sion (Day/ Evening)
FEBRUARY					
Automotive Workshop Safety (OH & S)	7-18	\$198	Narere/ Naceva	Blend- ed	Evening
Computer Fundamentals & Applications	7-15	\$198			Day
Workplace Communication & Ethics	17-25	\$198			
Diesel Engine Fundamentals	22-Mar7	\$198			Evening
MARCH					
Trade Calculation Fundamentals	1-9	\$198	Narere/ Naceva	Blend- ed	Day
2-stroke Engine Principles	9-22	\$165			Evening
Automotive Workshop Safety	11-21	\$198			Day
Workshop Practices	23-Apr 5	\$330			
Lubrication System	24-Apr 6	\$165			Evening
APRIL					
Cooling System Service & Repair	8-25	\$198	Narere/ Naceva	Blend- ed	Evening
Workshop Tools & Equipment	12-20	\$198			Day

Bearings, Seals, Gaskets, Sealants & Adhesives	22-28	\$165	Narere/ Naceva	Blend- ed	Day
Exhaust and Induction System Service & Repair	27-May 10	\$165			Evening
Diesel Engine Fundamentals	29-May 9	\$198			Day
MAY					
Diesel Injection Pump & Injector Service	12-25	\$198	Narere/ Naceva	Blend- ed	Evening
2-stroke Engine Principles	11-17	\$165			Day
Lubrication System	19-25	\$165	Narere/ Naceva	Blend- ed	Day
Diesel Engine Fault Diagnosis and Tuning	27- Jun 9	\$198			Evening
Cooling System Service & Repair	27- Jun 6	\$198			Day
JUNE					
Exhaust and Induction System Service & Repair	8-14	\$165	Narere/ Naceva	Blend- ed	Day
Diesel Engine Overhaul	13-24	\$198			Evening
Diesel Injection Pump & Injector Service	16-24	\$198			Day
Diesel Engine Fault Diagnosis and Tuning	28-Jul 6	\$198			
Clutch System Service & Repair	28-Jul 11	\$165			
JULY					
Diesel Engine Overhaul	8-18	\$198	Narere/ Naceva	Blend- ed	Day
Standard Transmission Service & Repair	13-26	\$198			Evening
Clutch System Service & Repair	20-26	\$165			Day
Standard Transmission Service & Repair	28-Aug 6	\$198			
Suspension System Service & Repair	28- Aug 10	\$198			
AUGUST					
Automatic Transmission Service & Repair	9-17	\$198	Narere/ Naceva	Blend- ed	Day
Drive Axles Service & Repair	12-25	\$198			Evening
Suspension System Service & Repair	19-29	\$198			Day
Steering System Service & Repair	20-Sep 12	\$198			Evening
Drive Axles Service & Repair	31-Sep 9	\$198			Day
SEPTEMBER					
Steering System Service & Repair	1 -21	\$198	Narere/ Naceva	Blend- ed	Day
Wheel Alignment & Tires	14-27	\$165			Evening
Wheel Alignment & Tires	23-29	\$165			Day
Brake System Fundamentals	29-Oct 13	\$165			Evening
OCTOBER					
Brake System Fundamentals	3-7	\$165	Narere/ Naceva	Blend- ed	Day
Air Brake Servicing	12-20	\$198			Evening
Vehicle Periodic Maintenance	17-28	\$165			
Vehicle Periodic Maintenance	24-28	\$165			



NOVEMBER					
Fundamentals of Electricity	1-7	\$165	Narere/ Naceva	Blend- ed	Day
Fundamentals of Electricity	1-14	\$165			Evening
Hydraulic Fundamentals and Applications	11-17	\$165			Day
AUTOMOTIVE ELECTRICAL & ELECTRONICS PROGRAMMES 2022					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Ses- sion (Day/ Evening)
JANUARY					
Automotive Electrical & Electronics Principles	26-31	\$198	Narere	FTF	Day
FEBRUARY					
Starting System	3-9	\$198	Narere	FTF	Day
Automotive Electrical & Electronics Principles	3-24	\$198		Blend-ed	Evening
Ignition System	14-18	\$198		FTF	Day
Charging System	23-Mar 1	\$198			
MARCH					
Vehicle Electronics System	7-11	\$198	Narere	FTF	Day
Starting System	7-24	\$198		Blend-ed	Evening
Electronic Ignition System	16-22	\$198		FTF	Day
Electronic Fuel Injection	25-Mar 31	\$198			
APRIL					
Engine Management	4-8	\$198	Narere	FTF	Day
Vehicle Instrumentation System	20-26	\$198			
MAY					
Ignition System	10-31	\$198	Narere	Blend-ed	Evening
Automotive Air Conditioning	10-16	\$198		FTF	Day
ABS Brakes	19-25	\$198			
Vehicle Accessories System	30-Jun 3	\$198			
JUNE					
Charging System	6-24	\$198	Narere	Blend-ed	Evening

Vehicle Wiring System	8-14	\$198	Narere	FTF	Day
Hybrid Electric Vehicle System	17-21	\$385			
Hybrid Electric Vehicle Battery Service	22-24	\$385			
JULY					
Automotive Electrical & Electronics Principles	5-11	\$198	Narere	FTF	Day
Vehicle Electronics System	5-21	\$198		Blend-ed	Evening
Starting System	14-20	\$198		FTF	Day
Ignition System	25-29	\$198			
AUGUST					
Charging System	3-9	\$198	Narere	FTF	Day
Electronic Ignition System	3-31	\$198		Blend-ed	Evening
Vehicle Electronics System	29-Sep 2	\$198		FTF	Day
SEPTEMBER					
Electronic Fuel Injection	12-29	\$198	Narere	Blend-ed	Evening
Electronic Ignition System	12-16	\$198		FTF	Day
Electronic Fuel Injection	21-27	\$198			
Engine Management	30-Oct 6	\$198			
OCTOBER					
Engine Management	3-20	\$198	Narere	Blend-ed	Evening
Vehicle Instrumentation System	12-17	\$198		FTF	Day
Automotive Air Conditioning	20-31	\$198			
NOVEMBER					
ABS Brakes	3-9	\$198	Narere	FTF	Day
Hybrid Electric Vehicle System	3-10	\$385		Blend-ed	Evening
Hybrid Electric Vehicle Battery Service	14-22	\$385			
Vehicle Accessories System	14-18	\$198	Narere	FTF	Day
Vehicle Wiring System	23-29	\$198			
Hybrid Electric Vehicle System	28-Dec 2	\$385			
DECEMBER					
Hybrid Electric Vehicle Battery Service	5-9	\$385	Narere	FTF	Day

## DEPARTMENT OF CONSTRUCTION INDUSTRY

CABINET MAKING & JOINERY					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Ses- sion (Day/ Evening)
FEBRUARY					
Workplace Safety	1-8	\$198	Narere/ Naceva	FTF/ Blended	Day

Workplace Safety	7-Mar-03	\$198	Narere/ Naceva	FTF/ Online	Evening
Workplace Communication & Ethics	10-18	\$198		FTF/ Blended	Day
Trade Calculations Fundamentals 1	21-Mar-01	\$198			
MARCH					
Computer Fundamentals & Applications	3-11	\$198	Narere/ Naceva	FTF/ Blended	Day



Trade test assessment Preparatory	7-16	\$120	Narere/ Naceva	FTF/ Online	Evening
Plan Reading for Cabinet Makers and Joiners	14-22	\$198		FTF/ Blended	Day
Use carpentry/joiner/cabinet making hand tools	21-30	\$120		FTF/ Online	Evening
Hand and Portable Power Tools	24-30	\$165		FTF/ Blended	Day
APRIL					
Introduction to Wood-work Static Machines	1-12	\$220	Narere/ Naceva	FTF/ Blended	Day
Plan and organize work	4-13	\$120		FTF/ Online	Evening
Timber Selection for Furniture Making	19-27	\$220		FTF/ Blended	Day
Prepare and assemble cabinet and joinery components	19-28	\$120		FTF/ Online	Evening
MAY					
Carry out measurements and calculations	2-11	\$120	Narere/ Naceva	FTF/ Online	Evening
Basic Furniture Making	2-10	\$198	Narere/ Naceva	FTF/ Blended	Day
Kitchen Fitment and Fittings	12-24	\$242			
Wall Cabinet Furniture Making	27-Jun 7	\$220			
Use carpentry/joiner/Cabinet making static machines	16-25	\$120		FTF/ Online	Evening
Plan and organize work	30-Jun 8	\$120			
JUNE					
Furniture Job Specification	10-21	\$198	Narere/ Naceva	FTF/ Blended	Day
Fabricate assembled carpentry/joinery/cabinet components	13-22	\$120		FTF/ Online	Evening
Laminate, Press Top Furniture	24-Jul 1	\$198		FTF/ Blended	Day
Carry out measurements and calculations	27-Jul 6	\$120		FTF/ Online	Evening
JULY					
Estimate and Cost Job	4-11	\$198	Narere/ Naceva	FTF/ Blended	Day
Basic Furniture Making	11-Aug 5	\$198		FTF/ Online	Evening
Apply Furniture Finishing	14-22	\$198		FTF/ Blended	Day
Door And Window Construction	25-Aug 4	\$308			
AUGUST					
Kitchen Fitment and Fittings	8-Sep 13	\$242	Narere/ Naceva	FTF/ Online	Evening
Joinery Design & Craftsmanship	22-Sep 2	\$308		FTF/ Blended	Day
SEPTEMBER					
Wall Cabinet Furniture Making	19-Oct 21	\$220	Narere/ Naceva	FTF/ Online	Evening
Plan Reading for Cabinet Makers and Joiners	26-Oct 4	\$198		FTF/ Blended	Day
OCTOBER					
Hand and Portable Power Tools	6-14	\$165	Narere/ Naceva	FTF/ Blended	Day
Introduction to Wood-work Static Machines	17-27	\$220			

Door And Window Construction	31-Dec 5	\$308	Narere/ Naceva	FTF/ Blended	Evening
NOVEMBER					
Timber Selection for Furniture Making	1-9	\$220	Narere/ Naceva	FTF/ Blended	Day
Basic Furniture Making	14-22	\$198			
Kitchen Fitment and Fittings	25-Dec 7	\$242			
DECEMBER					
Wall Cabinet Furniture Making	12-21	\$220	Narere/ Naceva	FTF/ Blended	Day
CARPENTRY					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
FEBRUARY					
Safety Requirements for Construction Work-place	7-11	\$165	Narere/ Naceva	FTF/ Blended	Day
Trade Calculation for Builders	14-18	\$165			
Read and Interpret Construction Plans	21-25	\$165			
MARCH					
Safety Requirements for Construction Work-place	2-18	\$165	Narere/ Naceva	FTF/ Online	Evening
Hand and Power Tools Operation	7-11	\$165		FTF/ Blended	Day
Setout and Mark Building	14-22	\$200		FTF/ Online	Evening
Trade Calculation for Builders	22-april 8	\$165		FTF/ Blended	Day
Timber Floor and Wall Construction	28-April 5	\$198			
APRIL					
Window and Door Construction	8-14	\$165	Narere/ Naceva	FTF/ Blended	Day
Read and Interpret Construction Plans	12-22	\$165		FTF/ Online	Evening
Construct Timber Roof Structure	21-29	\$198		FTF/ Blended	Day
MAY					
Construct Timber Stairs	2-10	\$198	Narere/ Naceva	FTF/ Blended	Day
Hand and Power Tools Operation	3-20	\$165		FTF/ Online	Evening
Formwork to Simple Concreting	12-20	\$198		FTF/ Blended	Day
Carry Out Levelling	23-27	\$165			
JUNE					
Setout and Mark Building	1-17	\$200	Narere/ Naceva	FTF/ Online	Evening
Carry out excavation	2-10	\$198		FTF/ Blended	Day
Fabricate and place reinforcing steel for basic construction	13-17	\$198			
Concreting to Simple Forms	20-24	\$165			
Timber Floor and Wall Construction	21-July 20	\$198		FTF/ Online	Evening

JULY					
Erect and Dismantle Restricted Height Scaffold	4-8	\$198	Narere/ Naceva	FTF/ Blended	Day
Prepare for block Laying	11-19	\$198			
Prepare for solid plastering	21-29	\$198			
AUGUST					
Fix for Plasterboard	1-5	\$165	Narere/ Naceva	FTF/ Blended	Day
Window and Door Construction	2-19	\$165		FTF/ Online	Evening
Finish Plasterboard	8-12	\$165		FTF/ Blended	Day
Painting module I	18-24	\$165			
Painting module II	25-31	\$165			
SEPTEMBER					
Construct Timber Roof Structure	5-30	\$198	Narere/ Naceva	FTF/ Online	Evening
Lay Floor Tiles	8-14	\$165		FTF/ Blended	Day
Lay Wall tiles	15-21	\$165			
Lay Decorative tiles	26-30	\$165			
OCTOBER					
Tiling Curved Surfaces	3-11	\$165	Narere/ Naceva	FTF/ Blended	Day
Safety Requirements for Construction Work-place	17-21	\$165			
NOVEMBER					
Trade Calculation for Builders	1-7	\$165	Narere/ Naceva	FTF/ Blended	Day
Construct Timber Stairs	1-25	\$198		FTF/ Online	Evening
Read and Interpret Construction Plans	8-14	\$165		FTF/ Blended	Day
Hand and Power Tools Operation	21-25	\$165			
DECEMBER					
Setout and Mark Building	1-9	\$200	Narere/ Naceva	FTF/ Blended	Day
Timber Floor and Wall Construction	12-20	\$198			

PLUMBING					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Ses-sion (Day/ Evening)
FEBRUARY					
Plumbing & Sheet met-at Workplace Safety	1 - 9	\$198	Narere/ Naceva	FTF/ Blend-ed	Day
Computer Fundamen-tals	10 - 18	\$198		FTF/ Online	
Read Plans and Calculates Plumbing Quantities	21 - 25	\$165		FTF/ Blend-ed	
Use Plumbing Hand and Power Tools	28 - Mar 4	\$165			
Marking Out of Plumb-ing Materials	28 - Mar 11	\$165			Evening
MARCH					
Introduction to Welding - Oxy Acetylene Gas	7 - 15	\$198	Narere/ Naceva	FTF/ Blend-ed	Day

Introduction to Oxy Fuel Cutting	16 - 24	\$198	Narere/ Naceva	FTF/ Blend- ed	Day	
Fundamentals of Arc Welding	28 - Apr 1	\$198			Evening	
Cut and Join Sheet metal	14 - 25	\$165				
Water Fitters Intermediate Level	28 - Apr 8	\$165				
APRIL						
Erect and Dismantle Restricted Height Scaffolding	4 - 8	\$198	Narere/ Naceva	FTF/ Blend- ed	Day	
Set Out and Install Water Services	11 - 19	\$165			Evening	
Install Water Mains Pipeline	20 - 27	\$198				
Water Fitters Supervisory Level	11 - 26	\$165				
MAY						
Install and Adjust Water Service Controls Devices	2 - 6	\$198	Narere/ Naceva	FTF/ Blend- ed	Day	
Install and fit off sanitary fixtures	2 - 13	\$198			Evening	
Install Water Pump Sets	9 - 13	\$198			Day	
Fit and Commission Hot and Cold Water	16 - 20	\$198				
Green Plumbing	23 - 27	\$198				
Fabricate and Install Fire Hydrant and Hose Reel	27 - Jul 1	\$198			Evening	
Read Plans and Calculates Plumbing Quantities	16 - 27	\$165				
Fabricate and Install Roof Drainage Components	30 - 10 Jun	\$165				
JUNE						
Install Sprinkler System	6 - 10	\$198	Narere/ Naceva	FTF/ Blend- ed	Day	
Carry Out Levelling	13 - 17	\$198			Evening	
Select and Install Roof Sheeting and Wall Cladding	13 - 24	\$198				
Install Storm Water and Subsoil Drainage	20 - 24	\$198				
Install and fit off sanitary fixtures	27 - Jul 1	\$198				
Carryout Levelling	27- Jul 8	\$198			Evening	
JULY						
Plan and Layout Residential Drainage System	4 - 8	\$198	Narere/ Naceva	FTF/ Blend- ed	Day	
Pipi Layers	11 - 15	\$198			Evening	
Plan and Layout Residential Drainage System	11 - 22	\$198				
Install Gas Piping Systems	25 - 29	\$198				Day
Fit and commission hot and cold water	25 - Aug 5	\$198				Evening
AUGUST						
Install and Commission Type 'A' Gas Appliances	1 - 5	\$198	Narere/ Naceva	FTF/ Blend- ed	Day	



Marking Out of Plumbing Materials	8 - 12	\$165	Narere/ Naceva	FTF/ Blend- ed	Day
Green Plumbing Solar	8 - 19	\$198			Evening
Cut and Join Sheet metal	15 - 19	\$165			Day
Fabricate and Install Roof Drainage Components	22 - 26	\$198			
Fabricate and install Fire Hydrant and Hose reel	22 - Sep 2	\$198			Evening
Select and Install Roof Sheeting and Wall Cladding	30 - Sep 2	\$198			Day
SEPTEMBER					
Collect and Store Roof Water	13 - 17	\$165	Narere/ Naceva	FTF/ Blend- ed	Day
Introduction to Welding - Oxy Acetylene Gas	5 - 21	\$198			Evening

Introduction to Oxy Fuel Cutting	22 - Oct 6	\$198	Narere/ Naceva	FTF/ Blend- ed	Evening
OCTOBER					
Fundamentals of Arc Welding	11 - 24	\$198	Narere/ Naceva	FTF/ Blend- ed	Evening
Utilisation of Codes, Acts and Regulation	31 - Nov 11	\$330			Evening
NOVEMBER					
Utilisation of Codes, Acts and Regulation	21 - Dec 2	\$330	Narere/ Naceva	FTF/ Blend- ed	Evening
DECEMBER					
Utilisation of Codes, Acts and Regulation	7 - 20	\$330	Narere/ Naceva	FTF/ Blend- ed	Evening

## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

ELECTRICAL TRAINING SCHEDULE					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Ses- sion (Day/ Evening)
JANUARY					
Computing Fundamen- tals & Applications	31-Feb 8	\$198	Narere / Naceva	Blend- ed	Day
FEBRUARY					
Workplace Communi- cation & Ethics	10-18	\$198	Narere / Naceva	Blend- ed	Day
Electrical Wireman's Module I	7-Apr- 28	\$550			Evening
Workshop & Electrical Safety	23-Mar 3	\$198			Day
MARCH					
Workshop Craft Practice	8-21	\$330	Narere / Naceva	Blend- ed	Day
Trade Calculations	24- Apr 1	\$198			
Computing Fundamen- tals & Applications	28-Apr- 05	\$198			
APRIL					
Electrical Wireman's Module I	6-May 5	\$550	Narere / Naceva	Blend- ed	Day
Workplace Communi- cation & Ethics	Apr 11 - 21	\$198			
Workshop & Electrical Safety	27-May 5	\$198			
MAY					
Electrical Schematic Drawing & Interpre- tation	10-18	\$198	Narere / Naceva	Blend- ed	Day
Workshop Craft Practice	11- Jun-7	\$330			
Electrical Wireman's Module II	23-Jun 17	\$550			

Electrical Wireman's Module II	23-Aug-10	\$550	Narere / Naceva	Blend-ed	Evening
JUNE					
Trade Calculations	13-21	\$198	Narere / Naceva	Blend-ed	Day
Electrical Wireman's Module III	23-Jul-20	\$550			
Electrical Wireman's Module I	27-Jul-22	\$550			
JULY					
Maintenance Planning Fundamentals	25-Aug-02	\$198	Narere / Naceva	Blend-ed	Day
Electrical Schematic Drawing & Interpretation	28-Aug-05	\$198			
AUGUST					
Protection System & Devices	8-16	\$198	Narere / Naceva	Blend-ed	Day
Electrical Wireman's Module II	11-Sep 8	\$550			
Solar PV Principles & Applications	22-30	\$198	Narere / Naceva	Blend-ed	Day
SEPTEMBER					
Electrical Wireman's Module III	1-Nov-28	\$550	Narere / Naceva	Blend-ed	Evening
Planning & Estimation of Electrical Installations	5-14	\$198	Narere		Day
Electrical Wireman's Module III	14-Oct-13	\$550	Narere / Naceva		
Power Generation and Controls	19-27	\$198	Naceva		
Electronics for Electricians	19-28	\$308	Narere		
OCTOBER					
Motor Starter & Control Technology	3-14	\$308	Narere	Blend-ed	Day
Maintenance Planning Fundamentals	19-28	\$198	Narere / Naceva		

Automation Technology Principles & Applications	19-31	\$308	Narere	Blended	Day
Motor Rewinding I	28-Nov 6	\$198	Naceva		
Motor Starter & Control Technology	12-21	\$308			
Motor Rewinding Moudle II	26-Nov 1				
NOVEMBER					
Motor Rewinding Module I	3-11	\$198	Narere / Naceva	Blended	Day
Protection System & Devices	3-11	\$198	Narere		
Motor Rewinding Module II	16-29	\$308	Narere / Naceva		
Solar PV Principles & Applications	17-25	\$198	Narere		
Electronics for Electricians	7-16	\$308	Naceva		
Automation Technology Principles and Applications	21-31				
DECEMBER					
Planning & Estimation of Electrical Installations	1-9	\$198	Narere	Blended	Day
Power Generation & Control	5-13	\$198			
INDUSTRIAL AUTOMATION TRAINING SCHEDULE					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blended)	Session (Day/ Evening)
JANUARY					
Computing Fundamentals & Applications	31-Feb 8	\$198	Narere	Blended	Day
FEBRUARY					
Workplace & Electrical Safety	14-22	\$198	Narere	Blended	Day
Introduction to Programmable Logic Controller	21-Mar-31	\$440			Evening
Workshop Craft Practice	28-Mar-11	\$330			Day
MARCH					
Trade Calculations fundamentals	16-24	\$198	Narere	Blended	Day
Power Electronics	29-Apr-07	\$308			

APRIL					
Introduction to SCADA Configuration	11-May-23	\$440	Narere	Blended	Evening
Workplace Communication & Ethics	12-Apr-22	\$198	Narere	Blended	Day
Electrical Principles	27-May-10	\$308			
MAY					
Analogue Electronics	16-25	\$264	Narere	Blended	Day
Digital Electronics	30-Jun-08	\$253			Evening
Advanced Programmable Logic Controllers	30-Jun-29	\$385			
JUNE					
Pneumatic Power Systems	13-22	\$308	Narere	Blended	Day
Process Control Instrumentation I	27-Jul-08	\$308			
JULY					
Advanced SCADA Configuration	4-Aug 4	\$385	Narere	Blended	Evening
Process Control Instrumentation II	13-22	\$275			Day
Process Control Instrumentation III	22-Aug 2	\$198			
AUGUST					
Electrical Schematic Drawing & Interpretation	8-16	\$198	Narere	Blended	Day
Motor Starter & Control Technology	22-31	\$308			
SEPTEMBER					
Introduction to Programmable Logic Controller	5-19	\$440	Narere		Day
Introduction to SCADA Configuration	22-Oct 5	\$440			
OCTOBER					
Advanced Programmable Logic Controllers	12-21	\$385	Narere		Day
	27-Nov7	\$385			
NOVEMBER					
Automation Project Design	10-21	\$385	Narere		Day





## DEPARTMENT OF NATIONAL PRODUCTIVITY & INDUSTRY INNOVATION

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Session (Day/ Evening)
ACCOUNTING AND FINANCE					
MARCH					
Develop and Implement a Business Plan	1-31	\$120	Naceva	Blend- ed	Day & Evening
Strategic Planning, Effective Budgeting & Cost Control		\$275	Nasese		
APRIL					
Manage Micro & Small Enterprise	1-30	\$120	Naceva	Blend- ed	Day & Evening
Retail Services		\$350	Nasese		
MAY					
Manage Procurement & Contract Adminis- tration	1-31	\$275	Nasese	Blend- ed	Day & Evening
Managing Accounts Receivable & Collection Strategies		\$275	Naceva		
JUNE					
Enhance Financial Literacy and Decision Making Skills	1-30	\$275	Naceva	Blend- ed	Day & Evening
Enhance Inventory Management & Control		\$275	Nasese		
JULY					
Manage Warehouse & Logistics	1-31	\$275	Nasese	Blend- ed	Day & Evening
Retail Services		\$350			
AUGUST					
Manage Procurement & Contract Adminis- tration	1-31	\$275	Nasese	Blend- ed	Day & Evening

Managing Accounts Payable, Vendor Performance & Contract Compliance	1-31	\$275	Naceva	Blend-ed	Day & Evening
SEPTEMBER					
Develop and Implement a Business Plan	1-30	\$120	Naceva	Blend-ed	Day & Evening
Enhance Inventory Management & Control		\$275	Nasese		
OCTOBER					
Improve Tax Administration & Compliance	1-31	\$275	Nasese	Blend-ed	Day & Evening
Manage Warehouse & Logistics		\$275			
Managing Accounts Receivable & Collection Strategies		\$275	Naceva		
NOVEMBER					
Enhance Financial Literacy and Decision Making Skills	1-30	\$275	Naceva	Blend-ed	Day & Evening
Strategic Planning, Effective Budgeting & Cost Control		\$275	Nasese		
ENVIRONMENT MANAGEMENT & GREEN PRODUCTIVITY					
Course Name	Train-ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Session (Day/ Evening)
JUNE					
Environmental Regulation and Compliance	1-30	\$275	Nasese	Blend-ed	Day & Evening
DECEMBER					
Environmental Regulation and Compliance	1-31	\$275	Nam-aka	Blend-ed	Day & Evening

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Session (Day/ Evening)
<b>FOOD AND SAFETY MANAGEMENT</b>					
<b>JANUARY</b>					
Basic Food Safety Management	1-31	\$242	Nasese	Blend- ed	Day & Evening
<b>FEBRUARY</b>					
Allergen Management	1-28	\$275	Naceva	Blend- ed	Day & Evening
<b>MARCH</b>					
Implementing Hazard Analysis and Critical Control Points (HACCP) Systems	1-31	\$385	Nasese	Blend- ed	Day & Evening
<b>APRIL</b>					
Understanding and Implementing ISO 22000:2018 Food Safety Management Systems	1-30	\$385	Nam- aka	Blend- ed	Day & Evening
<b>MAY</b>					
ISO 22000:2018 Food Safety Management Systems Internal Auditing	1-31	\$330	Nasese	Blend- ed	Day & Evening
<b>JULY</b>					
Basic Food Safety Management	1-31	\$242	Naceva	Blend- ed	Day & Evening
<b>AUGUST</b>					
Allergen Management	1-31	\$275	Nasese	Blend- ed	Day & Evening
<b>SEPTEMBER</b>					
Implementing Hazard Analysis and Critical Control Points (HACCP) Systems	1-30	\$385	Nam- aka	Blend- ed	Day & Evening
<b>OCTOBER</b>					
Understanding and Implementing ISO 22000:2018 Food Safety Management Systems	1-31	\$385	Nasese	Blend- ed	Day & Evening
<b>NOVEMBER</b>					
ISO 22000:2018 Food Safety Management Systems Internal Auditing	1-30	\$330	Naceva	Blend- ed	Day & Evening
<b>INNOVATION</b>					
<b>AUGUST</b>					
Creative Thinking and Innovation	1-31	\$330	Nasese	Blend- ed	Day & Evening
<b>OCCUPATIONAL HEALTH AND SAFETY</b>					
<b>JANUARY</b>					
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	26-28	\$275	Nasese	FTF	Day
<b>FEBRUARY</b>					
Implement COVID-19 Safe Business Protocol	1-28	\$120	Nasese	Blend- ed	Day & Evening

Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	16-18	\$275	Labasa	FTF	Day
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	23-25	\$275	Nasese	FTF	Day
<b>MARCH</b>					
OHS Module III - Apply Knowledge of OHS Legislation at the Workplace	1-31	\$275	Naceva	Blend- ed	Day & Evening
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	24-26	\$275	Nasese	FTF	Day
<b>APRIL</b>					
OHS Module IV - Apply Occupational Hygiene & OHS Risk Management at the Workplace	1-30	\$330	Naceva	Blend- ed	Day & Evening
<b>MAY</b>					
OHS Module V - Develop and Implement an OHS Management System (ISO 45001:2018)	1-31	\$330	Naceva	Blend- ed	Day & Evening
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	4-6	\$275	Naceva	FTF	Day
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	18-20	\$275	Nasese	FTF	Day
<b>JUNE</b>					
OHS Module VI - Conduct Internal Audit of an OHS Management System (ISO 45001:2018)	1-30	\$330	Naceva	Blend- ed	Day & Evening
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	8-10	\$275	Nam- aka	FTF	Day
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	15-17	\$275	Levuka	FTF	Day
<b>JULY</b>					
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	6-8	\$275	Ba	FTF	Day
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	13-15	\$275	Labasa		
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	27-29	\$275	Nasese		



AUGUST					
OHS Module III - Apply Knowledge of OHS Legislation at the Workplace	1-31	\$275	Nasese	Blend-ed	Day & Evening
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	3-5	\$275	Naceva	FTF	Day
SEPTEMBER					
OHS Module IV - Apply Occupational Hygiene & OHS Risk Management at the Workplace	1-30	\$330	Nasese	Blend-ed	Day & Evening
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	14-16	\$275	Nam-aka	FTF	Day
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	22-24	\$275	Nasese		
OCTOBER					
OHS Module V - Develop and Implement an OHS Management System (ISO 45001:2018)	1-31	\$330	Nasese	Blend-ed	Day & Evening
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	12-14	\$275	Ba	FTF	Day
NOVEMBER					
OHS Module VI - Conduct Internal Audit of an OHS Management System (ISO 45001:2018)	1-30	\$330	Nasese	Blend-ed	Day & Evening
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	9-11	\$275	Naceva	FTF	Day
DECEMBER					
Occupational Health and Safety Modules I & II for Safety Representative and Committee Members	7-9	\$275	Nam-aka	FTF	Day
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Session (Day/ Evening)
PROJECT MANAGEMENT					
MARCH					
Project Scope and Time Management	1-31	\$330	Nasese	Blend-ed	Day & Evening
APRIL					
Project Cost Management	1-30	\$330	Nasese	Blend-ed	Day & Evening
MAY					
Project Risk and Quality Management	1-31	\$330	Nasese	Blend-ed	Day & Evening
JUNE					
Project Leadership	1-30	\$330	Nasese	Blend-ed	Day & Evening

JULY					
Microsoft Project for Managers	1-30	\$330	Naceva	Blend- ed	Day & Evening
Project Scope and Time Management		\$330	Nasese		
AUGUST					
Project Cost Manage- ment	1-31	\$330	Nasese	Blend- ed	Day & Evening
SEPTEMBER					
Project Risk and Quality Management	1-30	\$330	Nasese	Blend- ed	Day & Evening
OCTOBER					
Project Leadership	1-31	\$330	Nasese	Blend- ed	Day & Evening
NOVEMBER					
Microsoft Project for Managers	1-31	\$330	Naceva	Blend- ed	Day & Evening
QUALITY MANAGEMENT					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Session (Day/ Evening)
FEBRUARY					
Organizing the Workplace using 5S Methodology	1-28	\$165	Nam- aka	Blend- ed	Day & Evening
MARCH					
Understanding and Implementing ISO 9001:2015 Quality Man- agement Systems	1-31	\$385	Naceva	Blend- ed	Day & Evening
APRIL					
ISO9001:2015 Quality Management Systems Internal Auditing	1-30	\$330	Naceva	Blend- ed	Day & Evening
MAY					
Measuring and Enhancing Firm Level Productivity	1-31	\$275	Nam- aka	Blend- ed	Day & Evening
JUNE					
Manage Enterprise Risk	1-30	\$275	Nam- aka	Blend- ed	Day & Evening
JULY					
Organizing the Workplace using 5S Methodology	1-31	\$165	Nasese	Blend- ed	Day & Evening
AUGUST					
Understanding and Implementing ISO 9001:2015 Quality Man- agement Systems	1-31	\$385	Nasese	Blend- ed	Day & Evening
SEPTEMBER					
ISO9001:2015 Quality Management Systems Internal Auditing	1-30	\$330	Nasese	Blend- ed	Day & Evening
OCTOBER					
Measuring and Enhancing Firm Level Productivity	1-31	\$275	Nasese	Blend- ed	Day & Evening
NOVEMBER					
Manage Enterprise Risk	1-30	\$275	Nasese	Blend- ed	Day & Evening

# DEPARTMENT OF NATIONAL APPRENTICESHIP TRAINING AND TRADE TESTING

BUILDING TRADE					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Session (Day/ Evening)
JANUARY					
Plasterer III	20-21	\$83	Narere	FTF	Day / Evening
FEBRUARY					
Block Layer III	17-18	\$83	Narere	FTF	Day/ Evening
MARCH					
Wood Machinist III	24-25	\$83	Narere	FTF	Day/ Evening
APRIL					
Cabinet Maker III	7-8	\$83	Narere	FTF	Day/ Evening
Cabinet Maker II	9	\$127			Day
Cabinet Maker III	28-29	\$83	Naceva		Day/ Evening
Cabinet Maker II	30	\$127			Day
MAY					
Carpenter General III	13-14	\$83	Narere	FTF	Day/ Evening
Carpenter General III	26-27	\$83		FTF	Day/ Evening
JUNE					
Joiner III	2-3	\$83	Naceva Centre	FTF	Day/ Evening
Painter & Decorator III	4	\$83			DAY
Joiner III	16-17	\$83	Nar- ere		Day/ Evening
Cabinet Maker II	18	\$127			DAY
JULY					
Carpenter General III	7-8	\$83	Nar- ere	FTF	Day/ Evening
Carpenter General III	13-14	\$83	Nace- va		
Carpenter General III	18	\$83	Laba- sa		
Block Layer III	19	\$83			
Plasterer III	20	\$83			
Cabinet Maker III	22	\$83			
AUGUST					
Carpenter General III	11-12	\$83	Nar- ere	FTF	Day/ Evening
Joiner III	18-19	\$83			
Painter & Decorator III	20	\$83			
SEPTEMBER					
Carpenter General II	1-2	\$127	Nar- ere	FTF	Day/ Evening
Carpenter General I	9-10	\$160			
Joiner II	16-17	\$127			
Cabinet Maker II	23-24	\$127			

PRINTING TRADE					
JANUARY					
Letter Press Machinist III	25-26	\$83	Narere	FTF	Day/ Evening
Print Finishing III	27-28	\$83			
FEBRUARY					
Photo Mechanic III	4-5	\$83	Narere	FTF	Day/ Evening
Hand & Machine Typographer III	9-10	\$83			
MAY					
Sign Writer III	13-14	\$83	Narere	FTF	Day/ Evening
AUGUST					
Print Finishing II	5-6	\$127	Narere	FTF	Day/ Evening
Letter Press Machinist II	30-31	\$127			
SEPTEMBER					
Lithographic Offset Machinist III	05-06	\$83	Narere	FTF	Day/ Evening
Lithographic Offset Machinist II	13-14	\$127			
NOVEMBER					
Photo Mechanic II	4-5	\$127	Narere	FTF	Day/ Evening
Lithographic Offset Machinist I	15-16	\$160			
DECEMBER					
Hand & Machine Typographer II	1-2	\$127	Narere	FTF	Day/ Evening
Sign Writer II	9-10	\$127			
ENGINEERING TRADE					
Course Name	Training Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend-ed)	Session (Day/ Evening)
JANUARY					
Electrician III	20-21	\$83	Narere	FTF	Day/ Evening
Spray Painting III	27-28	\$83			
FEBRUARY					
Heavy Diesel Mechanic Commercial III	17-18	\$83	Narere	FTF	Day/ Evening
Panel Beating III	18-19	\$83			
Plumber General III	18-19	\$83			
Heavy Diesel Mechanic Commercial III	24-25	\$83	Naceva		
MARCH					
Electronics Technician III	10-11	\$83	Narere	FTF	Day/ Evening
Motor Vehicle Mechanic III	18-19	\$83			
Motor Vehicle Electrical Electronics III	18-19	\$83			
Refrigeration & Airconditioning III	23-24	\$83	Naceva	FTF	Day/ Evening
Electrician III	25-26	\$83			





APRIL					
Motor Vehicle Mechanic III	6-7	\$83	Naceva	FTF	Day/ Evening
Plumber General III	7-8	\$83			
Fitter Machinist III	27-28	\$83	Mont- fort Boys Town - Lami		
Pipe Fitter III	29-30	\$83	Narere		
Refrigeration & Aircon- ditioning III	29-30	\$83			
MAY					
Motor Vehicle Mechanic II	4-5	\$127	Naceva	FTF	Day/ Evening
Welding III	5-6	\$83	Narere		
Plumber General II	6-7	\$127	Naceva		
Welding III	16-17	\$83			
Refrigeration & Aircon- ditioning II	25-26	\$127	Narere		
Electrician II	27-28	\$127			
JUNE					
Motor Vehicle Mechanic II	3-4	\$127	Narere	FTF	Day/ Evening
Pumber General II	3-4	\$127			
Refrigeration & Aircon- ditioning II	8-9	\$127	Naceva		
Pipe Fitter II	10-11	\$127			
Fitter Machinist II	14-15	\$127	Mont- fort Boys Town - Lami		
Heavy Diesel Mechanic Commercial II	23-24	\$127	Narere		
Heavy Diesel Mechanic Commercial II	30 - Jul 1	\$127	Naceva		
JULY					
Welding II	7-8	\$127	Narere	FTF	Day/ Evening
Welding II	21-22	\$127	Naceva		
Motor Vehicle Mechanic III	26-27	\$83	Labasa		
Motor Vehicle Mechanic II	26-27	\$127			
Plumber General III	26-27	\$83			
Plumber General II	26-27	\$127			
Refrigeration & Aircon- ditioning III	28-29	\$83			
Refrigeration & Aircon- ditioning II	28-29	\$127			
Electronics Technician II	28-29	\$127			
Electrician III	28-29	\$83	Labasa		
Electrician II	28-29	\$127			
AUGUST					
Electrician III	12-13	\$83	Narere	FTF	Day/ Evening
Refrigeration & Aircon- ditioning III	18-19	\$83			
Upholsterer III	19-20	\$83			
Sheet Metal Worker III	22-23	\$83			
Motor Vehicle Mechanic III	26-27	\$83	Narere	FTF	Day/ Evening
Plumber General III	26-27	\$83			

SEPTEMBER					
Spray Painting II	1-2	\$127	Narere	FTF	Day/ Evening
Upholsterer II	2-3	\$127			
Fitter Machinist I	07-08	\$160	Mont- fort Boys Town - Lami		
Heavy Diesel Mechanic Commercial I	15-16	\$160	Narere		
Motor Vehicle Electrical Electronics II	16-17	\$127			
Refrigeration & Aircon- ditioning II	21-22	\$127			
Welding I	22-23	\$160			
Sheet Metal Worker II	29-30	\$127			
Plumber General II	29-30	\$127			
OCTOBER					
Electronics Technician I	3-4	\$160	Narere	FTF	Day/ Evening
Plumber General I	7-8	\$160			
Motor Vehicle Mechanic I	12-13	\$160			
Refrigeration & Aircon- ditioning III	19-20	\$83	Naceva		
Plumber General III	21-22	\$83			
NOVEMBER					
Refrigeration & Aircon- ditioning I	16-17	\$160	Narere	FTF	Day/ Evening
Electrician I	18-19	\$160			
Electrician II	25-26	\$83			
DECEMBER					
Pipe Fitter III	2-3	\$83	Narere	FTF	Day/ Evening
Panel Beating II	6-7	\$127			
Plumber General III	16-17	\$83			
Hospitality Trade					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Session (Day/ Evening)
MAY					
Baking & Patisserie III	26-27	\$83	Nasese	FTF	Day/ Evening
JUNE					
Chef III	2-3	\$83	Nasese	FTF	Day/ Evening
Baking & Patisserie III	9-10	\$83	Nam- aka		
JULY					
Chef III	28-29	\$83	Nam- aka	FTF	Day/ Evening
AUGUST					
Chef II	4-5	\$127	Nasese	FTF	Day/ Evening
Chef II	25-26	\$127	Nam- aka		
SEPTEMBER					
Baking & Patisserie III	26-27	\$83	Labasa	FTF	Day/ Evening
Chef III	26-27	\$83			
Chef I	29-30	\$160	Nasese		



## DEPARTMENT OF QUALITY AWARDS

PRODUCTIVITY PROMOTIONS					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Session (Day/ Evening)
<b>JANUARY</b>					
Lean 5S Training Improving Productivity at Workplace	17-28	\$220	La-basa/ Online	Online	Day/ Evening
<b>FEBRUARY</b>					
QC Tools/ Team Excellence Productivity Tools for Effective Project Management (APO Sponsored Program)	25-Apr 29	\$220	La-basa/ Online	Online/ Face to Face	Day/ Evening
<b>MARCH</b>					
Lean 5S Training Improving Productivity at Workplace (APO Sponsored Program)	15-May 6	\$220	Fiji Wide / Online	Online/ Face to Face	Day/ Evening
<b>APRIL</b>					
Productivity Practitioners Program (APO Sponsored Program)	4-Jun 17	\$220	Fiji Wide/ Online	Online/ Face to Face	Day/ Evening
Team Excellence Application Opens (Virtual Team Meetings)	4			Online	
<b>MAY</b>					
Team Excellence Information Seminar	11-12	\$250	Suva	Online/ Face to Face	Day
Lean 5S Training	26	\$220	Nadi	Face to Face	
<b>JULY</b>					
Team Excellence Application	Close 29				
<b>SEPTEMBER</b>					
Productivity Measurement : Enhancing Productivity for SMEs	22	TBA	Suva	Online/ Face to Face	Day
<b>OCTOBER</b>					
Quality Conference & Team Excellence Competition (Virtual)	6		Suva	Online/ Face to Face	Day
Productivity Measurement : Enhancing Productivity for SMEs	27	TBA	Lautoka	Face to Face	
<b>FIJI BUSINESS EXCELLENCE AWARDS</b>					
Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Session (Day/ Evening)
<b>JANUARY</b>					
Application Opens - Applicants	10-Jan				
Application Opens - Evaluators					

FEBRUARY					
Fiji Business Excellence Framework - Online Course	4-Mar-25	\$550	Online	Online	Day
APRIL					
Application Close - Applicants	4				
Application Close - Evaluators	4				
POR Meeting - Vetting & Approval of Applications	21		Online	Online	Day
Application Advice - Evaluators	26				
Application Advice - Applicants	26				
MAY					
Written Submission Due	31				
JUNE					
Evaluator's Refresher Training	6-10		Online	Online	Day
Evaluator's Consensus Meetings	11-Jul 26				Day/ Evening
JULY					
Evaluation Window	25-Aug 5		Fiji Wide	Online/ Face to Face	Day
AUGUST					
Panel of Review Meeting	25		Online	Online	Day
Recognition Advice	30				
NOVEMBER					
Fiji Business Excellence Awards Night	5		Suva		Evening
Face to Face Feedback	7-30		Online	Online	Day
Business Excellence Conference (Webinar)	24	\$150			
DECEMBER					
Feedback Meeting - Team Leaders	1		Online	Online	Day
Feedback Meeting - POR Members	6				



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

Course Name	Train- ing Dates	Fees	Venue (Centre)	Mode (FTF/ Online/ Blend- ed)	Session (Day/ Evening)
JANUARY					
Wooden House Con- struction	17-28	\$413	Kia Village	F2F	Day
Household & Sanitary Plumbing		\$413			
Block Laying Construc- tion		\$413			
Floristry	24-28	\$275	Sigato- ka	Blend- ed	
Tailoring		\$275			
Patisserie		\$275			
Screen Printing		\$275			
FEBRUARY					
Garment Construction & Tailoring	14-18	\$275	Nau- sori	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Con- struction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamen- tals		\$275			
MARCH					
Garment Construction & Tailoring	14-18	\$275	Lauto- ka	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Con- struction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamen- tals		\$275			
APRIL					
Garment Construction & Tailoring	11-15	\$275	Nadi	Blend- ed	Day

Care Giver	11-15	\$275	Nadi	Blend- ed	Day
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Con- struction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamen- tals		\$275			
MAY					
Garment Construction & Tailoring	9-13	\$275	Sa- vusavu	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Con- struction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamen- tals		\$275			
JUNE					
Garment Construction & Tailoring	6-10	\$275	Labasa	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Con- struction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamen- tals		\$275			

JULY					
Garment Construction & Tailoring	11-15	\$275	Suva	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Con- struction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamen- tals		\$275			
AUGUST					
Garment Construction & Tailoring	15-19	\$275	Sigato- ka	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Con- struction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamen- tals		\$275			
SEPTEMBER					
Garment Construction & Tailoring	12-16	\$275	Lami	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Con- struction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamen- tals		\$275			

OCTOBER					
Garment Construction & Tailoring	10-14	\$275	Nasinu	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Construction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamentals		\$275			
NOVEMBER					
Garment Construction & Tailoring	7-11	\$275	Nadi	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Construction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamentals		\$275			
DECEMBER					
Garment Construction & Tailoring	5-9	\$275	Lauto- ka	Blend- ed	Day
Care Giver		\$275			
The Fundamentals of Cookery		\$275			
The Fundamentals of Baking and Patisserie		\$275			
The Fundamentals of Food and Beverage		\$275			
Wooden House Construction		\$275			
Household and Sanitary Plumbing		\$275			
Domestic Electrical Installation		\$275			
Small Engine Repair		\$275			
Basic Computing & Business Fundamentals		\$275			

# Where we are **LOCATED?**



## Campus Contacts

### **National Training and Productivity Centre Head Office**

Lot 1 Beaumont Road, Narere  
Phone: 3392000 Ext: 4500

### **Nabua Centre**

Jerusalem Road  
Phone: (679) 3384777

### **Labasa Centre**

Rosawa Street  
Phone: (679)8614071

### **Naceva Centre**

Naceva Street, Lautoka  
Phone: (679)6667000

### **Nasese Centre**

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

### **Samabula Centre**

Derrick Campus, Suva  
Phone: 3381044

### **Nadi Campus**

Lot 1, Queens Road, Nadi  
Phone: 6724889

### **Namaka Centre**

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

For further enquiries,  
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[www.fnu.ac.fj/ntpc](http://www.fnu.ac.fj/ntpc)

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